

## HRODL Learning & Development Activities for Q3 2018 to Q1 2020

| Training/Seminar                                                                                                                                | Venue/<br>Provider        | Tentative<br>Schedule                                                                       | Remarks                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1. Automotive Servicing NC II                                                                                                                   | TESDA<br>24 hours         | Q1 2019                                                                                     | Participants: driver mechanic, mechanical electrical operator, mech.-elect. control operator |
| 2. Electrical- Maintenance and Installation                                                                                                     | TESDA<br>24 hours         | Q2 2019                                                                                     | Participants: driver mechanic, mechanical electrical operator, mech.-elect. control operator |
| 3. Welding NC II                                                                                                                                | TESDA<br>24 hours         | Q3 2019                                                                                     | Participants: driver mechanic, mechanical electrical operator, mech.-elect. control operator |
| 4. Technical Drafting NC II                                                                                                                     | TESDA<br>24 hours         | Q4 2019                                                                                     | Participant: Draftsman                                                                       |
| 5. Mentoring/ Coaching                                                                                                                          | In-house<br>16 hours      | Q3 2018 (1 <sup>st</sup> & 2 <sup>nd</sup> batch)<br>Q4 2018 (3 <sup>rd</sup> batch)        | Participants : All MWSS Employees                                                            |
| 6. Leadership Training                                                                                                                          | In-house/Maynilad Academy | Q3 2018                                                                                     | Participants: Executive/Managerial Employees                                                 |
| 7. Leadership Training Series and Advance Leadership Training                                                                                   | CSC-CSI<br>40 hours       | Q1 2019<br>Q2 2020                                                                          | Participants: Executive/Managerial Employees                                                 |
| 8. Public Service Values Program (PSPV) Orientation                                                                                             | In-house<br>24 hours      | 1 <sup>st</sup> batch Q1/20<br>2 <sup>nd</sup> batch Q2/20<br>3 <sup>rd</sup> batch Q3/20   | Participants : All MWSS Employees                                                            |
| 9. Nurturing a Culture of Accountability                                                                                                        | In-house<br>24 hours      | Q2 2019                                                                                     | Participants: Executive/Managerial Employees                                                 |
| 10. Supervisory Development Course and Supervisory Techniques                                                                                   | In-house<br>24 hours      | Q2 2019                                                                                     | Participants: 2 <sup>nd</sup> Level Employees                                                |
| 9. Advance Computer Training                                                                                                                    | TESDA<br>24 hours         | Q3 2020<br>1 <sup>st</sup> batch Q1<br>2 <sup>nd</sup> batch Q2<br>3 <sup>rd</sup> batch Q3 | Participants : All MWSS Employees                                                            |
| 11. Effective Business Writing (Memos, Emails, Agendas, Meeting Minutes, etc)                                                                   | In-house<br>24 hours      | 1 <sup>st</sup> batch Q1<br>2 <sup>nd</sup> batch Q2<br>3 <sup>rd</sup> batch Q3            | Participants : All MWSS Employees                                                            |
| 12. Records and Filing Management                                                                                                               | In-house<br>24 hours      | Q2 2020                                                                                     | Participants: 2 <sup>nd</sup> Level employees                                                |
| 13. Bookkeeping and Basic Accounting for Non-Accountant                                                                                         | In-house                  | Q3 2020                                                                                     | Participants: 2 <sup>nd</sup> Level employees                                                |
| 14. Emergency Response Training<br>a. Wilderness Search and Rescue<br>b. Flood Incident Response<br>c. Earthquake, Landslide, Search and Rescue | MMDA                      | Q4 2018                                                                                     | Participants: Personnel of the different projects of MWSS                                    |
| 15. GAD Orientation                                                                                                                             | In-house<br>16 hours      | Q3 2018 (1 <sup>st</sup> batch)<br>Q4 (2 <sup>nd</sup> & 3 <sup>rd</sup> batch)             | Participants : All MWSS Employees                                                            |
| 16. GAD Planning                                                                                                                                | In-house<br>8 hours       | Q3 2018                                                                                     | Participants: GFPS & TWG members                                                             |
| 17. GAD Mainstreaming                                                                                                                           |                           | Q1 2019                                                                                     | Participants : All MWSS Employees                                                            |
| 18. Gender Sensitivity Training                                                                                                                 |                           | Q3 2019                                                                                     | Participants : All MWSS Employees                                                            |