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| **TRAINING PLAN FOR CASH CLERK III - AFC TRAINING, BATCH #8** |

Objective:

*This training plan is designed to obtain the following objectives:*

* Grasp a general overview of the DOTC-MRT3 Operation System and its operational philosophy.

* Acquire a necessary knowledge on the DOTC-MRT3 Rules and Regulations being applied on the system emphasizing on its work application.

* Familiarize the various Procedures being applied at the AFC Center.

* Identify the specific duties and responsibilities of a Cash Clerk.

* Learn the basic operation of the AFC System and apply the knowledge they acquired on their day-to-day work.

* To provide a general overview of the AFC Center and Station facilities including the duties and responsibilities of its personnel.

No. of Trainees:

*For this training, 1 participants will be attending the course.*

Inclusive Dates:

*This training shall be conducted from January 16 to January 25, 2012.*

Course Outline:

*This course shall be conducted in accordance with the following outline:*

Training Schedule:

*The tentative schedule of activities shall be based on the following, subject to change depending on the training outcome:*

Day 1

* + Total System Orientation Course (OR)

Day 2

* + Evaluation on OR1

* + Rules and Regulation (RR) Chap. 1

* + 2 & 3

Day 3

* + Evaluation on RR Chap. 1

* + 2 & 3

* + AFC System Orientation

* + AFC Center Operation Familiarization

Day 4

* + Evaluation on AFC System Orientation

* + On-The-Job Training

Day 5

* + On-The-Job Training

Day 6

* + On-The-Job Training

Day 7

* + On-The-Job Training

Day 8

* + On-The-Job Training

Materials & Facilities:

*The following are the training materials / modules and facilities necessary for this training course:*

Facilitators:

*The Support Staff shall conduct this training facilitated by Supervising TDO Luis, Jr. Saman and Senior TDO Graziela Santos with the assistance of Ms. Aida D. Deveraturda.*