



# ASIAN LAND STRATEGIES CORPORATION

<i>Company</i>	<b>ASIAN LAND STRATEGIES CORPORATION</b>	<i>Effective / Revision Date</i>	<b>August, 2018</b>
<i>Policy</i>	<b>Training &amp; Development Policy</b>	<i>Doc. Rev. No.</i>	<b>01 – HRDTS -18</b>

## 1. PURPOSE

This policy sets out the company's commitment to provide various training programs for its employees to enhance their knowledge, skills and attitude necessary for their job position and for their personal improvement, as well. The company recognizes that effective staff training and development is an essential contribution to achieve a responsive and well-managed institution.

## 2. SCOPE

This policy applies to all Regular & Probationary Employees of Asian Land Strategies Corporation.

## 3. RESPONSIBILITIES

Training and Development is the responsibility of all the employees of ALSC. In particular :

- Management Committee - aside from providing space and resources, also promotes an environment that continuing learning and development is essential to meet the future plans of the company;
- Sections Heads / Supervisors - through providing support and motivation for the staff to take part in training and developmental activities. Also plays an active role in identifying staff development activities;
- Individual / Employees - through active participation in training and development activities. Also responsible in providing feedback by accomplishing Pre-Training Needs Assessment and Post Training Evaluation.
- Human Resources Development - through its Training Section, for the implementation of Training & Development Programs and by providing reports and feedback.

## 3. TRAINING PLAN

Due to ALSC's commitment to employee's quality standard and continuous improvement, Annual Training Plan is formulated through results of Training Needs Analysis, Post-Training Evaluations and Employees' training participation rate.

Mandatory and optional training tracks per year are identified based on employees' job position focusing on the following areas:





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- Core Competency
- Communications & Customer Relations
- Business Skills
- Leadership
- Product Knowledge
- Professionalism

In case of specialized skills enhancement trainings, the employee supervisor may opt to file a training request for specialized training either for the department or for individual employee using the corresponding Training Request Form. Granting of training request will depend on budget requirement, availability of Resource Speakers and schedule of Training Providers.

## 5. TRAINING RESOURCES

The extent to which the expenses for training and development can be supported will depend on budgetary constraints and operational needs of the company.

The overall budget for training and development will comprise :

- a. The budget for in-house seminars ; and
- b. The budget for off-site and/or sponsored seminars

## 6. EMPLOYMENT BOND

For specialized skill enhancement trainings beyond the annual training budget appropriation, employee may be mandated by an employment bond stating that the employee will work for a specific period of time with company depending on the amount of expenses incurred during the employee's training and development. The employment bond will be agreed in writing by both the company and employee.

## 7. TRAINING IMPLEMENTATION

The conduct and implementation of trainings is a responsibility of Human Resources Development through its Training Section. Upon approval of Training Plan, Training section should perform the following:

- a. Publish the training plan through Memorandum or Intranet;
- b. Arrange resources for training i.e. Resource Persons, Meals, Venue, etc.
- c. Prepare TBA and Request for payment (as per Accounting Policy);
- d. Prepare IDs, attendance sheet, training certificates, and other supplies and materials;
- e. Assist during the conduct of training;
- f. Facilitate the conduct of Pre and Post-Training Evaluation;
- g. Document and submit training evaluation report.



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## 8. TRAINING ATTENDANCE

Employees are encouraged to take responsibility for their own individual effectiveness for personal and career development. Moreover, attendance in trainings is included in the Key Performance Indicator of each employee to measure their self-improvement.

When attending trainings whether off-site or in-house, employees must observe the following :

- a. Arrive on time and stay for the length of seminar.
- b. Dress properly.
- c. Be prepared. Good participant need to have read or have prepared about the course topic.
- d. Be participative and good listener, as well.
- e. Be respectful with the Facilitator and co-participants.

Accomplish and submit Training Evaluation

## 9. TRAINING SCHEDULE

Training schedule whether off-site or in-house, may be set during normal workday or during rest day. If a training falls on a normal workday, employee will be paid his regular pay for that day. While, training that falls during Saturday or Sunday may be filed under Compensatory Leave subject to existing policy on filing of Leave of Absences.

## 10. TRAINING INDUCTION?

Newly-hired employees are mandated to attend the following training programs ;

- a. Orientation Seminar - Every new employee, on the day he assumes the position, regardless of function or department/section, shall undergo a systematic orientation seminar to enable him to become fully oriented on basic company policies.
- b. Project Site Orientation Program (PSOP) - This program is scheduled within 3 months after a new employee assumes his position to familiarize him with the company properties and business, as well.
- c. Orientation on 6S Program - Every new employee must undergo this orientation to make him aware on systematic and efficient approach to have a clean, organized and standardized workplace.

## 11. EFFECTIVITY

The effective date of this policy shall be August, 2018.

## 12. REVIEW DATE

This policy shall be reviewed at minimum every three years after the effective date.



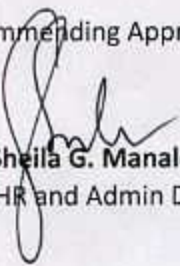


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## 13. ATTACHMENTS

- a. Training Needs Assessment form
- b. Training Request Form
- c. Training Evaluation form
- d. Training Contract Template

Recommending Approval:

  
**Ma. Sheila G. Manalo**  
VP – HR and Admin Department

Approved by:

  
**Javier Felipe Quintos**  
Chief Executive Officer

## TRAINING NEEDS ASSESSMENT FORM

NAME		DATE	
POSITION		DEPARTMENT	

We would like to better understand your continuing education needs: Please take a few minutes to complete this on-line training needs survey.

1. Which of the trainings you attended were very helpful/valuable to your current function?(Kindly choose 3 topics and rank them according to which training was most helpful)

*Alin sa mga sumusunod na trainings ang nakatulong sa iyo? Pumili ng tatlo at ayusin ang tatlo ng naayon sa pinaka nakatulong sa'yo.*



How did these trainings help you in your current function?

*Paano nakatulong sa iyong trabaho ang mga trainings na pinili mo?*

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2. Which training would you like a refresher or a follow up? Why?  
*Alin sa mga trainings na nabanggit ang nais mong masundan? Bakit?*

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3. Which trainings would you recommend to others? Why?  
*Alin sa trainings ang i-re-rekomenda mo sa iba? Bakit?*

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4. What other trainings would you like to have?  
*Ano pang mga trainings ang nais mong magkaroon sa mga susunod na panahon?*

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5. How else can we improve our training?  
*Paano pa natin mapapaganda ang mga trainings?*

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# ASIAN LAND STRATEGIES CORPORATION

Grand Royale Subdivision, Bulihan, City of Malolos, Bulacan

Name of Employee (Optional) : \_\_\_\_\_  
Department : \_\_\_\_\_  
Course/Training Title : \_\_\_\_\_

A. Your feedback is necessary to ensure that we are meeting your training needs. We would appreciate if you could take a few minutes to share your opinion with us so we can improve future training sessions. Check the box of each item according to your desired rating. (*Reference for evaluation : 1 = Lowest Rating; 4 = Highest Rating*).

1. Course Content	1	2	3	4
a. Clarity of course objectives				
b. Relevance of topic				
c. Organization of content				
2. Training Facilitator	1	2	3	4
a. Competence and expertise				
b. Facilitation skills (encourages participation)				
c. Presentation skills (gives clear explanations and feedback)				
3. Food	1	2	3	4
a. Menu selection				
b. Quantity of Food Served				
c. Orderliness in serving the food				
4. Venue & Equipments	1	2	3	4
a. Over-all appearance of training venue (Set-up, Cleanliness, etc.)				
b. Atmosphere (comfortable and conducive to learning)				
c. Adequacy and performance of equipments used				

B. What did you like most about this Training ?  
(Ano ang nagustuhan mo sa Training na ito ?)

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C. Which part/s of this Training can be improved ?  
(Aling parte ng Training na ito ang dapat pang pagandahin?)

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D. What additional lessons / trainings that you would like to attend in the future ?  
(Anong karagdagang pag-aaral o Training ang iyong nais sa mga susunod na panahon?)

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E. Other comments & suggestions.  
(Iba pang komento at suhestiyon).

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-THANK YOU-



## TRAINING REQUEST FORM

(To be filled up by requisitioning Department / Section Head)

### I. REQUISITIONER'S CONTACT INFORMATION

Name :	Date Filed :	Contact No. :
Sec./Dept.:	Position :	Email Address :

### II. COURSE INFORMATION

#### a. For Off-site Trainings

Name of Course :		Date of Training :
Offered by :		No. of Hours :
Address :		Contact No. :
Attendees : (Use additional Sheet, if necessary)		Email Address :
Name	Position	Brief Summary of Course Content :

#### b. For In-House Trainings

Name of Desired Course :		Preferred Date of Training :
Attendees : (Use additional Sheet, if necessary)		
Name	Position	Brief Summary of Desired Course Content :

### III. PURPOSE OF TRAINING (How will your requested training benefit the attendees and/or your department?)

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Requested by :

Endorsed by :

Received by :

Supervisor/Section Head  
Date : \_\_\_\_\_

Department Manager  
Date : \_\_\_\_\_

Training Staff  
Date : \_\_\_\_\_



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Attendees : (Use additional Sheet, if necessary)		Email Address :
Name	Position	Brief Summary of Course Content :

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Attendees : (Use additional Sheet, if necessary)		
Name	Position	Brief Summary of Desired Course Content :

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Requested by :

Endorsed by :

Received by :

Supervisor/Section Head  
Date : \_\_\_\_\_

Department Manager  
Date : \_\_\_\_\_

Training Staff  
Date : \_\_\_\_\_





# ASIAN LAND STRATEGIES CORPORATION

## TRAINING CONTRACT

This training Contract is executed this \_\_\_\_\_ by and between:

Asian Land Strategies Corporation a corporation duly organized and existing under Philippine Laws, with postal and business address at Asian Land Corporate Center, Grand Royale Subdivision, MacArthur Highway, Bulihan, Malolos City, Bulacan, and hereinafter referred to as the EMPLOYER;

-and-

\_\_\_\_\_, of legal age, single/ married, Filipino with residence and postal address at \_\_\_\_\_, and herein after referred to as the EMPLOYEE;

**WHEREAS**, the employer is engaged in the development of residential, commercial and industrial estates for sale;

**WHEREAS**, the Employee is a \_\_\_\_\_ (*position and designation of Employee*);

**WHEREAS**, the Employer desires to provide specialized training or education to Employee using Employers' fund, subject to the terms and conditions stipulated in the training agreement;

**WHEREAS**, the Employees is willing to undergo specialized training or education being offered by the Employer.

**WHEREAS**, Employer and Employee agrees on the following terms and conditions:

### SECTION 1

#### PROVISION FOR TRAINING SUPPORT

As a part of the Employers' advocacy to develop the full potential of its Employee through Professional advancement, Employer encourages its deserving Employee to undergo specialized training or education. Training support shall include payment of regular salary or time based compensation for the period incurred in travel to/from and in attendance of the training activity, tuition, travel, lodging and meal expenses directly related to the training course. Employer shall pay for the actual training fees, travel and lodging expenses incurred in the course of the training activity and further agrees to reimburse Employee for his/her actual, documented training related expenses.

### SECTION 2

#### DURATION OF TRAINING

The training will cover \_\_\_\_\_ (*Basic Management Skills Development*), which will commence on \_\_\_\_\_ (*from*) until \_\_\_\_\_ (*to*) at \_\_\_\_\_ (*location/venue*). The cost of the training is \_\_\_\_\_ (Php \_\_\_\_\_) inclusive/exclusive of leaflets, and reading materials.

### SECTION 3

#### REIMBURSEMENT

FOR value received under Section 1, Employee agrees to provide continuous employment service to Employer for a period of \_\_\_\_\_ years from date of completion/graduation from said specialized training or education.

In the event Employee desires to terminate his/her employment before the expiration of the \_\_\_\_\_ years prohibition period, the Employee shall reimburse to Employer all expenses it incurred for the training activity with interest for the cost of money invested on his/her education. Employee shall fulfill reimbursement within thirty (30)



days following employee's election to terminate employment. The same rule shall apply in the event employment contract was terminated by the Employer for a valid cause prior to the completion of the "prohibition period", however, Employee shall be relieved to reimburse Employer of the training or special education expenses should the employer desire to put an end to Employee's employment service.

IN WITNESS WHEREOFF the parties have hereunto affixed their signatures on this \_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
EMPLOYER

Signed in the presence of:

\_\_\_\_\_  
**ACKNOWLEDGEMENT**

Republic of the Philippines )  
  ) S.S.

BEFORE ME, a Notary Public for and in the above place, personally appeared the following:

NAME	Competent Proof of Identity
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Known to me to be the same persons who executed the foregoing Contract consisting of two (2) pages, including this page on which this Acknowledgement is written, and they acknowledged to me that the same is their free and voluntary act and deed and that of the corporations represented herein.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and in the place first above written.

Doc. No. - \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_;