

TWO-YEAR LEARNING AND DEVELOPMENT PLAN (2019-2020)

In-House / Internal Training

Title	Participants	2019	2020
Basic Personality Development and Good Grooming	All NDC Employees	May 3, 2019	
Risk Assessment and Management	All NDC Employees with SG 18 above	August	
Public Service Ethics and Accountability	All NDC Employees	September	
Technical Sharing Session on Data Privacy Act	All NDC Employees	July	
ISO Awareness Orientation	All NDC Employees	October	
Seminar/Orientation on Completed Staff Work (CSW)	ALL Rank and File NDC Employees		February
Positive Work Attitude for Improved Productivity	ALL NDC Employees		April

In-House / Internal Training

Title	Participants	2019	2020
Creating an Ethical Corporate Culture Workshop	ALL NDC Employees		June
Problem-Solving and Decision Making	All Middle Managers (Section Heads)		TBA
Supervisory Development Course – Track III	All Supervisors and Managers with SDC Track II		September
The 7 Habits of Highly Effective Leaders	All NDC Employees – SG 18 and above		October



External Training/Seminars/Workshop/Conference

OGM Name	Title of Training	2019	2020
GM Rebueno	-CSI Leadership Series -Managerial/ Executive Leadership -Revised Corporation Code Course	Various dates - June 18	Various dates
Michael Igtanloc	- ICT for Development Essentials for Government Manager Seminars	- July	
Samuel Julian	- Basic Writing Skills	- TBA	6,000



External Training/Seminars/Workshop/Conference

Special Project Group - Name	Title of Training	2019	2020
AGM Saturnino Mejia	<ul style="list-style-type: none"> - Business and Investment Development and Planning - Strategy Management - Problem-Solving and Decision Making - Project Management, Monitoring and Evaluation - Financial Analysis - Negotiation Skills - Stakeholder's Management - Mentoring and Coaching for Leaders - CSI Leadership Series 	<p>-July</p> <p>August</p> <p>TBA</p> <p>Oct. 24-25</p>	<p>TBA</p> <p>TBA</p> <p>TBA</p> <p>TBA</p>



External Training/Seminars/Workshop/Conference

Special Project Group - Name	Title of Training	2019	2020
Rommel Serrano	<ul style="list-style-type: none"> - Project Management, Monitoring and Evaluation - Coaching and Mentoring for Leaders - CSI Leadership Series 	<ul style="list-style-type: none"> - TBA - July 4-5 - TBA 	
Jonathan Eugenio	<ul style="list-style-type: none"> - Project Management, Monitoring and Evaluation - Systems and Strategic Thinking - Seminar on Coordination and Networking - Investment Management - Business Writing /Technical Writing 	<ul style="list-style-type: none"> - TBA - TBA - TBA 	<ul style="list-style-type: none"> TBA TBA

External Training/Seminars/Workshop/Conference

Special Project Group - Name	Title of Training	2019	2020
Marianne Coroza	<ul style="list-style-type: none"> - Basic Project Management, Monitoring and Evaluation - Financial Analysis - Investment Management - Technical Writing - Coordination and Networking 	<ul style="list-style-type: none"> - TBA - TBA - TBA 	<p>TBA TBA</p>
Ruth Perez	<ul style="list-style-type: none"> - Documentation and Records Management - Administrative and Secretariat Support - TSS on Data Privacy Act 	<ul style="list-style-type: none"> - TBA - TBA - TBA 	

External Training/Seminars/Workshop/Conference

Asset Management Group-Name	Title of Training	2019	2020
Velayda Buenaventura	<ul style="list-style-type: none"> - Training on Strategy Management/ Strategic Thinking and Critical Analysis - Problem Solving and Decision Making - Training on Financial Planning, Evaluation and Analysis (Financial Modelling) - Negotiation and Conflict Resolution and Management - Technical Writing for Managers 	<ul style="list-style-type: none"> - TBA - June 26-28 - TBA 	<ul style="list-style-type: none"> TBA TBA

External Training/Seminars/Workshop/Conference

Asset Management Group-Name	Title of Training	2019	2020
John Albert Engano	<ul style="list-style-type: none"> - Training on Financial Planning, Evaluation and Analysis (Financial Modelling) - Negotiation and Conflict Resolution and Management - Seminar on IRR on RA 9184 	<ul style="list-style-type: none"> - TBA - TBA - Apr 24-26 	



External Training/Seminars/Workshop/Conference

Legal Department Name	Title of Training	2019	2020
Atty. Rhoel Z. Mabaza	<ul style="list-style-type: none"> - Revised Corporation Code Course - CSI Leadership Series - Mentoring and Coaching for Leaders - Attendance to MCLE - Financial Planning and Analysis 	<ul style="list-style-type: none"> - June 18 - Various dates - Nov. 5-6 - TBA 	TBA



External Training/Seminars/Workshop/Conference

Legal Department Name	Title of Training	2019	2020
Atty. Benjamin IJ. Rabuco	<ul style="list-style-type: none"> - Training on Strategy Management - Public Service Value Programs - Training on Mentoring and Coaching for Leaders - Attendance to MCLE - CSI Leadership Series 	<p>TBA</p> <p>Aug. 15-16</p> <p>TBA</p> <p>TBA</p>	<p>TBA</p> <p>TBA</p>
Atty. Cheryl P. Ann	<ul style="list-style-type: none"> - Training on Public Speaking and Presentation Skills - Attendance to MCLE - Training on Persuasive Oral Arguments - Technical Writing for Managers - Data Privacy Conference 	<p>TBA</p> <p>TBA</p> <p>TBA</p> <p>TBA</p> <p>May 24</p>	
Nikki Marie Java	<ul style="list-style-type: none"> - Documentation and Records Management - Administrative and Secretariat Support - TSS on Data Privacy Act 	<p>TBA</p> <p>TBA</p> <p>TBA</p>	

External Training/Seminars/Workshop/Conference

Finance and Administrative Department Name	Title of Training	2019	2020
Joyce Anne N. Alimon	<ul style="list-style-type: none"> - Training on Strategic and Systems Thinking - First CESB Leadership Summit - Mentoring and Coaching for Leaders - CSI Leadership Series - 2nd stage of CESB Eligibilities (Assessment Center) - Sandiwa (CESB Training) - Gabay (CESB Training) - Practical Financial Management for Top Management - Strategic Human Resource Management - General Services and Property Administration and Management 	<ul style="list-style-type: none"> - TBA - May 29-30 - Sept 19-20 - TBA 	<ul style="list-style-type: none"> TBA TBA TBA TBA TBA



External Training/Seminars/Workshop/Conference

Finance and Administrative Department Name	Title of Training	2019	2020
Rosaly Santos	<ul style="list-style-type: none"> - HR Symposium - Learning Measurement and Evaluation with session on Conduct of TNA - Training on Course/Program Development, Delivery and Facilitation 	<ul style="list-style-type: none"> - July 26-29 	<ul style="list-style-type: none"> TBA TBA
Melanie Aguelo	<ul style="list-style-type: none"> - Training on Recruitment, Selection and Placement - Leave Administration Course (LACE) - Training on Administrative and Secretariat Support - Basic Technical Writing - Basic Records Management and Disposition 	<ul style="list-style-type: none"> - July - TBA - TBA - TBA 	<ul style="list-style-type: none"> TBA



External Training/Seminars/Workshop/Conference

Finance and Administrative Department Name	Title of Training	2019	2020
Sarah Grace B. Macailing	<ul style="list-style-type: none"> - Inventory Control and Management - Establishment of Records Center and Archival System - Data Privacy Awareness and Compliance Workshop - Office Archiving Workshop 	<ul style="list-style-type: none"> - TBA - Nov.19-21 - TBA - May 28 	
Jene Israel V. Ong	<ul style="list-style-type: none"> - Short Course on Plumbing (NC II & NC III) - General Services and Property Management Seminar 	<ul style="list-style-type: none"> - TBA 	TBA
Rowena Roseos	<ul style="list-style-type: none"> - Preparation of PPMP, Concepts, Principles and Techniques 	<ul style="list-style-type: none"> - Feb. 13-15 	



External Training/Seminars/Workshop/Conference

Finance and Administrative Department Name	Title of Training	2019	2020
Ma. Christina De Castro	<ul style="list-style-type: none"> - Attendance to PAGBA's Conferences - Financial Planning and Management 	<ul style="list-style-type: none"> - TBA - TBA 	
Johnierey Cueto	<ul style="list-style-type: none"> - Philippine Bidding Documents Seminar - Financial Planning 	<ul style="list-style-type: none"> - March 13-15 - TBA 	

External Training/Seminars/Workshop/Conference

Finance and Administrative Department Name	Title of Training	2019	2020
Denise Manalansan	<ul style="list-style-type: none"> - Attendance to PICPA/AGIA Conferences/Seminar - Internal Audit and Control - Rules and Regulations on Settlement of Accounts and Revised COA Rules and Procedures 	<ul style="list-style-type: none"> - TBA - TBA 	TBA
Stephen Witty	<ul style="list-style-type: none"> - Attendance to PICPA/AGIA Conferences/Seminar - Internal Audit and Control - Laws and Rules on Government Expenditures 	<ul style="list-style-type: none"> - TBA - TBA 	TBA
Goldamair Bastida	<ul style="list-style-type: none"> - Attendance to PICPA/AGIA Conferences/Seminar - Internal Audit and Control - Updates on Accounting Policies and Standards 	<ul style="list-style-type: none"> - TBA - TBA 	TBA




External Training/Seminars/Workshop/Conference

Finance and Administrative Department Name	Title of Training	2019	2020
Marianne Lamorin	- Cash Management and Control System	- TBA	
Josephine Mercado	- Cash Management and Control System	- TBA	


**NATIONAL DEVELOPMENT COMPANY
2-YEAR LEARNING AND DEVELOPMENT INTERVENTION (LDI) PLAN
CY 2019-2020**

Name of Employees	Priority L&D Areas/Competency Gaps/Training Needs	DEVELOPMENT ACTIVITY <small>(self-study, shadowing, formal training, job rotation, coaching, short course)</small>	Proposed Service Provider	CY 2019				CY 2020				Remarks
				Mode	No of days	Tentative Schedules	Budgetary Requirements	Mode	No of days	Tentative Schedules	Budgetary Requirements	
ADMINISTRATIVE COMPETENCIES												
Samuel N. Julien - Chauffeur IV	Business Writing	Training on Basic Written Communication	HURIS	External	2 days	June	6,000.00					Attendance will be by individual or group depending on the availability of staff and exigency of the service
Joyce Anne N. Alimon					2 days	TBA	9,000.00					
Jonathan Eugenio					2 days	TBA	9,000.00					
Velsyda Buenaventura		Technical Writing for Managers	Business Coach Inc	External	2 days	TBA	9,000.00					
Cheryl P. Ann					2 days	TBA	9,000.00					
Benjamin Irineo Juda F. Rabuco III					2 days	TBA	9,000.00					
Melanie M. Aguelo	Documentation and Records Management	Seminar on Records Management and Disposition	National Archives of the Philippines					External	3 days	TBA	12,000	additional program for CY 2020 subject to updating upon conduct of competency assessment at end of CY 2019
Melanie M. Aguelo	Meeting Support Administration	Seminar related to Coordination, Secretariat and Documentation	HURIS					External	2 days	TBA	6,000.00	additional program for CY 2020 subject to updating upon conduct of competency assessment at end of CY 2019
Melanie M. Aguelo	Business Writing	Training on Technical Writing	HURIS					External	2 days	TBA	6,000.00	additional program for CY 2020 subject to updating upon conduct of competency assessment at end of CY 2019
Nikki Maria Java	Documentation and Records Management	Seminar on Records Management and Disposition	National Archives of the Philippines					External	3 days	TBA	12,000	additional program for CY 2020 subject to updating upon conduct of competency assessment at end of CY 2019
Ruth Perez	Documentation and Records Management	Seminar on Records Management and Disposition	National Archives of the Philippines					External	3 days	TBA	12,000	additional program for CY 2020 subject to updating upon conduct of competency assessment at end of CY 2019
OTHERS (Per Invitation /As the Need Arises)												
Melanie M. Aguelo		Data Privacy Awareness and Compliance Workshop	Ysrael Solutions & Consulting, Inc or National Privacy Commission	External	3 days	March 27-29	6,000.00	External	3 days	TBA	6,000.00	attendance is necessary due to issuance of new policies governing functions of Workgroup/Individual
Michael John C. Igtanloc												
Sarah Grace B. Macajiang												
Goldamir C. Bastida												
Ma. Christina De Castro												
Denise Manalansan	GACPA's 41st Annual Convention and Seminar with Theme: Promoting Integrity, Advancing Excellence*	PAGBA/GACPA/ICPA	External	4 days	May 22-25	16,000.00	External	3 days	TBA	6,000.00		
ISO Internal Auditors	Internal Audit Seminars for Auditors	TUV NORD Philippines	External	2 days	TBA	20,000.00	External	3 days	TBA	6,000.00		
All NDC Employees	ISO Awareness / Orientation	TUV NORD Philippines	Inhouse	1 day	TBA	40,000.00						
Total Inhouse							353,000.00				462,500.00	
Total External							567,000.00				407,000.00	
Grand Total							920,000.00				869,500.00	


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