

# TWO-YEAR LEARNING AND DEVELOPMENT PLAN (2026-2027)



# Budget Allocation

- Total Budget for 2026 – Php 2,401,000.00
  - In-House/Internal Training : Php 1,400,000.00
  - External Training : Php 1,001,000.00
- Total Budget for 2027 – Php 2,706,000.00
  - In-House/Internal Training : Php 1,505,000.00
  - External Training : Php 1,201,000.00

# In-House / Internal Trainings

| Title of Trainings                                                                             | Participants                  | 2026 | 2027 |
|------------------------------------------------------------------------------------------------|-------------------------------|------|------|
| Completed Staff Work                                                                           | All NDC Employees             | TBA  |      |
| Orientation of the ORAOHRA/RACCS                                                               | All NDC Employees             |      | TBA  |
| Pre-Retirement Orientation                                                                     | All NDC Employees             |      | TBA  |
| Strategic Planning & Team Building Program                                                     | All NDC Employees             | TBA  | TBA  |
| Work Attitude and Value Enhancement (WAVE) Program                                             | All NDC Employees             | TBA  |      |
| Stress Management and Wellness Seminar and/or Related Programs                                 | All NDC Employees             |      | TBA  |
| Best Practices & Remedies to Avoid COA Disallowances                                           | All NDC Employees             |      | TBA  |
| Basic Grammar Seminar/Workshop (Oral & Written Communication)                                  | All NDC Employees             | TBA  | TBA  |
| Gender Sensitivity Training                                                                    | All GAD FPS Executive and TWG | TBA  | TBA  |
| Gender Mainstreaming and Evaluation Framework Tool (GMWF Descriptor Matrix Update for Level 1) | All GAD FPS Executive and TWG | TBA  | TBA  |
| GAD Agenda                                                                                     | All GAD FPS Executive and TWG | TBA  | TBA  |
| GAD Audit                                                                                      | All GAD FPS Executive and TWG | TBA  | TBA  |

# In-House / Internal Trainings

| Title of Trainings                                                                   | Participants        | 2026        | 2027 |
|--------------------------------------------------------------------------------------|---------------------|-------------|------|
| Information Security Seminar/Workshop                                                | All NDC Employees   | February 19 |      |
| Risk Management Seminar                                                              | All NDC Employees   |             | TBA  |
| Problem Solving and Decision-Making Session/Workshop                                 | All NDC Employees   |             | TBA  |
| Effective Business Writing (Memos, Emails and Agendas) & Communicate with Confidence | All JG 12 and below | TBA         |      |
| Computer Skills and Basic Presentation Software                                      | All JG Level        |             | TBA  |

# External Trainings / Seminars / Workshop / Conference

## ORGANIZATIONAL COMPETENCIES

| Title of Trainings                                               | 2026 | 2027 |
|------------------------------------------------------------------|------|------|
| Sustainable Business Strategy                                    |      | TBA  |
| Decision Making and Risk Management                              | TBA  |      |
| Fundamentals of Trade Analysis and Philippine and Trade Policies |      | TBA  |
| Seminar on Competitive Policy, Trade and Development             | TBA  |      |
| Seminar on Data Privacy and Information Security                 | TBA  |      |
| Corporate Communications Management Seminar/Workshop             |      | TBA  |
| Judicial Ethics                                                  |      | TBA  |
| MCLE                                                             | TBA  |      |

# External Trainings / Seminars / Workshop / Conference

## LEADERSHIP COMPETENCIES

| Title of Trainings                                        | 2026 | 2027 |
|-----------------------------------------------------------|------|------|
| Supervisory Development Course Track I                    | TBA  | TBA  |
| Supervisory Development Course Track II & III             | TBA  | TBA  |
| Executive Leadership Training & Partnership Opportunities | TBA  |      |
| MCLE                                                      |      | TBA  |
| Mentoring and Coaching                                    | TBA  |      |
| Seminar-Workshop on Coaching and Mentoring                | TBA  |      |
| Managing Employees Performance                            | TBA  | TBA  |
| Employees Engagement                                      | TBA  | TBA  |

# External Trainings / Seminars / Workshop / Conference

## FUNCTIONAL COMPETENCIES

| Title of Trainings                                                                                      | 2026 | 2027 |
|---------------------------------------------------------------------------------------------------------|------|------|
| Training on Financial Planning and Analysis for Decision Making with Component of Investment Management |      | TBA  |
| Corporate Finance: Financing Investments and Managing Risks                                             | TBA  |      |
| Seminar-Workshop on Records Management                                                                  | TBA  |      |
| 2017 Rules on Administrative Cases in the Civil Service (RACCS) as amended                              |      | TBA  |
| Training on Learning Measurement and Evaluation                                                         | TBA  |      |
| Leave Administration Course for Effectiveness (LACE)                                                    |      | TBA  |
| Learning and Development Seminar-Workshop                                                               | TBA  |      |
| Guiding Principles on the Management of Government Funds and Properties                                 | TBA  |      |
| Practical Approaches in Audit Methodologies                                                             |      | TBA  |
| Updates on Tax Rules and Regulations                                                                    | TBA  |      |
| Accounts Receivable Management                                                                          |      | TBA  |
| Bookkeeping and Basic Accounting for Non-Accountants                                                    | TBA  |      |
| Accounting Policies, Guidelines and Procedures for National Government Agencies                         | TBA  |      |

## FUNCTIONAL COMPETENCIES

| Title of Trainings                              | 2026 | 2027 |
|-------------------------------------------------|------|------|
| Research Method and Analytic Course             |      | TBA  |
| Strategic Planning and Thinking                 | TBA  |      |
| Advanced Monitoring and Evaluation Training     |      | TBA  |
| Stressed Asset Management and Recovery Training |      | TBA  |



## ADMINISTRATIVE COMPETENCIES

| Title of Trainings                                                                   | 2026 | 2027 |
|--------------------------------------------------------------------------------------|------|------|
| Effective Business Writing (Memos, Emails and Agendas) & Communicate with Confidence | TBA  |      |
| Computer Skills and Basic Presentation Software                                      |      | TBA  |
| Best Practices in Digital Record (Government and Management)                         |      | TBA  |
| Public Sector Unionism (PSU) Convention                                              |      | TBA  |
| New Government Procurement Act or Republic Act No. 12009                             | TBA  |      |

# External Trainings / Seminars / Workshop / Conference

## OFFICE OF THE GENERAL MANAGER

| Title of Trainings                         | 2026 | 2027 |
|--------------------------------------------|------|------|
| Corporate Governance and Sustainability    |      | TBA  |
| CPD Course                                 |      | TBA  |
| Fundamentals of Organizational Development | TBA  |      |
| Training for Executive Assistants          |      | TBA  |
| Effective Communication Skills             | TBA  |      |

# External Trainings / Seminars / Workshop / Conference

## LEGAL DEPARTMENT

| Title of Trainings                                 | 2026 | 2027 |
|----------------------------------------------------|------|------|
| MCLE                                               |      | TBA  |
| Arbitration and Mediation                          |      | TBA  |
| Rules on Administrative Cases in the Civil Service |      | TBA  |

# External Trainings / Seminars / Workshop / Conference

## CORPORATE PLANNING

| Title of Trainings                           | 2026 | 2027 |
|----------------------------------------------|------|------|
| Effective Change Management Seminar/Workshop | TBA  |      |
| Total Quality Management                     |      | TBA  |

# External Trainings / Seminars / Workshop / Conference

## SPECIAL PROJECTS GROUP

| Title of Trainings                                                                                      | 2026 | 2027 |
|---------------------------------------------------------------------------------------------------------|------|------|
| CPD Course                                                                                              |      | TBA  |
| Stakeholder Consultation for the Implementing Rules and Regulations of Republic Act No. 11966           | TBA  |      |
| Training on Financial Planning and Analysis for Decision Making with Component of Investment Management |      | TBA  |
| Negotiation and Conflict Resolution Skills Training and Workshop                                        |      | TBA  |

# External Trainings / Seminars / Workshop / Conference

## CORPORATE SUPPORT GROUP (FAD)

| Title of Trainings                                                    | 2026 | 2027 |
|-----------------------------------------------------------------------|------|------|
| Guidelines in Procedure for Property & Procurement                    |      | TBA  |
| Developmental Conversation for Leaders                                | TBA  |      |
| Best Practices in Digital Record (Governance and Management)          | TBA  | TBA  |
| Short Course on Plumbing (NC II, NC III)                              |      | TBA  |
| Training on Occupational Health and Safety (with Disaster Management) |      | TBA  |
| General Services and Property Administration and Management Seminar   |      | TBA  |

# External Trainings / Seminars / Workshop / Conference

## FINANCE AND SUBSIDIARIES GROUP

| Title of Trainings                                                                                     | 2026 | 2027 |
|--------------------------------------------------------------------------------------------------------|------|------|
| The Government Association of Certified Public Accountant's (GACPA's) Annual Convention                |      | TBA  |
| Continuous Professional Development (CPD) Course                                                       |      | TBA  |
| Updates on Accounting Policies and Standards                                                           |      | TBA  |
| Expanded Withholding Tax                                                                               | TBA  |      |
| Cash Flow Management and Forecasting                                                                   |      | TBA  |
| Attendance to Annual Associations' Conferences/Symposium conducted by DBM and other Oversight Agencies |      | TBA  |
| The Philippine Budgeting System                                                                        |      | TBA  |
| Guiding Principles on the Management of Government Funds and Properties                                | TBA  |      |
| Internal Control System for Property and Supply Management (Appraisal and Disposal)                    |      | TBA  |
| Preparation of the Project Procurement Management Plan (PPMP) and the Annual Procurement Plan (APP)    | TBA  |      |

# External Trainings / Seminars / Workshop / Conference

## ASSET MANAGEMENT GROUP

| Title of Trainings                                                                            | 2026 | 2027 |
|-----------------------------------------------------------------------------------------------|------|------|
| Stakeholder Consultation for the Implementing Rules and Regulations of Republic Act No. 11966 |      | TBA  |
| Training Negotiation, Conflict Resolution and Management                                      |      | TBA  |
| Real Estate Financial Planning and Management                                                 | TBA  |      |
| Public Sector Unionism (PSU) Convention                                                       |      | TBA  |
| Continuing Professional Education/Development (CPE/CPD)                                       |      | TBA  |



# External Trainings / Seminars / Workshop / Conference

## BUSINESS DEVELOPMENT GROUP

| Title of Trainings                                        | 2026 | 2027 |
|-----------------------------------------------------------|------|------|
| Executive Leadership Training & Partnership Opportunities |      | TBA  |
| Continuing Professional Education/Development (CPE/CPD)   | TBA  |      |

## CORPORATE COMMUNICATIONS GROUP

| Title of Trainings                                        | 2026 | 2027 |
|-----------------------------------------------------------|------|------|
| Executive Leadership Training & Partnership Opportunities |      | TBA  |