

TWO-YEAR LEARNING AND DEVELOPMENT PLAN (2022-2023)



- **Total Budget for 2022 – Php 582,950.00**
 - In-House/Internal training : Php 275,000
 - External Training : Php 307,950
- **Total Budget for 2022 – Php 727,200.00**
 - In-House/Internal training :Php 480,000
 - External Training :Php 247,200

In-House / Internal Trainings

Title of Trainings	Participants	2022	2023
Work Attitude and Value Enhancement (WAVE) Program	All NDC Employees		August
Seminar/Orientation on Completed Staff Work (CSW)	All Rank and File Employees (JG 12 and below)	Oct.5	
Training on the use of HGDG Tools	All NDC Employees	Aug. 3	
Participatory Gender Audit Training	All GAD FPS Executive and TWG	July 5 & 6	
RA 9184 and its Revised IRR	All NDC Employees	June 8-10	
ISO 9001:2015 Awareness Training (asynchronous)	All Newly Hired Employees	Jan 13-26	
Problem-Solving and Decision-Making Techniques	All NDC Employees		July
Supervisory Development Course Track I	All JG 11 and above without SDC I		April
Supervisory Development Course Track II & III	All JG 11 and above		June
Effective Business Writing (Memos, emails and agendas)	All JG 12 and below		May

OFFICE OF THE GENERAL MANAGER

Title of Trainings	2022	2023
Managerial/Executive Leadership	June 1 & 2	
eGovernment Project Management		TBA
Essentials of Technical Writing and Web Content Development	June 6-8	

External Trainings/Seminars/ Workshop/ Conference

SPECIAL PROJECTS GROUP

Title of Trainings	2022	2023
Attendance to Conference conducted by GCG		TBA
Training on Financial Planning and Analysis for Decision Making with component of Investment Management	June 1 & 2	
Seminar on Coordination and Networking	June 21 & 22	
CPD Courses		TBA
Seminar on Investment and Inclusions	July 2, 9 & 16	
Project Management Principles and Tools	July 20	
Business Writing Skills: How to write effectively	May 19 & 20	

ASSETS MANAGEMENT GROUP

Title of Trainings

2022

2023

MCLE

TBA

Real Estate Financial Planning and Management

Aug. 6, 13,
20 & 27

Seminar or Conferences along Business and
Investment Planning and Development

TBA

Real Estate Financial Planning and Management

Sept. 3, 10,
17 & 24

Training on Negotiation, Conflict Resolution and
Management

TBA

Business Writing Skills: How to write effectively

July 19 &
20

Real Estate Project Feasibility Studies

TBA

Real Estate Financial Planning and Management

TBA

CORPORATE SUPPORT GROUP

Title of Trainings	2022	2023
MCLE		TBA
Strategic HR		TBA
General Services and Property Administration and Management Seminar		TBA
Practical Financial Management for Top Management	June 1-3	
MCLE	April 26-29	
Powerful Presentation Skills		TBA
MCLE	May 25-28	
Saldiwa	May 16 to June 1	
Training on Financial Planning and Analysis for Decision Making with component of Investment Management		TBA
General Services and Property Administration and Management Seminar		TBA

CORPORATE SUPPORT GROUP

Title of Trainings	2022	2023
Developmental Conversation for Leaders	Aug. 4 & 5	
Short Course on Plumbing (NC II, NC III)		TBA
The Internal Control System for Property and Supply Management (Appraisal and Disposal)	June 8-10	
Training on Occupational Health and Safety (with Disaster Management)		TBA
General Services and Property Administration and Management Seminar		TBA
CPD Courses		TBA
Fundamental of Records Management: Its Importance in Govt Offices' Operation	Feb. 9-11	
Training on Recruitment, Selection and Placement		TBA
Training on Leave Administration Course for Effectiveness (LACE)	May 11-12	
Training on Learning Measurement and Evaluation		TBA

CORPORATE SUPPORT GROUP

Title of Trainings	2022	2023
Business Writing Skills: How to write effectively		TBA
Training on Learning Measurement and Evaluation		TBA
Records Disposition Administration		TBA
Training on Leave Administration Course for Effectiveness (LACE)	July 13 & 14	
Attendance to Annual Association's Conferences/Symposium conducted by DBM and other oversight agencies	July 11-14	
The Philippine Budgeting System	Mar 28-31	
GACPA's Annual National Convention and Seminar (ANCS)	June 10	
Updates on Accounting Policies and Standards	June 23	
Updates on Tax Policies	June 24	

CORPORATE SUPPORT GROUP

Title of Trainings	2022	2023
Cash Management and Control System	June 29	
Seminar on Money Counterfeit Detection	Aug. 17 & 18	
Seminar on Collection Management	May 21	
Business Writing Skills: How to write effectively	May 19 & 20	

Thank you.