PHILIPPINE COCONUT AUTHORITY
Human Resource Division

2022 PROPOSED LEARNING AND DEVELOPMENT PLAN
As of 25 Jan 2022

					Total	8,443,587.50			

				(A)	(B)	(C)	(D)	(E = A*B*2.5%)	(F = (A*B*)+C+D+E)			
Proposed Schedule	Training title/Course	Course Description/Objective	Participants	No. of Participants	Per Capita Based on DBM Circular (Minimum Cost)	Honorarium (minimum perday)	Materials	Contingencies (2.5% of Training Cost)	Proposed Budget (to include honorarium, materials and contingency fund)	Facilitator/Resource Speakers	Must/Wants	REMARKS
	Organizational Development	Consultancy for Organizational development				2,000,000.00			2,000,000	Consultancy provider	Must	to be procured trhough BAC
First Quarter	Project Monitoring and Evaluation Training	This training is designed to help training participants practice project monitoring and principles in assessing PCA initiatives. In order to measure the knowledge, skills and attitude gained by the training participants, written examination will be conducted at the end of the training module.	Technical Staff (RDB)	26	2,000	10,000	3,000	1,300	66,300	Pool from PCA/ATI	Must	
First Quarter	Data Knowledge and Management	The training on Data Knowledge Management Seminar provides an overview of how knowledge is managed in the organization through a systematically and organizationally specified process for acquiring, organizing, sustaining, applying, sharing and renewing knowledge to employees.	Technical Staff (Central, Regional, Research)	100	2,000	30,000	3,000	5,000	238,000	PCA pool/training provi	Must	It will be conducted in 3 batches (Luzon, Visayas and Mindanao)
First Quarter	Linkage and Convergence	This training is designed to reinforce and educate the participants on the fundamental principles of linkage and convergence for a unified sense of purpose. Through efficient and coordinated efforts between concerned agencies, duplication of efforts and waste can be avoided. In order to measure the knowledge, skills and attitude acquired by the participants, a modular exam including different assessment tools will be carried out at the end of the module	DC III/I, PDO IV,PEO IV, PO IV, BS IV	48	2,000	10,000	3,000	2,400	111,400	CSC or any accredited training provider	Must	

Quarter	Training Title	Description	Participants	No.					Total	Provider	Priority	Remarks
First Quarter	Project Management Seminar and Workshop for Leaders	The Project Management Seminar and Workshop covers the fundamental concepts and applied techniques for cost effective management of both long-term development program and short-term projects. This deals with planning, scheduling, organizing and controlling projects.	RM, DM, DC III, Atty. VI, Atty. V, BS V, DC I	52	2,000	10,000	3,000	2,600	119,600	PCA Pool/Civil Service Institute or any accredited training provider	Must	
First Quarter	Planning and Programming Vital Tools to Effective Organization and Project Development	This training course is designed to reinforce and educate participants on the fundamental principles of planning and programming to gain competitive advantage as an industry. In order to measure the knowledge, skills and attitudes acquired by the participants, an examination including the different assessment tools will be conducted at the end of the course.	Technical Staff (Central, Regional, Research)	100	2,000	30,000	3,000	5,000	238,000	DA/ATI or accredited training provider	Must	To be conducted in 3 batches
First Quarter	Effective Communication for a Better Project Implementation and Performance Organization	This training is designed to reinforce and educate the participants/trainees on the fundamental principles of effective communication for the enhanced, competitive and successful performance of the organization and implementation of the Authority's programs and projects. Through studying the various elements and forms of communication, report writing, information technology and coaching and mentoring, the participants/trainees will gain a broader intellect and understanding of the importance and complexity of communication	Technical Staff (Central, Regional, Research	100	2,000	30,000	3,000	5,000	238,000	PIA/ATI or any accredited training provider	Must	To be conducted in 3 batches
First Quarter	Basic Resource Management	Basic Resource Management training is designed to introduce some of the basic concepts and skills supporting resource management and how they apply to PCA. In order to measure the knowledge, skills and attitude gained by the participants, an action plan will be required from the participants that can be implemented in their work areas.	RMs, Dept. Managers Atty. VI , DC III/I, BS V	52	2,000	10,000	3,000	2,600	119,600	PCA pool, DAP. ATI or any accredited training provider	Must	
First Quarter	Financial Wellness	This is a training that will help employees to be fiscally healthy.The employees will know how to manage money. They will also be able to establish short-term and long-term financial plans, know how to smartly spend money, invest and save it.	Rank and File employees (1st batch)	100			3,000		3,000	Financial Advisor	wants	The training is free of charge. A token of appreciation shall only be given to the Resource Person

Quarter	Training Title	Description	Participants	No. of Pax	Cost 1	Cost 2	Cost 3	Cost 4	Total	Resource Person	Priority	Remarks
First Quarter	Financial Wellness	This is a training that will help employees to be fiscally healthy.The employees will know how to manage money. They will also be able to establish short-term and long-term financial plans, know how to smartly spend money, invest and save it.	Rank and File employees (2nd batch)	100			3,000		3,000	Financial Advisor	Must	The training is free of charge. A token of appreciation shall only be given to the Resource Person
First Quarter	Financial Wellness	This is a training that will help employees to be fiscally healthy.The employees will know how to manage money. They will also be able to establish short-term and long-term financial plans, know how to smartly spend money, invest and save it.	Rank and File employees (3rd batch)	100			3,000		3,000	Financial Advisor	Must	The training is free of charge. A token of appreciation shall only be given to the Resource Person
First Quarter	Financial Wellness	This is a training that will help employees to be fiscally healthy.The employees will know how to manage money. They will also be able to establish short-term and long-term financial plans, know how to smartly spend money, invest and save it.	Rank and File employees (4th batch)	100			3,000		3,000	Financial Advisor	Must	The training is free of charge. A token of appreciation shall only be given to the Resource Person
First Quarter	Training on Intellectual Property	This aims to ensure that PCA creators, innovators and authors of technologies and researchers are recognized and protected from infringement. This will also promote creativity and innovation in PCA.	LAS and members of IP committee per MC No. 04, s. 2016	30	3,000				90,000	IP experts (IPOPhil) / UP	Must	
First Quarter	Reseach and Technology Generation Training	This is a training/seminar that will enhance the researchers' knowledge, awareness and capacity to generate innovative and commerciable technologies, protocols, products and services in their respective discipline. Researchers shall be equipped with the necesary knowledge and capability to develop cpmmerciable technologies, protocols and services in their respective disciple and transfer the generated technologies to extension workers and coconut industry stakeholders.	Researchers	26	2,000	10,000	3,000	1,300	66,300	PCA/DOST/BAR or other research consortiumn providing the training course	Must	

Second Quarter	Project Monitoring and Evaluation Training	A training designed to introduce tools and strategies in extension and communication to be able to deliver efficient and effective extension services in the field. An examination will be provided every after module to assess the knowledge and skills attained by the participants.	Field Extension Workers (SA, Agi I&II)	100	2,000	30,000	3,000	5,000		238,000	DA/ ATI or accredited training provider	Must	To be conducted in 2 batches
Second Quarter	Extension and Communication Services Training	A training designed to introduce tools and strategies in extension and communication to be able to deliver efficient and effective extension services in the field. An examination will be provided every after module to assess the knowledge and skills attained by the participants.	Field Extension Workers (SA, Agi I&II)	100	2,000	30,000	3,000	5,000		238,000	DA/ ATI or accredited training provider	Must	To be conducted in 3 batches
Second Quarter	Documentation and Reporting Seminar	Documentation and Reporting Seminar aims to develop the skills and capabilities of extension workers in the preparation of a good and acceptable project proposals and to be able to convince and persuade stakeholders in accepting the proposals relative to PCA's plans and programs	Field Extension Workers (SA/Ag I Ag II)	100	2,000	30,000	3,000	5,000		238,000	PCA/ATI or accredited training provider	wants	To be conducted in 3 batches
Second Quarter	Documentation and Reporting Seminar	Documentation and Reporting Seminar aims to develop the skills and capabilities of extension workers in the preparation of a good and acceptable project proposals and to be able to convince and persuade stakeholders in accepting the proposals relative to PCA's plans and programs	Field Extension Workers (SA/Ag I Ag II)	100	2,000	30,000	3,000	5,000		238,000	PCA/ATI or accredited training provider	must	To be conducted in 3 batches
Second Quarter	Pre-retirement Counselling for Government Employees	This activity will prepare and provide counselling to retiring government employees on their possible retirement from the service and assist them on coping up with the changes in their personal and professional life. To help retirees plan for possible personal and professional engagement after retirement. The counselling aims to help them to properly and productively invest their retirement funds in the future.	Retiring employee for CY 2022	50	2,000	10,000	3,000	2,500		115,500	GSIS	Must	

Quarter	Program	Description	Participants	No.					Total	Provider	Priority	Remarks
Second Quarter	Supervisory Development Course 2&3	Designed to hone and improve participants' competencies in supervision, leadership and management guided with the requirements for supervisors and the assessment of their own areas of responsibilities. To equip supervisors on how to manage people in the organization with the right attitude and in accordance to moral governance. This also aims to enhance the leadership competencies of supervisors to ensure employee empowerment in their organizations	Technical Staff (SG 18-22)	100	2,000	30,000	3,000	5,000	238,000	Civil Service Commission	Must	To be conducted in 3 batches
Second Quarter	Continuing Professional Development / Mandatory Continuing Legal Education	This professional development aims to ensure that the individual enhances their skills and abilities in the field of their profession. This will also help them learn the latest updates and trends in the execution of their respective profession for the betterment of the organization.	Lawyers, CPA, Chemist, Agri	263	5,000			32,875	1,347,875	Accredited CPO/MCLE providers	Must	The fees are a little higher because this is a specialized training intended for license professionals. Untis earned from this training shall be credited to their Continuing Rrofessional Development. Schedules vary on the dates set by the providers. PCA subsidizes the training fees.
Second Quarter	Business Writing Workshop for Administrative Assistant, TS and Supervisors	This program is crafted to develop personnel to write clear and persuasive messages fast and respond to client request and concerns tactfully. The training aims to improve the technical writing skills of administrative staff, technical staff and supervisors draft and prepare concise and persuasive letters, memorandum and technical report and other business correspondences as the case may be.	Admin Asst.	46	2,000	30,000	3,000	2,300	127,300	PCA Pool/ATI	Must	
Second Quarter	Values Formation	This course will re-orient public servants of the different fundamental values in the performance of their duties and showcasing the exemplary performance of government civil servants demonstrating the public service values of Patriotism, Integrity, Excellence, and Spirituality	officers and employees	100	2,000	10,000	3,000	5,000	218,000	CSI/CSC/any accredited training provider	Wants	To be conducted in 3 batches (fist Batch)
Second Quarter	Gender and Development (GAD) Training	To re-orient members of the GAD Focal Pont System of the basci principles of GAD	GFPS members	50	2,000	10,000	3,000	2,500	115,500	PCW	Must	
Second Quarter	Cash Management and its Internal Control System	To enhance capabilities of PCA Cashiers on cash management and internal control to avoid COA findings in the future	Cashiers	16	3,000	10,000	3,000	1,200	62,200	AGIA/COA	Must	

Quarter	Title	Description	Participants	No.					Total	Training Provider	Must/Wants	Remarks
Second Quarter	Tiredness and Fatigue Management/Defense Driving for Drivers	This is a course designed to determine the difference between tiredness and fatigue. It will also discuss the possible causes of tiredness and fatigue and on how to overcome and manage these feeling in the performance of duty. In the training, the different mechanics for defensive driving shall be presented. It will help employees learn to recognize the signs of fatigue and to evaluate it, address it, and take steps to prevent it in the future. The program aims to teach drivers of self- control and other driving etiquette while on the road	Drivers	23	2,000	10,000	3,000	1,150	60,150	LTO/ accredited training provider	Must	
Second Quarter	Training on GMP, HACCP, Plant Inspection and Audit		PCA technical field personnel and selected coconut based MSMEs				-		-			Charged to PTR budget (**php 1,000,000.00**)
Second Quarter	Values Formation	This course will re-orient public servants of the different fundamental values in the performance of their duties and showcasing the exemplary performance of government civil servants demonstrating the public service values of Patriotism, Integrity, Excellence, and Spirituality	officers and employees	100	2,000	20,000	3,000	5,000	228,000	CSI/CSC/any accredited training provider/ PCA pool of trainers	Wants	To be conducted in 3 batches (Second Batch)
Third Quarter	Agro tech training c/o OB	The course is designed for the newly hired field personnel as part of their on boarding process aimed at building and broadening the individual technical skills and knowledge for an effective and efficient delivery of extension services and improving theri competency level	Agriculturist	85	-	-	-	-	-	PCA pool of expert	must	online lecture; practicum (face to face) - charged to Project funds (**Php 4,023,075.00**)
Third Quarter	On field training on Harmonized Inspection System of Certification (e.g. GAP, Organic, Fair Trade, etc)		PCA technical field personnel and selected coconut based MSMEs				-		-		must	Charged to PTR budget (php **75,000.00**)
Third Quarter	Values Formation	This course will re-orient public servants of the different fundamental values in the performance of their duties and showcasing the exemplary performance of government civil servants demonstrating the public service values of Patriotism, Integrity, Excellence, and Spirituality	officers and employees	82	2,000	20,000	3,000	4,100	191,100	CSI/CSC/any accredited training provider/ PCA pool of trainers	Wants	To be conducted in 3 batches (Third Batch)

Third Quarter	Business Writing Workshop for Technical Staff	This program is crafted to develop personnel to write clear and persuasive messages fast and respond to client request and concerns tactfully. The training aims to improve the technical writing skills of administrative staff, technical staff and supervisors draft and prepare concise and persuasive letters, memorandum and technical report and other business correspondences as the case may be.	Technical Staff	97	2,000	30,000	3,000	4,850	231,850	PCA Pool/ATI	Must	to be conducted in 3 bateches (sst batch)
Third Quarter	Business Writing Workshop for Technical Staff	This program is crafted to develop personnel to write clear and persuasive messages fast and respond to client request and concerns tactfully. The training aims to improve the technical writing skills of administrative staff, technical staff and supervisors draft and prepare concise and persuasive letters, memorandum and technical report and other business correspondences as the case may be.	Technical Staff	97	2,000	30,000	3,000	4,850	231,850	PCA Pool/ATI	Must	Second Batch
Third Quarter	Business Writing Workshop for Technical Staff	This program is crafted to develop personnel to write clear and persuasive messages fast and respond to client request and concerns tactfully. The training aims to improve the technical writing skills of administrative staff, technical staff and supervisors draft and prepare concise and persuasive letters, memorandum and technical report and other business correspondences as the case may be.	Technical Staff	97	2,000	30,000	3,000	4,850	231,850	PCA Pool/ATI	Must	Third Batch
Third Quarter	Competency-Based Interviewing	The competency-based interview is an integral part of the selection process. Through this training, Administrative Officers and members of the RSC will be able to ask questions that require candidates to demonstrate that they possess a particular skill or competency the organization is looking for.	AO/HRMPSB/RSC	15	3,000	10,000	3,000	1,125	59,125	CSC/PMAP	Must	
Third Quarter	Fundamentals of Org'l. Dev't	This training aims to improve the over all performance of the organization through application of the different fundamentals on organizational development. This will increase knowledge on organizational development.	HRD Tech staff	6	2,000	10,000	3,000	300	25,300	PMAP or accredited training provider	Must	
Third Quarter	Competency Based Recruitment and Selection	Competency based recruiting and selection is a **behavioural based interviewing process** designed to provide specific information that allows the interviewer to predict future job related behaviours based on the past experiences and of the applicant. The training helps personnel involved in recruitment and selection to determine and select the best employees to fit the position	AO/RSC/ HRMPSB	15	3,000	10,000	3,000	1,125	59,125	CSC/PMAP or accredited training provider	Must	

Quarter	Course	Description	Target Participants	No.					Total	Provider	Priority	
Third Quarter	Results Oriented Training Design	This course shall be able to participants develop with a results oriented or results based training design to come up with a practical and implementable output. The training will help learners to craft a training design which is results oriented to improve performance skills and achieve best outcomes	AO V/ Training Specialist III	15	3,000	10,000	3,000	1,125	59,125	CSC/PMAP or accredited training provider	Must	
Third Quarter	HR Analytics	This course is designed to have an overview and knowledge on how to collect and analyze HR data and information to improve the workforce and the organizational performance. This will help the organization develop or focus on making HR improvements or initiatives in the future. The training on HR Analytics and Audit shall train participants of the fundamental principles and methods to properly collect and analyze HR data and information	Admin Officers V (CO/RO RC)	18	3,000	10,000	3,000	1,350	68,350	PMAP/CSC or accredited training provider	Wants	
Third Quarter	Leadership in Digital Era	Thi s training will help officers lead in the era of digital transformation that requires leaders to be both people-oriented and technically minded.	Officers	55	5,000	50,000	3,000	6,875	334,875	CSI/HURIS/Covey or accredited training provider	Must	
Third Quarter	Leading and Managing Change	It is a course that would enhance PCA officers' competencies in change management. It provides a deeper understanding between Change Management and Change Leadership in the organization. It illustrates the importance of change for the improvement of the workplace	Officers	55	5,000	10,000	3,000	6,875	294,875	CSI/HURIS/Covey or accredited training provider	Wants	
Third Quarter	Thinking Strategically and Creatively	This course is designed to elaborately define the difference between thinking strategically and creatively in the workplace. It is also a training that will help officers improve their management and leadership approach to any challenges and allows participants to focus on the important aspect of the issue.	Officers	55	5,000	50,000	3,000	6,875	334,875	CSI/HURIS/Covey or accredited training provider	Must	
Third Quarter	Risk Management	The purpose of risk management training is to raise basic awareness of risk management concepts and mechanisms, to enable participants to identify and manage risks in their own units and to strengthen project management through adequate forward planning of potential risks. Risk management training helps organizations identify, assess and control risks and put in place effective frameworks for making informed decisions	PCA officers/ members of Risk Disaster Mgt. Comm	55	5,000	50,000	3,000	6,875	334,875	CSI/HURIS/Covey/ Office of the Civil Defense or accredited training provider	Must	

Quarter	Program	Description	Target Participants	No.					Total	Provider	Priority	
Fourth Quarter	Competency Based Talent Management	The basic purpose of talent management is to **recruit, develop, and retain best talent in the organization in recognition of their competencies**. To help Administrative Officers ensure that talents/employees with the right skills and qualities stay with the organization for a long time.	AO	20	3,000	10,000	3,000	1,500	74,500	PMAP/CSC	Wants	
Fourth Quarter	Business Writing Workshop for Supervisors	This program is crafted to develop personnel to write clear and persuasive messages fast and respond to client request and concerns tactfully. The training aims to improve the technical writing skills of administrative staff, technical staff and supervisors draft and prepare concise and persuasive letters, memorandum and technical report and other business correspondences as the case may be.	Supervisors	35	2,000	30,000	3,000	1,750	104,750	PCA Pool/ATI	Must	
Fourth Quarter	Developmental Conversations for Leaders	The purpose of theisleadership training is to make leaders competent to function effectively and manage and influence the employees through conversation. This will help them explain their position, goals, opinion to avoid misunderstanding with staff.	officers	55	5,000	50,000	3,000	6,875	334,875	CSI/HURIS/Covey or accredited training provider	Must	
Fourth Quarter	Seminar on 2017 Revised Rules on Administrative Cases in the Civil Service (RRACCS)	This training on the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) conducted by the Civil Service Commission is to educate and empower the public; the disciplining authorities of the different government agencies and instrumentalities of the basic rules and regulation on the complaints lodged by employees and the public	Lawyers/Members of the Discipline Comm	20	2,500	10,000	3,000	1,250	64,250	CSC/CSI	Must	
Fourth Quarter	Updates on Leave Administration for Effectiveness	This program covers topics that will build the capacity of *administrative* personnel on leave benefits. This is a CSC sponsored training to enhance the skills and competencies of personnel in charge of leave administration and other benefits.	Admin Staff in charge of leave processing	16	2,500	10,000	3,000	1,000	54,000	CSC	Must	
Fourth Quarter	Records and Archives Management	This course involves how employees create, store, archive and dispose of official records. This training will help employees understand how certain types of records are governed by laws. This will help participants learn about obligations to retain records securely. It also aims to let them understand how records are being created, maintained, stored and disposed responsibly.	Records Officers/Eas	25	2,500	10,000	3,000	1,563	77,063	National Archives of the Phils./ Records Officers Asso. Of the Phils	Wants	
Fourth Quarter	Training on RA 9184 and its IRR	This is to capacitate members of BAC to fulfill the mandate of good governance and transparency in the procurement process of goods and services	BAC members, BO, IA	50	3,000	10,000	3,000	3,750	166,750	GPBB/ AGIA	Wants	

Quarter	Training	Description	Participants	No.					Total	Reference	Priority	
Fourth Quarter	Training for Accounting and Supply Officers /Staff	This proposed training aims to enhance the competencies of finance and supply officers in the performance of their duties. Aims to capacitate finance and supply officers to reconcile financial records to avoid adverse COA observations in the future	Finance and Supply Officers	35	3,000	10,000	3,000	2,625	120,625	COA / GPPB / AGIA	Must	
Fourth Quarter	Training on Property Management (appraisal and Disposal)	The goal of this course is to provide property officers with the tools and expertise necessary to professionally manage the serviceable and unservicialbe properties of PCA.	Supply Officers / Buyers	30	3,500	10,000	3,000	2,625	120,625	COA / GPPB / AGIA	Must	
Fourth Quarter	Training on Omnibus Rules on Appointment and Other Human Resource Action (ORAOHRA)	The goal of this course is to provide members of the HRMPS and the Regional Screening Committee of the updates on the Omnibus Rules on Appointment and Other Human Resource Action. To familiarize members of the HRMPSB and RSC of the different rules and regulations governing recruitment and selection	AO / RSC / HRMPSB	30	3,000	10,000	3,000	2,250	105,250	CSC	wants	

Prepared by: Noted by: Approved by:

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