

MEMORANDUM

For : The President and CEO

Thru : The Senior Vice-President
Corporate Services Group

From : Officer-In-Charge
Human Resource and Organizational Development Department

Subject : **Learning and Development Plan for 2021**

Date : April 20, 2021

In 2021, as the PHILGUARANTEE adopts to the new normal, we shall continue to provide training and learning interventions that enhance individual knowledge, develop skills and increase organizational productivity and enrichment.

Digital/online learning will be the preferred mode as in-person trainings may not be possible during this time of COVID-19 pandemic wherein physical distancing, health and safety protocols are strictly observed.

The L & D Plan shall be composed of the following:

- I. SPECIALIZED/TECHNICAL TRAININGS.** These pertains to priority courses that are specific to the needs of each Group/Department/Office as determined by the Group Heads.
- II. LEADERSHIP TRAININGS.** These are courses/programs that will enable the participants to create an enabling environment during the time of crisis, which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and improvement.
- III. CREDIT 102.** This is a customized in-house training with the main objective of building/strengthening the credit competence of key personnel involved in the formulation of credit and risk management policies, as well as those involved in the conduct of credit, financial and risk analysis.
- IV. TRAININGS FOR EXECUTIVES.**
 - 1. Training on SPMS.** This training is in accordance with PHILGUARANTEE's strategic plans and to ensure effective compliance with the SPMS implementation specifically pursuant to CSC Memorandum No. 6, s. 2012.

2. **Sessions/Workshop for Competency Framework.** Orientation for Supervisors/Heads on how to apply the framework to help identify skills needed for success in a specific position within his/her jurisdiction.

V. MANDATORY TRAININGS.

1. **Alternative Dispute Resolution.** This will provide the necessary briefing/orientation on the legal/policy/procedural framework of ADR in the country and in the government pursuant to Executive Order No. 78, s. 2012.
2. **Occupational Health and Safety.** The goal of this training is to foster a safe and healthy workplace environment with strong focus on primary prevention of health hazards.
3. **Mental Health and Wellbeing.** This seminar will provide guidance for both management and staff on promoting positive mental health; and supporting those experiencing mental ill health in the workplace and gain techniques to reduce stress in the Office.

VI. ORIENTATION OF NEW EMPLOYEES. This will allow new hires to understand the mandate, structure, rules, regulations, policies and procedures of the Corporation.

VII. TRAININGS SPONSORED BY INTERNATIONAL ORGANIZATIONS. These programs will bring into focus PHILGUARANTEE's development initiatives and business cooperation with counterpart international agencies.

VIII. GENDER AND DEVELOPMENT TRAININGS. These will include trainings on integrating both women and men's concerns and experiences in the implementation, monitoring, and evaluation of policies, programs and projects.

IX. SEMINARS on R.A. 9184 (PROCUREMENT LAW) and its REVISED IRR. These seminars aim to update the knowledge of Bids and Awards (BAC) members, Technical Working Group (TWG) and procurement officers on the latest updates and issuances of the Government Procurement Policy Board – Technical Support Office (GPPB TSO), especially under the new normal.

X. SEMINARS on BSP/AMLA CIRCULARS/REGULATIONS. These seminars aim to increase the level of awareness and understanding of participants to relevant Bangko Sentral and Pilipinas (BSP) and Anti-Money Laundering Act (AMLA) Circulars/Regulations involving credit risk management, compliance, internal control, audit and reportorial requirements.

XI. TRAINING ON RECORDS MANAGEMENT. This training will familiarize the participants with the National Archive of the Philippine's policies for records management in the context of the current pandemic.

The above trainings will be conducted either through in-house or external trainings.

RONCES ANNE R. DE LEON
OIC - HRODD

Recommending approval:



IAN A. BRIONES, CES/CEO VI
Senior Vice-President - CSG

Approved by:



Digitally
Signed by:
Pascual,
Alberto E.

ALBERTO E. PASCUAL
President and CEO