

TWO-YEAR LEARNING AND DEVELOPMENT PLAN (2024-2025)



Budget Allocation

- Total Budget for 2024 – Php 1,480,742.81
 - In-House/Internal Training : Php 1,000,000.00
 - External Training : Php 480,742.81
- Total Budget for 2025 – Php 996,300.00
 - In-House/Internal Training : Php 350,000.00
 - External Training : Php 646,300.00

In-House / Internal Trainings

Title of Trainings		Participants	2024	2025
Seminar / Orientation on Completed Staff Work	All NDC Employees who have not attended CSW for the last 5 years	October 19		
Team Building Program	All NDC Employees	July		
Work Attitude and Value Enhancement Program	All NDC Employees			February 27-28
Stress Management and Wellness	All NDC Employees	TBA		
Best Practices & Remedies to Avoid COA Disallowances	All NDC Employees	October 6-7		
Training on the use of HGDG Tools	All GAD FPS Executive and TWG	July 6-8		July 6-8
Gender Mainstreaming and Evaluation Framework Tool	All GAD FPS Executive and TWG	TBA		
Participatory Gender Audit Training	All GAD FPS Executive and TWG	TBA		
GAD Agenda	All GAD FPS Executive and TWG			TBA
Allocation, Utilization and Audit GAD Funds	All GAD FPS Executive and TWG	TBA		
Problem-Solving and Decision-Making Session	All NDC Employees	TBA		
Basic Grammar Seminar/Workshop	All NDC Employees	TBA		TBA
Managing Employees Performance	JG-14 and Above	TBA		
Employees Engagement	JG-14 and Above	TBA		

External Trainings / Seminars / Workshop / Conference

OFFICE OF THE GENERAL MANAGER

Title of Trainings	2024	2025
Corporate Governance for Board of Directors of GOCCs		TBA
Corporate Governance and Sustainability	TBA	
26 th Commercial Arbitration Training Webinar	March 4-9	
Stakeholder Consultation for the Implementing Rules and Regulations of Republic Act No. 11966	March 1	
The Dynamic Admin Professionals: Essential Skills for Support Professionals	TBA	
Microsoft Essential Training		TBA

External Trainings / Seminars / Workshop / Conference

LEGAL DEPARTMENT

Title of Trainings	2024	2025
MCLE	February	
Paralegal Training: A Quest for Learning, the Resolve to Improve		TBA
Stakeholder Consultation for the Implementing Rules and Regulations of Republic Act No. 11966	March 1	
Paralegal Training: A Quest for Learning, the Resolve to Improve		TBA

External Trainings / Seminars / Workshop / Conference

SPECIAL PROJECTS GROUP

Title of Trainings	2024	2025
Seminar on Coordination and Networking		TBA
Stakeholder Consultation for the Implementing Rules and Regulations of Republic Act No. 11966	March 1	
CPD Courses		TBA
Negotiation and Conflict Resolution Skills Training and Workshop	TBA	
Pollution Control Course		TBA
Business Writing Skills: How to write effectively	TBA	
Compute Literacy: Solid working knowledge in MS Word, Outlook, Excel or Data Base Mgmt		TBA
Organizing Digital Files for Longevity Use & Easy Retrieval	June 18-20	

External Trainings / Seminars / Workshop / Conference

CORPORATE SUPPORT GROUP

Title of Trainings	2024	2025
MCLE	TBA	
Strategic HR		TBA
Corporate Governance for Board of Directors of GOCCs	TBA	
Practical Financial Management for Top Management		TBA
Training on Recruitment, Selection and Placement	TBA	
2024 Regional HRM Practitioners	June	
PRIME-HRM Training		TBA
Guidelines in Procedures for Procurement & Property	April	
Developmental Conversation for Leaders		TBA
Best Practices in Digital Record (Governance and Management)	TBA	

External Trainings / Seminars / Workshop / Conference

CORPORATE SUPPORT GROUP

Title of Trainings	2024	2025
Training on Occupational Health and Safety (with Disaster Management)	TBA	
Business Writing Skills: How to write effectively		TBA
Organizing Digital Files for Longevity Use & Easy Retrieval	June 18-20	
General Services and Property Administration and Management Seminar		TBA

External Trainings / Seminars / Workshop / Conference

FINANCE AND SUBSIDIARIES GROUP

Title of Trainings	2024	2025
GACPA's Annual National Convention and Seminar (ANCS)	TBA	
Guidelines in Procedures for Procurement & Property	April	
Updates on Accounting Policies and Standards		TBA
Update on Tax Policies	TBA	
Attendance to Annual Associations' Conferences/Symposium conducted by DBM and other oversight agencies		TBA
The Philippine Budgeting System	TBA	
Internal Control System for Property and Supply Management (Appraisal and Disposal)	July 10-12	
Preparation of the Project Procurement Management Plan (PPMP) and the Annual Procurement Plan (APP)	TBA	
Leadership in Digital Era		TBA
The Future of Payment Technologies	TBA	

External Trainings / Seminars / Workshop / Conference

ASSET MANAGEMENT GROUP

Title of Trainings	2024	2025
Executive Leadership Training & Partnership Opportunities	TBA	
Seminar or Conferences along Business and Investment Planning and Development		TBA
Stakeholder Consultation for the Implementing Rules and Regulations of Republic Act No. 11966	March 1	
Training on Negotiation, Conflict Resolution and Management	TBA	
Real Estate Financial Planning and Management	TBA	
Asset Recovery (Sequestered CARP Exempted)		TBA
Continuing Professional Education/Development (CPE/CPD)	TBA	

External Trainings / Seminars / Workshop / Conference

BUSINESS DEVELOPMENT GROUP

Title of Trainings	2024	2025
Project Management Skills		TBA
Executive Leadership Training & Partnership Opportunities	TBA	

CORPORATE COMMUNICATIONS GROUP

Title of Trainings	2024	2025
Executive Leadership Training & Partnership Opportunities	TBA	

THANK YOU!