

MEMORANDUM

For : Atty. Nelia O. Oandasan
Vice President, HRODD

From : Julie M. Zardilla
HR Officer IV

Subject : **Interim Learning and Development (L&D) Plan for 2020**

Date : 30 March 2020

To ensure that employee's knowledge, skills, and attributes are continuously enhanced notwithstanding the challenges brought about by the pandemic, Philguarantee shall continue to provide developmental interventions to enhance the technical capabilities of its rank-and-file employees and leadership capabilities of its supervisors, managers and executives through various on-line platform, taking into consideration the following:

- Immediate learning and development programs necessary for the transition following the merger;
- Alternative work arrangement; and
- Prohibition of mass gathering due to the COVID-19 pandemic.

The Plan shall be composed of the following:

- I. **Specialized/Technical Trainings.** This pertains to courses that are specific to the needs of each department/unit as identified by concerned Group Heads.
- II. **Leadership Trainings.** This are courses/topics/programs that will provide practical tools in managing people and in enhancing work performance despite the challenges brought about by the pandemic.

III. Employee Wellness Program

Mental Health Courses – This will include courses on awareness on mental health issues, dealing with fear, stresses, and anxieties, and developing coping skills to thrive through adversities.

Adopting with the "New Normal" – This will include trainings on resiliency against the risks posed by Covid-19, coping with disruptions brought about by said disease, and various techniques to recover and continue with both professional and personal life in the midst of pandemic.

IV. Mandatory Trainings

Data Privacy – Provides recent updates and issuances on Data Privacy Act to enhance the capacity and knowledge of personnel in ensuring continuous flow of information while ensuring protection of the privacy of individuals.


Training on Occupational Safety and Health – Provides basic knowledge and skills on identifying safety, health, and environmental hazards that may pose risks in the workplace, as well as measures to control and prevent them.

For your consideration/approval. Thank you.



JULIE M. ZARDILLA
HR Officer I V

Approved by:



ATTY. NELIA O. OANDASAN
Vice President, HRODD