



Administrative Department - Human Resources Management Division
Training Section

CY 2024 1ST QUARTER TRAINING PLAN AND MONITORING
JANUARY - MARCH

No.	Date	Title of Learning and Development Program / Activity	Subject Matter Expert / Learning and Development Institution	Venue	Actual Accomplishment
JANUARY					
1	January 1-31, 2024	Refresher Training Course for Railway Operations and maintenance Personnel	Philippine Railways Institute	LMS (Theoretical) Exam (Face to Face / LRTA)	Attended
2	January 1-31, 2024 (Start December 27-February 2, 2024)	Retraining Course for Newly Hired Train Drivers	Technical Resource Persons from TOD	PRTC Room, Recto Station	Conducted as scheduled
3	January 15-18, 2024	1st Session Refresher Course for Train Operations Division Personnel	Technical Resource Persons from TOD	Antipolo Station	Conducted as scheduled
4	January 19-26, 2024	Public Procurement Specialist Certification Course Level III	UP Los Baños	CEM Function Hall, UP Los Baños	Attended
5	January 22, 2024 2:00PM - 4:00PM	Orientation on the Accomplishment of Revised IPCR and Individual Performance Commitment Form (IPCF) for Newly-hired Employees	Human Resource Management Division	Online via Zoom	Conducted as scheduled

6	January 22, 2024 8:00 AM - 3:00 PM	Railways Sector Cybersecurity Awareness Seminar	DOTr - Office of the Undersecretary for Railways (DOTr-OUR) in partnership with DICT Cybersecurity Bureau	MMSP North Avenue Station, Conference Room	Attended
7	January 23, 2024 2:00PM-3:00PM	Orientation on PhilID and its Various Formats	Philippine Statistics Authority (PSA)	Online via Zoom	Conducted as scheduled
8	January 24 - 26, 2024	The Philippine Bidding Documents	Association of Government Internal Auditors (AGIA)	Online via Zoom	Attended
9	January 30, 2024	RailDX 2024: Upskilling Rail Workers for the Digital Age	Philippine Railways Institute/ Japan International Cooperation Agency (JICA)	Crown Plaza Galleria Manila	Attended
10	January 31 - February 02, 2024	Internal Control System for Property and Supply Management (Appraisal & Disposal)	Association of Government Internal Auditors (AGIA)	Online via Zoom	Attended
FEBRUARY					
1	February 01, 2024	ARTA Orientation on the Accomplishment of the Annual Regulatory Plan (ARP)	Anti-Red Tape Authority (ARTA)	Online via Zoom	Attended

2	February 1-29, 2024	Refresher Training Course for Railway Operations and Maintenance Personnel	Philippine Railways Institute	LMS (Theoretical) Exam (Face to Face / LRTA)	Attended
3	February 1-2, 2024 (Start December 27-February 2, 2024)	Retraining Course for Newly Hired Train Drivers	Technical Resource Persons from TOD	PRTC Room, Recto Station	Conducted as scheduled
4	February 5-23, 2024	Non-Commercial Train Driving for Light Maintenance Section Personnel-MTT	Technical Resource Persons from TOD	PRTC Room, Recto Station	Conducted as scheduled
5	February 8-9, 2024 1:30PM - 4:45PM	Best Practices in Utilization of Government Funds	Center for Global Best Practices (CGBP)	Online via Zoom	Attended
6	February 12-16, 2024	Basic Occupational Safety and Health Training for Safety Officer 2 with 2 hrs Training of Trainers (TOT) (40 hrs) (BOSH)	OSHMS360 Corp.	Online	Attended
7	February 12-16, 2024	1st Quarter Refresher Course for Ticket Management and Sales Collection Division Personnel	Technical Resource Persons from TMSC Division	PRTC Room, Recto Station	Conducted as scheduled
8	February 14-16, 2024	Basic Accounting and Internal Control for Non-Accountants	Association of Government Internal Auditors (AGIA)	Online via Zoom	Attended
9	February 19 and 22, 2024	1st Quarter Refresher Course for Station Operations Division Personnel	Technical Resource Persons from Station Operations Division	PRTC Room, Recto Station	Conducted as scheduled

10	February 20, 21, 22, 27, 28 & 29, 2024	International Best Practices in results-Based Monitoring and Evaluation of Government Programs and Projects	Center for Global Best Practices (CGBP)	Online via Zoom	Attended
11	February 21, 2024 9:00AM	Orientation on Statement of Assets, Liabilities and Networth (SALN)	Civil Service Commission (CSC)	Facebook Live	Attended
12	February 21-23, 2024	Guiding Principles on the Management of Government Funds and Properties	Association of Government Internal Auditors (AGIA)	Online via Zoom	Attended
13	February 23, 2024	Know Your Money Webinar	Banko Sentral ng Pilipnas	Online	Attended
14	February 23, 2024 1:30PM-4:00PM	Orientation on Requirements for Optional / Mandatory Retirement	Human Resource Management Division (HRMD)	Online via Zoom	Conducted as scheduled
15	February 26 - March 02, 2024	Contingency Planning Training (Blended)	Office of Civil Defense (OCD)	Online (Blended)	Attended
16	February 28-29, 2024	1st Quarter Refresher Course for Traffic Control Division Personnel	Technical Resource Persons from Traffic Control Division	OCC Viewing Room	Conducted as scheduled
MARCH					
1	March 01, 2024	Career Service Examination Review Sessions and Mock Examination	Prof. Ma. Victoria S. Abergos	Online via Zoom	Conducted as scheduled
2	March 1-31, 2024	Refresher Training Course for Railway Operations and Maintenance Personnel	Philippine Railways Institute	LMS (Theoretical) Exam (Face to Face / LRTA)	Attended

3	March 04, 2024	Leadership and Ethics	Association of Government Internal Auditors (AGIA)	Online via Zoom	Attended
4	March 4-8, 2024	Basic Training Course for Pollution Control Officer (PCO)	Water Environment Association of the Philippines, Inc	Online	Attended
5	March 4-15, 2024	Cross Training Program on Train Driving	Technical Resource Persons from Train Operations Division	PRTC Room, Recto Station	Conducted as scheduled
6	March 5-8, 2024	The Philippine Budgeting System	Association of Government Internal Auditors (AGIA)	Online via Zoom	Attended
7	March 6-8, 2024	Data Privacy Act (DPA) Workshop, Privacy Impact Assessment (PIA) and Cybersecurity	Yisrael Solutions and Training Center, Inc.	Online via Zoom	Attended
8	March 7-8, 2024	Building your Audience, Building your Brand: A Professional Development Program Course on Effective Social Media Management	Asian Institute of Journalism and Communication (AIJC)	Online via Zoom	Attended
9	March 8, 2024	Fire Safety and Basic Rescue Training	Bureau of Fire Protection	Social Hall LRTA Line 2 Depot	Conducted on March 25, 2024
10	March 9-11, 2024	AHA Essential Package	FDM Training Center	Quezon City	Attended
11	March 11-12, 2024 8:00AM - 5:00PM	Elevating OSH: The Vital Role of OSH Management Systems in Critical Industries and the Public Sector	OSHCCAP in coordination with Occupational Safety and Health Center (OSHC) DOLE	OSHC, North Avenue, Quezon City	Attended

12	March 11-15, 2024	Basic Occupational Safety and Health Training for Safety Officer 2 with 2 hrs Training of Trainers (TOT) (40 hrs) (BOSH)	OSHMS360 Corp.	Online	Attended
13	March 11-15, 2024	Cross Training Program on Signaling System	Technical Resource Persons from Traffic Control Division	OCC Viewing Room	Conducted
14	March 13-14, 2024	Employee Orientation	Human Resource Management Division Public Relations Division Safety and Security Division Asset Management Division	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City	Conducted
15	March 13 and 14, 2024	Best Practices Guide to Construction Law and Crafting Contracts	Center for Global Best Practices	Online	Attended
16	March 13-16, 2024	Basic Surveillance Course	Safety and Security Division Ramos, Rommel L. Guy, Christian C.	Santa Rosa, Laguna	Attended
17	March 15-17, 2024	AHA Essential Package	FDM Training Center	Quezon City	Attended
18	March 18-21, 2024	2nd Session Refresher Course for Train Operations Division Personnel	Technical Resource Persons from TOD	TOD Lounge Antipolo Station	Conducted as scheduled
19	March 19, 2024	Management Audit	Association of Government Internal Auditors (AGIA)	Online via Zoom	Attended

20	March 22, 2024 9:00AM - 4:00PM	Orientation/Re-orientation on Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees"	Civil Service Commission (CSC)	Online via Zoom	Conducted as scheduled
21	March 25-27, 2024	Cash Management and Its Internal Control System	Association of Government Internal Auditors (AGIA)	Online via Zoom	Attended
22	March 27-29, 2024	Basic Internal Control Concepts and Internal Auditing Principles and Practices	Association of Government Internal Auditors (AGIA)	Online via Zoom	Attended
OTHER					
1	March 13-18, 2024	Retraining Course for Train Driver (Mr. Tacan)	Teachnical Resource Persons from TOD	TOD Lounge Antipolo Station	
2	March 16-17, 2024	Retraining Course for Train Driver (Mr. Villapando)	Teachnical Resource Persons from TOD	TOD Lounge Antipolo Station	

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