



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 (TECHNICAL & NON-TECHNICAL)  
JUNE 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
<b>A. IN-HOUSE TRAININGS</b>											
<b>a.1. FACE TO FACE TRAININGS</b>											
1	None										
	Sub-total a.1	0									
<b>a.2. ONLINE TRAININGS</b>											

1	June 1-4, 2021	<p>Line 2 East Extension Project: Walkthrough and Familiarization for Line 2 East Extension Project Stations (Marikina and Antipolo Stations) attended by: Atty. Nelson R. Gopengco, Mr. Dindo S. Gomez, Ms. Rosalea R. Mariano, Ms. Irene L. Valencerina, Engr. John Nazeborg N. Mabilangan, Engr. Ariez M. Panganiban, Mr. Theo Andrew A. Olivan, Mr. John D. Buenaventura, Mr. Marvin G. Bayanay, Mr. Rodito A. Parocho, Mr. Randle B. Orille, Mr. Jesus Gregorio R. Guerrero, Mr. Mario Noel Jr. Saminiano, Mr. Jaypee P. Chavez, Mr. Remer D. Cuarez, Mr. Nixon F. Pagcaliwagan, Mr. Rommel L. Ramos, Mr. Marlowe T. Mariano</p>	3	<p>Line 1 &amp; 2 Engineering Department, Operations Department, Planning Department, PRD, FROG, SOD, TOD, SSD, KMITD, TCD, FROG</p>	<p>Principal Engineer A, Cashiering Services Chief A, TOSC B, Sr. Corporate Planning Analyst, PRO III, Principal Engineer B, Quality Control/Assurance Officer, TOSC B, MIS Development Chief A, CSO B, Transport Officer A, Cashier A, PRO I, OIC Chief Safety Officer, CSO B, Senior Computer Services Programmer</p>	<p>Line 1 &amp; 2 Engineering Department, Operations Department, Planning Department, PRD, FROG, SOD, TOD, SSD, KMITD, TCD, FROG</p>	Marubeni DMCI Consortium	MS Teams			
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2	June 9,10,11, 2021	Line 2 East Extension Project: Overhead Catenary System (OCS) Operation and Maintenance Training - Actual attended by Mr. John D. Buenaventura, Mr. Merlo G. Gallardo, Mr. Rogelio Jr. J. Mariano, Engr. Jayson R. Cabanilla, Engr. Jaime Jr. A. Cuaresma, Mr. Alson N. Gonzaga, Engr. Jayson R. Cabanilla, Engr. Kean Judd B. Asensi	3	Line 1 & 2 Engineering Department, Operations Department, TOD, TCD, SSD	TOSC B, TOSC A, Safety Specialist, Principal Engineer A, Engineer B, Senior Engineer A	Line 1 & 2 Engineering Department, Operations Department, TOD, TCD, SSD	Marubeni DMCI Consortium	MS Teams			
3	June 9-10, 2021	Orientation on "COVID-19: Awareness and Wellness Program" for LRTA Employees	3 hours per batch/2 batches	All LRTA Employees	Station Teller, Data Encoder-Controller, Clerk Processor A, CSO B, Transport Officer A, Secretary A, Cashier D, TOS B, Supervising Engineer A, Train Driver A, Engineer A, Training Specialist II, Financial Planning Analyst, TOS B, Property Officer A, Research Analyst A, HRM Officer III, Materials Planning Analyst A, PRO III, Cashier D, Storekeeper A, Clerk Processor A	Line 1 & 2 Engineering Department, Planning Department, Operations Department, FROG, HRMD, TCD, TOD, PRD, AMD	Ms. Grace M. Mungcal, Jose R. Reyes Memorial Medical Center	Zoom			

4	June 15,16,17,24, 25,28,29 & 30, 2021	Line 2 East Extension Project: Telecommunications System Operation and Maintenance Training - Line 2 East Extension Project attended by Mr. John Buenaventura, Engr. John Nazenborg N. Mabilangan, Mr. Dexter S. Sanchez, Engr. Roberto A. Flores, Ms. Genevieve M. Velasquez, Engr. Vernie Vergilio N. Sudario, Engr. Jaypee D. Alamar	7	Line 1 & 2 Engineering Department, Operations Department, TOD, SSD, TCD	Safety Specialist, Engineer A, TOSC B, Principal Engineer A, Transport Officer A	Line 1 & 2 Engineering Department, Operations Department, TOD, SSD, TCD					
5	June 16, 2021	Line 2 East Extension Project: Fire Detection & Alarm System Training attended by Ms. Merly M. Valencia, Engr. Jaypee D. Alamar, Ms. Michelle P. Belano, Mr. Ryan T. Garcia, Ms. Cedelyn G. So, Engr. John Nazenborg N. Mabilangan, Mr. Eduardo S. Del Carmen, Mr. Rodito A. Parocha, Mr. Marvin G. Bayanay, Ms. Melisa G. Del Rosario, Engr. Kathryn-Jane P. Loteriña, Mr. Jose Raymund M. Alsisto, Mr. Jesus Gregorio R. Guerrero, Mr. Hans B. Angeles, Engr. Francis Jr. A. Archivido, Mr. Rogelio Jr. J. Mariano, Mr. Gil Carlos J. Monteclaro	2	Line 1 & 2 Engineering Department, Operations Department, SOD, SSD	Station Supervisor, Principal Engineer A, Senior Engineer A, TOS B, Environmental Specialist B, Safety Specialist, CSO B	Line 1 & 2 Engineering Department, Operations Department, SOD, SSD	Marubeni DMCI Consortium	MS Teams			

6	June 17-18, 2021   8:00 AM- 5:00 PM	Online Training on ISO IT Certification	16	Planning Department-KMITD, CPRD, LRTA ISO QMS IQA	Comp Services Programmer, CorPlan Analyst, Document Controller, Data Encoder-Controller, Dept. Manager, Division Manager, MI Analyst, MIS Analyst, MIS Design Specialist, MIS Dev. Chief, MIS Researcher, Secretary A, Sr. Comp. Services Programmer, Sr. Corplan Analyst, Sr. Corplan Specialist, Sr. MIS Analyst	Planning Department-KMITD, CPRD	Mr. John J. Macasio	via Zoom	0	0	26
7	June 17, 2021	Line 2 East Extension Project: Fire Suppression System (FM 200) Training attended by Engr. Jaypee D. Alamar, Mr. Eduardo S. Del Carmen, Mr. Jesus Gregorio R. Guerrero, Ms. Virginia D. Atanque, Mr. Ryan T. Garcia, Mr. Rodito A. Parocha, Engr. Kathryn-Jane P. Loteriña, Ms. Michelle P. Belano, Mr. Hans B. Angeles, Ms. Melisa G. Del Rosario, Mr. Daniel B. Gatdula, Mr. Marcelino Jr. A. Ganadillo, Engr. Francis Jr. A. Archivido, Mr. Rogelio Jr. J. Mariano, Mr. Ronaldo G. Cruz, Ms. Brenda T. Regalado, Engr. John Nazenborg N. Mabilangan, Ms. Genevieve M. Velasquez, Ms. Cristeta G. Catiis	1	Line 1 & 2 Engineering Department, Operations Department, SOD, SSD	Principal Engineer A, TOS B, CSO B, Senior Engineer A, Safety Specialist, Station Teller	Line 1 & 2 Engineering Department, Operations Department, SOD, SSD	Marubeni DMCI Consortium	MS Teams			

8	June 18, 2021	<p>Line 2 East Extension Project: CPS Pump and Bladder Tank Training attended by Mr. Ronald B. Baylon, Mr. Eduardo S. Del Carmen, Mr. Daniel B. Gatdula, Engr. Jaypee D. Alamar, Engr. Kathryn-Jane P. Loteriña, Ms. Michelle P. Belano, Engr. Jerick Kuh D. Nalaunan, Engr. John Nazenborg N. Mabilangan, Mr. Jesus Gregorio R. Guerrero, Ms. Michelle B. Ledesma, Mr. Ronaldo G. Cruz, Engr Francis Jr. A. Archivido, Mr. Marvin G. Bayanay, Mr. Kristian G. Salud, Mr. Richard A. Lacanilao, Mr. Hans B. Angeles, Mr. Dan Jeffrey DL. Santos, Mr. Rogelio Jr. J. Mariano, Engr. Jaypee D. Alamar, Mr. Gian Carlo C. Collado, Ms. Genevieve M. Velasquez</p>	1hr 30mins	<p>Line 1 &amp; 2 Engineering Department, Operations Department, SOD, SSD</p>	<p>Station Teller, TOS B, CSO B, Principal Engineer A, Senior Engineer A, Engineer A, Environmental Specialist B, Property Officer A, Safety Specialist</p>	<p>Line 1 &amp; 2 Engineering Department, Operations Department, SOD, SSD</p>					
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9	June 23, 2021 (Continuation on July 5, 2021)	<p>Training on "Factors in Determining the Appropriate Approved Budget for the Contract (ABC) attended by Ms. Angelica Fe L. Deriquito, Ms. Annalyn U. Castillo, Mr. Mark Benn R. Tabucol, Engr. Wilfre Thomas B. Gorre, Engr. Jerick Kuh D. Nalaunan, Engr. Roberto A. Flores, Engr. Mariles D. Doncillo, Engr. Erlito Jr. T. Cantuba, Mr. Michael Vincent B. Pertierra, Engr. Raul A. Bradecina, Mr. Randle B. Orille, Engr. Kathryn-Jane P. Loteriña, Engr. Jojie N. Malobago, Mr. Victor L. Melchor, Engr. Ian D. Dacul, Ms. Maria Teresa M. Curz, Engr. Carmela M. De Guzman, Engr. Hussein Lee G. Talens, Mr. Jose Ma. C. Millevo, Engr. Richell T. Acantilado, Engr. Junbrian S. Froyalde, Engr. Kean Judd B. Asensi, Engr. Jan Michael R. Montehermoso, Engr. Joe Ann F. Zulueta, Mr. Roger L. Vaño, Mr. Ma. Cristina J. Jaranilla, Engr. John Nazenborg N. Mabilangan, Ms. Lourdes M. Faustino, Engr. Vernie Virgilio N. Sudario, Ms. Genevieve M. Velasquez, Ms. Thelma S. Santos, Ms. Renn Margott R. Ermino, Mr. Roberto L. Reyna, Ms. Esther A. Soneja, Mr. Mark Anthony g. Ladanga and Engr. Santos G. Abrazado</p>	3	<p>PPMT Integrators (Engineering, SSD, AMD, GSD, HRMD- Training Section, KMITD), Procurement Division, Project Management Office, Budget and Financial Planning Division attended by</p>	<p>Sr. Corporate Accountant A, Sr. Corporate Budget Analyst, Administraive Services Assistant A, Principal Engineer B, Engineer A, Senior Engineer A, TOS B, MIS Development Chief A, Storekeeper A, Supervising Engineer A, TOSC A, Principal Engineer A, Procurement Services Chief, Sr. Financial Planning Analyst, Safety Specialist., CSO B, Training Specialist IV, Procurement Analyst B, OIC Line 2 Engineering Department</p>	<p>Line 1 &amp; 2 Engineering Department, Budgeting and Financial Planning Division, KMITD, Procurement Division, HRMD- Training Section, SSD</p>	<p>Atty. Hernando T. Cabrera, Corporate Secretary V, Office of the Corporate Secretary</p>	Zoom			
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10	June 25, 2021	<p>Line 2 East Extension Project: Diesel Engine Fire Pump, Jockey Pump System Training attended by Engr. Kathryn-Jane P. Loteriña, Mr. Rogelio Jr. J. Mariano, Ms. Michelle P. Belano, Mr. Rodito A. Parocha, Ms. Cristeta G. Catiis, Ms. Esperanza A. Flores, Mr. Ruel B. Abata, Mr. Marcelino Jr. A. Ganadillo, Mr. Daniel B. Gatdula, Mr. Alan A. Orcine, Mr. Kristian G. Salud, Engr. Jaypee D. Alamar, Mr. Keelmer N, Reconquista, Ms. Michelle B. Ledesma, Mr. John B. Vidal, Mr. Gian Carlo C. Collado, Mr. Jovee M. Paras, Mr. Michael Angelo B. Lamug, Mr. Ronaldo G. Cruz, Mr. Jose Raymund M. Alsisto, Ms. Rosalie N. Ablong, Ms. Hanabel DC. Obaña, Engr. John Nazenborg N. Mabilangan, Ms. Evelyn O. Mangune, Mr. Aristotle O. Sagun, Mr. Gil Crlos J. Monteclaro, Ms. Angelyn S. Atentar, Mr. Noel E. Adriano, Engr. Francis Jr. A. Archivido, Engr. Jayson R. Cabanilla</p>	2	<p>Line 1 &amp; 2 Engineering Department, SSD, SOD</p>			Marubeni DMCI Consortium	MS Teams			
11	June 25, 2021	<p>Line 2 East Extension Project: Luminaire – Lighting Fixture System (Theoretical) attended by Mr. Rodito Parosha, Ms. Michelle Belano, Ms. Melisa Del Rosario, Mr. Keelmer Reconquista, Engr. John Nazenborg Mabilangan, Mr. Daniel Gatdula, Engr. Kathryn-Jane P. Loteriña, Mr. Kristian Salud, Engr. Jerick Kuh Nalaunan, Mr. Richard Lacanilao, Mr. Jaypee Alamar, Mr. Ryan Garcia, Mr. Jesus Gregorio Guerrero, Mr. Oliver Intengan, Mr. Marvin Bayanay, Mr. Cristeta Catiis, Ms. Michelle Ledesma, Mr. Jose Raymund Alsisto, Engr. Francis Jr. Archivido</p>	1	<p>Line 1 &amp; 2 Engineering Department, Operations Department, SOD, SSD, AMD</p>	<p>TOS B, Principal Engineer, CSO B, Senor Engineer A, Station Teller, Safety Specialist, Environmental Specialist, Property Officer A</p>	<p>Line 1 &amp; 2 Engineering Department, Operations Department, SOD, SSD, AMD</p>					



12	June 28, 2021	Line 2 East Extension Project: Air Conditioning Unit Online Training attended by Mr. Jose Raymund M. Alsisto, Ms. Melisa Del G. Del Rosario, Engr. Kathryn Jane Loteriña, Mr. Marvin Bayanay, Ms. Michelle Belano, Ms. Evelyn Reforsado, Engr. John Nazenborg MAbilangan, Engr. Jaypee Alamar, Engr. Cahr Mae Puti, Mr. Daniel Gatdla, Mr. Rogelio Jr. Mariano, Engr. Jerick Kuh Nalaunan, Mr. Rodito Parocha, Engr. Francis Jr. Archivido, Engr. Jayson Cabanilla	1	Line 1 & 2 Engineering Department, SSD, SOD	Safety Specialist, TOS B, Senior Engineer A, Environmental Specialist, Principal Engineer A, Engineer B, CSO	Line 1 & 2 Engineering Department, SSD, SOD						
13	June 29, 2021   2:00-5:00 PM	Online Orientation on LRTA's Strategic Performance Management System: Accomplishment of Individual Performance Commitment and Review (IPCR) Form	3	LRTA's Newly Hired Employees	Secretary A, Sr. Corporate Attorney, Business Dev Analyst, Train Driver A	IAD, CAMT, Line 1-SEP, BDD, TOD	HRMD-Training Section	via Zoom	0	1	4	
14	June 29, 2021	Line 2 East Extension Project: Ventilation Fan and Controllers System (Theoretical) Training attended by Engr. Jaypee Alamar, Ms. Michelle Belano, , Ms. Gilda Madriaga, Mr. Rogelio Jr. Mariano, Engr. Jerick Kuh Nalaunan, Engr. John Nazenborg Mabilangan, Mr. Ryan Garcia, Ms. Evelyn Reforsado, Ms. Cedelyn So, Mr. MArc Edgar Allan Eleda, Ms. Merly Valencia, Ms. Esperanza Flores, Ms. Evelyn Mangune, Mr. Chester Eric Ayab, Engr. Cahr Mae Puti, Engr. Francis Jr. Archivido, Mr. Marvin Bayanay, Mr. Kristian Salud	1	Line 1 & 2 Engineering Department, SSD, SOD	Safety Specialist, TOS B, Senior Engineer A, Environmental Specialist, Principal Engineer A, Engineer B, CSO	Line 1 & 2 Engineering Department, SSD, SOD						

15	June 29, 2021   9:30-11:30 AM	Online Orientation on LRTA's Revised Competency Framework and Competency Profile Per Position	2	All LRTA Offices	All LRTA Offices	All LRTA Offices	HRMD-Training Section	via Zoom	8	19	63
16	June 30, 2021   1:30-4:30 PM	Online Orientation on LRTA's Revised Competency Framework including the Conduct of Consultation on the Preparation of Competency Profile Per Position for HRMD Office	3	HRMD	HRMD	Admin. Services Assistant, HRM Officer, IRM Assistant, Sr. Cashier, Training Specialist	HRMD-Training Section	via Zoom	0	0	16
17	June 30, 2021	Line 2 East Extension Project: Small Sewage Treatment System (Theoretical) Training attended by Ms. Michelle Belano, Ms. Melisa Del Rosario, Ms. Cedelyn So, Mr. Marvin Bayanay, Engr. Jaypee Alamar, Mr. Kennedy Jr. Casta, Ms. Kristian Salud, Mr. Dennis Matilla, Ms. Brenda Regalado, Mr. Daniel Gatdula, Ms. Cristeta Catiis, Nr. Gil Carlos Monteclaro, Mr. Romeo Bernardo, Mr. Nino Ruel Lopez, Mr. Aristotle Sagun, Mr. Rodito Parocha, Ms. Michelle Ledesma, Mr. Noel Adriano, Mr. Rosale Ablong, Ms. Jose Raymund Alsisto, Ms. Gina Dizon, Engr. Jerick Kuh Nalaunan, Mr. Keelmer Reconquista, Mr. Joselito Reye, Ms. Evelyn Manguna, Engr. Cahr Mae Puti, Engr. Francis Jr. Archivido, Engr. Kathryn-Jane Loteriña, Mr. Robert John Balneg	1	Line 1 & 2 Engineering Department, SSD, SOD	Safety Specialist, TOS B, Senior Engineer A, Environmental Specialist, Principal Engineer A, Engineer B, CSO	Line 1 & 2 Engineering Department, SSD, SOD					
<b>Sub-total a.2</b>			<b>17</b>						<b>8</b>	<b>20</b>	<b>119</b>
<b>a.3. REFRESHER COURSE</b>											

1	June 7,9 & 11, 2021	Online 2nd Quarter Refresher Course for Station Operations Division (SOD) Personnel (Station Operations: Ticket Selling Procedure and Work Instructions and Emergency: Rescue on Passenger Trapped Inside the Elevator	3 hours per batch/3 batches	SOD	TOS B, Station Teller	SOD	Operations Department	Zoom			
<b>Sub-total a.3</b>		<b>1</b>							<b>0</b>	<b>0</b>	<b>0</b>
<b>a.4. RETRAINING COURSE FOR TRAIN DRIVERS</b>											
1	None										
<b>Sub-total a.4</b>		<b>0</b>							<b>0</b>	<b>0</b>	<b>0</b>
<b>B. LOCAL TRAININGS</b>											
1	June 14-18, 2021	Webinar on Construction Occupational Safety and Health attended by Mr. Alson Gonzaga	40	SSD	Safety Specialist	SSD	OSHMS 360 Corp	Zoom	0	0	2
2	June 15-17, 2021	Internal Control System for Property and Supply Management (Appraisal and Disposal)	24	IAD, Administrative Dept.-Procurement Division, AMD, Planning Dept-KMITD, LRTA Waste Disposal Committee	Supervising Property Officer, Property Officer, Legal Researcher	AMD, Waste Disposal Committee	Association of Government Internal Auditors (AGIA), Inc.	via Zoom	1	0	2
3	June 29-30, 2021	Special Topic on PPP Project Implementation: Dispute Resolution in PPP Projects		CAMT Personnel			Public-Private Partnership Center	MS Teams			
<b>Sub-total B</b>		<b>3</b>							<b>1</b>	<b>0</b>	<b>4</b>

**C. FOREIGN TRAVEL**

1	None								0	0	0
<b>Sub-total C</b>		<b>0</b>							<b>0</b>	<b>0</b>	<b>0</b>

**D. SCHOLARSHIP**

1	September 25, 2020 to August 20, 2021	Korean Government Scholarship Program for Oversea Government Railway Staffs attended by Engr. Annthony 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
2	Prepared and Processed on June 4, 2021 (Duration Date: August 2021 to December 2022)	"Korean Government Scholarship Program for Oversea Government Railway Staffs"		All Permanent LRTA Employees that will meet the requirements	-	-	Seoul National University of Science and Technology (Seoul Tech) and Ministry of Land and Infrastructure and Transportation (MOLIT)	Korea	-	-	-
<b>Sub-total D</b>		<b>2</b>							<b>1</b>	<b>1</b>	<b>0</b>

**E. RAILWAY COMPETENCY DEVELOPMENT TRAININGS**

1	None										
<b>Sub-total E</b>		<b>0</b>							-	-	#REF!

**F. WEBINARS**

1	June 1, 2021   7:00 PM	Webinar on Artificial Intelligence	-	Planning Department-KMITD	-	-	DOST International Cooperation	Online	-	-	-
2	June 3, 2021   2:00 PM	Cybersecurity Management	-	Planning Department-KMITD	-	-	Train2PerformICT	Online	-	-	-
3	June 10, 2021   5:00- 6:00 PM	Business Writing in Time of Pandemic	-	All Interested LRTA Employees	-	-	Business Writing in Time of Pandemic	FB Live	-	-	-
4	June 15-17, 2021	Guiding Principles on the Management of Government Funds and Properties (Laws, Rules and Regulations on Government Expenditures)	-	IAD, Administrative Dept., Finance Department	-	-	Association of Government Internal Auditors, Inc.	via Zoom	-	-	-
5	June 16-17, 2021	2021 Online Leave Administration Course for Effectiveness	-	Administrative Dept., Legal Dept., Finance Dept.,	-	-	Civil Service Commission-National Capital Region	Online via Zoom	-	-	-

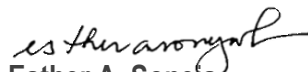
6	June 17, 2021   9:00 AM - 4:00 PM	Best Practices and Remedies to Avoid COA Disallowances		Administrative Dept., Legal Dept., Finance Dept.,	-	-	Center for Global Best Practices	Online	-	-	-
7	June 17-18, 2021	2021 KOREA RAILWAYS AND LOGISTICS FAIR (RailLog Korea)		Office of the DA for Operations and Engineering, Unified Project Management Office, Lines 1 & 2 Engineering Department, Project Management Offices (L1 CAVEX, L2 EEP, L2 WEP)			Korea Trade-Investment Promotion Agency (KOTRA)	Online			
8	June 21, 2021   9:00 AM - 12:00 NN	First Philippine Mental Health Summit Series 1: Conceptual Framework for Mental Health in the Philippines		Administrative Dept.- Medical Unit	-	-	Department of Health, Philippine Council for Mental Health, National Center for Mental Health	Online	-	-	-
9	June 22-25, 2021	Ensuring a Secured Digital Economy		Planning Department-KMITD	-	-	DICT-Cybersecurity	Online	-	-	-

10	June 22-25, 2021	Basic Statistical Analysis In-depth Training Workshop		CPRD	-	-	STRAND Asia	Online	-	-	-
11	June 25, 2021	Innovation Sharing Activity: Implementing Public Sector Innovation Amidst the Pandemic		QMS Improvement Planning Team			Development Academy of the Philippines	Zoom			
12	June 29 & 30, to July 1 & 2, 2021	Intermediate Statistical Analysis In-depth Training Workshop		CPRD	-	-	STRAND Asia	Online	-	-	-
	<b>Sub-total F</b>		12						0	0	0
<b>G. OTHER ACTIVITIES</b>											
1											
	<b>Sub-total I</b>		0	-					0	0	0
	<b>Grand Total (A+B+C+D+E+F+G)</b>		35						10	9	123

Prepared by:

  
Ira Ariana M. Jara  
IRM Assistant B

Checked and  
Reviewed by:

  
Esther A. Soneja  
Training Specialist IV

Approved by:

Divina J. Guison  
Manager, HRMD