

SEP 23 2020

NOTE:
ADVANCE
COPY

Reena



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MEMORANDUM

FOR : ERWIN C. CARBUNGO
Division Chief, Human Resource Development Division

**FROM : OIC-UNDERSECRETARY FOR ADMINISTRATIVE
SERVICE AND OIC FOR INTERNATIONAL
COOPERATION**

**SUBJECT : SUBMISSION OF PROPOSED LEARNING AND
DEVELOPMENT PLAN FOR CY 2021**

DATE : 22 SEPTEMBER 2020

This refers to the previously-issued Memorandum for the mandatory submission of the of Additional Strategic Performance Management Service Documents to include the Learning and Development Interventions per office for CY 2021.

In this regard, we are respectfully submitting herewith the attached Learning Development Plan of the International Cooperation Division for CY 2021.

For your consideration and reference.

Thank you.

ARTEMIO U. TUAZON, JR.



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

LEARNING AND DEVELOPMENT PLAN FOR CY 2021

International Cooperation Division

Type of Learning Intervention	Name of Personnel/ Proposed Attendees	List of Proposed Development Programs and Interventions (any of the following learning interventions following the prescribed training provisions under CSC guidelines)
Leadership Skills Development Programs (Supervisory Level)	<i>Supervising Communications Development Officers:</i> 1. Consulta, Ana Dominique M. 2. Uson, Jasmin Marie C.	<ul style="list-style-type: none">• The Power of Agile Leadership Be equipped with leadership skills and competencies via tools and frameworks CICP Management Consulting• Leadership Styles: The Right Style @ The Right Time Apply the right leadership style in a given situation Leadership Performance Group• Project Management How to effectively plan, implement and evaluate work projects in the new normal Business Maker Academy• Supervisory Leadership How to become an effective and confident supervisor in the new normal Business Maker Academy• Coaching Skills for the Workplace How to develop a coaching program and system to improve your teams performance Business Maker Academy• Managerial Leadership (CESB Accredited Program) Develop the discipline of Managerial Leadership by understanding the differences between leadership and management and then apply the right mix of their key skills to achieve positive results. Huris

		<ul style="list-style-type: none"> • Embracing Innovative Leadership (CESB Accredited Program) Learn the various leadership and teamwork best practices Huris • Building Powerful Teams (CESB Accredited Program) Learn the various leadership and teamwork best practices Huris • Leadership Communication Sharpen leadership skills with the use of effective communication skills and strategy Guthrie Jensen Global Training Consultants • Unleashing the Strategic Leader: The Move from Operational Manager to Strategic and Innovative Leader Practical approach to help leadership to the next level Guthrie Jensen Global Training Consultants • People Handling Skills Master the fundamentals of people handling Guthrie Jensen Global Training Consultants • Leading Change Successfully To remain successful, organizations need to change often and change fast. Learn a simple yet comprehensive framework for Leading Change. Leadership Performance Group
Technical Knowledge and Skills Development Programs (for Technical Staff)	<p><i>Supervising Communications Development Officers:</i></p> <ol style="list-style-type: none"> 1. Consulta, Ana Dominique M. 2. Uson, Jasmin Marie C. <p><i>Senior Communications Development Officers:</i></p> <ol style="list-style-type: none"> 3. Abando, Ma. Pilipinas P. 	<p>On International Cooperation</p> <ul style="list-style-type: none"> • Certificate Course on International Relations and Diplomacy Covers the relevant concepts and critical issues on international affairs and extends to its application in work of the Philippine Government Foreign Service Institute • Training on Protocol, Social Graces and Etiquette for Non-Diplomats Intended for government practitioners who wants to be acquainted and trained in international and regional protocol. Foreign Service Institute

	<p>4. Caoili, Michelle A. 5. Dayao, John Patrick A. 6. De Chavez, Krisha A.</p> <p><i>Communications Development Officer II:</i></p> <p>7. Sison, Fresh Aira L.</p>	<ul style="list-style-type: none"> • Certificate Course on National and International Security The course aims to deepen the co-learners understanding of the current security issues faced by the country today Development Academy of the Philippines • Certificate Course in Geopolitics and International Relations This course examines how the international relations and politics impact on the Philippine development and security agenda. Development Academy of the Philippines • Training on International Cooperation and Planning for Philippine Hosting of International Events To provide essential information about the basics when planning for hostings of international events. Foreign Service Institute • Training Workshop on Diplomatic Writing and Correspondence To strengthen knowledge and understanding of effective and proper writing in the context of diplomacy and international cooperation. Foreign Service Institute <p>Other relevant trainings:</p> <ul style="list-style-type: none"> • Training Course on Knowledge Management To provide the technical staff with the basic knowledge on how to develop their own knowledge management system. Development Academy of the Philippines • Training Course on Basic Monitoring and Evaluation Aims to equip government technical staff with the necessary skills and knowledge on monitoring and evaluation of programs and projects, and enable participants to assess programs and projects using various tools. Development Academy of the Philippines • Training Course on Quality Management System Aims to develop participants' skills in the interpretation and application of the documentation requirements and facilitates documentation required QMS information as prescribed by the standard Development Academy of the Philippines
--	---	--

		<ul style="list-style-type: none"> • Certificate Course on Futures Thinking Challenges co-learners to think beyond and provide a correlation among different drivers of change that may affect and lead to certain dreams and disruption of the future Development Academy of the Philippines • Intermediate Powerpoint Presentation Learn the secrets of effective visual presentation with aid of MS Powerpoint. Kaihusai • Basic Training on Government Procurement Process (in-house training) To enhance staff knowledge on the fundamental concepts of the government procurement process
Technical Knowledge and Skills Development Programs (for Admin Staff)	<p><i>Administrative Assistant I</i></p> <ol style="list-style-type: none"> 1. Subido, Emilio G. 2. Mangulabnan, Maxine Leah T. (JO) <p><i>Administrative Aide IV</i></p> <ol style="list-style-type: none"> 3. De Leon, Raquel V. (JO) 	<ul style="list-style-type: none"> • Training Course on Knowledge Management To provide the technical staff with the basic knowledge on how to develop their own knowledge management system. Development Academy of the Philippines • Office Facilities Management & Maintenance How to handle maintenance and repairs for better office facilities Business Maker Academy • 5S Training (Sort, Set in Order, Shine, Standardize, and Sustain) To learn the fundamental concepts of the 5S's that will improve quality and productivity In-house/ Development Academy of the Philippines • Intermedia MS Excel for Business Reports To familiarize staff with the application and its tools to efficiently save more time in doing work Kaihusai
Essential Soft Skills Development Programs and Psychosocial Support Programs and Interventions	<p><i>Supervising Communications Development Officers:</i></p> <ol style="list-style-type: none"> 1. Consulta, Ana Dominique M. 2. Uson, Jasmin Marie C. 	<ul style="list-style-type: none"> • Kwentong Lingkod Bayani "Cultivating Self-Awareness on the Public Service Core Values: Patriotism, Integrity, Excellence and Spirituality (PIES) An avenue of insightful sharing of individual and organization experiences and best practices in terms of Public Service Core Values, PIES Civil Service Commission

	<p><i>Senior Communications Development Officers:</i></p> <ol style="list-style-type: none"> 3. Abando, Ma. Pilipinas P. 4. Caoili, Michelle A. 5. Dayao, John Patrick A. 6. De Chavez, Krisha A. <p><i>Communications Development Officer II:</i></p> <ol style="list-style-type: none"> 7. Sison, Fresh Aira L. <p><i>Administrative Assistant I</i></p> <ol style="list-style-type: none"> 8. Subido, Emilio G. 9. Mangulabnan, Maxine Leah T. (JO) <p><i>Administrative Aide IV</i></p> <ol style="list-style-type: none"> 10. De Leon, Raquel V. (JO) 	<ul style="list-style-type: none"> • Gender Sensitivity in the Workplace (in-house training) • Effective Communication Skills • Wellness Webinars • Delivering Efficient and Effective Work in the New Normal
--	--	---

SUMMARY LIST OF PROPOSED LEARNING AND DEVELOPMENT INTERVENTIONS

OFFICE OF THE UNDERSECRETARY FOR LEGAL AFFAIRS

EMPLOYEE NAME	PROPOSED LEARNING AND DEVELOPMENT INTERVENTIONS	TARGET DATE	REMARKS
Anna Victoria E. Ilusorio	Effective Legal Writing/Seminar on Managing Records with the Law in Mind or Effective Records Management Systems and Procedures / Re-orientation on R. A. 9184	1Q of 2021	
Ariane Crystal Vine D. Abugho	Effective Legal Writing/Paralegal Training	1Q of 2021	
Diane Camille Tolentino	Records Management for Newbies 101	4Q of 2020	
Rey Rivera	Road Safety and Defensive Driving	4Q of 2020	
Joseph Daguno	Basic Filing Seminar and Proper handling of documents for e-filing and storage disposal/ basic computer workshop	4Q of 2020	
Atty. Marie France C. Tiatco	Alternative Dispute Resolution and ROW Trainings/FIDIC Workshops	1Q/2Q of 2021	
Atty. Amarra A. Robles	MCLE	4Q of 2020	
Atty. Andrea Nicole P. Rivera	Alternative Dispute Resolution and ROW Trainings/FIDIC Workshops	1Q/2Q of 2021	

Submitted by:


REINIER PAUL R. YEBRA

Undersecretary for Legal Affairs



SUMMARY LIST OF PROPOSED LEARNING AND DEVELOPMENT INTERVENTIONS

OFFICE OF THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS

EMPLOYEE NAME	PROPOSED LEARNING AND DEVELOPMENT INTERVENTIONS	TARGET DATE	REMARKS
Flored D. Nicolas	Seminar on Effective Communications and Importance of Handling Customer Complaints/Records Management for Newbies 101	1Q of 2021	
Maria Bridget Gabut	Seminar on Effective Communications and Importance of Handling Customer Complaints/Records Management for Newbies 101	2Q of 2021	
Ravin Rapiz	Seminar on Effective Communications and Importance of Handling Customer Complaints/Records Management for Newbies 101	3Q of 2020	
Esperidion Briones	Records Management for Newbies 101	4Q of 2020	

Submitted by:


REINIER PAUL R. YEBRA

Undersecretary for Legal Affairs

SUMMARY LIST OF PROPOSED LEARNING AND DEVELOPMENT INTERVENTIONS

OFFICE OF THE DIRECTOR FOR LEGAL SERVICE

EMPLOYEE NAME	PROPOSED LEARNING AND DEVELOPMENT INTERVENTIONS	TARGET DATE	REMARKS
Atty. Sheena Lynne L. Antalan	Effective Team Leaders Guide to Teamwork and Team building/ADR Workshop on (PPP, BBB and BOT Law)	1Q of 2021	
Atty. Angeli Rose Therese Adriano	Basic Supervisory Skills/Cyber Ethiques	2Q of 2021	
Atty. April Lily B. Bagsao	Rules on Electronic Evidence	3Q of 2020	
Atty. Norietess P. Delos Reyes	Basic Leadership Training/How to deal with Office Politics	3Q of 2020	
Atty. Erika Diane M. Wijangco	International Arbitration Law	1Q of 2021	
Atty. Marvin M. Tamayao	International Arbitration Law	2Q of 2021	
Atty. Gloovy Rose B. Apioten	Mediation and Arbitration Seminar	3Q of 2020	
Atty. Princess Karina M. Marquez	Effective Time and Stress Management	4Q of 2020	
Atty. Karl Thomas M. Olivar	Data Privacy Act	1Q of 2021	
Atty. Minette L. Sioson	Effective Conflict Management	2Q of 2021	
Atty. Jose Crisanto Pingol	Effective Team Leaders Guide to Teamwork and Team building/ADR Workshop on (PPP, BBB and BOT Law)	4Q of 2020	
Edgardo T. Batalla	ParaLegal Training	4Q of 2020	
Maritess A. Neri	Seminar on Effective Communications and Importance of Handling Customer Complaints	1Q of 2021	
Arturo N. Ablan Jr.	Effective Communication Skills Training	2Q of 2021	
Neptali B. Gasendo Jr.	Electronic Records Management	2Q of 2021	
Rechelle Joyce Soriano	Technical Writing for Beginners	1Q of 2021	
Emily C. Baduya	Technical Writing for Beginners	3Q of 2021	
John Leonard R. Cruz	Electronic Records Management	4Q of 2021	
Carlo E. Alnas	Records and Filing Management	4Q of 2021	

Crisologo A. Colminas	Records and Filing Management	3Q of 2021	
-----------------------	----------------------------------	------------	--

Submitted by:


REINER PAUL R. YEBRA

Undersecretary for Legal Affairs