



Republic of the Philippines
OFFICE OF THE PRESIDENT
PHILIPPINE RECLAMATION AUTHORITY

7th floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati
 Tel. No.: (02) 459-5000 • Facsimile No.: (02) 815-2662
 Website: www.pea.gov.ph • Email: info@pea.gov.ph

2021 SEMINARS/TRAININGS/WORKSHOPS/CONVENTIONS
ATTENDED BY EMPLOYEES

Title	Description	Learning Service Provider	No. of Hours	No. of Participants
Data Privacy Awareness, Compliance, Privacy Impact Assessment and Cyber Security	The workshop on Data Privacy Awareness, Compliance, Privacy Impact Assessment and Cyber Security covers the detailed information about the Data Privacy Act, how to comply with the National Privacy Commission's road map towards security of personal data in the Government agencies and discussions and demo about cyber threats and attacks.	Yisrael Solutions and Consultancy Inc.	18	1
Short Course on Training Assistant Development Program	The Short Course on Training Assistant Development Program is designed to equip the training assistant with skills in coordinating, preparing and documenting workshops. It also aims to equip the training assistant with the competencies needed in assisting facilitators during workshop runs.	Ateneo CORD	16	1
Developmental Conversations for Leaders	The Developmental Conversations for Leaders is a blended course that will guide the participants to effectively conduct developmental conversations with others using a structured approach. This course uses group mentoring/coaching to develop mentors/coaches by handholding them through the various stages of the process.	Civil Service Commission- Civil Service Institute	24	13
2021 Forum for Competition in Developing Countries	The 2021 Forum for Competition in Developing Countries, the PCC's flagship advocacy event, aims to tackle the many challenges facing regional supply chains in the new normal and to determine the role of dynamic competition policy in designing resilient supply chains in the long run. The Forum shall provide a platform for	Philippine Competition Commission	6	2

	sharing of country experiences in transforming their supply chains, and for an exchange of ideas on innovative responses to reinvigorate businesses and rebuild economies. Proceedings of the Forum aim to inform antitrust authorities and other government agencies on how to incorporate supply chains resiliency in the implementation of the national competition policy.			
Mastering Legal Forms	This webinar aims the participants to learn how to write affidavits, pleadings, criminal-complaints and complaints-affidavit and master legal Forms.	CFS Creative Training and Management	8	2
Best Practices Guide to the Law and IRR for Procurement of Consulting Services (Rules, Updates and Remedies under RA 9184)	This webinar is intended to learn government procurement processes and procedures on consulting services based on RA 9184, its 2016 IRR, and the recent issuances of the Government Procurement Policy Board (GPPB), its Technical Services Office (TSO), Guidelines in the formulation and revision of APP, Registration, Eligibility Requirements, Submission of Bids under PhilGEPS, and many more, for government officials to avoid getting into trouble.	Center for Global Best Practices	6	2
Performance Management for PRIME-HRM Level 2	This course shall enable HR Practitioners on Performance Management of public sector agencies to review their existing Performance Management (PM) Policy and Process and identify areas where customization can be made for it to be more responsive to agency's specific needs. Participants shall be able to walk through the PM cycle vis-à-vis the PRIME-HRM Level 2 requirements and shall be guided in the development of a customized PM system. Participants shall also be equipped with the competency of administering the PM Process.	Civil Service Commission-Civil Service Institute	21	2
Trend Watch Learning Series 12- HR in the New Normal	Discussion on the work trends and challenges that the organization face one year after the COVID-19 lockdown and the competencies that must be developed by HR practitioners to care for employees and prepare the organization for the future.	Ateneo CORD	4	5
Training Needs Analysis	Training Needs Analysis (TNA) is essential to align the skills currently available with those required to meet strategic objectives. TNA will also help participants to diagnose if when training will solve/close the competency gaps and when alternative interventions	Business Coach, Inc.	3	6

	might be needed. It will also guide those involved in a training needs analysis to play their part effectively.			
Recruitment, Selection and Placement (RSP) for PRIME-HRM Level 2	This course shall enable HR Practitioners & HRMPSB members of public sector agencies to review their existing RSP Policy and Process and identify areas where customization can be made for it to be more responsive to agency's specific needs.	Civil Service Commission – Civil Service Institute	25	2
47th Annual Regional Convention of Geodetic Engineers	47th Annual Regional Convention with the Theme: "Uplifting the Geodetic Engineering Role: Leading in the time of Pandemic"	GEPI Region IV – Convention Fund	8	1
Enabling Employee Well-Being and Resilience	Full Online course designed towards deepening the professionals' and individuals' understanding of workplace well-being and employee resilience, and how these can be enhanced in the organization through well-being strategies and culture-building initiatives.	Ateneo CORD	24	1
CARES 2.0 "A Framework for Mental Health Strategy and Policy Formulation in Organization"	This Course aims to guide Organizations in their Initial formulation of Mental Health strategies and Policies following the CARES 2.0 Framework	Ateneo CORD	15	2
Gender, Diversity and Social Inclusion	This Course is designed to raise the civil servants' awareness on the various dimensions of diversity in the Philippines. It seeks to equip the participants with sensitivity to the impact of diversity, usually exclusion of particular groups especially with respect to gender and provide tools for handling diversity and fostering a culture of inclusion in their respective workplaces. A major strategy for inclusion is mainstreaming the socially excluded groups. Illustrative of this approach is gender mainstreaming which seeks to promote gender equality.	Civil Service Commission – Civil Service Institute	11	2
Rules on Administrative Cases in the Civil Service	This training empowers the citizenry and provides the disciplining authorities in government with the tools and weapon in dealing with situations that calls for the filing of administrative cases against erring and abusive public servants. Knowing the rules is also helpful to those who need to defend themselves against unfair complaints and accusations.	Center for Global Best Practices	6	5

Government Procurement Reform Act (R.A.9184) and Its Revised IRR and Updates	Designed to provide participants a comprehensive understanding of the concepts and approaches on planning and management of development programs and projects.	Association of Government Internal Auditors, inc. (AGIA)	24	1
Basic Project Management	Designed to provide participants a comprehensive understanding of the concepts and approaches on planning and management of development programs and projects.	Development Academy of the Philippines	40	20
Strategic Foresight using Scenario Planning	Aims to introduce the use of strategic foresight as an approach in organizational planning. The participants will be acquainted with basic concepts, principles and tools in scenario planning.	Development Academy of the Philippines	40	1
Best Practices Guide to Prepare New Bid Forms and Templates for Consulting Services	This online training program aims to enhance the skills of participants in the preparation and use of the PBD 5th Edition for Consulting Services and the New Required Bid Forms and Templates. This is designed to help the procuring entities adequately prepare a set of bidding documents that will be responsive to the needs of the end users and to allow the prospective bidders prepare bids that will be responsive to all the requirements for the procurement thereby increasing their chances of winning the bid for government projects.	Center for Global Best Practices	3	3
Formulating Values Policy Guideline	This workshop emphasizes the relevance and significance of formulating/crafting the Policy Guidelines that will strengthen the Agency's Core Values.	Civil Service Commission – Civil Service Institute	16	2
1st Semester CSI Leadership: Nurturing a Tech-Savvy Culture	The CSI Leadership Series is a learning and networking event designed to inspire government executives, directors and managers to continually enhance their leadership effectiveness. It showcases the best practices of successful leaders and managers in both the government and the private sectors. It is based on the premise that an executive or manager has the power of influence and the capability to bring about significant impact on people and organizations especially on those they work with or whom they serve.	Civil Service Commission – Civil Service Institute	8	6
Operations and Management Audit	This Webinar aims to provide online learning that will enhance the knowledge and skills of the Internal Auditors on the different concepts of audit key processes in Compliance, Management and	Association of Government Internal Auditors, inc. (AGIA)	24	1

	Operations audits as outlined in the IASPPS of COA and the Revised PGIAM 2020. It also aims to provide operational tools and templates to be utilized by the Internal Auditors in the conduct of Management and Operations Audits.			
Remote Auditing on the Public Sector	"The seminar will be covering the concept of Remote Auditing and its relationship to the Internal Auditing Standards and Framework as enunciated in the Revised PGIAM and the Internal Auditing Standards in the Philippine Public Sector and other International Auditing Practices."	Association of Government Internal Auditors, inc. (AGIA)	16	2
Public Service Values Programs	This workshop aims to enable participants in strengthening and harnessing the core values of a Public Servant: Patriotism, Integrity, Excellence and Spirituality (PIES) especially in this time of pandemic for the enhancement of their organization's capability in pursuing strategic leadership and management.	Civil Service Commission – Civil Service Institute	14	14
Philgeps Buyer Training	Online training on the use of PHILGEPS Learning Management System for tutorial guidance on system use.	E-Blackboards Learning and Solutions Inc.	16	17
Improving the organization and control of files for effective recordkeeping	Enable participants to have comprehensive knowledge of the importance of classifying and organizing files for easy access and quick retrieval and to monitor all movements of records within and outside of the office or department.	Government Records Officers Association of the Philippines (GROAP)	24	1
The Philippine Budgeting System	This course will feature the concepts in budgeting, technologies, the importance of planning and budgeting linkage, approaches and techniques on how the budget is being formulated, and the different phases of the Budget Cycle.	Association of Government Internal Auditors, inc. (AGIA)	16	3
1st Government Internal Auditors Summit	This 2- day seminar will cover topics on the latest tools and most effective strategies that can be adopted by Internal Auditors in performing audits during the time of pandemic	Association of Government Internal Auditors, inc. (AGIA)	16	4
Emotional Intelligence and Leadership	Coined by John Mayer and Peter Salovey, Emotional Intelligence is the capacity of an individual to understand and manage one's emotions. It is the measure of how one can easily recognize and become aware of their own emotions, thus, influence others and handle interpersonal relationships. In leadership, emotional intelligence predicts how a leader steers the performance and	Civil Service Commission – Civil Service Institute	13	4

	<p>culture of their organization in the midst of high and low circumstances. Nowadays, EI is a more in-demand requirement among leaders as it is a crucial trait that encompasses wide-ranging leadership functions that goes beyond technical skills. This program aims to develop leadership self-awareness, discover how to strengthen Emotional Intelligence as leaders through a concrete Emotional Intelligence Self-Development Action Plan.</p>			
<p>Learning and Development for PRIME-HRM Level 2</p>	<p>This course shall enable HR Practitioners of public sector agencies to review their existing Learning and Development (L&D) Policy and Process and identify areas where customization can be made for it to be more responsive to agency's specific needs. Participants shall be able to walk through the L&D cycle vis-à-vis the PRIME-HRM Level 2 requirements and shall be guided in the development of a customized L&D system and the preparation, execution, monitoring and evaluation of an L&D Plan. Participants shall also be equipped with the competency of administering the L&D Process.</p>	<p>Civil Service Commission – Civil Service Institute</p>	<p>25</p>	<p>4</p>
<p>Environmental on Ecosystems Valuation</p>	<p>The training will assist concerned stakeholders in the Philippines by providing a systematic and science-based perspective on valuing the benefits of the ecosystems and their services to further ensure that a balance between utilization/socio-economic development and conservation is achieved.</p>	<p>School of Environmental Science and Management (SESAM) – UP Los Baños</p>	<p>24</p>	<p>2</p>
<p>Environmental Impact Assessment</p>	<p>The training will provide an opportunity to strengthen our advocacy in updating our environmental professionals concerning EIA preparation and processes and Climate Change Vulnerability Assessment.</p>	<p>School of Environmental Science and Management (SESAM) – UP Los Baños</p>	<p>40</p>	<p>4</p>
<p>Records Management: Home Edition</p>	<p>It aims to provide learning on records management and remote challenges related to Covid-19 crisis, tips on how to meet records management responsibilities at a telework site, how to maintain records and information security when working remotely and records and information management best practices when working outside the work place.</p>	<p>Philippine Records Management Association (PRMA)</p>	<p>8</p>	<p>22</p>

Basic Training Course for Pollution Control Officer	This training aims to develop the capacity of Pollution Control Officer (PCO) in performing their functions, duties and responsibilities using accelerated learning techniques based on actual experiences and best practices.	Pollution Control Association of the Philippines	40	3
5th Philippine Solid & Hazardous Waste Management Conference	Aims to bring Researchers, Scientists, Academe, Government, Professionals from industry, NGOs, and civil society to disseminate research results, new ideas, and practical experience in waste management, as well as, facilitate an open and constructive dialogue between multi-sector stakeholders towards resolving waste problems. The 3-day conference will consist of a keynote address and plenary sessions on Day 1 and parallel sessions on Days 2 & 3. The conference will also have a trade exhibition and a photo-essay exhibit of Solid Waste Management Initiatives contributed from around the country.	Asia Society for Social Improvement and Sustainable Transformation, Inc.	16	1
Leadership In Digital Era	This workshop aims to enable participants in appreciating and embracing digital leadership especially in transitioning to the new normal towards strategic leadership and management and organizational transformation.	Civil Service Commission – Civil Service Institute	14	1
Virtual Annual National Convention cum Seminar: “Navigating Through Risks and Challenges under the New Normal”	This Convention aims to facilitate the exchange of knowledge and insights on the current trends and issues, best practices as we seek to address our shared challenges, risks, and how to mitigate the same under the “new normal”. Distinguished speakers were also invited to give an update on laws, rules, and regulations relevant to our day-to-day work as we discharge our duties and responsibilities as public servants.	Association of Government Internal Auditors, inc. (AGIA)	16	1
Mandatory Continuing Learning Education (MCLE) Course	Continuing Learning Education for IBP Members.	Chan Robles	36 units	1
Auditing Business Continuity Management	Aims to provide understanding and familiarize key activities of the business continuity management and its importance to organizational viability	Association of Government Internal Auditors, inc. (AGIA)	2	3
Strategic Planning Using Balanced Scorecard	Provides a venue to obtain the needed competencies for translating organizational directions into workable strategies, determining appropriate performance measures and setting challenging but realistic targets.	Development Academy of the Philippines	40	11

Masterclass for Complete Staff Work	Complete Staff Work (CSW) is a doctrine of any well-run office. CSW is a principle of management which states that subordinates are responsible for submitting written recommendations to superiors in such a manner that the superior need do nothing further in the process than review the submitted document and indicate approval or disapproval.	Center for Global Practices	24	1
Assertive Oral and Written Communication Skills	The seminar provided the participants with skills enhancement necessary to be assertive communicators. Workshops on assertive oral and written communication included role-playing and writing letters, memos, and reports, respectively.	Personnel Officers Association of the Philippines	24	2
Attaining Work Life Flexibility	The webinar aims to provide the key strategies to achieving a work-life balance and integrate the tips for maintaining a healthy work life balance.	Personnel Officers Association of the Philippines	24	2
Ethical Leadership	This course uses a blended learning approach to inspire participants to apply ethical and moral standards in practicing leadership in the public sector.	Civil Service Commission – Civil Service Institute	13	1
Annual National Convention cum Seminar: “Navigating Through Risks and Challenges under the New Normal”	This Convention aims to facilitate the exchange of knowledge and insights on the current trends and issues, best practices as we seek to address our shared challenges, risks, and how to mitigate the same under the “new normal”. Distinguished speakers were also invited to give an update on laws, rules, and regulations relevant to our day-to-day work as we discharge our duties and responsibilities as public servants.	Association of Government Internal Auditors, inc. (AGIA)	16	4
Information System Audit Fundamentals	The webinar aims to understand the end-to-end process of auditing IS, how it differs from business process audits, and how to manage the IS audit function. Be familiar with common activities, risks and internal control concepts relating to information systems and related technologies and gain basic knowledge of audit procedures to assess adequacy and effectiveness of IS/IT governance, systems and solutions, operations, continuity and security processes.	Association of Government Internal Auditors, inc. (AGIA)	16	2
Strategic and Operation Planning	The SOP Course will guide the participants in formulating a strategic plan for their respective agencies and organizations, as well as in preparing the operational plan that is required to implement the strategic plan. It will cover the typical phases and elements of strategic and operations plans in the public sector.	Association of Government Internal Auditors, inc. (AGIA)	16	1

Short Online Course on Climate and Disaster Risk Assessment and Climate Change Vulnerability Assessment	The training course will provide an opportunity to update our environmental professionals concerning the preparation and processes of CDRA and CCVA. It also envisions to capacitate concerned staff from the academe, Local Government Operations Offices of the Department of Interior and Local Government, and Local Government Unit functionaries in conducting these assessments to have the scientific basis for local development planning and program implementation relevant to CCA/DRRM needed by the localities. It is also open to other stakeholders who are interested to learn the processes of CDRA and CCVA.	UP-CETD SESAM	40	4
Best Practices on Detecting Fake Certificate of Land Titles	This training will comprehensively discuss the different origins, types of titles (comprising 53 judicial and LRC forms), guidelines, information, and tools to validate the authenticity of titles. And if they are real, how do you verify if these are still valid? What do you do to obtain a new copy if it is destroyed or lost?	Center for Global Best Practices	3	1
Technical Writing Skills: Taking Your Written Outputs to the Next Level	This course is for professionals who need to upgrade their writing skills from creating usual correspondences (i.e. e-mails, letters, memos) into highly specialized organizational documents (i.e. proposals policies & procedures, manuals).This is the advanced course in the Professional Writing Program.	Ateneo Graduate School of Business-CCE	16	1
8-Hr Pollution Control Officer Orientation Training for Managing Heads	"With the implementation of the PRA's SNS Seabed Quarry Project, this training aims to impart the following: - Comply with the training requirement of DENR-DAO 2014-02 for Managing Heads - Understand the highlights and salient points of relevant environmental regulations - Delineate the role of a company's Managing Head in their compliance to various environmental regulations - Develop full understanding on the joint responsibilities of the Managing Heads and the Pollution Control Officer"	ENVIA Consultancy	8	1
ISO 9001:2015 - Internal Quality Audit	The webinar aims to provide the internal quality audit team with the knowledge and skills to: - Determine the risks and opportunities of the audit program and identified controls to minimize the risks and maximize the opportunities;	Ascent Prime Inc.	18	37

	<ul style="list-style-type: none"> - Devise individual audit plans, establish scope, objective, and criteria for these individual audit plans; - Enhance the existing checklist to be more valid, traceable, complete; - Determine and evaluate conformance, raise non-conformity and observations; - Review, analyze and evaluate submitted corrections and corrective actions and determine if acceptable; - Verify effectiveness of implemented corrective actions; - To write/produce comprehensive, value-adding audit reports. 			
ISO 9001:2015 Quality Management System Awareness	The QMS Awareness Course is an ideal introduction to establish, implement and improve a Quality Management System as required under ISO 9001:2015. The objective of the course is to provide the participants with a thorough understanding of the history and development of ISO 9001:2015, the key concepts and the ISO standard and how the participants can apply the concept and principles of QMS to the existing process and for the improvement of their performance as well as of the organization.	Ascent Prime Inc.	8	33
ISO 9001:2015 Documentation Requirements and Guidance on Effective Management	<p>The webinar aims:</p> <ul style="list-style-type: none"> • To provide participants with the basic documentation knowledge in order to be able to provide their organizations with adequate and effective documented information • To provide the participant with knowledge on the documented information requirements of ISO 9001 • To familiarize participants on which clauses of ISO 9001:2015 requires documented information and provide recommendations on how to ensure the documented information meets requirements. • To provide recommendations on which clauses that do not require documented information, be provided such • While not formally required by the standard, provide the participants guidance on the creation of a quality manual 	Ascent Prime Inc.	8	30

Basic Dredging and Reclamation	This training-workshop will equip the participants with relevant knowledge on the different phases from planning to constructions involved in the reclamation works.	Surbana Jurong Global Academy and Coastal Engineering supported by DHI (Singapore)	14	43
Advance Dredging and Reclamation	Designed to provide relevant technical knowledge during the planning and design stage of reclamation projects	Surbana Jurong Global Academy and Coastal Engineering supported by DHI (Singapore)	21	41
Planning for Competency Assessment Training Course	Planning for Competency Assessment is a strategic capability-building program that aims to equip PRA HR with the knowledge and skills in designing, planning, and managing a full competency assessment administration program in the PRA. This course is a series of blended learning activities focusing on the Competency Assessment Administration Process forms part of the first phase of the program. Coaching and Mentoring sessions follow during the implementation of the assessment administration activities.	Development Academy of the Philippines	40	19

Prepared by:

Noted by:

- Signed -

ROSALIE N. TIMOTEO
HRMO IV

- Signed -

NOEL F. CASIN
Manager, HRMD