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1.0 PURPOSE

This is to establish the guidelines for providing career development programs for Employees. Aimed to acquire specific technical knowledge or developmental competencies required by their job.

This describes how to identify learning and development requirements for employees through a systematic process of investigation of training needs within an organization which is called Training Needs Analysis (TNA). Result of the TNA can reveal the best possible intervention to a learning requirement, it also helps identify the following:

- 1.1 Gaps between current and desired levels of knowledge, skills, and attitude (KSA)
- 1.2 General content of the training
- 1.3 Foundation of a training plan
- 1.4 Baseline for the evaluation of a training plan
- 1.5 Appropriate and relevant training intervention is delivered

2.0 SCOPE

This policy shall cover all employees of La Filipina Uy Gongco Group of Companies (the "Company" or "LFUG GOC").

The Company reserves the right, subject to existing laws, to alter, change or modify the terms and conditions under which this policy may apply including the cessation or replacement thereof.


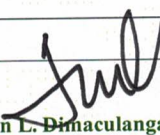

3.0 DOCUMENT INFORMATION


3.1 Reference Documents

Type	Document
Original	Request for Training Form

3.2 Definition of Terms

Term	Description
Corporate Training Program	Training programs offered by LFUG GOC HR also includes mandatory training such as soft skills, functional and technical skills training. This can be in-house or external training programs.
Supplemental Training Program	Training requirements identified by the department head such as the introduction of a new system, task, technology or strategy. This can be facilitated by an internal or external training provider.
TNA	Training Needs Analysis
RFT	Request for Training
KSA	Knowledge Skills and Attitude

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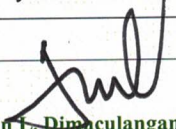

4.0 POLICY STATEMENT


- 4.1 The company will provide the appropriate training and development program to the employees to develop their competencies and improve job performance
- 4.2 HR will conduct Training Needs Analysis (TNA) to address gaps in knowledge and skills based on the TNA result, learning interventions will be designed, developed, implemented and evaluated. Additional programs may be included to respond to business needs.
- 4.3 The HR will validate with the Department Head the training need, if possible explore other solutions before deciding on a specific intervention. In some cases, another course of action is more suitable to close the gap aside from training.
- 4.4 For seminars/ workshop outside the corporate training calendar, HR will assess the requirement or may conduct a TNA if needed.
- 4.5 If the identified need is a gap in Knowledge & Skills, HR will either develop a training program for the identified need or source for external training provider.
- 4.6 If the gap is not training related, HR will share the findings and may proposed other solutions to the Business Unit head.
- 4.7 For account-specific programs (e.g. Sales Training and Technical Training), the account should own and drive the process while HR will partner with the Business Unit in the development of the program. Logistical requirements, manning the program, venue selection and informing the participants are responsibilities of the account.

5.0 PROCEDURE

5.1 Training Needs Analysis

- 5.1.1 Identify the objective of the TNA, the study can focus on identifying what knowledge, skills, and behaviors are necessary to be able to perform the job. It looks at the current state to the desired state and how to achieve employee competence to perform assigned work.
- 5.1.2 HR will perform data gathering using different methodologies. Listed below are techniques/ methodologies that can be employed when conducting TNA:
 - 5.1.2.1 Direct Observation
 - 5.1.2.2 Interviews
 - 5.1.2.3 Surveys/Questionnaires/Exams

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- 5.1.2.4 Job Analysis
- 5.1.2.5 Procedural / Difficulty Analysis
- 5.1.2.6 Learner Analysis


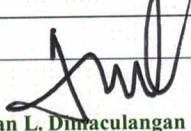

5.1.3 HR will share the findings with the department head to validate the results. Result of TNA can either confirm or disprove a gap in KSA.


5.1.4 HR together with the department head will select the most suitable intervention. A gap in Knowledge & Skills can lead to training design and implementation but this may not necessarily mean a classroom training. Below are some solutions on how to address a Knowledge & Skills gap:

- 5.1.4.1 On the Job Training
- 5.1.4.2 Job aids
- 5.1.4.3 In-house/ external Training
- 5.1.4.4 Coaching
- 5.1.4.5 Mentoring
- 5.1.4.6 Shadowing
- 5.1.4.7 Training Incentive programs/activity etc.

6.0 TRAINING REQUEST PROCEDURE

- 6.1 Fill out Request for Training (RFT) form. Provide all the information needed.
- 6.2 Attach all supporting documents.
- 6.3 Secure approval from Supervisor and Department Head.
- 6.4 HR will evaluate the objectives, requirements, and participants for the program, conduct TNA if necessary. Based on the assessment this will either approve or disapprove the request.
- 6.5 Based on the learning objectives of the program, HR will recommend post-program activity as the basis for post-program effectiveness.
- 6.6 Requestor must take note of the post-program recommendation.
- 6.7 Employee will liquidate training expense
- 6.8 Perform post-program activity based on the recommendation of HR
- 6.9 For disapproved training request HR will share the findings with the business unit and may recommend a different solution.

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6.10 HR shall maintain records related to the training:

- 6.2.10.1 Attendance sheets
- 6.2.10.2 Certificate of training
- 6.2.10.3 Feedback Form
- 6.2.10.4 Training modules

7.0 POST PROGRAM EFFECTIVENESS

7.1 Two (2) days upon completion of a training session the Employee is expected to perform a post training activity, HR may recommend any of the following post program activity:

Levels of Evaluation	Post Program Activity
Level 1: Reaction	Feedback form / Echo-seminar
Level 2: Learning	Pre- post-test result / Proof of training completion / certificate / Echo-seminar
Level 3: Job performance	Special Project
Level 4: Organization Impact	Performance Evaluation

7.2 The employee may also be required to turn over any training materials given during the training program to functional team.


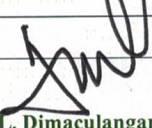

7.3 For certification program, employee is required to provide a copy of the Certificate of Attendance/Completion to HR. Failure to do this employee will be charged the training fee inclusive of all cost.


7.4 HR Site Head must inform Corporate HR of any external training attended by employees under their accounts for inclusion in the monthly training indicator/report. All related forms must be maintained in the 201 file.

8.0. CORPORATE TRAINING PROGRAMS

8.1 HR will release an initial list of participants based on the developmental needs of employees, the list will be confirmed by the Supervisors and Managers.

8.2 An invitation will be sent to the nominated participants before the program is conducted. If the nominated participant is unavailable to attend the scheduled training, a notification must be sent to notify HR, 1 week before the training and nominate a replacement. Otherwise, HR may give the slot to other employees or the cost of the training may be charged to the participant's cost center.

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- 8.3 If the participant fails to attend the scheduled training, HR will revert to the participant regarding no-show incident if the reason is not valid, the cost may be charged to the participant.

9.0 COST CHARGING / PAYMENT

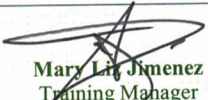


- 9.1 For Corporate Training, HR will submit to Finance the billing and expense statements for appropriate processing of payment to vendors and for cost charging.
- 9.2 For external training program, the employee is expected to liquidate and secure approval of training expense.


10. CONTINUING PROFESSIONAL EDUCATION / DEVELOPMENT (CPE / CPD)

- 10.1 The company shall extend support to professional/ technical employees in the renewal of licenses, which by nature of the functions they perform are required to be duly licensed by the appropriate government agency. Employees who perform a function requiring maintenance of the appropriate licenses shall be the prerogative of his Business Unit / Department.
- 10.2 The minimum requirement for license renewal shall be covered such as:
- 9.2.1 License renewal fee
 - 9.2.2 Enrollment fees and other incidental for qualifying seminars/ training programs required under CPE/ CPD (Continuing Professional Education/ Development) CPE/ CPD
 - 9.2.2 Time-off with pay to be granted for the duration of the training/ seminar program required under CPE/ CPD.
- 10.3 Attending conventions and membership in an organization/ institution will not be covered by the company unless approved by the management.
- 10.4 On an exceptional basis the respective Business Unit / Department head may grant entitlement to a professional/ technical employee whose nature of job function does not require to be duly licensed if the employees training/ development and career plan indicates the potential for promotion into a higher position which may require his/her license.

11. TRAINING BOND

- 11.1 Employees who have participated in external training programs shall render employment/service with LFUG GOC as stipulated hereunder.

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11.1.1	Php 20,000 –	Php 60,000	= not less than 1 year
11.1.2	Php 61,000 –	Php 100,000	= not less than 2 years
11.1.3	Php 101,000 –	Php 200,000	= not less than 3 years
11.1.4	Php 201,000 –	Php 300,000	= not less than 4 years
11.1.5	Php 301,000 –	Php 400,000	= not less than 5 years
11.1.6	Php 401,000 –	up	= not less than 6 years

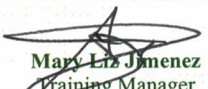
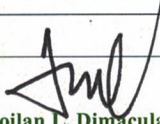
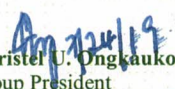
12. EXCEPTION

- 12.1 Any exception to this policy must be approved by the Human Resources Head and the Group President.

13. APPENDIX

Exhibit 1. Process Flow Chart



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