

TWO-YEAR LEARNING AND DEVELOPMENT PLAN (2021-2022)



Budget Allocation

- **Total Budget for 2021 – Php 350,000.00**

- In-House/Internal training : Php 200,000
- External Training : Php 150,000

- **Total Budget for 2022 – Php 837,280.00**

- In-House/Internal training :Php 405,000
- External Training :Php 432,280

In-House / Internal Trainings

Title	Participants	2021	2022
Public Service Values Program	All NDC Employees	October	
Work Attitude and Value Enhancement (WAVE) Program	All NDC Employees	September	
Financial Literacy Program	All NDC Employees		TBA
Creating an Ethical Corporate Culture Workshop	All NDC Employees		TBA
Problem-Solving and Decision-Making Techniques	All NDC Employees		TBA
Supervisory Development Course Track I	All SG 18 and above without SDC I	July	
Supervisory Development Course Track II & III	All SG 18 to 26 with SDCI I		TBA
Effective Business Writing	All SG 26 and below		TBA

External Trainings/Seminars/ Workshop/ Conference

OGM / Name	Title of Training	2021	2022
MLFR	Managerial/Executive Leadership		TBA
	CES Leadership Conclave "Daring Leadership: Courage, Agility, Digital Transformation"	Feb. 26	
	Ethical Leadership		TBA
IT	eGovernment Project Management		TBA
	ICT for Development Essentials for Government Managers	TBA	
	SDC I	TBA	
OST	Computer Assisted Auditing and Accounting techniques (CAATs) using Excel	TBA	
	CICA Program		TBA
	Operational Auditing: Influencing Positive Change		TBA
SNJ	Vehicle Repair and Maintenance		TBA

External Trainings/Seminars/ Workshop/ Conference

SPG / Name	Title of Training	2021	2022
SHM	Strategic and Critical Thinking		TBA
	Attendance to Conference conducted by GCG		TBA
	Project Management Skills	TBA	
	Training on Financial Planning and Analysis for Decision Making with component of Investment Management		TBA
	The 7 Habits of Highly Effective Government Leaders		TBA
	Ethical Leadership		TBA
JSE	SDC II & III		TBA
	Developmental Conversations for Leaders	May 4, 7, 11, 14 ,18, 21, 25 & 28	

External Trainings/Seminars/ Workshop/ Conference

SPG / Name	Title of Training	2021	2022
	Seminar on Coordination and Networking		TBA
MAC	SDC II & III		TBA
	Seminar on Investment and Inclusions		TBA
MJLL	Managing Multiple Projects and Stakeholders	TBA	
	SDC I	TBA	
RSP	Records and Filing Management	TBA	

External Trainings/Seminars/ Workshop/ Conference

AMG / Name	Title of Training	2021	2022
VMB	Seminar or Conferences along Business and Investment Planning and Development		TBA
	SDC Track II & III		TBA
	Real Estate Financial Planning and Management		TBA
	Real Estate Planning, Development and Environmental Concerns	TBA	
JAEE	Supervisory Development Course Track I	July	
	Technical Writing Skills: Taking Your Written Outputs to the Next Level	TBA	
	Developmental Conversations for Leaders		TBA
	Real Estate Project Feasibility Studies		TBA
	Real Estate Financial Planning and Management		TBA

External Trainings/Seminars/ Workshop/ Conference

CSG / Name	Title of Training	2021	2022
RZM	Practical Financial Management for Top Management		TBA
	The 7 Habits of Highly Effective Government Leaders		TBA
	Ethical Leadership		TBA
	Strategic HR	June	
	General Services and Property Administration and Management Seminar		TBA
	Cash Management and Control System		TBA
BIJR	Work Attitude and Value Enhancement		TBA
	Public Service Values Program	Oct	
	MCLE	TBA	
	SDC Track II & III		TBA
CPA	Powerful Presentation Skills		TBA
	MCLE	TBA	
NMMJ	Electronic Records Management	TBA	

External Trainings/Seminars/ Workshop/ Conference

CSG / Name	Title of Training	2021	2022
JANA	Strategic and Critical Thinking		TBA
	CES Leadership Conclave "Daring Leadership: Courage, Agility, Digital Transformation"	Feb. 26	
	Saldiwa		TBA
	Ethical Leadership		TBA
	Practical Financial Management for Top Management		TBA
	Seminar on Administrative Justice (2017 RACCS)		TBA
SGBM	SDC II & III		TBA
Jl Ong	SDC I	July	
	Purchasing Management	TBA	
	Training on Occupational Health and Safety (with Disaster Management)		TBA

External Trainings/Seminars/ Workshop/ Conference

CSG / Name	Title of Training	2021	2022
RRR	Developmental Conversations for Leaders		TBA
	GPRA and its IRR and Updates	June 2-4	
	The Philippine Bidding Documents	May 10-12	
MMA	SDC I	July	
	Strategic Performance Management System		TBA
	Technical Writing Skills: Taking Your Written Outputs to the Next Level	TBA	
	Training on Learning Facilitation		TBA
	Training on Leave Administration Course for Effectiveness (LACE)		TBA
JAC	Attendance to Annual Associations' Conferences/Symposium conducted by DBM and other oversight agencies	TBA	
	SDC II & III		TBA

External Trainings/Seminars/ Workshop/ Conference

CSG / Name	Title of Training	2021	2022
DJM	SDC II & III		TBA
	GACPA's 42nd Annual national Convention and Seminar (ANCS)	TBA	
SBW	SDC I	TBA	
	Update on Tax Policies	TBA	
GCB	SDC I	TBA	
	Updates on Accounting Policies and Standards	TBA	
MSL	Developmental Conversations for Leaders	May 4, 7, 11, 14, 18, 21, 25 & 28	
	Appreciative Leadership: Enhancing Employee Engagement		TBA
	SDC I	TBA	
JBM	SDC II & III		TBA

Thank you.