

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 AND NON-TECHNICAL)

SEPTEMBER 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	September 20-24, 2021	Cross Training Program for Operations Personnel (Operation Control Center Signaling System Operation) attended by Mr. Alex N. Onanad and Mr. Walter S. Santiago	40	Operations Department	Train Driver A	TOD	Operations Department	OCC Viewing Room	0	2	0
Sub-total a.1		1							0	2	0
a.2. ONLINE TRAININGS											

1	September 13-16, 2021	Online Retooling Course (Pointing and Calling) for Train Operations Division (TOD) Personnel	2 hours per batch / 4 batches		Train Driver A, TOS B	TOD	Operations Department	Zoom	0	85	0
2	September 21-24, 2021 9:00 AM - 12:00 AM	Online Training on Knowledge Management Tools, Strategy and Codification	12	Planning Department-KMITD	Computer Services Programmer, Budget Analyst, CorPlan Analyst, CorPlan Chief, Data Encoder Controller, Division Manager, Financial Planning Analyst, HRM Officer, MIS Analyst, MIS Researcher, MIS Design Specialist, Property Officer, Records Officer, Research Analyst, Secretary A, Transport Operations Supervisor, Supply Officer	AMD, BFPD, CAMT, CPRD, FROG, GSD, HRMD, KMITD, TOD	Mr. John J. Macasio	Online via Zoom	0	0	35
3	September 30, 2021 1:30 PM - 3:30 PM	Online Orientation on Features and Procedure on Employer Online Short Term Loan Filing and Loyalty Cards	2	HRMD	Administrative Services Assistant, Clerk Processor, HRM Officer, IRM Assistant, IRM Supervisor, Sr. Accounting Processor, Sr. Cashier, Training Specialist, Division Manager	HRMD	Pag-IBIG	Online via Zoom	0	0	21

	Sub-total a.2	1							0	0	0
a.3. REFRESHER COURSE											
1	September 17, 2021 (August 23 & 25, 2021 Continuation)	Online 3rd Quarter Refresher Course for Station Operations Division (SOD) Personnel (Station Administration, Ticket Selling Procedure and Work Instructions and Emergency)	3 hours per batch	SOD	TOS B, Station Teller	SOD	Operations Department	Zoom	0	120	0
2	September 27 & 29, 2021	Online 3rd Quarter Refresher Course for Traffic Control Division Personnel (Rail 9000 ATS System)	2 hours per batch	SOD	Transport Officer A, TOS B, TOSC B	Traffic Control Division	Operations Department	Zoom	0	30	0

	Sub-total a.3	2							0	150	0
a.4. RETRAINING COURSE FOR TRAIN DRIVERS											
1	September 7-8, 2021	Retraining Course for Train Driver (Robinn Joseph M. Rivera)	16	TOD	Train Driver A	TOD	Operations Department	TOD Office and Revenue Line	0	1	0
2	September 21-22, 2021	Retraining Course for Train Driver (Alvin B. De Jesus)	16	TOD	Train Driver A	TOD	Operations Department	TOD Office and Revenue Line	0	1	0
3	September 20	Retraining Course for Train Driver (Paolo Bryan San Jose)	16	TOD	Train Driver A	TOD	Operations Department	TOD Office and Revenue Line	0	1	0
4	September 21-22, 2021	Retraining Course for Train Driver (Christian Peter R. Abordo)	16	TOD	Train Driver A	TOD	Operations Department	TOD Office and Revenue Line	0	1	0
	Sub-total a.4	4							0	4	0
B. LOCAL TRAININGS											

1	September 1-3, 2021	Operations and Management Audit	24	IAD	Internal Auditor I	IAD	Association of Government Internal Auditors, Inc.	via Zoom	1	0	0
2	September 6-8, 2021	Data Privacy Awareness and Compliance	24	KMITD	Division Manager A	KMITD	Yisrael Solutions and Training Center, Inc.	via Zoom	0	0	1
3	September 7-10, 2021	Project Management Training	32	Planning Department-CPRD	Corporate Planning Analyst B	CPRD	Association of Government Internal Auditors, Inc.	via Zoom	2	0	0
4	September 4, 11 & 18, 2021 (continuation from August 28, 2021)	MCLE 7th Compliance Seminar for Lawyers attended by Atty. Karla Jo A. Espinosa	36	Lawyers	Senior Corporate Attorney	Line 1 Cavite Extension Project	Integrated Bar of the Philippines, Quezon City Chapter	Online	0	0	1
5	September 6,9,20,23 & 27, 2021	Leadership in the Digital Era	14	Managers and Supervisors	OIC, Line 1 CAMT-IGMD/RSISD	OIC, Line 1 CAMT-IGMD/RSISD	Civil Service Institute	Online	0	1	0

6	September 17, 2021	Know Your Money (KYM) Webinars Series (Remarks: waiting for the list of participants who passed the training from BSP)			Station Teller, Cashier D	SOD, TMSCD	Bangko Sentral ng Pilipinas	Microsoft Teams			
Sub-total B		3							0	0	1
C. FOREIGN TRAVEL											
1	None								0	0	0
Sub-total C		0							0	0	0

D. SCHOLARSHIP

1	September 25, 2020 to September 1, 2021 (per Special Order No. 97, dated July 30, 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									

F. WEBINARS

1	September 7-8, 2021	7th Railway Forum (Berlin 2021)		Office of the DA for Operations and Engineering, Lines 1 & 2 Engineering Department, Line 2 Operations Department, Project Management Offices (L1 CAVEEX, L2 EEP, L2 WEP), CAMT	-	-	Supply On	Online			
2	September 15-16, 2021	The Future of Rail in Asia		Office of the DA for Operations and Engineering, Lines 1 & 2 Engineering Department, Line 2 Operations Department, Project Management Offices (L1 CAVEEX, L2 EEP, L2 WEP),	-	-	Asia Pacific Rail	Online			
3	September 21-23, 2021	Asset Management VTMS and Monitoring Infrastructure		Office of the DA for Operations and Engineering, Lines 1 & 2 Engineering Department, Line 2 Operations Department, Project Management Offices (L1 CAVEEX, L2 EEP, L2 WEP),	-	-	Rail Tech	Online			

4	September 17, 2021 12:00 NN - 2:00 PM	Stop COVID Deaths: " COVID-19 Outbreak sa Probinsya"	-	Medical Unit, LRTA COVID Study Task Group	-	-	University of the Philippines	Online	-	-	-
5	September 21, 2021 10:00 AM	Philippine Railway Virtual Summit: "How to Improve Rail Asset Effectiveness and Reliability using Asset Management"	-	AMD, Engineering Department	-	-	MyKar HK Ltd.	Online	-	-	-
6	September 21, 2021 / September 28, 2021	GSIS Pre-retirement Webinar	-	All LRTA Employees on mandatory and optional retirement	-	-	Government Service Insurance System (GSIS)	Online	-	-	-
7	September 24, 2021 9:00 AM	GSIS Pre-retirement Webinar	-	All LRTA Employees on mandatory and optional retirement	-	-	Government Service Insurance System (GSIS)	Online	-	-	-

8	September 28-30, 2021	Accounting Policies, Guidelines and Procedures for National Government Agencies	-	Finance Department-Accounting Division	-	-	Association of Government Internal Auditors, Inc.	Online	-	-	-
9	September 28, 2021 6:00 PM	Diabetes Prevention Through Weight Management	-	Medica Unit	-	-	Diabetes Philippines	Online	-	-	-
10	September 29, 2021 8:00 AM	Online Forum on Business Opportunities on Coffee Technologies in the New Normal	-	All Interested LRTA Employees	-	-	DOST CALABARZON	Online	-	-	-
11	September 30, 2021 10:00 AM -11:30 AM	Recovery and Transformation Towards the New Normal: The Experience of Philippine Small Businesses	-	BDPRD-BDD	-	-	Asian Institute of Management	Online	-	-	-
Sub-total E		3									

G. OTHER ACTIVITIES


1	September 20, 2021	Consultation on the Preparation of Competency profile Per Position	2	PMO	-	Operations Department	HRMD-Training Section	Zoom	-	-	-
Sub-total I		1	-								
Grand Total (A+B+C+D+E+F+G)		16							1	155	1

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