



Light Rail Transit Authority

Administrative Department - Human Resources Management Division

Training Section

**MONTHLY REPORT ON LEARNING AND DEVELOPMENT PROGRAMS AND ACTIVITIES FACILITATED AND ENDORSED TO LRTA EMPLOYEES (NON-TECHNICAL & TECHNICAL)
APRIL 2021**

No.	Date	Title of Learning and Development Program / Activity	No. of Hours	Target Participants	Position of attendees	Office of attendees	Subject Matter Expert / Learning and Development Institution	Venue	ISO Process		
									Management Process	Core Process	Support Process
A. IN-HOUSE TRAININGS											
a.1. FACE TO FACE TRAININGS											
1	None										
	Sub-total a.1	0							0	0	0
a.2. ONLINE TRAININGS											
1	April 5, 2021 1:30-3:30 PM	Online Orientation on HMO Program/ Carehealth Plus Existing Plan in LRTA	2	All LRTA Employees	Environmental Specialist, HRM Officer, IRM Assistant, Property Officer, Liaison Aide, Data Encoder Controller, Clerk Processor, Operations Chief, Admin. Officer, Secretary, Nurse, Engineer	SSD, HRMD, Line 1-SEP, AMD, KMITD, CAMT, Medical	Carehealth Plus	via Zoom	0	0	18

2	April 7, 2021 1:30-3:30 PM	Online Orientation on HMO Program/ Carehealth Plus Existing Plan in LRTA	2	All LRTA Employees	PR Officer, Station Teller, Treasury Specialist, HRM Officer, Transport Officer, Admin. Officer, Liaison Aide, MIS Analyst, Cashier, CorPlan Analyst, Transport Operations Supervisor	PRD, SOD, Treasury, HRMD, Line 2-WEP, TCD, CPRD,	Carehealth Plus	via Zoom	1	22	9
3	April 8, 2021 1:30-3:30 PM	Online Orientation on HMO Program/ Carehealth Plus Existing Plan in LRTA	2	All LRTA Employees	MIS Analyst, Transport Officer, Transport Operations Supervisor, Cashier, Station Teller, CorPlan Specialist, Train Driver, Document Controller, HRM Officer, Treasury Analyst	KMITD, TCD, SOD, TOD, FROG, CPRD, HRMD, Treasury	Carehealth Plus	via Zoom	5	14	4

4	April 30, 2021 1:30-4:30 PM	Online Lecture-Forum and Updates on Pag-IBIG / HDMF Benefits, Programs, Claims, Loyalty Card Plus, Requirements and Issuances	3	All LRTA Employees, especially those who perform functions related to transaction with Pag-IBIG	HRM Officer, Safety Specialist, Cashiering Chief, Financial Planning Specialist, TOS B, PR Officer, Nurse, Supply Officer, Admin. Officer, CSO-B, Accounting Processor, Property Officer, Data Encoder-Controller, QA Officer, Training Specialist, Secretary, Department Manager	HRMD, SSD, TREASURY, Line 2-WEP, CAMT, PRD, Medical, FROG, Finance, Line 1-SEP, SOD, AMD, KMITD, Accounting, Line 2-EEP, Operations, TOD	Ms. Caroline Andal, Pag-IBIG Fund	via Zoom	0	6	38
Sub-total a.3		4							6	42	69
a.4. RETRAINING COURSE FOR TRAIN DRIVERS											
1	April 5-6, 2021	Retraining Course for Train Driver (Jonathan Taberna)	16	TOD	Train Driver A	TOD	Operations Department	Social Hall and Revenue Line	0	1	0
2	April 26-27, 2021	Retraining Course for Train Driver (Jonathan Taberna, Jesus Toquero, Jay Anthony Tayag, Roberto Pascua, Raymond Abracia and Felmar Gumba)	16	TOD	Train Driver A	TOD	Operations Department	Social Hall and Revenue Line	0	6	0
3	April 30, 2021	Retraining Course for Train Driver (Carlos Gonzales)	16	TOD	Train Driver A	TOD	Operations Department	Social Hall and Revenue Line	0	1	0
Sub-total a.4		3							0	8	0

B. LOCAL TRAININGS											
1	April 13,15,20,22,27 & 29, 2021	Webinar on Public Service Values in Times of Adversities (Batch 9) attended by Ms. Angelica Fe L. Deriquito, Engr. Rizaldy L. Fariñas, Engr. Manuel B. De Las Alas, Engr. Christian Adrian M. Olpindo, Engr. John Rey S. Vetores, Ms. Rechelle S. Cacatian	14	Managerial and Supervisory	OIC, Principal Engineer A, Principal Engineer C, Sr. Community Relations Officer	L1 CAVEX,	Civil Service Institute	Zoom	0	0	6
2	Theoretical: April 12, 21, 23, 2021 / 9am to 3:30pm	Line 2 East Extension Project: Operation and Maintenance Training on Power Supply attended by Engr. Aries Panganiban, Engr. Flordeliza Ropa, Engr. Cahr Mae Puti, Engr. Jaypee Alamar, Engr. John Mabilangan, Engr. Jayson Cabanilla, Mr. John Buenaventura, Mar. Richard Lacanilao, Mr. Daniel Gatdula and Mr. William Flores		Lines 1 & 2 Engineering Department, Operations Department, AMD, SSD	PE B, SE A, Engineer B, TOSC B, Property Officer A, Safety Specialist	Lines 1 & 2 Engineering Department, Operations Department, AMD, SSD	Line 2 East Extension Project, DMCI	Instructor-led Training (Online via MS Teams)	0	7	3
	Practical: April 27-28, 2021 / 9am to 4pm							Instructor-led Training (Face-to-Face) Masinag (Antipolo Station)			

3	Theoretical: April 30, 2021 / 9am to 12nn	Trackwork System Operation and Maintenance Training attended by Engr. Aries Panganiban, Engr. Flordeliza Ropa, Engr. Cahr Mae Puti, Engr. Jaypee Alamar, Engr. John Mabilangan, Engr. Jayson Cabanilla, Mr. John Buenaventura, Mar. Richard Lacanilao, Mr. Daniel Gatdula and Mr. William Flores		Lines 1 & 2 Engineering Department, Operations Department, AMD, SSD	PE B, SE A, Engineer B, TOSC B, Property Officer A, Safety Specialist	Lines 1 & 2 Engineering Department, Operations Department, AMD, SSD	Line 2 East Extension Project, DMCI	Instructor-led Training (Online via MS Teams)	0	7	3
	Instructor-led Training (Face-to-Face) Masinag (Antipolo Station)										
4	April 21-23, 2021	Best Practices in Corporate Housekeeping	24	LRTA Board of Directors	LRTA Board of Directors	LRTA Board of Directors	Center for Global Best Practices	via Zoom	5	0	0
5	April 26-27, 2021	Rules on Administrative Cases in the Civil Service	16	Legal Department	Attorney III, OIC, Administrative Disciplinary Committee	Legal Department/ Administrative Disciplinary Committee	Center for Global Best Practices	via Zoom	1	0	0
Sub-total B		5							6	14	12
C. FOREIGN TRAVEL											
1	None								0	0	0
Sub-total C		0							0	0	0
D. SCHOLARSHIP											

1	September 25, 2020 to August 20, 2021	Korean Government Scholarship Program for Oversea Government Railway Staffs attended by Engr. Anthonny Pantaleon and Atty. Nonie Laxinto	-	CAMT-IGMD, Legal Department	Principal Engineer B, Attorney III	CAMT-IGMD, Legal Department	Seoul National University of Science and Technology (Seoul Tech) and Ministry of Land, Infrastructure and Transportation (MOLIT), Republic of Korea	Korea	1	1	0
Sub-total D		1							1	1	0
E. RAILWAY COMPETENCY DEVELOPMENT TRAININGS											
1	None										
Sub-total E		0							-	-	#REF!
F. WEBINARS											
1	April 1, 2021 (March 30-31 continuation)	RailTech Europe 2021	-	Lines 1 & 2 Engineering Department, Operations Department, PRTC, Technical Resource Persons (TOD, TCD, TMSCD, SOD)	-	-	Rail Tech	Online	0	0	1
2	April 13-16, 2021	Online Training Course on Auditing ISO 9001:2015 Quality Management	-	IAD, ISO QMS Internal Quality Audit Team	-	-	Development Academy of the Philippines	online via Cisco Webex Meetings	-	-	-


3	April 14, 2021	Functional Safety Part 1 - Introduction to FS and challenges of implementing a Functional SMS	-	Office of the DA for Operations and Engineering, Lines 1 & 2 Engineering Department, Project Management Offices (L1 CAVEX, L2 EEP, L2 WEP), Safety and Security Division, Line 2 Operations Department	-	-	Safety and Reliability Society	Online	0	0	0
4	April 14-16, 2021	DAP Productivity and Innovation Webinar Series (Re-run)	-	All LRTA Officials, Managers and Heads of Offices	-	-	Development Academy of the Philippines	Online	0	0	0
5	April 14, 2021	Customer Complaint Handling: "How to Deal with Difficult Customers and Situations"	-	PRD	-	-	Businessmaker Academy	online via Zoom	-	-	-
6	April 15, 2021	Remote Leadership Series: Managing Your Team's Mental Wellness	-	All LRTA Officials, Managers, Heads of Offices, Supervisors	-	-	Mr. Jonathan Yabut	online via Facebook Live	-	-	-
7	April 15, 2021	Social Media & Content Marketing: "How to Market Effectively Through Social Media in the New Normal"	-	BDD	-	-	Ariva Academy	online via Zoom	-	-	-
8	April 16, 2021	Kwentong Lingkod Bayani "Integrity in Public Service"	-	Office of the DA for Operations and Engineering, Unified Project Management Office, Lines 1 & 2 Engineering Department, Project Management Offices (L1 CAVEX, L2 EEP, L2 WEP), Safety and Security	-	-	Civil Service Commission	Online	0	0	0

9	April 19, 2021	Balik Bakuna Para sa Pamilya: "Mga tanong, haka haka, at kaalaman tungkol sa pagbabakuna ngayong panahon ng COVID-19"	-	Administrative Department, Medical Unit, LRTA COVID Study Task Group	-	-	Philippine Academy of Family Physicians	online via Zoom	-	-	-
10	April 20, 2021 2:00 PM	Forest Policy E-Talks: FDC Webinar series 2021 presents "Communicating Policy Advocacies (to the Public and the Policymakers)"	-	All LRTA Officials, Managers, Heads of Offices, Supervisors	-	-	UPLB Forestry Development Center	online via Zoom	-	-	-
11	April 21, 2021	Social Media & Content Marketing: "How to Market Effectively Through Social Media in the New Normal"	-	PRD, BDD	-	-	Businessmaker Academy	online via Zoom	-	-	-
12	April 22, 2021 1:00 PM	Rising to the Challenge of the Pandemic: LGU Best Practices in COVID-19 Crisis Management	-	Administrative Department, Medical Unit, LRTA COVID Study Task Group	-	-	Center for Local and Regional Governance	online via Zoom	-	-	-
13	April 22, 2021 5:00 - 6:30 PM	Crisis and Humanitarian Emergency Management Masterclass	-	SSD, LRTA-EQRT, ISO QMS Risk Management Team	-	-	Asian Institute of Management	online via Zoom	-	-	-

14	April 27, 2021	Know Your Money (KYM) Webinars Series attended by Florimie Lino, Margaret Mendoza, Archie Ingat, aleja Guazon, Janella pAlmon, Gian Collado, Niño Caraan, Joel Rosco, Marcelo Icaranom, Bernabe Domingo, Shane Riano, Rea Merluza and Charlize Mata	3	TMSCD, SOD, Treasury Division	Cashier D, Station Teller, TOS B	TMSCD, SOD	Bangko Sentral ng Pilipinas	Microsoft Teams	0	7	6
15	April 28, 2021 12:00 NN	Discovering the Impact of Young Onset Diabetes on Acute and Chronic Complications	-	Administrative Department, Medical Unit	-	-	UP Med Webinars	online via Zoom	-	-	-
16	April 29, 2021 9:30 AM	Thursday Talks: Road towards herd immunity: Where does the Philippines stand?	-	Administrative Department, Medical Unit	-	-	DAP-Policy Research Office	online via Facebook Live	-	-	-
17	April 29, 2021 1:00 PM	Orientation on CSC Policy on Expanded Maternity Leave, Paternity Leave and Adoption Leave (CSC Resolution No. 2100020 dated January 7, 2021)	-	Administrative Department, HRMD	-	-	Civil Service Commission- Civil Service Institute	online via Facebook Live	-	-	-
18	April 29-30, 2021	Project Manager's Training on Managing PPP Projects	-	Concession Agreement Monitoring Team	-	-	Public-Private Partnership Center	Microsoft Teams	0	0	0
Sub-total F		18							0	7	7

G. OTHER ACTIVITIES											
1	April 29, 2021	Orientation Program On Cross Training (Batch 2) For Operations Personnel	1	Operations Department	Train Driver A, Station Teller, Transport Officer A	TOD, SOD, TCD	Operations Department	Zoom	0	4	0
	Sub-total I	0	-						0	4	0
	Grand Total (A+B+C+D+E+F+G)	#VALUE!							13	76	88

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