JOHN HAY MANAGEMENT CORPORATION

EMPLOYEE TRAININGS/SEMINARS/ORIAS/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023

NAME OF EMPLOYEE	TITLE OF TRAININGS/SEMINARS/ORIAS/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023																																			
	January	Training Report Submission	February	Training Report Submission	March	Training Report Submission	SeQ	April	Training Report Submission	May	Training Report Submission	June	Training Report Submission	JuQ	July	Training Report Submission	August	Training Report Submission	September	Training Report Submission	SeQ	October	Training Report Submission	November	Training Report Submission	December	Training Report Submission	4th Q	Number of hours	REMARKS (at least 16 hours of training/seminar/ORIAS/ developmental activity requirement)
Adriente, Mark Jason Bocaccio	Leave				Brent Building Activity (B) 02 March 2023 Health and Wellness Kick - Off Program (3) 17 March 2023		14	April Self-Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023		Leadership Development Training Part 2 (I) 09 May 2023 Training Course on Risk Management (24) 09 - 11 May 2023 Development Academy of the Philippines		01 June, 2023	Workshop on Enhancing the Risk Management Framework Process and Documented Information (I) 02 June 2023 Development Academy of the Philippines Self Meeting: GSD Migration (LS) 02 June 2023		16.5	Self Meeting: ISMC Migration from SIS to GSD (A) 12 July 2023 Training Workshop for the Online Library (1) 19 Asia 25 July 2023		Technical Assistance on Strengthening Risk Management: Technical Guidance on Documenting Communications, Monitoring and Reporting the RM Implementation (I) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios	17 August, 2023 22 August, 2023	Data Privacy Regulation and Cyber Security (D) 11 - 12 September 2023 Cloud Solutions and Training Center Inc. CY 2023 Quality Management System (QMS) Management Review (M) 26 - 28 September 2023	12 September, 2023	3	Virtual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division Promotion of Institutes - Autonomy/Gender and Development Guidelines (PIAGD) and Deepening Sessions in Gender and Development (GAD) (B) 05 October 2023 HR Oliver Development Consultancy and Services Annual GAD Planning and Budgeting (B) 17 October 2023 HR Oliver Development Consultancy and Services Capacity Building and Update for the Newly Installed TWG and GPS Members in 2023: Completion of GAD Agenda and Orientation on the Roles of GPS (B) 31 October 2023 HR Oliver Development Consultancy and Services	No report No report	Leadership Training (I) 21 November 2023 HR Oliver Development Consultancy and Services	24 November 2023	Software Engineer Women and Children "Working Kaya sa Pinas" (I) 19 December 2023 Ariba X Oliver Oliver Development Consultancy and Services Self Meeting (H) 19 December 2023 GSD Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Freedom of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (E) 21 December 2023 Guest: Orientation and Rollout of the enhanced HelpDesk Information System (HRIS) and Procurement and Asset Management Information System (PAMIS) (E) 21 December 2023	14 December, 2023	53	164.5	
Alia, Bobby Vivay					Brent Building Activity (B) 02 March 2023		8	Grassroots Summit 2023: "Build Back Better - Build Global" (VS) 13 - 14 April 2023 Office of the City Mayor April Self Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 First Quarter Performance Management Review (B) 27 April 2023	17 April, 2023	Manage Planning CY 2023 (B) 10 May 2023 Training Course on Risk Management (24) 09 - 11 May 2023 Development Academy of the Philippines		01 June, 2023	Self Meeting: Design Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (I) 02 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (4) 02 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 02 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (H) 01 - 16 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 02 June 2023 Development Academy of the Philippines Self Meeting: GSD Migration (LS) 02 June 2023		16.5	Review of the OM and CC of the OSEC and IAMID-OBEC (7) 12 July 2023 2nd Quarter Performance Review - 2023 (B) 18 July 2023		Review of the CC of the IAMID - OBEC (7) 11 August 2023 Helping Links Between Theory and Practice in Earthquake Engineering (B) 16 August 2023 Philippine Institute of Civil Engineers - Baguio Chapter Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios Operator's Manual and Citizen's Charter Review (7) 25 August 2023	15 January, 2024 22 August, 2023	2nd Session Review of the Operations Manual and Citizen's Charter of the IAMID - IAMID (7) 05 September 2023 fundamentals of Domestic Waste Water Treatment Technologies (I) 18 & 20 September 2023 Engineers Network Technical Training Institute CY 2023 Quality Management System (QMS) Management Review (M) 26 - 28 September 2023	05 October, 2023	10	All Quarters Performance Review (B) 04 - 27 October 2023 Corporate Planning Unit Construction Performance Evaluation System (24) 04 - 27 October 2023 HCDA and Philippine Domestic Construction Board		2nd Session Review of IAMID - PMED Citizen's Charter and Operations Manual (7) 21 November 2023 Corporate Planning Unit Thanksgiving Activities CY 2023 (E) 21 December 2023	15 January, 2024	57	216.5	
Antonio, Lara Melissa Calasag					Brent Building Activity (B) 02 March 2023		8	Grassroots Summit 2023: "Build Back Better - Build Global" (VS) 13 - 14 April 2023 Office of the City Mayor April Self Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023	17 April, 2023	Training Course on Risk Management (24) 09 - 11 May 2023 Development Academy of the Philippines		06 June, 2023	Self Meeting: Design Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (I) 02 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (4) 12 June 2023 Development Academy of the Philippines Self Meeting: GSD Migration (LS) 02 June 2023 Self Meeting: BDD, CommEx, GAD and SSD Orientation (2) 06 June 2023		24.5	Review of the OM and CC of the OSEC and IAMID-OBEC (7) 06 July 2023 Self Meeting: ISMC Migration from SIS to GSD (A) 12 July 2023 Training Workshop for the Online Library (1) 19 Asia 25 July 2023		Technical Assistance on Strengthening Risk Management: Technical Guidance on Documenting Communications, Monitoring and Reporting the RM Implementation (I) 08 August 2023 Development Academy of the Philippines Review of the CC of the IAMID - OBEC (7) 11 August 2023 Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios Helping Links Between Theory and Practice in Earthquake	15 January, 2024 15 January, 2024 15 January, 2024	Fundamentals of Domestic Waste Water Treatment Technologies (I) 18 & 20 September 2023 Engineers Network Technical Training Institute	19 January, 2024	10	Construction Performance Evaluation System (24) 04 - 27 October 2023 HCDA and Philippine Domestic Construction Board	15 November, 2023	2nd Session Review of IAMID - PMED Citizen's Charter and Operations Manual (7) 21 November 2023 Corporate Planning Unit Leadership Training (I) 21 November 2023 HR Oliver Development Consultancy and Services 3rd Session Review of IAMID - PMED Citizen's Charter and Operations Manual (7) 19 November 2023 Corporate Planning Unit	19 January, 2024	"Software Engineer Women and Children "Working Kaya sa Pinas" (I) 19 December 2023 Ariba X Oliver Oliver Development Consultancy and Services Self Meeting (H) 19 December 2023 GSD Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Freedom of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (E) 21 December 2023	16 January, 2024	58	163.5	
Ayawan, Jucy Bongabon								April Self Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023		Safety and Security Related-Knowledge Training: Basic Incident Command System Training Course (24) 09 - 11 May 2023 Office of Civil Defense - CAR	22 May, 2023	Self Meeting: Design Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (I) 02 June 2023 Self Meeting: GSD Migration (LS) 02 June 2023		16.5	Review of the OM and CC of the ASD - GSD (7.5) 13 July 2023 Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios		Review of the CC of the ASD - GSD (7.5) 18 August 2023 Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios	16 January, 2024	Fundamentals of Domestic Waste Water Treatment Technologies (I) 18 & 20 September 2023 Engineers Network Technical Training Institute	No report	10.5	Health and Wellness Closing Program (5) 05 October 2023 Human Resource Division Review of OM and CC (8.5) 05 October 2023		Leadership Training (I) 21 November 2023 HR Oliver Development Consultancy and Services 3rd Session Review of ASD - GSD Citizen's Charter and Operations Manual (8.5) 21 November 2023 Corporate Planning Unit	No report	Self Meeting (H) 19 December 2023 GSD Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Freedom of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (E) 21 December 2023		31	83	
Bahatan, Reyzl Blanche Supra	Self Meeting: Roll out of Rehabilitation Policy and SPMS (I) 12 January 2023				Brent Building Activity (B) 02 March 2023		11	ISO 14001:2015 Environmental Management System Internal Auditor Course (16) 03 - 05 April 2023 ICTV 3020 April Self Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023	24 April, 2023	Leadership Development Training Part 1 (I) 09 May 2023 Training Course on Risk Management (24) 09 - 11 May 2023 Development Academy of the Philippines		06 June, 2023	Review of Operations Manual and Citizen's Charter (8) 02 June 2023 Self Meeting: Design Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (I) 02 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (4) 12 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 02 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 02 June 2023 Development Academy of the Philippines Self Meeting: GSD Migration (LS) 02 June 2023 Self Meeting: BDD, CommEx, GAD and SSD Orientation (2) 06 June 2023		16.5	Self Meeting: ISMC Migration from SIS to GSD (A) 12 July 2023 Training Workshop for the Online Library (1) 19 Asia 25 July 2023		Technical Assistance on Strengthening Risk Management: Technical Guidance on Documenting Communications, Monitoring and Reporting the RM Implementation (I) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios	16 August, 2023 25 August, 2023	Values Recreation Program - Gender and Development: Anchored on Public Accountability and Values: Bahaynanong Serbisyo (20) 11 - 15 September 2023 Center for the Development of the Filipino Values RA 9184 Procurement Act and its IRR (B) 21 - 22 September 2023 Government Procurement and Policy Board CY 2023 Quality Management System (QMS) Management Review (M) 26 - 28 September 2023	18 September, 2023 23 October, 2023	57	Health and Wellness Closing Program (5) 05 October 2023 Human Resource Division Capacity Building and Update for the Newly Installed TWG and GPS Members in 2023: Completion of GAD Agenda and Orientation on the Roles of GPS (B) 31 October 2023 HR Oliver Development Consultancy and Services ISO 9 Management Review (B) 05 October 2023 Annual GAD Planning and Budgeting (B) 17 October 2023 HR Oliver Development Consultancy and Services	17 October, 2023	Leadership Training (I) 21 November 2023 HR Oliver Development Consultancy and Services	23 November, 2023	Self Meeting (H) 19 December 2023 GSD Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Freedom of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (E) 21 December 2023 Guest: Orientation and Rollout of the enhanced HelpDesk Information System (HRIS) and Procurement and Asset Management Information System (PAMIS) (E) 21 December 2023		45	200.5	
Bacay, Remegado Candra	Self Meeting: Roll out of Rehabilitation Policy and SPMS (I) 12 January 2023		Tour - tour Cleaning of Property, Plant and Equipment (PPE) Account Balances for All Government Institutions (B) 06 - 23 February 2023	03 March 2023	Brent Building Activity (B) 02 March 2023 Health and Wellness Kick - Off Program (3) 17 March 2023		20	April Self Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023		Leadership Development Training Part 2 (I) 09 May 2023 Safety and Security Related-Knowledge Training: Basic Incident Command System Training Course (24) 09 - 11 May 2023 Office of Civil Defense - CAR	10 May, 2023 01 June, 2023	Workshop on Enhancing the Risk Management Framework Process and Documented Information (I) 02 June 2023 Self Meeting: GSD Migration (LS) 02 June 2023 Clean - up Drive Activity of OSEZ Residents (4) 09 June 2023 Self Meeting: BDD, CommEx, GAD and SSD Orientation (2) 06 June 2023		76.5	Self Meeting: ISMC Migration from SIS to GSD (A) 12 July 2023 Training Workshop for the Online Library (1) 19 Asia 25 July 2023		Review of the OM and CC of the ASD - GSD (7.5) 18 August 2023 Technical Assistance on Strengthening Risk Management: Technical Guidance on Documenting Communications, Monitoring and Reporting the RM Implementation (I) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios	17 August, 2023 16 January, 2024	Internation to Civil Circular No. 2020 - 000 Guidelines and Procedures in the Conduct in the Physical Count of Property, Plant and Equipment and 2020 - 004 Guidelines on the Implementation of the Increased Capitalization Threshold of Semi - expendable Properties from PhP 15,000 - 50,000.00 (22) 19 - 20 September 2023 ACDA Camp John Hay Sports Fest Opening Program (2) 21 September 2023 CY 2023 Quality Management System (QMS) Management Review (M) 26 - 28 September 2023 Rosemelle Lanzo	21 September, 2023	54.5	Virtual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division Review of OM and CC (8.5) 05 October 2023 ISO 9 Management Review (B) 05 October 2023		Exit - orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (16) 21 - 27 November 2023 Bacon Commercial and Development Authority Leadership Training (I) 21 November 2023 HR Oliver Development Consultancy and Services 3rd Session Review of ASD - GSD Citizen's Charter and Operations Manual (8.5) 21 November 2023 Corporate Planning Unit	19 January, 2024 19 January, 2024	Self Meeting (H) 19 December 2023 GSD Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Freedom of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (E) 21 December 2023 Guest: Orientation and Rollout of the enhanced HelpDesk Information System (HRIS) and Procurement and Asset Management Information System (PAMIS) (E) 21 December 2023		51	204	
Delina, Jury Aimee	Making AutoCAD to Art Gallery (Interiors) (6) Caroline Systems Technologies, Inc. 05 - 06 January 2023 Self Meeting: Roll out of Rehabilitation Policy and SPMS (I) 12 January 2023	10 February 2023	Conflicting Web Apps Using ActiveX Web Applications (8) 10 February 2023 DBI Training		Health and Wellness Kick - Off Program (3) 17 March 2023		30	April Self Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023		Leadership Development Training Part 2 (I) 09 May 2023 KEA Project: Planning and Monitoring (D1) 10 May - 01 June 2023 Volunteers Engineering Consultants	02 June, 2023	Review of Operations Manual and Citizen's Charter (8) 02 June 2023		40	Economic Leave		Economic Leave	16 January, 2024	Economic Leave			Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division ISO 9 Management Review (B) 05 October 2023		Leadership Training (I) 21 November 2023 HR Oliver Development Consultancy and Services	19 January, 2024	Self Meeting (H) 19 December 2023 GSD Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Freedom of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (E) 21 December 2023		25	96	
Delle, Zaldy Apilado	Self Meeting: Roll out of Rehabilitation Policy and SPMS (I) 12 January 2023				Health and Wellness Kick - Off Program (3) 17 March 2023		8	April Self Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 First Quarter Performance Management Review (B) 27 April 2023		Safety and Security Related-Knowledge Training: Basic Incident Command System Training Course (24) 09 - 11 May 2023 Office of Civil Defense - CAR Manage Planning CY 2023 (B) 12 May 2023	29 May, 2023	Self Meeting: Design Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (I) 02 June 2023 Operations Planning for CY 2024 (H) 02 June 2023 Self Meeting: GSD Migration (LS) 02 June 2023 Self Meeting: BDD, CommEx, GAD and SSD Orientation (2) 06 June 2023		16.5	Self Meeting: ISMC Migration from SIS to GSD (A) 12 July 2023 Training Workshop for the Online Library (1) 19 Asia 25 July 2023 2nd Quarter Performance Review - 2023 (B) 18 July 2023		Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios	No report No report	CY 2023 Quality Management System (QMS) Management Review (M) 26 - 28 September 2023		15	Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division All Quarter Performance Review (B) 05 October 2023 Corporate Planning Unit ISO 9 Management Review (B) 05 October 2023		Leadership Training (I) 21 November 2023 HR Oliver Development Consultancy and Services	No report	Self Meeting (H) 19 December 2023 GSD Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Freedom of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (E) 21 December 2023		51	110.5	
Dispoto, Mervyn Batachan					Brent Building Activity (B) 02 March 2023 Health and Wellness Kick - Off Program (3) 17 March 2023		11	April Self Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023		Safety and Security Related-Knowledge Training: Basic Incident Command System Training Course (24) 09 - 11 May 2023 Office of Civil Defense - CAR	08 July, 2023	Self Meeting: Design Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (I) 02 June 2023 Cash Management and Control System (24) 05 - 22 June 2023 CDA - CAR Self Meeting: GSD Migration (LS) 02 June 2023 Self Meeting: BDD, CommEx, GAD and SSD Orientation (2) 06 June 2023		16.5			Review of the OM and CC of the ASD - GSD (7.5) 18 August 2023 Property Supply and Management System (32) 21 - 25 August 2023 CDA - CAR Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios	15 August 2023 No report No report No report	Internation to Civil Circular No. 2020 - 000 Guidelines and Procedures in the Conduct in the Physical Count of Property, Plant and Equipment and 2020 - 004 Guidelines on the Implementation of the Increased Capitalization Threshold of Semi - expendable Properties from PhP 15,000 - 50,000.00 (22) 19 - 20 September 2023 ACDA RA 9184 Procurement Act and its IRR (B) 21 - 22 September 2023 Government Procurement and Policy Board International Coastal Clean Up 2023 (H) 21 September 2023	No report 27 September, 2023	10.5	Quality Management System Assessment and Manage Performance Management Process Orientation for Newly Hired Employees (B) 05 October 2023 Corporate Planning Unit Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division Promotion of Institutes - Autonomy/Gender and Development Guidelines (PIAGD) and Deepening Sessions in Gender and Development (GAD) (B) 05 October 2023 HR Oliver Development Consultancy and Services Environmental Management System Awareness Course (B) 17 October 2023 Alle Personnel Care Language Tutorial Inc. Quality Management System Internal Audit Training (16) 19 - 23 October 2023 Alle Personnel Care Language Tutorial Inc. Review of OM and CC (8.5) 05 October 2023	05 October, 2023 05 October, 2023	Exit - orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (16) 21 - 27 November 2023 Bacon Commercial and Development Authority Leadership Training (I) 21 November 2023 HR Oliver Development Consultancy and Services	21 November, 2023 21 November, 2023	Software Engineer Women and Children "Working Kaya sa Pinas" (I) 19 December 2023 Ariba X Oliver Oliver Development Consultancy and Services Self Meeting (H) 19 December 2023 GSD Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Freedom of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (E) 21 December 2023 Guest: Orientation and Rollout of the enhanced HelpDesk Information System (HRIS) and Procurement and Asset Management Information System (PAMIS) (E) 21 December 2023		51	208	
Dolasco, Geraldine Marcelo	Maternity Leave		Maternity Leave		Maternity Leave			April Self Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 ISO 14001:2015 Environment Management System Internal Auditor Course (16) 03 - 05 April 2023 ICTV 3020	27 April, 2023	Leadership Development Training Part 2 (I) 09 May 2023 Safety and Security Related-Knowledge Training: Basic Incident Command System Training Course (24) 09 - 11 May 2023 Office of Civil Defense - CAR Training Course on Risk Management (24) 09 - 11 May 2023 Development Academy of the Philippines	16 May, 2023 01 June, 2023	Self Meeting: Design Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (I) 02 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (4) 12 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 02 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 02 June 2023 Development Academy of the Philippines Self Meeting: GSD Migration (LS) 02 June 2023 Self Meeting: BDD, CommEx, GAD and SSD Orientation (2) 06 June 2023		24.5	Self Meeting: ISMC Migration from SIS to GSD (A) 12 July 2023 Training Workshop for the Online Library (1) 19 Asia 25 July 2023		Technical Assistance on Strengthening Risk Management: Technical Guidance on Documenting Communications, Monitoring and Reporting the RM Implementation (I) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios	15 August, 2023 22 August, 2023	RA 9184 Procurement Act and its IRR (B) 21 - 22 September 2023 Government Procurement and Policy Board Camp John Hay Sports Fest Opening Program (2) 21 September 2023 Laws and Rules on Government Expenditures (22) 25 - 28 September 2023 COA C-AR CY 2023 Quality Management System (QMS) Management Review (M) 26 - 28 September 2023	21 September, 2023 23 October, 2023	54	Virtual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division Environmental Management System Awareness Course (B) 17 October 2023 Alle Personnel Care Language Tutorial Inc.	05 October, 2023	Exit - orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (16) 21 - 27 November 2023 Bacon Commercial and Development Authority Leadership Training (I) 21 November 2023 HR Oliver Development Consultancy and Services	21 November, 2023 21 November, 2023	Software Engineer Women and Children "Working Kaya sa Pinas" (I) 19 December 2023 Ariba X Oliver Oliver Development Consultancy and Services Self Meeting (H) 19 December 2023 GSD Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Freedom of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (E) 21 December 2023 Guest: Orientation and Rollout of the enhanced HelpDesk Information System (HRIS) and Procurement and Asset Management Information System (PAMIS) (E) 21 December 2023	06 December, 2023	45	218.5	
Escarcha, Rudel Magdayo	Self Meeting: Roll out of Rehabilitation Policy and SPMS (I) 12 January 2023				Health and Wellness Kick - Off Program (3) 17 March 2023		8					Self Meeting: Design Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (I) 02 June 2023 Self Meeting: GSD Migration (LS) 02 June 2023 Self Meeting: BDD, CommEx, GAD and SSD Orientation (2) 06 June 2023		8.5			Review of the OM and CC of the ASD - GSD (7.5) 18 August 2023 Property Supply and Management System (32) 21 - 25 August 2023 CDA - CAR Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 22 August 2023 Kaizen Studios	17 August, 2023 No report 22 August, 2023	Fundamentals of Domestic Waste Water Treatment Technologies (I) 18 & 20 September 2023 Engineers Network Technical Training Institute	No report	10.5	Review of OM and CC (8.5) 05 October 2023		Leadership Training (I) 21 November 2023 HR Oliver Development Consultancy and Services 3rd Session Review of ASD - GSD Citizen's Charter and Operations Manual (8.5) 21 November 2023 Corporate Planning Unit	No report	Self Meeting (H) 19 December 2023 GSD Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Freedom of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (E) 21 December 2023		29	96	
Galabat, Mary Ellen Sengco	Self Meeting: Roll out of Rehabilitation Policy and SPMS (I) 12 January 2023				Brent Building Activity (B) 02 March 2023 Health and Wellness Kick - Off Program (3) 17 March 2023		14	April Self Meeting (I) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), Leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 First Quarter Performance Management Review (B) 27 April 2023		Anger Seminar "Galit ko - Ayaw ko da Nice Seminar" (6) 17 May 2023 Office of the Government Corporate Counsel (OGCC) Lead Philippine Association of Government Corporate Lawyers (PAGCLAW) Government Corporate	22 May, 2023	Self Meeting: Design Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (I) 02 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (4) 12 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 02 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (H) 01 - 16 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 02 June 2023 Development Academ

JOHN HAY MANAGEMENT CORPORATION

EMPLOYEE TRAININGS/SEMINARS/ORIENTATION/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023

		TITLE OF TRAININGS/SEMINARS/ORIENTATION/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023																																			
	NAME OF EMPLOYEE	January	Training Report Submission	February	Training Report Submission	March	No.(S)	April	Training Report Submission	May	Training Report Submission	June	Training Report Submission	No.(S)	July	Training Report Submission	August	Training Report Submission	September	Training Report Submission	No.(S)	October	Training Report Submission	November	Training Report Submission	December	Training Report Submission	4th Q	Number of hours	REMARKS (at least 16 hours of training/seminar/foru/ developmental activity requirement)
1	**Cortuwa, April Dionne Dolfredo**	Self-Meeting: Roll out of Rehabilitation Policy and SPMS (2) 27 January 2023				Boat-Building Activity (8) 02 March 2023 Health and Wellness Kick -Off Program (3) 17 March 2023	14			Extra and Security-Related Knowledge Training: Basic Incident Command System Training Course (24) 01-12 May 2023 Office of Civil Defense - CAR Strategic Planning CY 2023 (8) 23 May 2023 Training Center on Risk Management (24) 01-31 May 2023 Development Academy of the Philippines	33 May, 2023 08 June, 2023	Course of Operations Manual and Citizen's Charter (6.5) 05 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 12 June 2023 Development Academy of the Philippines Self-Meeting: GSB Migration (1.5) 02 June 2023 Review of Operations Manual and Citizen's Charter (3.5) 07 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 08 June 2023		160	Self-Meeting: HMC Migration from SIS to GSB (4) 12 July 2023 Training Workshop for the Online Library (1) 25 Acts 25 July 2023		Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communications, Monitoring and Evaluating the RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cuaderno Google Workspace End -user's Training (4) 17 August 2023 Kaizen Studios	17 August, 2023 19 January, 2024	RA 9184 Procurement Act and its IRR (8) 11 -12 September 2023 Government Procurement and Policy Board CY 2023 Quality Management System (QMS) Management Review (16) 26 - 28 September 2023	27 September, 2023	30	Annual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Closing Program (3) 06 October 2023 Human Resource Division Mid Quarter Performance Review (8) 10 October 2023 Corporate Planning Unit MFO Management Review (8) 13 October 2023		Gender Sensitivity Training (6) 22 November 2023 HP Office Development Consultancy and Services	22 November, 2023	Course: Orientation and Rollout of the enhanced HelpDesk Information System (HDIS) and Procurement and Asset Management Information System (PAMIS) (2) 13 December 2023	19 January, 2024	30	203	
2	**Chagalajan, Beverly Ganagas**	Self-Meeting: Roll out of Rehabilitation Policy and SPMS (2) 27 January 2023				Health and Wellness Kick -Off Program (3) 17 March 2023	5	April Staff Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023				Self-Meeting: Energy Efficiency Compliance, Amended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (2) 12 June 2023 Cash Management and Control System (24) 01 - 22 June 2023 COA - CAR Self-Meeting: GSB Migration (1.5) 02 June 2023 Clean -up Drive Activity of DTRZ Roadsides (4) 30 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 01 June 2023	06 July, 2023	38.5			Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cuaderno Google Workspace End -user's Training (4) 17 August 2023 Kaizen Studios	23, August, 2023 23 August, 2023	Camp John Hay Sports Fest Opening Program (2) 11 September 2023		5			Re - orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (6) 16 - 17 November 2023 Bases Conversion and Development Authority Gender Sensitivity Training (6) 22 November 2023 HP Office Development Consultancy and Services	No request No request	Course: orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (2) 04 December 2023 Anna P. Ollera Office Development Consultancy and Services Self-Meeting (8) 07 December 2023 GSB Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, BIDD Comp Wide Thanksgiving Activity, ICT Iteration of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 15 December 2023	16 December, 2023	50	87.5	
3	**Cabral, Ethel Ombito**	Leave				Health and Wellness Kick -Off Program (3) 17 March 2023	5	April Staff Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023 First Quarter Performance Management Review (8) 27 April 2023		Strategic Planning CY 2023 (8) 23 May 2023 Training Center on Risk Management (24) 01 - 31 May 2023 Development Academy of the Philippines	01 June, 2023	Self-Meeting: Energy Efficiency Compliance, Amended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (2) 12 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 14 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (16) 12 - 16 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Self-Meeting: GSB Migration (1.5) 02 June 2023		70.5	Self-Meeting: HMC Migration from SIS to GSB (4) 12 July 2023 Mid Quarter Performance Review - 2023 (8) 18 July 2023					7 - 9 2023 Quality Management System (QMS) Management Review (16) 26 - 28 September 2023		28	HP Quarter Performance Review (8) 10 October 2023 Corporate Planning Unit Revision of CRM and CC (6.5) 10 October 2023 Corporate Planning Unit MFO Management Review (8) 13 October 2023		Gender Sensitivity Training (6) 22 November 2023 HP Office Development Consultancy and Services HR Services Review of ARD - CAD Citizen's Charter and Operations Manual (6.5) 28 November 2023 Corporate Planning Unit	28 December, 2023	Course: Anti-Sexual Harassment Children "Walang Kupas sa Kulay" (5) 04 December 2023 Anna P. Ollera Office Development Consultancy and Services Self-Reviewing (8) 07 December 2023 GSB Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, BIDD Comp Wide Thanksgiving Activity, ICT Iteration of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 15 December 2023	15 December, 2023	45	155.5	
4	**Cacanindin, April Joy Besawang**																					Annual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Closing Program (3) 06 October 2023 Human Resource Division Quality Management System Awareness and Strategic Performance Management System Orientation for Newly Hired Employees (8) 10 October 2023 Corporate Planning Unit Foundations of Facilitation - Instructional Gender and Development Guidelines (IGDG) and Deepening Sessions in Gender and Development (GAD) (8) 10 October 2023 HR Office Development Consultancy and Services Environmental Management System Awareness Center (8) 17 October 2023 Ms. Bernamel Care Language Tutorial Inc. Quality Management System Internal Audit Training (16) 11 - 13 October 2023 Ms. Bernamel Care Language Tutorial Inc.	11 October, 2023 13 October, 2023 11 October, 2023	Individual Performance Commitment Review 2023 (IPCR) Discussion (8.5) 16 November 2023 Corporate Planning Unit Gender Sensitivity Training (6) 22 November 2023 HP Office Development Consultancy and Services	22 November, 2023	Course: Anti-Sexual Harassment Children "Walang Kupas sa Kulay" (5) 04 December 2023 Anna P. Ollera Office Development Consultancy and Services Self-Reviewing (8) 07 December 2023 GSB Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, BIDD Comp Wide Thanksgiving Activity, ICT Iteration of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 15 December 2023	14 December, 2023	45.5	87.5	APPOINTED 14 SEPTEMBER 2023
5	**Dascapat, Julie-Ann Sucab**	Self-Meeting: Roll out of Rehabilitation Policy and SPMS (2) 27 January 2023				Boat-Building Activity (8) 02 March 2023 Health and Wellness Kick -Off Program (3) 17 March 2023	14	April Staff Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023		Extra -Curricular Service Skills Training (32) 01-12 May 2023 CSC - CAR Training Center on Risk Management (24) 01 - 31 May 2023 Development Academy of the Philippines	33 May, 2023 No report	Self-Meeting: Energy Efficiency Compliance, Amended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (2) 12 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 14 June 2023 Development Academy of the Philippines Self-Meeting: GSB Migration (1.5) 02 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 07 June 2023		46.5	Self-Meeting: HMC Migration from SIS to GSB (4) 12 July 2023 Training Workshop for the Online Library (1) 25 Acts 25 July 2023		Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communications, Monitoring and Evaluating the RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cuaderno Google Workspace End -user's Training (4) 17 August 2023 Kaizen Studios	No request No request	Camp John Hay Sports Fest Opening Program (2) 11 September 2023 7 - 9 2023 Quality Management System (QMS) Management Review (16) 26 - 28 September 2023		18	Health and Wellness Closing Program (3) 06 October 2023 Human Resource Division		Re - orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (6) 16 - 17 November 2023 Bases Conversion and Development Authority Gender Sensitivity Training (6) 22 November 2023 HP Office Development Consultancy and Services	No request No request	Self-Reviewing (8) 07 December 2023 GSB Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, BIDD Comp Wide Thanksgiving Activity, ICT Iteration of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 15 December 2023		54	143.5	
6	**Del Prado, Zyrelle Agada**	Self-Meeting: Roll out of Rehabilitation Policy and SPMS (2) 27 January 2023				Boat-Building Activity (8) 02 March 2023 Health and Wellness Kick -Off Program (3) 17 March 2023	14	CY 2023 Investment Management System Broker Audited Accounts (40) 03 - 28 April 2023 SCV - SGD April Staff Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023 First Quarter Performance Management Review (8) 27 April 2023	24 April, 2023	Extra and Security-Related Knowledge Training: Basic Incident Command System Training Course (24) 01 - 12 May 2023 Office of Civil Defense - CAR Investment Management System Planning Part 1 (8) 24 May 2023 Investment Management System Planning Part 2 (8) 25 May 2023 Extra and Security-Related Knowledge Training: Basic Incident Command System Training Course (24) 01 - 12 May 2023 Office of Civil Defense - CAR Training Center on Risk Management (24) 01 - 31 May 2023 Development Academy of the Philippines	15 May, 2023 01 June, 2023	Workshop Workshop 101 (2) 06 June 2023 Bases Conversion Development Authority Self-Meeting: Energy Efficiency Compliance, Amended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (2) 12 June 2023 Operations Planning for CY 2024 (16) 12 - 16 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Self-Meeting: GSB Migration (1.5) 02 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 08 June 2023	18 June, 2023	124.5	Self-Meeting: HMC Migration from SIS to GSB (4) 12 July 2023 Training Workshop for the Online Library (1) 25 Acts 25 July 2023 Mid Quarter Performance Review - 2023 (8) 18 July 2023		Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communications, Monitoring and Evaluating the RM Implementation (8) 08 August 2023 Development Academy of the Philippines Google Workspace End -user's Training (4) 17 August 2023 Kaizen Studios	16 January, 2024	Review of OM and CC (6.5) 04 September 2023 RA 9184 Procurement Act and its IRR (8) 11 -12 September 2023 Government Procurement and Policy Board Data Privacy Awareness and Compliance (24) 27 - 29 September 2023 Chanel Solutions and Consulting Inc.	25 September, 2023 03 October, 2023	56.5	Annual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Closing Program (3) 06 October 2023 Human Resource Division Environmental Management System Awareness Center (8) 17 October 2023 Ms. Bernamel Care Language Tutorial Inc. Capacity Building and Update for the Newly Installed TWG and GSB Members on 2022 Completion of GAD Agenda and Orientation on the Roles of GSB (8) 19 October 2023 Mid Quarter Performance Review (8) 10 October 2023 Corporate Planning Unit HR Office Development Consultancy and Services MFO Management Review (6) 13 October 2023 Annual GAD Planning and Budgeting (8) 27 October 2023 HR Office Development Consultancy and Services	16 January, 2024 12 October, 2023 16 January, 2024	Gender Sensitivity Training (6) 22 November 2023 HP Office Development Consultancy and Services	22 November, 2023	Course: Anti-Sexual Harassment Children "Walang Kupas sa Kulay" (5) 04 December 2023 Anna P. Ollera Office Development Consultancy and Services Self-Reviewing (8) 07 December 2023 GSB Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, BIDD Comp Wide Thanksgiving Activity, ICT Iteration of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 15 December 2023	14 December, 2023	57	205	
7	**Delos Reyes, Donciana Jr. Ecipulat**	Self-Meeting: Roll out of Rehabilitation Policy and SPMS (2) 27 January 2023				Health and Wellness Kick -Off Program (3) 17 March 2023	8	April Staff Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023				Self-Meeting: Energy Efficiency Compliance, Amended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (2) 12 June 2023 Self-Meeting: GSB Migration (1.5) 02 June 2023		82	Self-Meeting: HMC Migration from SIS to GSB (4) 12 July 2023		Review of the OM and CC of the ARD - CSD (7.5) 08 August 2023 Property Supply and Management System (20) 7 - 18 August 2023 COA - CAR Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cuaderno Google Workspace End -user's Training (4) 17 August 2023	17 August 2023 22 August, 2023 22 August, 2023	Implementation of Internet Protocol Version Six (IPv6) Technology (8) 19 & 20 September 2023 Engineers Network Technical Training Institute	No report	15.5	Review of OM and CC (6.5) 10 October 2023		Gender Sensitivity Training (6) 22 November 2023 HP Office Development Consultancy and Services HR Services Review of ARD - CAD Citizen's Charter and Operations Manual (6.5) 28 November 2023 Corporate Planning Unit	No report	Self-Reviewing (8) 07 December 2023 GSB Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMES Activity on 12 December 2023, BIDD Comp Wide Thanksgiving Activity, ICT Iteration of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 15 December 2023		45	108	
8	**Dizon, Philip George Dizayan**	Self-Meeting: Roll out of Rehabilitation Policy and SPMS (2) 27 January 2023				Boat-Building Activity (8) 02 March 2023 Health and Wellness Kick -Off Program (3) 17 March 2023	14	Governing the Philippine Board of Service Excellence (8) 26 April 2023 DOTC-CAR April Staff Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023 First Quarter Performance Management Review (8) 27 April 2023	No report	Extra and Security-Related Knowledge Training: Basic Incident Command System Training Course (24) 01-12 May 2023 Office of Civil Defense - CAR Investment Management System Planning Part 2 (8) 25 May 2023 Strategic Planning CY 2023 (8) 23 May 2023 Training Center on Risk Management (24) 01 - 31 May 2023	No report No report	Workshop Workshop 101 (2) 06 June 2023 Bases Conversion Development Authority Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 08 June 2023		87.5																		

JOHN HAY MANAGEMENT CORPORATION

EMPLOYEE TRAININGS/SEMINARS/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023

		TITLE OF TRAININGS/SEMINARS/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023																																			
	NAME OF EMPLOYEE	January	Training Report Submission	February	Training Report Submission	March	Tot/Q	April	Training Report Submission	May	Training Report Submission	June	Training Report Submission	Tot/Q	July	Training Report Submission	August	Training Report Submission	September	Training Report Submission	Tot/Q	October	Training Report Submission	November	Training Report Submission	December	Training Report Submission	4th Q	Number of hours	REMARKS (at least 16 hours of training/seminar/lecture/ developmental activity requirement)
23	Dignoces, Jeremiah Lazaro	Self-Meeting: Roll out of Rehabilitation Policy and SPMS (2) 27 January 2023				Brain Building Activity (8) 02 March 2023 Health and Wellness Kick -Off Program (3) 17 March 2023	14	Cascade's Annual 2023 "Build Back Better / Build Danao" (16) 12 - 14 April 2023 Office of the City Mayor April Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023 Two Quarter Performance Management Review (8) 27 April 2023	24 April, 2023	Orientation Management System Planning Part 2 (8) 24 May 2023 Safety and Security Related Knowledge Training: Basic Incident Command System Training Course (24) 09 - 12 May 2023 Office of Civil Defense - CAR Orientation Management System Planning Part 2 (8) 24 May 2023 Strategic Planning CY 2023 (8) 25 May 2023 Training Center on Risk Management (24) 05 - 31 May 2023 Development Academy of the Philippines	10 May, 2023 07 June, 2023	Course of Operations Manual and Citizen's Charter (8) 02 June 2023 Operations Planning for CY 2024 (16) 05 - 06 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Half Meeting: GSD Migration (1.5) 27 June 2023 Half Meeting: BDD, ComRel, GAD and SSD Orientation (2) 30 June 2023		110.5	Half Meeting: DIMC: Migration from MS to GSD (4) 12 July 2023 Mid Quarter Performance Review: 2023 (8) 28 July 2023		Google Workspace Bud -user's Training (4) 07 August 2023 Kaizen Studios Helping Links: Between Theory and Practice in Earthquake Engineering (8) 08 August 2023 Philippine Institute of Civil Engineers - Baguio Chapter		22 August, 2023 07 September, 2023	Half Semester Review of the Organizational Mandate and Citizens's Charter of the EAMID - LAMID (7) 05 September 2023 CY 2023 Quality Management System (QMS) Management Review (16) 06 - 29 September 2023		40	Annual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Clinic Program (2) 05 October 2023 Human Resource Division Mid Quarter Performance Review (8) 05 October 2023 Corporate Planning Unit MFO Management Review (8) 12 October 2023		Gender Sensitivity Training (6) 31 November 2023 HP Office Development Consultancy and Services	28 November, 2023	Advance Against Women and Children "Walang Kupit sa Kababae" (2) 06 December 2023 Danao P. Office Office Development Consultancy and Services Staff Meeting (8) 07 December 2023 GSB Migration, HR extension on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMID Activity on 12 December 2023, SSD Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 21 December 2023 Gear: Orientation and Rollout of the enhanced HelpDesk Information System (HIS) and Procurement and Asset Management Information System (PAMMIS) (2) 22 December 2023	04 December, 2023	30	250.5	
24	Gambalan, Janice Maureen	Self-Meeting: Roll out of Rehabilitation Policy and SPMS (2) 27 January 2023		Gear: Orientation on Citizenship Mental Management (HRD) Gear: Orientation on Anti-Corruption Mechanisms (2) Center for Global Best Practices 06 - 23 February 2023	11 March 2023	Brain Building Activity (8) 02 March 2023 Health and Wellness Kick -Off Program (3)	20	April Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), leave credits and monetization of leave credits, Overtime services						7																		41	0	0	0

JOHN HAY MANAGEMENT CORPORATION

EMPLOYEE TRAININGS/MEMINARS/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023

		TITLE OF TRAININGS/MEMINARS/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023																																			
	NAME OF EMPLOYEE	January	Training Report Submission	February	Training Report Submission	March	Training Report Submission	April	Training Report Submission	May	Training Report Submission	June	Training Report Submission	July	Training Report Submission	August	Training Report Submission	September	Training Report Submission	October	Training Report Submission	November	Training Report Submission	December	Training Report Submission	4th Q	Number of hours	REMARKS (at least 16 hours of training/seminar/forum/ developmental activity requirement
10	**Lopez, Anna Maria Gallos**	Self-Meeting: Roll out of Rehabilitation Policy and SPWD (2) 19 January 2023				Health and Wellness Kick -Off Program (3) 17 March 2023		April Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 Tri-Quarter Performance Management Review (8) 27 April 2023		May Leadership Management System Planning Part 1 (8) 09 May 2023 Leadership Management System Planning Part 2 (8) 23 May 2023 Strategic Planning CY 2023 (8) 23 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines		01 June, 2023	June Operations Planning for CY 2024 (16) 21 - 30 June 2023 Review of Operations Manual and Citizen's Charter (8.5) 07 June 2023 Review of Operations Manual and Citizen's Charter (3.5) 27 June 2023		**Jul Q**	July Self-Meeting: HMC Migration from MS to CSRA (4) 12 July 2023 Training Workshop for the Online Library (1) 05 Aug 25 July 2023 3rd Quarter Performance Review 2023 (8) 28 July 2023		17 August, 2023 22 August, 2023	August Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communication, Monitoring, and Reporting for RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Per Jay T. Cuaterna Google Workspace End -user's Training (4) 22 August 2023 Warren Studios	No report		September BA 9384 Procurement Act and its IRR (8) 21 - 22 September 2023 Government Procurement and Policy Board CY 2023 Quality Management System (QMS) Management Review (16) 26 - 28 September 2023	16 September, 2023	47	October Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division 1st Quarter Performance Review (8) 05 October 2023 Corporate Planning Unit QMS Management Review (6) 05 October 2023		November Gender Sensitivity Training (6) 22 November 2023 HP Oliver Development Consultancy and Services	22 November, 2023	December Campaign Against Women and Children "Walang Kupas sa Kababa" (5) 01 December 2023 Array P. Oliver Oliver Development Consultancy and Services Self-Meeting (8) 07 December 2023 CHR Mignonne, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMD Activity on 12 December 2023 RISE Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023	18 January, 2024	16	172	
11	**Lacsinda, Elde Lito**	Self-Meeting: Roll out of Rehabilitation Policy and SPWD (2) 19 January 2023				Team Building Activity (8) 24 March 2023		April Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023				Self-Meeting: Energy Efficiency Compliance, Attended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (5) 12 June 2023 Clean up Drive Activity of HMSZ Residents (6) 30 June 2023		**9**	Review of the OM and CC of the ASD / GSD (7.5) 04 August 2023 Google Workspace End -user's Training (4) 22 August 2023 Warren Studios	No report		Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division Review of OM and CC (6.5) 05 October 2023	10.5		November		December Self-Meeting (8) 07 December 2023 CHR Mignonne, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMD Activity on 12 December 2023 RISE Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023		10.5	58	
12	**Malare, Florence Joy Rivera**	Self-Meeting: Roll out of Rehabilitation Policy and SPWD (2) 19 January 2023				Team Building Activity (8) 02 March 2023 Health and Wellness Kick -Off Program (3) 17 March 2023	**Jul**	April Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 Tri-Quarter Performance Management Review (8) 27 April 2023		Basic Customer Service Skills Training (16) 09 - 11 May 2023 CSC - CAR Strategic Planning CY 2023 (8) 23 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	17 May, 2023 06 June, 2023	Onsite Workshop 360 EQ 06 June 2023 Energy Conservation Development Authority Self-Meeting: Energy Efficiency Compliance, Attended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (5) 12 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 14 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (16) 21 - 30 June 2023 Self-Meeting: BDD, ComRel, GAD and SSD Orientation (2) 30 June 2023	13 June, 2023	**M**	Self-Meeting: HMC Migration from MS to CSRA (4) 12 July 2023 Training Workshop for the Online Library (1) 05 Aug 25 July 2023 3rd Quarter Performance Review 2023 (8) 28 July 2023		17 August, 2023 22 August, 2023	Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communication, Monitoring, and Reporting for RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Per Jay T. Cuaterna Google Workspace End -user's Training (4) 22 August 2023 Warren Studios			September BA 9384 Procurement Act and its IRR (8) 21 - 22 September 2023 Government Procurement and Policy Board CY 2023 Quality Management System (QMS) Management Review (16) 26 - 28 September 2023	16 September, 2023	47	October Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division 1st Quarter Performance Review (8) 05 October 2023 Corporate Planning Unit QMS Management Review (6) 05 October 2023		November Individual Performance Commitment Review 2023 (IPCR) Development (8.5) 06 November 2023 Corporate Planning Unit Gender Sensitivity Training (6) 22 November 2023 HP Oliver Development Consultancy and Services	22 November, 2023	December Self-Meeting (8) 07 December 2023 CHR Mignonne, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMD Activity on 12 December 2023 RISE Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023 Users' Orientation and Rollout of the enhanced HelpDesk Information System (HDS) and Procurement and Asset Management Information System (PAMMIS) (2) 22 December 2023		10.5	**108.5**	
13	**Dejay, Edilea Malong**	Array Training Course for Pollution Control Officers (40) 09-20 January 2023 Waste Management Association of the Philippines, DENR and EMB-NCR Self-Meeting: Roll out of Rehabilitation Policy and SPWD (2) 19 January 2023	14 March 2023 hand copy			Health and Wellness Kick - Off Program (3) 17 March 2023	**46**	April Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 Tri-Quarter Performance Management Review (8) 27 April 2023		Leadership Management System Planning Part 1 (8) 09 May 2023 Leadership Management System Planning Part 2 (8) 23 May 2023 Safety and Security Related Knowledge Training: Basic Incident Command System Training Course (24) 22 - 24 May 2023 Office of Civil Defense - CAR Strategic Planning CY 2023 (8) 23 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	22 May, 2023 07 June, 2023	Self-Meeting: Energy Efficiency Compliance, Attended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (5) 12 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 14 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (16) 21 - 30 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 27 June 2023 Development Academy of the Philippines Clean up Drive Activity of HMSZ Residents (6) 30 June 2023 Self-Meeting: BDD, ComRel, GAD and SSD Orientation (2) 30 June 2023	**LIB**	Self-Meeting: HMC Migration from MS to CSRA (4) 12 July 2023 Training Workshop for the Online Library (1) 05 Aug 25 July 2023 3rd Quarter Performance Review 2023 (8) 28 July 2023		No report 16 January, 2024	Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communication, Monitoring, and Reporting for RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Per Jay T. Cuaterna Google Workspace End -user's Training (4) 22 August 2023 Warren Studios Review of the OM and CC of the EMED - IMD (7) 23 August 2023		Fundamentals of Domestic Waste Water Treatment Technologies (8) 28 & 29 September 2023 Engineers Network Technical Training Institute BA 9384 Procurement Act and its IRR (8) 21 - 22 September 2023 Government Procurement and Policy Board International Coastal Clean Up 2023 (4) 23 September 2023 CY 2023 Quality Management System (QMS) Management Review (16) 26 - 28 September 2023	No report No report	50	October Virtual orientation on the conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division Environmental Management System Awareness Course (8) 05 - 6 October 2023 Alk Bernard Case Language Tutorial Inc. 1st Quarter Performance Review (8) 05 October 2023 Corporate Planning Unit QMS Management Review (6) 05 October 2023	No report	November Workshop on the "Assessment of Pollination and Pollination of Some Plant Species in Camp John Hay Forest Reserve in Baguio City: A Basis for Policy Inputs in the Management of Exotic Pests and Promotion and Awareness of Native Plants" (8) 15 November 2023 Forestry Buildings, College of Science University of the Philippines - Baguio Gender Sensitivity Training (6) 22 November 2023 HP Oliver Development Consultancy and Services	No report 16 January, 2024	December Campaign Against Women and Children "Walang Kupas sa Kababa" (5) 01 December 2023 Array P. Oliver Oliver Development Consultancy and Services Self-Meeting (8) 07 December 2023 CHR Mignonne, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMD Activity on 12 December 2023 RISE Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023 Users' Orientation and Rollout of the enhanced HelpDesk Information System (HDS) and Procurement and Asset Management Information System (PAMMIS) (2) 22 December 2023	No report	51	**293**	
14	**Nuneswala, Arlene Reyes**	Self-Meeting: Roll out of Rehabilitation Policy and SPWD (2) 19 January 2023				Health and Wellness Kick -Off Program (3) 17 March 2023	**8**	April Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 Tri-Quarter Performance Management Review (8) 27 April 2023		Leadership Management System Planning Part 1 (8) 09 May 2023 Leadership Management System Planning Part 2 (8) 23 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	06 June, 2023	Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Self-Meeting: GSD Mignonne (5.5) 27 June 2023 Clean up Drive Activity of HMSZ Residents (6) 30 June 2023 Self-Meeting: BDD, ComRel, GAD and SSD Orientation (2) 30 June 2023		**M6.5**	Training Workshop for the Online Library (1) 05 Aug 25 July 2023		17 August, 2023 22 August, 2023	Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communication, Monitoring, and Reporting for RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Per Jay T. Cuaterna Google Workspace End -user's Training (4) 22 August 2023 Warren Studios			Search Recipient and Cyber Security (24) 11 - 13 September 2023 Tacoel Solutions and Training Center Inc. BA 9384 Procurement Act and its IRR (8) 21 - 22 September 2023 Government Procurement and Policy Board CY 2023 Quality Management System (QMS) Management Review (16) 26 - 28 September 2023	13 September, 2023 20 September, 2023	70	October Virtual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Extinction of Attributes - Instructional Gender and Development Guidelines (IEGDG) and Deepening Sessions in Gender and Development (GAD) (8) 05 October 2023 HP Oliver Development Consultancy and Services Environmental Management System Awareness Course (8) 5 October 2023 Alk Bernard Case Language Tutorial Inc. Quality Management System Internal Audit Training (16) 11 - 13 October 2023 Alk Bernard Case Language Tutorial Inc. Capacity Building and Update for the Newly Recruited TWG and GSPS Members in 2023: Completion of LAD Agenda and Orientation on the Roles of GSPS (8) 05 October 2023 HP Oliver Development Consultancy and Services QMS Management Review (6) 5 October 2023 Annual GAD Planning and Budgeting (6) 5 October 2023	05 October, 2023 05 October, 2023 05 October, 2023	November Eco - orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (16) 16 - 17 November 2023 Energy Conservation and Development Authority Gender Sensitivity Training (6) 22 November 2023 HP Oliver Development Consultancy and Services	22 January, 2024 28 November, 2023	December Self-Meeting (8) 07 December 2023 CHR Mignonne, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMD Activity on 12 December 2023 RISE Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023 Users' Orientation and Rollout of the enhanced HelpDesk Information System (HDS) and Procurement and Asset Management Information System (PAMMIS) (2) 22 December 2023		67	**211.5**	
15	**Nuneswala, Daniel III Cardo**	Self-Meeting: Roll out of Rehabilitation Policy and SPWD (2) 19 January 2023				Health and Wellness Kick -Off Program (3) 17 March 2023	**8**	April Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023		Leadership Management System Planning Part 1 (8) 09 May 2023 Leadership Management System Planning Part 2 (8) 23 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	01 June, 2023	Self-Meeting: Energy Efficiency Compliance, Attended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (5) 12 June 2023 Self-Meeting: GSD Mignonne (5.5) 27 June 2023 Self-Meeting: BDD, ComRel, GAD and SSD Orientation (2) 30 June 2023		**M6.5**	Training Workshop for the Online Library (1) 05 Aug 25 July 2023		17 August, 2023 22 August, 2023	Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communication, Monitoring, and Reporting for RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Per Jay T. Cuaterna Google Workspace End -user's Training (4) 22 August 2023 Warren Studios			Camp John Hay Spam Text Opening Program (2) 11 September 2023 CY 2023 Quality Management System (QMS) Management Review (16) 26 - 28 September 2023		30	October Virtual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division Environmental Management System Awareness Course (8) 5 October 2023 Alk Bernard Case Language Tutorial Inc. Quality Management System Internal Audit Training (16) 11 - 13 October 2023 Alk Bernard Case Language Tutorial Inc. QMS Management Review (6) 5 October 2023 Annual GAD Planning and Budgeting (6) 5 October 2023	05 October, 2023 05 October, 2023	November Gender Sensitivity Training (6) 22 November 2023 HP Oliver Development Consultancy and Services	22 November, 2023	December Self-Meeting (8) 07 December 2023 CHR Mignonne, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMD Activity on 12 December 2023 RISE Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023 Users' Orientation and Rollout of the enhanced HelpDesk Information System (HDS) and Procurement and Asset Management Information System (PAMMIS) (2) 22 December 2023		52	**108.5**	
16	**Fernandez, Noel Celcamo Tatlis**	Self-Meeting: Roll out of Rehabilitation Policy and SPWD (2) 19 January 2023				Team Building Activity (8) 02 March 2023 Health and Wellness Kick -Off Program (3) 17 March 2023	**14**			Leadership Management System Planning Part 1 (8) 09 May 2023 Leadership Management System Planning Part 2 (8) 23 May 2023 Safety and Security Related Knowledge Training: Basic Incident Command System Training Course (24) 22 - 24 May 2023 Office of Civil Defense - CAR Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	15 May, 2023 03 June, 2023	Self-Meeting: Energy Efficiency Compliance, Attended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (5) 12 June 2023 Operations Planning for CY 2024 (16) 21 - 30 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Self-Meeting: GSD Mignonne (5.5) 27 June 2023 Self-Meeting: BDD, ComRel, GAD and SSD Orientation (2) 30 June 2023		**M6.5**	Self-Meeting: HMC Migration from MS to CSRA (4) 12 July 2023 Training Workshop for the Online Library (1) 05 Aug 25 July 2023		25 August, 2023 16 January, 2024	Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communication, Monitoring, and Reporting for RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Per Jay T. Cuaterna Google Workspace End -user's Training (4) 22 August 2023 Warren Studios			Camp John Hay Spam Text Opening Program (2) 11 September 2023 CY 2023 Quality Management System (QMS) Management Review (16) 26 - 28 September 2023		30	October Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division		November Gender Sensitivity Training (6) 22 November 2023 HP Oliver Development Consultancy and Services	22 November, 2023	December Campaign Against Women and Children "Walang Kupas sa Kababa" (5) 01 December 2023 Array P. Oliver Oliver Development Consultancy and Services Self-Meeting (8) 07 December 2023 CHR Mignonne, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMD Activity on 12 December 2023 RISE Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023 Users' Orientation and Rollout of the enhanced HelpDesk Information System (HDS) and Procurement and Asset Management Information System (PAMMIS) (2) 22 December 2023	04 December, 2023	53	**108.5**	
17	**Dicon, Darwin Cachero**					Team Building Activity (8) 02 March 2023 Health and Wellness Kick -Off Program (3) 17 March 2023	**12**	April Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 Tri-Quarter Performance Management Review (8) 27 April 2023		Leadership Management System Planning Part 1 (8) 09 May 2023 Leadership Management System Planning Part 2 (8) 23 May 2023 Strategic Planning CY 2023 (8) 23 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	01 June, 2023	Review of Operations Manual and Citizen's Charter (8) 07 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 14 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (16) 21 - 30 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 27 June 2023 Development Academy of the Philippines Self-Meeting: GSD Mignonne (5.5) 27 June 2023 Self-Meeting: BDD, ComRel, GAD and SSD Orientation (2) 30 June 2023	**SR7.5**	Self-Meeting: HMC Migration from MS to CSRA (4) 12 July 2023 Training Workshop for the Online Library (1) 05 Aug 25 July 2023 3rd Quarter Performance Review 2023 (8) 28 July 2023		25 January, 2024 22 August, 2023	Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communication, Monitoring, and Reporting for RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Per Jay T. Cuaterna Google Workspace End -user's Training (4) 22 August 2023 Warren Studios			BA 9384 Procurement Act and its IRR (8) 21 - 22 September 2023 Government Procurement and Policy Board Data Privacy Awareness and Compliance (24) 27 - 29 September 2023 Tacoel Solutions and Consulting Inc.	No report 03 October, 2023				Eco - orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (16) 16 - 17 November 2023 Energy Conservation and Development Authority Gender Sensitivity Training (6) 22 November 2023 HP Oliver Development Consultancy and Services	22 January, 2024 28 November, 2023	December Campaign Against Women and Children "Walang Kupas sa Kababa" (5) 01 December 2023 Array P. Oliver Oliver Development Consultancy and Services Self-Meeting (8) 07 December 2023 CHR Mignonne, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMD Activity on 12 December 2023 RISE Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023 Users' Orientation and Rollout of the enhanced HelpDesk Information System (HDS) and Procurement and Asset Management Information System (PAMMIS) (2) 22 December 2023	16 January, 2024	52	**218.5**	
18	**Quinto, Benjamin Dalangan Jr.**			One - time Clearancing of Property, Plant and Equipment (PPE) Accounts Balances for Advancement Incentives (8) Center for Global Best Practices 19 - 21 February 2023	16 March 2023	Team Building Activity (8) 02 March 2023	**14**	April Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 Tri-Quarter Performance Management Review (8) 27 April 2023		Strategic Planning CY 2023 (8) 23 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	07 June, 2023	Self-Meeting: Energy Efficiency Compliance, Attended HMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (5) 12 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 14 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (16) 21 - 30 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 27 June 2023 Development Academy of the Philippines Self-Meeting: GSD Mignonne (5.5) 27 June 2023 Self-Meeting: BDD, ComRel, GAD and SSD Orientation (2) 30 June 2023	**R5.5**	Self-Meeting: HMC Migration from MS to CSRA (4) 12 July 2023 3rd Quarter Performance Review 2023 (8) 28 July 2023	No report		Orientation on COA Circular Nos. 2020 - 009 Guidelines and Instructions in the Conduct to the Physical Count of Property, Plant and Equipment and 2020 - 004 Guidelines on the Implementation of the Revised Capitalization Threshold of Semi - expendable Properties from PhP 15,000 - 50,000.00 (12) 20 - 28 September 2023 BCDSA International Coastal Clean Up 2023 (4) 23 September 2023 CY 2023 Quality Management System (QMS) Management Review (16) 26 - 28 September 2023	21 September, 2023	52	October Virtual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division 1st Quarter Performance Review (8) 05 October 2023 Corporate Planning Unit Review of OM and CC (6.5) 05 October 2023 QMS Management Review (6) 5 October 2023		November Eco - orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (16) 16 - 17 November 2023 Energy Conservation and Development Authority Gender Sensitivity Training (6) 22 November 2023 HP Oliver Development Consultancy and Services 3rd Structure Review of ASD / GSD Citizen's Charter and Operations Manual (6.5) 28 November 2023 Corporate Planning Unit	16 January, 2024 16 January, 2024	December Self-Meeting (8) 07 December 2023 CHR Mignonne, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMD Activity on 12 December 2023 RISE Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023 Users' Orientation and Rollout of the enhanced HelpDesk Information System (HDS) and Procurement and Asset Management Information System (PAMMIS) (2) 22 December 2023		53	**224**	

JOHN HAY MANAGEMENT CORPORATION

EMPLOYEE TRAININGS/SEMINARS/FORA/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023

		TITLE OF TRAININGS/SEMINARS/FORA/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023																																			
	NAME OF EMPLOYEE	January	Training Report Submission	February	Training Report Submission	March	SoCO	April	Training Report Submission	May	Training Report Submission	June	Training Report Submission	SoCO	July	Training Report Submission	August	Training Report Submission	September	Training Report Submission	SoFO	October	Training Report Submission	November	Training Report Submission	December	Training Report Submission	4th Q	Number of hours	REMARKS (at least 10 hours of training/seminar/fora/ developmental activity requirement)
1	**Ejercabon-Magallan, Lea Cornado**	Self-Meeting: Roll out of Rehabilitation Policy and MWCO (2) 27 January 2023				Team Building Activity (8) 02 March 2023 Health and Wellness: Kick -Off Program (3) 17 March 2023	14	Staff Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), Leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023 Mid Quarter Performance Management Review (8) 27 April 2023		Strategic Planning CY 2023 (8) 27 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	01 June, 2023	Review of Operations Manual and Citizen's Charter (8) 02 June 2023 Self-Meeting: Design Efficiency Compliance, Amended JHMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (2) 13 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (4) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 13 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (16) 15 - 16 June 2023 Review of Operations Manual and Citizen's Charter (8.5) 20 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 22 June 2023 Development Academy of the Philippines Self-Meeting: GSD Migration (1.5) 27 June 2023		30.5	Self-Meeting: JHMC Migration from SDS to CSD (4) 12 July 2023 Training Workshop for the Online Library (1) 5th Acts 25 July 2023 3rd Quarter Performance Review: 2023 (8) 28 July 2023		Review of the OM and CC of the ASMD - CSRD (7.5) 08 August 2023 Review of the CC of the RAMD - LAMD (7) 11 August 2023 Technical Assistance on Strengthening Risk Management Technical Guidance on Documenting Communication, Monitoring and Reporting for RM Implementation (4) 18 August 2023 Development Academy of the Philippines Google Workspace End - user's Training (4) 23 August 2023 Watson Studios Review of the OM and CC of the RAMD - HMD (7) 25 August 2023	22 August, 2023	Operation's Manual and Citizen's Charter Review (7) 05 September 2023 Orientation on COA Circular Nos. 2020 - 006 Guidelines and Procedures in the Conduct to the Physical Count of Property, Plant and Equipment and 2020 - 004 Guidelines on the Implementation of the Revised Capitalization Threshold of Semi - expendable Properties from PhP 15,000 - 50,000.00 (12) 06 - 20 September 2023 ACDA Camp Aguinaldo Open Swimming Program (3) 21 September 2023 International Coastal Clean Up 2023 (6) 21 September 2023 CY 2023 Quality Management System (QMS) Management Review (16) 26 - 29 September 2023	21 September, 2023	44.5	1st Quarter Performance Review (8) 04 October 2023 Corporate Planning Unit Review of OM and CC (8.5) QMS Management Review (6) 04 October 2023		Individual Performance Commitment Review (IPCR) Discussion (8.5) 06 November 2023b Corporate Planning Unit 1st Session Review of ASMD - PMD Citizen's Charter and Operations Manual (7) 15 November 2023 Corporate Planning Unit Gender Sensitivity Training (6) 22 November 2023 HR Oliver Development Consultancy and Services 2nd Session Review of ASMD - PMD Citizen's Charter and Operations Manual (7) 15 November 2023 Corporate Planning Unit 3rd Session Review of ASD - CAD Citizen's Charter and Operations Manual (8.5) 16 November 2023 Corporate Planning Unit	27 November, 2023	Strategic Planning Activities CY 2023 (5) 12 December 2023 Gcoa: Orientation and Rollout of the enhanced HelpDesk Information System (HIS) and Procurement and Asset Management Information System (PAMMIS) (2) 12 December 2023		30.5	264.5	
2	**Ramirez, Jun Cesar Salazar**	Self-Meeting: Roll out of Rehabilitation Policy and MWCO (2) 27 January 2023				Team Building Activity (8) 02 March 2023 Health and Wellness: Kick -Off Program (3) 17 March 2023	14	Staff Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), Leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023				Self-Meeting: GSD Migration (1.5) 27 June 2023		5.5	Self-Meeting: JHMC Migration from SDS to CSD (4) 12 July 2023 Training Workshop for the Online Library (1) 5th Acts 25 July 2023		Gcoa: Income Tax Awareness (3) 08 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 23 August 2023 Watson Studios	No report No report		No report No report		Cultural Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness: Closing Program (3) 05 October 2023 Human Resource Division Foundation of Ambisaon - Instructor(s) Gender and Development Guidelines (HGDG) and Deepening Sessions in Gender and Development (GAD) (8) 05 October 2023 HR Oliver Development Consultancy and Services Annual GAD Planning and Budgeting (8) 05 October 2023 HR Oliver Development Consultancy and Services		Gender Sensitivity Training (6) 22 November 2023 HR Oliver Development Consultancy and Services		Citizens' Digitize Women and Children "Walang Kaya sa Kanya" (5) 06 December 2023 Atty. P. Oliver Oliver Development Consultancy and Services Staff Meeting (8) 07 December 2023 GSD Migration, HR extension on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMED Activity on 12 December 2023 BIDD Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023		47	87.5	
3	**Dicaito, John Carlo Vega**																					Security Management System Awareness and Damage Prohibitness Management System Orientation for Newly Hired Employees (8) 03 October 2023 Corporate Planning Unit Environmental Management System Awareness Center (8) 04 October 2023 Ms. Reyzanel Cate Language Tutorial Inc. Quality Management System Internal Audit Training (16) 11 - 13 October 2023 Ms. Reyzanel Cate Language Tutorial Inc.	18 October, 2023 17 October, 2023	Gender Sensitivity Training (6) 22 November 2023 HR Oliver Development Consultancy and Services	29 January, 2024	Self-Meeting (8) 07 December 2023 GSD Migration, HR extension on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMED Activity on 12 December 2023 BIDD Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023		45	45	APPOINTED 28 AUGUST 2023
4	**Romero, Lanie Rose Dumpit**	Self-Meeting: Roll out of Rehabilitation Policy and MWCO (2) 27 January 2023				Team Building Activity (8) 02 March 2023 Health and Wellness: Kick -Off Program (3) 17 March 2023	14	Staff Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), Leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023		Orientation Management System Planning Part 1 (8) 04 May 2023 Orientation Management System Planning Part 2 (8) 05 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	02 June, 2023	Self-Meeting: Design Efficiency Compliance, Amended JHMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (3) 13 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (4) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 13 June 2023 Development Academy of the Philippines Repealed Sole Parent Welfare Act or R.A 11861 (4) 15 June 2023 Region City Economic Zone Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Self-Meeting: GSD Migration (1.5) 22 June 2023 Clean - up Drive Activity of OSHEE Boardsider (4) 27 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 30 June 2023	22 June, 2023	39.5	Self-Meeting: JHMC Migration from SDS to CSD (4) 12 July 2023 Training Workshop for the Online Library (1) 5th Acts 25 July 2023		Google Workspace End - user's Training (4) 23 August 2023 Watson Studios				22 August, 2023	CY 2023 Quality Management System (QMS) Management Review (16) 26 - 29 September 2023		25	Health and Wellness: Closing Program (3) 05 October 2023 Human Resource Division Foundation of Ambisaon - Instructor(s) Gender and Development Guidelines (HGDG) and Deepening Sessions in Gender and Development (GAD) (8) 05 October 2023 HR Oliver Development Consultancy and Services Capacity Building and Update for the Newly Installed TWG and GPPS Members in 2023: Completion of GAD Agenda and Orientation on the Roles of GPPS (8) 05 October 2023 HR Oliver Development Consultancy and Services MFO Management Review (6) 05 October 2023 Annual GAD Planning and Budgeting (8) 17 October 2023 HR Oliver Development Consultancy and Services	17 October, 2023 17 October, 2023	Gender Sensitivity Training (6) 22 November 2023 HR Oliver Development Consultancy and Services	23 November, 2023	Self-Meeting (8) 07 December 2023 GSD Migration, HR extension on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMED Activity on 12 December 2023 BIDD Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023		40	162.5	
5	**Santos, John Ronald Carpio**	Self-Meeting: Roll out of Rehabilitation Policy and MWCO (2) 27 January 2023				Team Building Activity (8) 02 March 2023 Health and Wellness: Kick -Off Program (3) 17 March 2023	14	Staff Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), Leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023		Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	No report	Self-Meeting: Design Efficiency Compliance, Amended JHMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (3) 13 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (4) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 13 June 2023 Development Academy of the Philippines Self-Meeting: GSD Migration (1.5) 22 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 30 June 2023		38.5	Self-Meeting: JHMC Migration from SDS to CSD (4) 12 July 2023 Training Workshop for the Online Library (1) 5th Acts 25 July 2023 3rd Quarter Performance Review: 2023 (8) 28 July 2023		Technical Assistance on Strengthening Risk Management Technical Guidance on Documenting Communication, Monitoring and Reporting for RM Implementation (4) 18 August 2023 Development Academy of the Philippines Gcoa: Income Tax Awareness (2) 08 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 23 August 2023 Watson Studios	No report No report	Search Response and Cyber Security (8) 11 - 13 September 2023 Cloud Solutions and Training Center Inc. CY 2023 Quality Management System (QMS) Management Review (16) 26 - 29 September 2023	21 September, 2023	35	Health and Wellness: Closing Program (3) 06 October 2023 Human Resource Division 1st Quarter Performance Review (8) 06 October 2023 Corporate Planning Unit		Gender Sensitivity Training (6) 22 November 2023 HR Oliver Development Consultancy and Services	22 November, 2023	Citizens' Digitize Women and Children "Walang Kaya sa Kanya" (5) 06 December 2023 Atty. P. Oliver Oliver Development Consultancy and Services Staff Meeting (8) 07 December 2023 GSD Migration, HR extension on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMED Activity on 12 December 2023 BIDD Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023 Gcoa: Orientation and Rollout of the enhanced HelpDesk Information System (HIS) and Procurement and Asset Management Information System (PAMMIS) (2) 12 December 2023		35	153.5	
6	**Talodongcos, Jane Theresa Gregorio**					Team Building Activity (8) 02 March 2023	8	1st Quarter Performance Management Review (8) 27 April 2023		Strategic Planning CY 2023 (8) 27 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	01 June, 2023	Operations Planning for CY 2024 (16) 15 - 16 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 22 June 2023 Development Academy of the Philippines Self-Meeting: GSD Migration (1.5) 27 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2)		40.5	Self-Meeting: JHMC Migration from SDS to CSD (4) 12 July 2023 3rd Quarter Performance Review: 2023 (8) 28 July 2023		Technical Assistance on Strengthening Risk Management Technical Guidance on Documenting Communication, Monitoring and Reporting for RM Implementation (4) 18 August 2023 Development Academy of the Philippines		RA 9184 Procurement Act and its IRR (8) 11 - 12 September 2023 Government Procurement and Policy Board International Coastal Clean Up 2023 (6) 21 September 2023 CY 2023 Quality Management System (QMS) Management Review (16) 26 - 29 September 2023	No report	14	1st Quarter Performance Review (8) 04 October 2023 Corporate Planning Unit Annual GAD Planning and Budgeting (8) 17 October 2023 HR Oliver Development Consultancy and Services				Strategic Planning Activities CY 2023 (5) 12 December 2023		55	148.5	
7	**Tagle, Jace Ramag**	Self-Meeting: Roll out of Rehabilitation Policy and MWCO (2) 27 January 2023				Health and Wellness: Kick -Off Program (3) 17 March 2023	6	Staff Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), Leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023		Annual Content Standards for the Philippine Public Service (24) 23 - 25 May 2023 CSDs - C-A&I Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	01 June, 2023 07 June, 2023	Self-Meeting: Design Efficiency Compliance, Amended JHMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (3) 13 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (4) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 13 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (8) 15 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 22 June 2023 Development Academy of the Philippines Self-Meeting: GSD Migration (1.5) 27 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 30 June 2023		40.5	Self-Meeting: JHMC Migration from SDS to CSD (4) 12 July 2023 Training Workshop for the Online Library (1) 5th Acts 25 July 2023		Technical Assistance on Strengthening Risk Management Technical Guidance on Documenting Communication, Monitoring and Reporting for RM Implementation (4) 18 August 2023 Development Academy of the Philippines Gcoa: Income Tax Awareness (2) 08 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 23 August 2023 Watson Studios	31 January, 2024 31 January, 2024			35	Health and Wellness: Closing Program (3) 06 October 2023 Human Resource Division		Gender Sensitivity Training (6) 22 November 2023 HR Oliver Development Consultancy and Services	22 November, 2023	Citizens' Digitize Women and Children "Walang Kaya sa Kanya" (5) 06 December 2023 Atty. P. Oliver Oliver Development Consultancy and Services Staff Meeting (8) 07 December 2023 GSD Migration, HR extension on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMED Activity on 12 December 2023 BIDD Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023	30 January, 2024	57	129.5	
8	**Tabula, Rose Anne Calimoso**	Self-Meeting: Roll out of Rehabilitation Policy and MWCO (2) 27 January 2023				Health and Wellness: Kick -Off Program (3) 17 March 2023	8	Staff Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), Leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023 Repealed Sole Parent Welfare Act or R.A 11861 (4) 15 June 2023 Self-Meeting: GSD Migration (1.5) 27 June 2023 Clean - up Drive Activity of OSHEE Boardsider (4) 27 June 2023	26 April, 2023	Orientation Management System Planning Part 1 (8) 04 May 2023 Orientation Management System Planning Part 2 (8) 05 May 2023 Gender and Security Related Knowledge Training: Basic Incident Command System Training Course (24) 22 - 24 May 2023 Office of Civil Defense - C-A&I Orientation Management System Planning Part 3 (8) 26 May 2023	15 May, 2023	Self-Meeting: Design Efficiency Compliance, Amended JHMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (3) 13 June 2023 Self-Meeting: GSD Migration (1.5) 27 June 2023 Clean - up Drive Activity of OSHEE Boardsider (4) 27 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 30 June 2023		38.5	Self-Meeting: JHMC Migration from SDS to CSD (4) 12 July 2023		Gcoa: Income Tax Awareness (2) 08 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 23 August 2023 Watson Studios													36.5	APPROVED 25 AUGUST 2023
9	**Lee, Anne Bernadette Evenio**	Self-Meeting: Roll out of Rehabilitation Policy and MWCO (2) 27 January 2023				Team Building Activity (8) 02 March 2023	14	Staff Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), Leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023 1st Quarter Performance Management Review (8) 27 April 2023		Strategic Planning CY 2023 (8) 27 May 2023		Self-Meeting: Design Efficiency Compliance, Amended JHMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (3) 13 June 2023 Self-Meeting: GSD Migration (1.5) 27 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 30 June 2023		36.5	Self-Meeting: JHMC Migration from SDS to CSD (4) 12 July 2023 3rd Quarter Performance Review: 2023 (8) 28 July 2023		Google Workspace End - user's Training (4) 23 August 2023 Watson Studios	22 August, 2023	RA 9184 Procurement Act and its IRR (8) 11 - 12 September 2023 Government Procurement and Policy Board CY 2023 Quality Management System (QMS) Management Review (16) 26 - 29 September 2023	No report	40	Cultural Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness: Closing Program (3) 05 October 2023 Human Resource Division 1st Quarter Performance Review (8) 05 October 2023 Corporate Planning Unit		Gender Sensitivity Training (6) 22 November 2023 HR Oliver Development Consultancy and Services	22 November, 2023	Citizens' Digitize Women and Children "Walang Kaya sa Kanya" (5) 06 December 2023 Atty. P. Oliver Oliver Development Consultancy and Services Staff Meeting (8) 07 December 2023 GSD Migration, HR extension on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMED Activity on 12 December 2023 BIDD Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023	No report	55	168.5	
10	**Tocam, Josephine Quela**	Self-Meeting: Roll out of Rehabilitation Policy and MWCO (2) 27 January 2023		One - time Clearancing of Property, Plant and Equipment (PPE) Accounts Balances for All Government Institutions (6) Center for Global Best Practices 06 - 23 February 2023	12 March 2023	Team Building Activity (8) 02 March 2023 Health and Wellness: Kick -Off Program (3) 17 March 2023	20	Staff Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), Leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023 1st Quarter Performance Management Review (8) 27 April 2023		Strategic Planning CY 2023 (8) 27 May 2023 Training Center on Risk Management (24) 29 - 31 May 2023 Development Academy of the Philippines	05 June, 2023	Self-Meeting: Design Efficiency Compliance, Amended JHMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (3) 13 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (4) 13 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 13 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (16) 15 - 16 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 22 June 2023 Development Academy of the Philippines Self-Meeting: GSD Migration (1.5) 27 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 30 June 2023		41.5	Self-Meeting: JHMC Migration from SDS to CSD (4) 12 July 2023 Training Workshop for the Online Library (1) 5th Acts 25 July 2023 3rd Quarter Performance Review: 2023 (8) 28 July 2023		Technical Assistance on Strengthening Risk Management Technical Guidance on Documenting Communication, Monitoring and Reporting for RM Implementation (4) 18 August 2023 Development Academy of the Philippines Gcoa: Income Tax Awareness (2) 08 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 23 August 2023 Watson Studios	25 August, 2023 25 August, 2023	Camp John Hay Sports Fest Opening Program (3) 21 September 2023 International Coastal Clean Up 2023 (6) 21 September 2023 Space and Rules on Government Expenditures (22) 25 - 28 September 2023 COA C-A&I	03 October, 2023	42	Cultural Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness: Closing Program (3) 05 October 2023 Human Resource Division 1st Quarter Performance Review (8) 05 October 2023 Corporate Planning Unit		Ex - orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (8) 16 - 17 November 2023 Power Conversion and Development Authority Gender Sensitivity Training (6) 22 November 2023 HR Oliver Development Consultancy and Services	20 November, 2023 08 December, 2023	Citizens' Digitize Women and Children "Walang Kaya sa Kanya" (5) 06 December 2023 Atty. P. Oliver Oliver Development Consultancy and Services Staff Meeting (8) 07 December 2023 GSD Migration, HR extension on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMED Activity on 12 December 2023 BIDD Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023 Gcoa: Orientation and Rollout of the enhanced HelpDesk Information System (HIS) and Procurement and Asset Management Information System (PAMMIS) (2) 12 December 2023	06 December, 2023	45	208.5	
11	**Gila, Adrijeel Alcedo**	Self-Meeting: Roll out of Rehabilitation Policy and MWCO (2) 27 January 2023				Team Building Activity (8) 02 March 2023	11	Facebook Summit 2023 - "Build Back Better - Build Great" (14) 12 - 14 April 2023 Office of the City Mayor Staff Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRARE), Leave credits and monetization of leave credits, Overtime services and overtime pay 26 April 2023	27 April, 2023	Safety and Security Related Knowledge Training: Basic Incident Command System Training Course (24) 22 - 24 May 2023 Office of Civil Defense - C-A&	15 May, 2023	Self-Meeting: Design Efficiency Compliance, Amended JHMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (3) 13 June 2023 Self-Meeting: GSD Migration (1.5) 27 June 2023 Self-Meeting: BIDD, ComRel, GAD and SSD Orientation (2) 30 June 2023		38.5	Review of the OM and CC of the GSD and ESMD (PMD) (7) 06 July 2023 Self-Meeting: JHMC Migration from SDS to CSD (4) 12 July 2023		Review of the CC of the ESMD - HRD (7) 11 August 2023 Gcoa: Income Tax Awareness (2) 08 August 2023 Atty. Bee Jay T. Cardenas Google Workspace End - user's Training (4) 23 August 2023 Watson Studios Defining Links Between Theory and Practice in Earthquake Engineering (8) 08 August 2023 Philippine Institute of Civil Engineers - Baguio Chapter	No report 22 August, 2023 01 January, 2024	Organizational Effectiveness Talent Management Technologies 07 & 26 September 2023 Digitalize Network Technical Training Institute RA 9184 (8) 11 - 12 September 2023 GPPB CY 2023 Quality Management System (QMS) Management Review (16) 26 - 29 September 2023	03 October, 2023 23 January, 2024	44	Health and Wellness: Closing Program (3) 05 October 2023 Human Resource Division Foundation of Ambisaon - Instructor(s) Gender and Development Guidelines (HGDG) and Deepening Sessions in Gender and Development (GAD) (8) 05 October 2023 HR Oliver Development Consultancy and Services Environmental Management System Awareness Center (8) 05 October 2023 Ms. Reyzanel Cate Language Tutorial Inc. Quality Management System Internal Audit Training (16) 11 - 13 October 2023 Ms. Reyzanel Cate Language Tutorial Inc. Capacity Building and Update for the Newly Installed TWG and GPPS Members in 2023: Completion of GAD Agenda and Orientation on the Roles of GPPS (8) 05 October 2023 HR Oliver Development Consultancy and Services Commission Performance Evaluation System (14) 16 - 27 October 2023 RA 10, and Philippine Domestic Construction Board	23 January, 2024 14 October, 2023 18 October, 2023 No report 07 November, 2023	Gender Sensitivity Training (6) 22 November 2023 HR Oliver Development Consultancy and Services 1st Session Review of ASMD - PMD Citizen's Charter and Operations Manual (7) 15 November 2023 Corporate Planning Unit Gender Sensitivity Training (6) 22 November 2023 HR Oliver Development Consultancy and Services 2nd Session Review of ASMD - PMD Citizen's Charter and Operations Manual (7) 15 November 2023 Corporate Planning Unit	22 November, 2023	Staff Meeting (8) 07 December 2023 GSD Migration, HR extension on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Credits, Renewal of Contracts for CY 2024, LAMED Activity on 12 December 2023 BIDD Camp Wide Thanksgiving Activity, ICT Division of Information Orientation, Other Matters: NSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 12 December 2023		50	223.5	

JOHN HAY MANAGEMENT CORPORATION

EMPLOYEE TRAININGS/SEMINARS/SEOMINARS/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023

		TITLE OF TRAININGS/SEMINARS/SEOMINARS/DEVELOPMENTAL ACTIVITIES ATTENDED FOR CY 2023																																	
	NAME OF EMPLOYEE	January	Training Report Submission	February	Training Report Submission	March	Sem/Sy	April	Training Report Submission	May	Training Report Submission	June	Training Report Submission	Sem/Sy	July	Training Report Submission	August	Training Report Submission	September	Training Report Submission	Sem/Sy	October	Training Report Submission	November	Training Report Submission	December	Training Report Submission	40 Q	Number of hours	REMARKS: at least 16 hours of training/seminar/forum/ developmental activity requirement
1	**Villanueva, Avigale Cronne**	Self-Meeting: Roll out of Rehabilitation Policy and SPRS (2) 29 January 2023				Brain Building Activity (8) 02 March 2023 Health and Wellness Kick - Off Program (3) 17 March 2023	1st	Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 Talk - series: Empowering Growth and Unleashing Potential (8) 28 April 2023 Philippine Society for Talent Development	03 May, 2023	Operations Management System Planning Part 1 (8) 04 May 2023 Safety and Security Related (Knowledge Training: Basic Incident Command System Training Course (24) 08 - 12 May 2023 Office of Civil Defense - CAR Information Management System Planning Part 2 (8) 11 May 2023 Training Course on Risk Management (24) 08 - 11 May 2023 Development Academy of the Philippines	15 May, 2023 01 June, 2023	Mobile Workshop 101 (2) 06 June 2023 Bases Conversion Development Authority Self-Meeting: Energy Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (3) 12 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 12 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 12 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 12 June 2023 Development Academy of the Philippines Self-Meeting: GHG Migration (1.5) 13 June 2023 Self-Meeting: BIDS, Comfort, GAD and SSD Orientation (2) 30 June 2023	11 June, 2023	10.5	Self-Meeting: ISMC: Migration from MS to CMS (4) 12 July 2023 Training Workshop for the Online Library (1) 18 Aug 25 July 2023		Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communications, Monitoring and Reporting the RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cuaterna Google Workspace End - user's Training (4) 22 August 2023 Genesis Studios	17, August, 2023 22, August, 2023	LA SOM Recruitment Accord to RIR (8) 11 -12 September 2023 Government Recruitment and Policy Board CY 2023 Quality Management System (QMS) Management Review (16) 26 - 29 September 2023	21 September, 2023	30	Virtual Orientation on the Conduct of Annual Inventory and Disposal of Records and Documents (2) 04 October 2023 Information and Communications Technology Division Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division Transitions of Institution - Autonomy/Gender and Development Guidelines (PGDG) and Deepening Sessions in Gender and Development (GAD) (8) 09 October 2023 HR Oficer Development Consultancy and Services Environmental Management System Awareness Course (8) 17 October 2023 Atty. Princessel Cute Language Tutorial Inc. Capacity Building and Update for the Newly Installed TWG and GPB Members (2023) Completion of GAD Agenda and Orientation on the Rules of GPB (8) 18 October 2023 HR Oficer Development Consultancy and Services QMS Management Review (8) 19 October 2023	26 October, 2023 27 October, 2023	Gender Sensitivity Training (6) 22 November 2023 HR Oficer Development Consultancy and Services	22 November, 2023	Software Against Women and Children "Working Kaya ya Kaya" (5) 04 December 2023 Atty. P. Oficer Oficer Development Consultancy and Services Self-Meeting (8) 07 December 2023 GHG Migration, HR orientation on Travel Time Policy, Policy on Leave Credits and Monetization of Leave Cerudits, Renewal of contracts Jan CY 2024, LAMD Activity on 12 December 2023, HSDC Camp Wide Thanksgiving Activity, ICT Orientation of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 22 December 2023	04 December, 2023	50	215.5	
2	**Villanueva, Rudel Rufino**	Self-Meeting: Roll out of Rehabilitation Policy and SPRS (2) 23 January 2023				Health and Wellness Kick - Off Program (3) 17 March 2023	1	Self-Meeting (3) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 First Quarter Performance Management Review (8) 27 April 2023		Manage Planning CY 2023 (8) 02 May 2023 Internal Control Standards for the Philippine Public Sector (24) 15 - 18 May 2023 CSC - CAR Training Course on Risk Management (24) 08 - 11 May 2023 Development Academy of the Philippines	26 May, 2023 08 June, 2023	Self-Meeting: Energy Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (3) 12 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 12 June 2023 Development Academy of the Philippines Workshop on Enhancing the Risk Management Framework Process and Documented Information (7) 12 June 2023 Development Academy of the Philippines Operations Planning for CY 2024 (16) 05 - 06 June 2023 Workshop on Enhancing the Risk Management Framework Process and Documented Information (8) 12 June 2023 Development Academy of the Philippines Self-Meeting: GHG Migration (1.5) 13 June 2023 Self-Meeting: BIDS, Comfort, GAD and SSD Orientation (2) 30 June 2023		10.5	Self-Meeting: ISMC: Migration from MS to CMS (4) 12 July 2023 Training Workshop for the Online Library (1) 18 Aug 25 July 2023 Half Quarter Performance Review - 2023 (8) 28 July 2023		Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communications, Monitoring and Reporting the RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cuaterna Google Workspace End - user's Training (4) 22 August 2023 Genesis Studios	16 January, 2024 16 January, 2024	CY 2023 Quality Management System (QMS) Management Review (16) 26 - 29 September 2023	29	All Quarter Performance Review (8) 03 October 2023 Corporate Planning Unit QMS Management Review (8) 16 October 2023		Gender Sensitivity Training (6) 22 November 2023 HR Oficer Development Consultancy and Services	16 January, 2024	Software Against Women and Children "Working Kaya ya Kaya" (5) 04 December 2023 Atty. P. Oficer Oficer Development Consultancy and Services Self-Meeting (8) 07 December 2023 GHG Migration, HR orientation on Travel Time Policy, Policy on Leave Cerudits and Monetization of Leave Cerudits, Renewal of contracts Jan CY 2024, LAMD Activity on 12 December 2023, HSDC Camp Wide Thanksgiving Activity, ICT Orientation of Information Orientation, Other Matters: SSD Holiday Reminders Thanksgiving Activities CY 2023 (5) 22 December 2023	16 January, 2024	57	108.5	
3	**Zambrano, Ronald Rufino**	Self-Meeting: Roll out of Rehabilitation Policy and SPRS (2) 23 January 2023				Brain Building Activity (8) 02 March 2023 Health and Wellness Kick - Off Program (3) 17 March 2023	1st	Self-Meeting (2) Roll out of HRD approved policies: Internal guidelines on loyalty award, Program on awards and incentives for excellence (PRAISE), leave credits and monetization of leave credits, Overtime services and overtime pay 06 April 2023 First Quarter Performance Management Review (8) 27 April 2023		Manage Planning CY 2023 (8) 02 May 2023		Self-Meeting: Energy Efficiency Compliance, Amended ISMC Cluster Statement, Individual Performance Evaluation Report Accomplishment and Individual Performance Commitment and Review Preparation (3) 12 June 2023 Operations Planning for CY 2024 (16) 05 - 06 June 2023 Self-Meeting: GHG Migration (1.5) 13 June 2023 Self-Meeting: BIDS, Comfort, GAD and SSD Orientation (2) 30 June 2023		10.5	Self-Meeting: ISMC: Migration from MS to CMS (4) 12 July 2023		Technical Assistance on Strengthening Risk Management/ Technical Guidance on Documentating Communications, Monitoring and Reporting the RM Implementation (8) 08 August 2023 Development Academy of the Philippines Basic Income Tax Awareness (2) 16 August 2023 Atty. Bee Jay T. Cuaterna Google Workspace End - user's Training (4) 22 August 2023 Genesis Studios	17, August, 2023 22, August, 2023	CY 2023 Quality Management System (QMS) Management Review (16) 26 - 29 September 2023	30	Health and Wellness Closing Program (3) 05 October 2023 Human Resource Division All Quarter Performance Review (8) 03 October 2023 Corporate Planning Unit QMS Management Review (8) 16 October 2023		Re - orientation and Walkthrough on the Use of the Acumatica - Enterprise Resource Planning (ERP) (16) 16 - 17 November 2023 Bases Conversion and Development Authority Gender Sensitivity Training (6) 22 November 2023 HR Oficer Development Consultancy and Services	22 November, 2023 22 November, 2023	Thanksgiving Activities CY 2023 (5) 22 December 2023		44	130.5	
		10%					10%							10%							10%							10%							10%		
		TOTAL NUMBER OF HOURS					7							51							47							57	68							

Total Number of employees who attended trainings/seminar/forum/activities for at least 16 hours from January 2023 to December 2023 57

Total Number of active employees (as/excludes) as of 31 December 2023 57

Percentage of employees who completed the 16 hours requirement for trainings/seminar/forum/activities 100% As of

EMS | QMS | EMS/QMS | RESIGNED