

TRAINING PROGRAM FOR CY 2021

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 and to be able to strengthen the commitment, dedication and value.	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 make them eligible for consideration to climb the corporate ladder. The participants will be provided with developmental opportunities and challenges 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	200,000.00
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 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.	First-line supervisors (salary grade 16 and above) who have previously attended Leadership Program Track 1 and 2	Q1	3 days	75,000.00	350, 000.00
4. Professional and Effective Oral and Written Communication	Effective communication in the workplace enhances productivity of the employees and easily convey and delivery of ideas, messages, concepts and plans to the stakeholder's partners, and contractors. Likewise, effective communication skills produce efficient reports and compliances.	All employees	Q1	2 days	100,000.00	
5. Accounting Standards – Laws, Rules and Regulations	This training aims to equip 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. It will also form part of the succession planning.	Finance Department and Internal Audit Department Personnel	Q2	3 days	150,000.00	

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6. Data Privacy Act of 2012	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.	All employees	Q2	2 days	100,000.00	
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. Poor communication skills could lead to misinterpretation, misunderstandings, or ruffled feathers in relationships. With this training gaps will be properly articulated and address.	All employees	Q2	3 days	250,000.00	
8. Succession Planning and Knowledge Management	To be able to define, structure, retain and share the knowledge experience of employees within the organization. The main goal of this knowledge management training is to improve the MWSS efficiency and save knowledge within the agency. The succession planning will focus on disaster-proofs of the agency and will identify the strengths of the young leaders within the organization. This training will enable to increase the availability of knowledge and experience of capable employees that are prepared to assume the management roles as they become available.	Holders of 2 nd level positions	Q2	8 days	1,000,000.00	
9. Values Orientation Workshop for men and women in the workplace.	This training is envisioned to revisit the culture, ethical standards, code of conduct, integrity of MWSS Corporate Office employees. Strengthen and determine the strengths and weaknesses to enhance and for further development. Likewise, this training will include discussions on 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	
10. Basic Computer Literacy	This training will teach and guide the basics of computer operations and functions.	Holders of First-Level Positions	Q2	2 days	50,000.00	

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11. 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 and capabilities that will enable them to understand to further develop themselves and others.	Holders of 2nd level positions	Q2	2 days	100,000.00	
12. Informal Settlers Handling/Relocation Process, Laws, Rules and Regulations	This will include discussions on law, rules, policies and jurisprudence on the issue of relocation and other related concerns pertaining to informal settlers. The rules of agencies involve such as human rights, etc. mandated to protect the rights of the informal settlers. The National Housing Authority and Local Government Units who are mandated to provide housing programs. It will also include settlement of disputes and discussion on best practices of other agencies.	AMD and Engineering and Technical Operations Group Personnel and Staff	Q3	3 days	150,000.00	
13. Basic Life Support and Disaster Risk Management	This training will make the participants knowledgeable on basic life support and first-aid application and processes during emergencies.	Umiray-Angat Personnel and Project Management Office Personnel	Q3	2 days	100,000.00	
14. 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 applications and how to best use it. Maximize the full potential of the technology.	Administrative and Clerical positions and 2 nd level positions	Q3	2 days	100,000.00	
15. 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 existing laws, rules and regulations.	Asset Management Department Employees and Staff	Q3	2 days	150,000.00	
16. Training on the Government Procurement Reform Act otherwise known as Republic Act 9184	The training will provide updates on key concepts and practical tools on procurement planning, project costing and technical specifications writing, and updates on the PhilGEPS	Members of the MWSS-CO Bids and Awards Committee (BAC)	Q3	2 days	150,000.00	

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and its Implementing Rules and Regulations (including updates)	System that aims to enhance the capacity and knowledge of government procurement officers and personnel on public procurement.					
17. Workshop/Seminar for Developing Culture of Excellence and Accountability	This program emphasizes that excellence is not an end-goal but habit. It will deepen the participants understanding of accountability in the workplace.	All employees	Q3	2 days	150,000.00	
18. 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 will help the participants to understand the rules and regulations that governs the variations and execution of contracts.	Engineering and Technical Operations Group Personnel including Project Management Office	Q3	3 days	250,000.00	
19. Documenting/Flowcharting Functions and Processes	The program will focus on document control and flowchart processes including the liabilities.	Holders of 2 nd level positions	Q4	2 days	150,000.00	
20. Basic Records and Archives Management	Upon completion of these course, the 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	
<p><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></p>						
					TOTAL	
					Php	3,525,000.00

Prepared by:

Approved by:

LAURELYNN F. DELOS SANTOS
Department Manager A, HRODL

ROMEO D. RODEROS
Deputy Administrator, MSG