

**CY 2025 QUARTERLY REPORT ON LEARNING AND DEVELOPMENT PROGRAMS AND ACTIVITIES FACILITATED/CONDUCTED/SPONSORED/PROCESSED/ATTENDED BY LRTA  
JANUARY - MARCH**

No.	Date	Title of Learning and Development Program / Activity	Description	No. of Training Hours	Participant(s)	Total No. of Participants	Subject Matter Expert / Learning and Development Institution / Training Provider	Venue
<b>JANUARY</b>								
1	January 08, 2025	Safety Orientation	In compliance with Section 2.0 General Safety and Health Program, specifically under Safety Training and Orientation of the LRTA Occupational Safety and Health (OSH) Manual, this activity aims to ensure adherence to LRTA Policies and promote continued safety awareness among LRTA employees and stakeholders while inside LRTA premises.	2	Maintenance Transition Team (MTT) Personnel	15	Safety and Security Division (SSD)	Operations Control Center (OCC) Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
2	January 10, 2025	Refresher Course for MTT Personnel - Power Supply Substation System	This training is designed to enhance and update the technical skills, safety practices and operations, knowledge in maintaining the LRT2 System, facilities, equipment and infrastructure. This program is conducted for	8	MTT - Power Sub Station Personnel	4	Technical Resource Person from Engineering Department - MTT	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
3	January 11, 2025	Retraining Course / Coaching and Mentoring Activity for Train Driver	Core/Frontline Service personnel prior to their assumption to duty, particularly for those who (1) allegedly committed violations against the established operational guidelines and procedures and Safety Code; or (2) has been the subject of complaint by the riding public; and (3) availed prolonged leave of absence. This program is conducted for	8	Train Operations Division (TOD)	1	Technical Resource Persons from TOD	Philippine Railway Training Center (PRTC) Room, LRT Line 2, Recto Station
4	January 14, 2025	Retraining Course / Coaching and Mentoring Activity for Train Driver	Core/Frontline Service personnel prior to their assumption to duty, particularly for those who (1) allegedly committed violations against the established operational guidelines and procedures and Safety Code; or (2) has been the subject of complaint by the riding public; and (3) availed prolonged leave of absence. This program is conducted for	8	Train Operations Division (TOD)	1	Technical Resource Persons from TOD	Philippine Railway Training Center (PRTC) Room, LRT Line 2, Recto Station

5	January 15-17, 2025	Retraining Course / Coaching and Mentoring Activity for Train Driver	This program is conducted for Core/Frontline Service personnel prior to their assumption to duty, particularly for those who (1) allegedly committed violations against the established operational guidelines and procedures and Safety Code; or (2) has been the subject of complaint by the riding public; and (3) availed prolonged leave of absences.	8	Train Operations Division (TOD)	1	Technical Resource Persons from TOD	Philippine Railway Training Center (PRTC) Room, LRT Line 2, Recto Station
6	January 17-22, 2025	Retraining Course / Coaching and Mentoring Activity for Train Driver	This program is conducted for Core/Frontline Service personnel prior to their assumption to duty, particularly for those who (1) allegedly committed violations against the established operational guidelines and procedures and Safety Code; or (2) has been the subject of complaint by the riding public; and (3) availed prolonged leave of absences.	32	Train Operations Division (TOD)	1	Technical Resource Persons from TOD	Philippine Railway Training Center (PRTC) Room, LRT Line 2, Recto Station
7	January 19-25, 2025	Factory Acceptance Test (FAT) for MRT7 Power Supply System Cables	This activity will provide the participants with a clear understanding of the Factory Acceptance Test process, including inspection, functional testing, and verification of equipment against approved specifications. It enables participants to assess system performance, identify defects, and ensure readiness before delivery and installation.	NA	Line 2 Rolling Stock and Interrelated Systems Division Asensi, Kean Judd B., Senior Engineer A	1	San Miguel Corporation / MRT7	South Korea
8	January 20-23, 2025	2025-1st Session Refresher Course for TOD Personnel (Train Drivers Console; Introduction to HIRAC, LRTA Citizen's Charter, other matters)	This Refresher Course is being conducted for the development of the competency requirements of concerned LRTA employees related to ISO 9001:2015 Quality Management System (QMS) and also, to cascade ISO-related procedures, work instructions, guidelines and policies to all concerned LRTA employees.	4	Train Operations Division Personnel	91	Technical Resource Persons from TOD	TOD Conference Room, LRT Line 2, Antipolo Station
9	January 21 -22, 2025	Orientation for Newly-hired Employees	This orientation aims to equip newly-hired employees with knowledge and understanding about the organization, policies, procedures, and requirements pertaining to their job, employment, and advancement, and importance of LRTA's service to the riding public.	14	LRTA's Newly-Hired Employees	21	Human Resource Management Division, Public Relations Division, Safety and Security Division, Asset Management Division and other concerned offices	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City

10	January 23, 2025 (AM and PM Sessions)	Statement of Assets, Liabilities and Net Worth (SALN) Orientation	<b>This orientation aims to inform and assist newly-hired employees in accomplishing their SALN form.</b>	2	LRTA's Newly-Hired Employees	16	Civil Service Commission - Civil Service Institute	Streamed Live via FB Page
11	January 24, 2025	Refresher Course for MTT Personnel - Power Supply Substation System	<b>This training is designed to enhance and update the technical skills, safety practices and operations, knowledge in maintaining the LRT2 System, facilities, equipment and infrastructure.</b>	8	MTT - Power Sub Station Personnel	4	Technical Resource Person from Engineering Department - MTT	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
12	January 29- February 01, 2025	20th National Convention for Lawyers	<b>The convention brings together legal professionals to discuss current developments in law, emerging jurisprudence, and policy issues affecting the practice of the legal profession. It provides updates, expert insights, and professional development sessions to strengthen legal competence and ethical practice.</b>	32	Cabrera, Hernando T., Administrator Belarmino, Jose Jobel V., OIC Deputy Administrator for Administrative, Finance, and AFCS / Manager, Legal Department Villanueva, Patrick Henry M., Board Secretary V Pillos, Aylwinston C., Manager, Procurement Division De Veyra, Ronald Redentor G., Project Manager, Office of the Administrator Cabreros, Jessaline P., Attorney IV, Legal Department Arollado Jr., Jose M., Board of Director Lira, Arnold Monching P., TOS Chief B, CAMT	8	Integrated Bar of the Philippines	Waterfront Hotel, Lahug Cebu, City
<b>FEBRUARY</b>								
1	February 03-14, 2025	2025- 1st Quarter Cross Training Program on Training Driving	<b>To further heighten, increase the skills, knowledges of front line personnel in all operational processes (train operation, traffic operation signaling system) thru the conduct of cross-training program and as a preparatory requirement (laddered mechanism) in attaining a certification to drive a train, as a traffic control dispatcher provided however, other requirements are completed.</b>	80	Silot, Marissa, Transport Officer A Villanueva, John Paul M., Transport Officer A Cruz, Geraldine D.C., Cashier D Carulasan, Ezekiel M., Cashier D Awatin, Milbert T., Supervisor Coral, Romeo Jr. L., Technician Esic, John Rhele D., Technician Hernandez, Cesar Joe A., Technician Sandoval, Marco A., Leadman	9	Technical Resource Persons from TOD	Operations Control Center (OCC) Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
2	February 04, 2025 2:00PM - 4:00PM	Orientation on the Accomplishment of IPCR and Individual Performance Commitment Form (IPCF) for Newly-hired Employees	<b>This orientation aims to inform and assist newly-hired employees in accomplishing and preparing their IPCR and IPCF Forms</b>	2	LRTA Newly-Hired Employees	20	Human Resource Management Division	Online via Zoom

3	February 06-07, 2025	2025-1st Quarter Refresher Course for Traffic Control Division Personnel (Procedure on Hauling, LRTA Citizen's Charter and other matters, issues and concerns	<b>This Refresher Course is being conducted for the development of the competency requirements of concerned LRTA employees related to ISO 9001:2015 Quality Management System (QMS) and also, to cascade ISO-related procedures, work instructions, guidelines and policies to all concerned LRTA employees.</b>	4	Traffic Control Division (TCD) Personnel	25	Technical Resource Persons from TCD	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
4	February 07, 2025	Refresher Course for MTT Personnel - Power Supply Substation System (Batch11)	<b>This training is designed to enhance and update the technical skills, safety practices and operations, knowledge in maintaining the LRT2 System, facilities, equipment and infrastructure.</b>	8	MTT - Power Sub Station Personnel	5	Technical Resource Person from Engineering Department - MTT	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
5	February 07, 2025	Retraining Course / Coaching and Mentoring for OCC Personnel	<b>This program is conducted for Core/Frontline Service personnel prior to their assumption to duty, particularly for those who (1) allegedly committed violations against the established operational guidelines and procedures and Safety Code; or (2) has been the subject of complaint by the riding public; and (3) availed prolonged leave of absences.</b>	8	Traffic Control Division Personnel	1	Technical Resource Person from TCD	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
6	February 10 & 17, 2025	Refresher Course for Maintenance Transition Team (MTT) Personnel - Electromechanical Depot Equipment (including Water Treatment Facilities) - Batch 1	<b>This training is designed to enhance and update the technical skills, safety practices and operations, knowledge in maintaining the LRT2 System, facilities, equipment and infrastructure.</b>	16	MTT - Electromech Depot Personnel	10	Technical Resource Persons from MTT-Electromech	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
7	February 11 & 18, 2025	Refresher Course for Maintenance Transition Team (MTT) Personnel - Electromechanical Depot Equipment (including Water Treatment Facilities) - Batch 2	<b>This training is designed to enhance and update the technical skills, safety practices and operations, knowledge in maintaining the LRT2 System, facilities, equipment and infrastructure.</b>	16	MTT - Electromech Depot Personnel	9	Technical Resource Persons from MTT-Electromech	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City

8	February 11, 2025	Onsite Training of LRT Line 1 Depot Maintenance Equipment - OCS Maintenance Vehicle	In accordance with the project contract for the Line 1 South Extension Project, this end-user training provides participants with the essential knowledge and practical skills required to operate the OCS Maintenance Vehicle.	8	Line 1 Rolling Stock and Interrelated Systems Division-Inspection and General Monitoring Division Pertierra, Michael Vincent B., Transport Operations Services Chief B Malobago, Jojie N., Senior Engineer  Asset Management (AMD) Baluyot, Abegail Ramos, Ernesto, Jr. S., Property Officer A  Safety and Security Division Gonzaga, Alson N., Safety Specialist	6	Yashima & Co. Ltd.	Baclaran, New Depot Expansion, HMS Area, Line 1 Depot Pasay City
9	February 12, 2025	Refresher Course for MTT Personnel - Workshop and Fabrication Equipment (Batch1)	This training is designed to enhance and update the technical skills, safety practices and operations, knowledge in maintaining the LRT2 System, facilities, equipment and infrastructure.	8	MTT - Workshop Fabrication Personnel	10	Technical Resource Person from Engineering Department - MTT	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
10	February 12-13, 2025	Retraining Course / Coaching and Mentoring Activity for Train Driver	This program is conducted for Core/Frontline Service personnel prior to their assumption to duty, particularly for those who (1) allegedly committed violations against the established operational guidelines and procedures and Safety Code; or (2) has been the subject of complaint by the riding public; and (3) availed prolonged leave of absences.	16	Train Operations Division (TOD)	1	Technical Resource Persons from TOD	Philippine Railway Training Center (PRTC) Room, LRT Line 2, Recto Station
11	February 13, 2025	Refresher Course for MTT Personnel - Workshop and Fabrication Equipment (Batch2)	This training is designed to enhance and update the technical skills, safety practices and operations, knowledge in maintaining the LRT2 System, facilities, equipment and infrastructure.	8	MTT - Workshop Fabrication Personnel	7	Technical Resource Person from Engineering Department - MTT	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City

12	February 14, 2025	Onsite Training of LRT Line 1 Depot Maintenance Equipment - Track Maintenance Vehicle	In accordance with the project contract for the Line 1 South Extension Project, this end-user training provides participants with the essential knowledge and practical skills required to operate the Track Maintenance Vehicle.	8	<p>Systems Division-Inspection and General Monitoring Division Pertierra, Michael Vincent V., TOS Chief B Muyo, Joanne Marie, Sr. Engineer</p> <p>Asset Management Division (AMD) Baluyot, Abegail Remedios, Walter Z., Property Assistant A</p> <p>Safety and Security Division (SSD) Personnel Gatdula, Daniel, CSO B</p>	6	Yashima & Co. Ltd.	Baclaran, New Depot Expansion, HMS Area, Line 1 Depot, Pasay City
13	February 14, 2025	Safety Orientation	In compliance with Section 2.0 General Safety and Health Program, specifically under Safety Training and Orientation of the LRTA Occupational Safety and Health (OSH) Manual, this activity aims to ensure adherence to LRTA Policies and promote continued safety awareness among LRTA employees and stakeholders while inside LRTA premises.	2	Maintenance Transition Team (MTT), Janitorial Transition Team (JTT) and Admin Support Personnel	10	Safety and Security Division	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City
14	February 17-20, 2025	2025-1st Quarter Refresher Course for Station Operations Division Personnel (Policy on handling passenger with tickets and cards during train disruptions, Policy on allocation and vending time, Work Instruction-Deployment of Manpower, Memorandum-Cash and Ticket Remittance, Internal Audit Findings, Review and discuss recent passenger feedbacks, Operational Update-Uniform, GAD Activities, etc., LRTA Citizen's Charter and other matters, issues and concerns)	This Refresher Course is being conducted for the development of the competency requirements of concerned LRTA employees related to ISO 9001:2015 Quality Management System (QMS) and also, to cascade ISO-related procedures, work instructions, guidelines and policies to all concerned LRTA employees.	4	Station Operations Division (SOD) Personnel	135	Technical Resource Persons from SOD	Operations Control Center (OCC) Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City

15	February 20, 2025	Onsite Training of LRT Line 1 Depot Maintenance Equipment - Pneumatic Leveling Valve Tester	<b>In accordance with the project contract for the Line 1 South Extension Project, this end-user training provides participants with the essential knowledge and practical skills required to operate the Pneumatic Leveling Valve Tester.</b>	8	Line 1 Rolling Stock and Interrelated Systems Division-Inspection and General Monitoring Division Labayo, Erickson P., Senior Engineer Pantaleon, Anthonny R., Principal Engineer B  Asset Management Division(AMD) Baluyot, Abegail Carballo, Jameson S., Property Officer B  Safety and Security Division (SSD) Gatdula, Daniel B., CSO B	6	Yashima & Co. Ltd.	Baclaran, New Depot Expansion, HMS Area, Line 1 Depot, Pasay City
16	February 20-21, 2025	Disaster Migation Preparedness and Response Training	<b>This disaster mitigation, preparedness, and response training for engineers focuses on resilience engineering, risk assessment, and infrastructure planning to enhance disaster-resilient systems. Key areas include designing resilient systems, conducting vulnerability and risk assessments, developing emergency response plans, coordinating with emergency agencies, and mastering crisis communication and decision-making in disaster situations.</b>	16	Line 1 Structural Rehabilitation Project Personnel Pertierra, Michael Vincent, TOSB, Line 1 RSIS D - IGMD Umali, Ma. Leonila L. , Senior Engineer A, Line 1 RSISD-IGMD Muyo, Joanne M., Engineer B, Line 1 RSIS D - IGMD	3	Association of Structural Engineers of the Philippines, Inc.	Casino Filipino, Emilio Aguinaldo Highway, Tagaytay City, Cavite
17	February 21 and 24, 2025	Onsite Training of LRT Line 1 Depot Maintenance Equipment - Track Geometry Measuring Equipment	<b>In accordance with the project contract for the Line 1 South Extension Project, this end-user training provides participants with the essential knowledge and practical skills required to operate the Track Geometry Measuring Equipment.</b>	16	Line 1 Rolling Stock and Interrelated Systems Division-Inspection and General Monitoring Division Labayo, Erickson P, Sr. Engineer A Pantaleon, Anthonny R., Principal Engineer B  , Asset Management Division (AMD) Baluyot, Abegail Carballo, Jameson, Property Officer B  Safety and Security Division (SSD) Gatdula, Daniel B., CSO	5	Yashima & Co. Ltd.	Baclaran, New Depot Expansion, HMS Area, Line 1 Depot, Pasay City

18	February 21, 2025	Refresher Course for MTT Personnel - Power Supply Substation System (Batch12)	<b>This training is designed to enhance and update the technical skills, safety practices and operations, knowledge in maintaining the LRT2 System, facilities, equipment and infrastructure.</b>	8	MTT- Power Section Personnel	5	Technical Resource Person from Engineering Department - MTT	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
19	February 21, 2025	Training/Orientation on National ID Authentication Services	<b>An event or session organized by the Philippine Statistics Authority (PSA) and the Department of Information and Communications Technology (DICT) to educate various government agencies, etc. on the integration and use of the Philippines' National ID (PhilSys) identity verification system.</b>	4	Station Operations Division Parocha, Rodito A., Transport Operations Supervisor B	1	Philippine Statistics Authority	Edsa Grand Residences - Quezon City
20	February 23- March 01, 2025	Factory Acceptance Test (FAT) for MRT7 Communications System (UPS, CCTV, Network and Battery)	<b>This activity will provide the participants with a clear understanding of the Factory Acceptance Test process, including inspection, functional testing, and verification of equipment against approved specifications. It enables participants to assess system performance, identify defects, and ensure readiness before delivery and installation.</b>	NA	Line 2 Rolling Stock and Interrelated Systems Division Sudario, Vernie Virgilio N., Principal Engineer B	1	San Miguel Corporation / MRT7	South Korea
21	February 24-28, 2025	2025-1st Quarter Refresher Course for Ticket Management and Sales Collection Division Personnel (Review/discussion of the 4th Quarter Refresher Course-CY2024, Updates and Issues on the Policies and Procedures related to Ticket Management & Sales Collection, LRTA Citizen's Charter and other matters, issues and concerns.)	<b>This Refresher Course is being conducted for the development of the competency requirements of concerned LRTA employees related to ISO 9001:2015 Quality Management System (QMS) and also, to cascade ISO-related procedures, work instructions, guidelines and policies to all concerned LRTA employees.</b>	4	Ticket Management and Sales Collection Division (TMSCD) Personnel	142	Technical Resource Persons from TMSCD	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City

22	February 24-28, 2025	Cross Training Program on Operation Control Center Signaling System Operations	To further heighten, increase the skills, knowledges of front line personnel in all operational processes (train operation, traffic operation signaling system) thru the conduct of cross-training program and as a preparatory requirement (laddered mechanism) in attaining a certification to drive a train, as a traffic control dispatcher provided however, other requirements are completed.	40	Mayores, Noel DC., Train Driver A Labao, Jim Paul John M., Train Driver A San Jose, Paolo Bryan J., Train Driver A Oro, Donna Jane F., Senior Safety Specialist Ballesta, Billy John R., Technician Ferrero, Jade Michael G., Leadman Madeloso, Darwin E., Leadman Reyes, Angelito Louis M., Technician	8	Technical Resource Persons from Traffic Control Division (TCD)	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
23	February 28, 2025	Know Your Money (KYM) Webinar	The training provides essential knowledge on the security features of Philippine banknotes and coins, enabling participants to authenticate currency and detect counterfeits. It enhances competence in proper currency verification and supports integrity in financial transactions.	4	Station Operations Division Sales, Angelica S., Station Teller Viray, Jessie Ann C. Station Teller Cabigting, Kristine Kaye G., Station Teller  and Ticket Management and Sales Collection Division  Domingo, Dominic S., Cashier D Gepitacio, Emma C., Cashier D Liao, Francisca O., Cashier D Chavez, Jaypee P., Cashier A Dimacuta, Maricar C., Cashier D Ortiz, Noel M., S., Cashier D Sazon, Randy P., Cashier D Carbonell, Rochelle C., Cashier D Adano, Ronalyn S., Cashier D Reyes, Carisa Lou D. Senior Cashier Branzuela, Christian Niel G., Cashier D Ordoñez, Dinah M., Cashier D	15	Bangko Sentral ng Pilipinas	Online
24	February 28, 2025	Career Service Examination Review Sessions and Mock Examination	This undertaking aims to help and assist concerned employees to prepare in taking up CSC Career Service Examination.	8	All Interested LRTA Employees	11	Prof. Ma. Victoria S. Abergos, Central Colleges of the Philippines	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City

**MARCH**

1	March 01, 2025	Retraining Course / Coaching and Mentoring for Train Driver ( Non-Door Opening)	<b>This program is conducted for Core/Frontline Service personnel prior to their assumption to duty, particularly for those who (1) allegedly committed violations against the established operational guidelines and procedures and Safety Code; or (2) has been the subject of complaint by the riding public; and (3) availed prolonged leave of absences.</b>	8	Train Operations Division (TOD) Personnel (Jimenez, Alex V., Train Driver A)	1	Technical Resource Person from TOD	Philippine Railway Training Center (PRTC) Room, LRT Line 2, Recto Station
2	March 08, 15, 22 and 29, 2025	8th Compliance Period Mandatory Continuing Legal Education Seminar	<b>MCLE Seminar allows LRT legal officers/lawyers to remain updated on the latest laws, jurisprudence and legal practices, which is essential in providing sound legal advice, ensuring regulatory compliance and supporting the legal Authority's operations.</b>	32	Cabreros, Jessaline P., Attorney IV, Legal Department	1	Integrated Bar of the Philippines Manila III Chapter	Online via Zoom
3	March 10 - April 22, 2025	Retraining Course on LRT2 System Train Operations for Newly Hired Train Driver	<b>This retraining course is conducted to refresh and reinforce the knowledge and skills of newly hired Train Drivers before they assume their regular duties. The program forms part of the Agency's policy on refresher, retooling, and retraining for core service, frontline, and operations-based personnel. It covers essential LRT-2 train operations, safety procedures, operational protocols, and emergency response to ensure competence, safety, and readiness for actual deployment</b>	120	Newly Hired Train Drivers  Bani, Ace Jhon B. Cañada, Archie M. Dramayo, Alluh S. Panganiban, Tristan Josh Reyes, Aris O. San Diego, Melvin Ray R. Zapata, John Melvin DL.	6	Technical Resource Persons from Train Operations Division	Operations Control Center (OCC) Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
4	March 11-14, 2025	The Philippine Budgeting System	<b>Training for internal auditors and government finance professionals. The training covers concepts like budget formulation, execution, monitoring, and the phases of the budget cycle, as well as specific topics like cash-based budgeting, government asset management, and audit methodologies.</b>	16	Treasury Division Brucal, Maria Leonora A., Head Cashier	1	Association of Government Internal Auditors (AGIA)	Online via Zoom
5	March 12-13, 2025	Occupational First Aid and Basic Life Support (CPR/AED)	<b>The training equips participants with essential skills to recognize emergencies, provide immediate first aid, and perform Basic Life Support using CPR and AED. It prepares responders to stabilize victims, prevent further injury, and support life-saving interventions until professional medical help arrives.</b>	16	Station Operations Division, Traffic Control Division, Train Operations Division, Fare Revenue Operations Group, Line 1 RSIS Division /IGMD, Safety and Security Division, Line 2 West Extension Project, Line 1 South Extension Project, Line 2 East Extension Project, Medical Office	26	Philippine Red Cross	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City

6	March 12-14, 2025	Best Practices in Corporate Housekeeping	This training deals with the multitude of services that a corporate secretary (who could be a lawyer, non-lawyer or board director) performs for a corporation or employer. These services, which would normally include acting as corporate secretary, drafting and review of contracts, and provision of legal advice, are collectively called "corporate housekeeping services" and may be performed for a private company or a	12	Office of the Deputy Administrator for Administrative, Finance and AFCS Services / Legal Department Belarmino, Jose Jobel V., Officer-in-Charge / Department Manager A	1	Center for Global Best Practices	Online via Zoom
7	March 14, 2025	Orientation/Re-orientation on Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees"	This orientation aims to inform, update and/or enhance the understanding of our LRTA employees particularly our newly-hired employees and other concerned officers/personnel about the salient features of R.A. No. 6713 and be guided accordingly with standards as public	4	LRTA Newly-Hired Employees, HRMD, Legal Department, Administrative Disciplinary Committee and representatives from other LRTA offices	49	Civil Service Commission (CSC)	Online via Zoom
8	March 17, 2025	HIRAC + Accident Investigation Training Webinar	The program covers the principles of hazards in the workplace, risk management, and practical application of control measures.	8	Safety and Security Division (SSD) Personnel Oro, Donna Jane F., Sr. Safety Officer Guerrero, Jesus Gregorio R., Safety Specialist Guy, Christan C., Civil Security Officer B	3	HSS Philippines	Online
9	March 17-20, 2025	2025-2nd Session Refresher Course for Train Operations Division (Train Insertion Procedure)	This Refresher Course is being conducted for the development of the competency requirements of concerned LRTA employees related to ISO 9001:2015 Quality Management System (QMS) and also, to cascade ISO-related procedures, work instructions, guidelines and policies to all concerned LRTA employees.	4	Train Operations Division (TOD) Personnel	91	Technical Resource Persons from TOD	TOD Conference Room, LRT Line 2 Antipolo Station
10	March 18, 2025	Fire Safety Training	The training equips participants with knowledge and practical skills to prevent, respond to, and manage fire incidents. It covers fire prevention measures, use of firefighting equipment, evacuation procedures, and emergency response to ensure workplace safety and protection of lives and property.	8	Various LRTA Office personnel	53	Bureau of Fire Protection-Pasig	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City

11	March 19-20, 2025	Onsite Training of LRT Line 1 Depot Maintenance Equipment - OCS Inspection System	<b>In accordance with the project contract for the Line 1 South Extension Project, this end-user training provides participants with the essential knowledge and practical skills required to operate the OCS Inspection System.</b>	16	Line 1 Rolling Stock and Interrelated Systems Division-Inspection and General Monitoring Division, Asset Management (AMD), Safety and Security Division (SSD) Personnel Labayo, Erickson Pantaleon, Anthonny Baluyot, Abegail Carballo, Jameson Gatdula, Daniel	6	Yashima & Co. Ltd.	Baclaran, New Depot Expansion, HMS Area, Line 1 Depot, Pasay City
12	March 21, 2025	Know Your Money (KYM) Webinar	<b>The training provides essential knowledge on the security features of Philippine banknotes and coins, enabling participants to authenticate currency and detect counterfeits. It enhances competence in proper currency verification and supports integrity in financial transactions.</b>	4	Station Operations Division  De Castro, Lorna O., Station Teller Ayab, Chester Eric A., Station Teller  Ticket Management and Sales Collection Division  Casas, Annalyn I. Cashier D Rabang, Carrie Ann V., Station Teller Roz, Christian T., Cashier D Redoblado, Devie Ren B., Cashier D De Silva, Gherlie M., Station Teller Chido, Ma. Arlene B., Cashier D Robles, Ma. Laida H., Cashier D Camilo, Marlon J., Cashier D Fegarido, Noel O., Cashier A	11	Bangko Sentral ng Pilipinas	Online
13	March 24, 2025	Safety Orientation	<b>In compliance with Section 2.0 General Safety and Health Program, specifically under Safety Training and Orientation of the LRTA Occupational Safety and Health (OSH) Manual, this activity aims to ensure adherence to LRTA Policies and promote continued safety awareness among LRTA Employees and stakeholders while inside LRTA premises.</b>	2	Maintenance Transition Team (MTT), Janitorial Transition Team (JTT) and Admin Support Personnel	12	Safety and Security Division	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City
14	March 25, 2025	Online Orientation on PRIME HRM Enhanced Maturity Level 3	<b>This orientation aims to inform and/or enhance the understanding of our L.RTA officers and other concerned personnel including our Human Resource Management Division about Prime-HRM Enhanced Maturity Level 3 Program of the Civil Service Commission, its key features, importance and benefits for the agency and employees, the requirements and steps necessary to achieve and sustain this level.</b>	3	Human Resource Management Division (HRMD)	40	Civil Service Commission	Online via Zoom

15	March 26-28, 2025	Guiding Principles on the Management of Government Funds and Properties (Laws, Rules and Regulations for Government Expenditures)	<b>This training helps Philippine government employees understand and comply with laws, rules, and regulations for managing public funds and properties. This training covers topics like budgeting, disbursement, and ensuring the proper and effective use of government resources.</b>	12	Treasury Division Del Rosario, Myra R., Head Cashier	1	Association of Government Internal Auditors (AGIA)	Online via Zoom
16	March 26-29, 2025	CY 2025 1st PAGBA Quarterly Seminar and Meeting with the theme: Building a Resilient Public Financial Management of Sustainable and Inclusive Economic Growth	<b>The 2025 theme, "Building a Resilient Public Financial Management for Sustainable and Inclusive Economic Growth" connotes a task to financial managers on how to respond to structural reforms attendant to digitalization and a call to civil servants that service responsiveness requires continuing information and professional development.</b>	32	Finance Department Personnel Creus, Miguel Alberto M., Financial Planning Assistant A Ledesma, Francisco E., Cashier A Ocaya, Michelle G., Cashier D Turiano, Gina D., Sr. Corporate Accounts Analyst Lejarde, Marites D., Sr. Corporate Accounts Analyst Duque, Joyce D., Sr. Corporate Accounts Analyst	6	Philippine Association for Government Budget Administration, Inc.	Davao City
17	March 27, 2025	2025 Alternative Dispute Resolution Orientation	<b>Gain essential knowledge on ADR, understand its mechanisms, and explore the services offered by the OADR</b>	4	Office of the Administrator Cabrera, Hernando T., Administrator  Office of the Corporate Secretary Villanueva, Patrick Henry M., Board Secretary V	2	Office for Alternative Dispute Resolution	Online
18	March 31 - April 23, 2025	Retraining Course on LRT2 System Train Operations for Newly Hired Train Driver	<b>This retraining course is conducted to refresh and reinforce the knowledge and skills of newly hired Train Drivers before they assume their regular duties. The program forms part of the Agency's policy on refresher, retooling, and retraining for core service, frontline, and operations-based personnel. It covers essential LRT-2 train operations, safety procedures, operational protocols, and emergency response to ensure competence, safety, and readiness for actual deployment.</b>	120	Train Operations Division Zapata, John Melvin DL., Train Driver A	1	Technical Resource Persons from Train Operations Division	Operations Control Center (OCC) Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City