

**TRAINING PROGRAM FOR CY 2020**

TRAINING PROGRAM	COURSE DESCRIPTION	TARGET PARTICIPANTS	DATE	DURATION	ESTIMATED TRAINING EXPENSES	Venue
1. Public Service Ethics and Accountability (PSEA)	Public Service Ethics and Accountability (PSEA) is a learning strategy which will provide participants to discuss continuing issues and problems on service ethics and accountability in the public service	All MWSS Employees	Q1	2 days	200,000.00	
2. Empowering the men and women of MWSS Leaders Program Track 1 and 2	Leadership Program is designed to develop existing managers and supervisors and employees identified to have leadership potential for better discharge of their duties and to be able to strengthen the commitment, dedication and value of being able to serve the public and make them eligible for consideration to climb the corporate ladder. The participants will be provided with developmental opportunities to allow them to acquire knowledge, skills and attitude necessary for more responsible positions.	First-line supervisors (salary grade 16 and above)	Q1	2 days	50,000.00	350,000.00
3. Empowering the men and women of MWSS Leaders Program Tracks 3, 4, & 5	This course serves as a guide and continuation of assessing one's organization's readiness for change and empowerment, developing and enhancing one's skills in making effective presentation, and imparting basic skills on planning and leading a meeting. In essence, this course aims to enhance the	First-line supervisors (salary grade 16 and above) who have previously attended Leadership Program Track 1 and 2	Q1	3 days	75,000.00	450,000.00

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	<p>quality of managers and supervisors and employees identified to have leadership potential for better discharge of their duties and to make them eligible for consideration to climb the corporate ladder. The participants will be provided with developmental opportunities to allow them to acquire knowledge, skills and attitude necessary for more responsible positions.</p>					
<p>4. Professional and Effective Oral and Written Communication</p>	<p>Effective communication in the workplace enhances productivity of the employees and easily explains the messages and points to be delivered towards our partners and stakeholders</p>	<p>All employees</p>	<p>Q1</p>	<p>2 days</p>	<p>100,000.00</p>	
<p>5. Accounting Standards – Laws, Rules and Regulations</p>	<p>This training aims to equipped new hires and personnel under the Finance Department to be able to understand the new updates and processes to be undertaken in conformity with the COA Rules and Regulations.</p>	<p>Finance Department and Internal Audit Department Personnel</p>	<p>Q2</p>	<p>3 days</p>	<p>150,000.00</p>	
<p>6. Data Privacy Act of 2012</p>	<p>This training aims to effectively secure and protect the data and information that the agency is handling, record keeping and all transactions that the Agency is doing especially the sensitive information regarding our water system.</p>	<p>All employees</p>	<p>Q2</p>	<p>2 days</p>	<p>100,000.00</p>	

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7. Gender Sensitive Communication Skills and effective Business Writing (Basic)	Communication is an integral part of our daily life, Gaps could occur because of language barriers or cultural differences. A lack in good communication could also lead to misinterpretation, misunderstandings, or ruffled feathers in relationships. With communication training, however, these gaps can be overcome. You will not only learn how to articulate your thoughts better—you will also become a better, more open-minded listener.	All employees	Q2	3 days	250,000.00	
8. Values Orientation Workshop for men and women in the workplace.	The participants were primarily oriented on the Code of Conduct and Ethical Standards for government officials and employees which includes; commitment to public interest, professionalism, justness and sincerity, political neutrality, responsiveness to the public, nationalism and patriotism, commitment to democracy, and simple living.	All employees	Q2	2 days	100,000.00	
9. Effective Mentoring and Coaching for MWSS Personnel	The aim of this training is to provide participants with an understanding of the theory and practice of people development through mentoring and coaching. Participants will explore the values, behaviors, skills	Holders of 2nd level positions	Q2	2 days	100,000.00	

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	and capabilities that will enable them to understand and develop themselves and others.					
10. Informal Settlers Handling/Relocation Process, Laws, Rules and Regulations	This aims to explain the proper process of handling this kind of situational events wherein there are rights-of-way and project areas which have been illegally occupied by informal settlers. Also, this is to avoid any misunderstanding, conflict and mishandling during the whole process.	AMD and Engineering and Technical Operations Group Personnel and Staff	Q3	3 days	150,000.00	
11. Computer knowledge/ technology (Presentation Skills – MS PowerPoint/Excel and hyperlinks)	The course covers the major application groups of Microsoft Office – MS WORD, MS EXCEL, MS POWERPOINT, and the most recent Windows OS. The course allows the participants hands-on computer experience to investigate and explore the different capabilities inside the Windows Office	Administrative and Clerical positions and 2 <sup>nd</sup> level positions	Q3	2 days	100,000.00	
12. Land and Moveable Properties Appraisal and Disposal Process, Laws, Rules and Regulations	The training shall provide and enable the attendees to understand and be equipped with knowledge on the updates and guidelines on handling the disposal of government assets in accordance with the laws, rules and regulations and COA	Asset Management Department Employees and Staff	Q3	2 days	150,000.00	
13. Training on the Government Procurement Reform Act otherwise known as Republic Act 9184 and its Implementing Rules and	The training shall also provide key concepts and practical tools on procurement planning,	Members of the MWSS-CO Bids and Awards Committee (BAC)	Q3	2 days	150,000.00	

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Regulations (including updates)	project costing and technical specifications writing, and updates on the PhilGEPS System that aim to enhance the capacity and knowledge of government procurement officers and personnel on public procurement.					
14. Workshop/Seminar for Developing Culture of Excellence and Accountability	This program emphasizes that excellence is not an end-goal but habit and deepens participants understanding of accountability in the workplace.	All employees	Q3	2 days	150,000.00	
15. FIDIC and Contract Management	This training aims to help the participants to fully understand the technicalities during the implementation of the Project undertaken by MWSS. This is also to help the participants to know how to properly handle variations and be guided by the contracts during the implementation of the projects.	Engineering and Technical Operations Group Personnel including Project Management Office	Q3	3 days	250,000.00	
12. Documenting/Flowcharting Functions and Processes	The program emphasizes that participants will learn Flowchart Symbols and Meaning, and processes	Holders of 2 <sup>nd</sup> level positions	Q4	2 days	150,000.00	
13. Basic Records and Archives Management	Upon completion of these course participants will have the information and skills necessary to perform their records management duties more efficiently and effectively	Employees involve in Records Management keeping	Q4	2 days	150,000.00	

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14. Gender Sensitive Communication Skills and Business Writing (Advanced)	Aims supervisors and staff improves their technical writing skills through, a learners influenced, task-oriented and mixed- method learning design.	Holders of 2 <sup>nd</sup> level positions	Q4	3 days	100,000.00	
15. Succession Planning	Aims supervisors and management to prepare those personnel and next-in-rank employees in their respective departments. Also, to be able to understand of those next-in-ranks employees the importance of their roles and positions.	Holders of 2 <sup>nd</sup> level positions	Q4	3 days	150,000.00	
<p><b><u>All trainings/seminars and learning development which are unique/specific and are not included herewith shall be sourced out to achieve employee development targets</u></b></p>						
<b>TOTAL</b>					<b>Php 2,625,000.00</b>	

Prepared by:

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