

Small Business Corporation  
**TRAINING AND DEVELOPMENT PROGRAMS FOR CY 2021**  
*(Attended by Officers and Rank and File Employees)*

	Title	Program Description/Objective	Number of Participants	Date	Number of Hours
<b><i>In-house Programs</i></b>					
1	Briefing for Messenger and Drivers	Discussed the use of the Field Notes Ledger for monitoring of attendance and the guidelines to prevent the spread of COVID-19 in the workplace	5	January 26	1
2	Pre-diagnostic Test	The program aims to gauge, through online assessments, the competencies of SB Corp officers and employees	151	June 18, 22-26, 29-30, July 1-2, 5, 7 & 12	4
3	Online Learning Interventions (Learning Materials and Exercises)	As a follow through activity on the pre-diagnostic test conducted, HRMDG sent out videos and exercises as learning interventions in preparation for the post diagnostic test	144	August 27 September 24 October 29 November 5	8
4	Post Diagnostic Test	The program aims to gauge, through online assessments, the competencies of SB Corp officers and employees	144	November 18-19, 22-26, December 1, 3, 9 & 16, 2021	4
<b><i>Individual/External Trainings</i></b>					
1	Data Protection Officer (DPO) Training and Certification  <i>(TUV Rheinland Philippines)</i>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• Data Privacy Act of 2012 and its Implementing Rules and other applicable International Data Protection Law</li> <li>• Organization of data protection and data security in the company</li> <li>• Duties, roles, responsibilities, and authorities of Data Protection Officer</li> </ul>	1	June 7, 9, 11, 14 & 16	40
2	Information System Audit Fundamentals  <i>(Association of Government Internal Auditors, Inc.)</i>	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• Improve the competence and capabilities of the internal auditors</li> <li>• Upgrade the internal audit function as a whole, capable of forming an accurate opinion or making a correct deduction</li> <li>• Add value to the organization when it provides objective evaluation and contributes to the effectiveness and efficiency of control processes</li> </ul>	2	July 13-16	16

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3	PhilGEPS Training for Phase 1 <i>(E-Blackboards Learning and Solutions Inc.)</i>	To keep pace with the new reforms of the system as PhilGEPS is currently undergoing improvement on the technical design and architecture of the system.	5	July 5-6, 7-8, 21-22	16
4	12th Annual National Convention - "Ensuring Business Continuity: Innovative Fiscal and Administrative Measures in Addressing the Pandemic" <i>(Government Financial Management Innovators Circle, Inc.)</i>	For government financial management professionals to utilize information and communications technology as a tool for productivity, transparency and accountability.	2	July 21-23	24
5	Tools and Techniques for Internal Auditing <i>(Association of Government Internal Auditors, Inc.)</i>	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• Improve the competence and capabilities of the internal auditors</li> <li>• Upgrade the internal audit function as a whole, capable of forming an accurate opinion or making a correct deduction</li> <li>• Add value to the organization when it provides objective evaluation and contributes to the effectiveness and efficiency of control processes</li> </ul>	1	August 17-20	16
6	AML Rules and Regulations and Risk Rating System <i>(Rural Bankers Research &amp; Development Foundation Inc.)</i>	<b>Topics:</b> <ul style="list-style-type: none"> <li>• <i>Module I:</i> Basic Concepts, Philippine AML/CFT/CPF, Legal Framework, National Risk Assessment and Manual Evaluation Results, Regulatory Framework</li> <li>• <i>Module II:</i> AML/CFT/CFP Rules and Regulations, Elements of Sound Risk Management Framework, Customer Due Diligence, Transaction Reporting, Record Keeping and Continuing Education Program</li> <li>• <i>Module III:</i> AML/CFT/CFP Risk Rating System, ARS and Enforcement Actions and Overview of the New ARRS BSP Enforcement Actions, Overview of the New ARRS, AML Risk Rating System</li> </ul>	1	August 18	8

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7	ISO 9001:2015 QMS Awareness <i>(TUV Rheinland Philippines)</i>	<b>Objectives:</b> <ul style="list-style-type: none"> <li>Understand the basic principles of quality and quality management systems, especially the requirements of ISO 9001:2015;</li> <li>Know how to identify relevant QMS Documented Information requirements as applied to participants' area(s) of responsibility, and provide guidance to others in the conceptualizing and implementing QMS through risk-based thinking; and</li> <li>Understanding the importance of conducting Internal Audit in relation to the management review process.</li> </ul>	4	September 6	6
8	AML Rules and Regulations and Risk Rating System <i>(Rural Bankers Research &amp; Development Foundation Inc.)</i>	Equip participants to their functions in monitoring and maintaining compliance in accordance with existing rules, as mandated by the Government Commission on GOCC's with the Compliance, BSP and COA.	3	September 30	8
9	Effective Conflict Resolution and Solving Employee Performance Issues thru Mediation <i>(Human Resource Innovations and Solutions, Inc.)</i>	Equip participants with concepts and models in mediation as an effective method for conflict and dispute resolution.	1	September 27-30	16
10	Coaching: Raising Performance to the Next Level <i>(Human Resource Innovations and Solutions, Inc.)</i>	Helps participants in understanding and applying the different styles of coaching suited to a workforce in boosting employee performance that contribute to achieving organization's quest for excellence.	2	October 5-8	16
11	Key Elements of Strategic Planning <i>(First Pacific Leadership Academy)</i>	Let participants understand strategic planning and the role it plays in guiding the organization's overall business goals and objectives.	2	October 13-15	10
12	Time, Productivity & Stress Management <i>(Businessmaker Academy)</i>	Aid participants in managing their time effectively and handling stress to improve work-life balance and to provide strategies for better time management.	2	October 20	4

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13	Certificate Course in Competency-based Human Resource Management <i>(Ateneo Center for Organization Research and Development)</i>	The certificate course aims to provide HR professionals and line managers with skills in identifying and defining competencies, and utilizing these as foundations for developing competency-based HR programs.	1	October 4, 6, 8, 11, 13, 15, 18 & 20	24
14	Establishment of Records Management Program in Government Office <i>(Government Records Officers' Association of the Philippines, Inc.)</i>	To provide government personnel the knowledge and skills in implementing required standard policies in records management and proper identification and preservation of permanent records.	12	October 27-29	20
15	Effective Audit Report Writing <i>(Association of Government Internal Auditors, Inc.)</i>	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• Improve the competence and capabilities of the internal auditors</li> <li>• Upgrade the internal audit function as a whole, capable of forming an accurate opinion or making a correct deduction</li> <li>• Add value to the organization when it provides objective evaluation and contributes to the effectiveness and efficiency of control processes</li> </ul>	1	November 9-12	16
16	Operations Audit <i>(Association of Government Internal Auditors, Inc.)</i>	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• Improve the competence and capabilities of the internal auditors</li> <li>• Upgrade the internal audit function as a whole, capable of forming an accurate opinion or making a correct deduction</li> <li>• Add value to the organization when it provides objective evaluation and contributes to the effectiveness and efficiency of control processes</li> </ul>	1	November 23-26	16

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17	In-Depth Privacy Impact Assessments (PIA) and Framework Controls  <i>(Yisrael Solutions and Training Center, Inc.)</i>	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• Conduct the Privacy Impact Assessment by means of reporting their own automated system</li> <li>• Apply the PIA principles using the information life cycle process within the agency or organization</li> <li>• Do their own process flow using a case study and to plan their own information process flow</li> <li>• Know the basics of organizational controls such as governance structures, privacy templates and managing third parties</li> <li>• Present action plans to management and obtain sign-off using sample templates</li> </ul>	6	November 15-17	18
18	76th PICPA Annual National Convention: Transform, Embracing Possibilities, Realizing Potentials  <i>(Philippine Institute of Certified Public Accountants)</i>	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• Gain knowledge on the role of a CPA as an economic frontliner in the post-pandemic economic recovery</li> <li>• Know updates on tax bills, tax issuances and plans of BIR, BOA, COA and SEC</li> <li>• Build trust and connections with remote teams</li> <li>• Learn the accounting for well-being: physical and mental health in stress the stressful times</li> </ul>	1	November 24-27	32
19	Management Audit  <i>(Association of Government Internal Auditors, Inc.)</i>	<b>Objectives:</b> <ul style="list-style-type: none"> <li>• Improve the competence and capabilities of the internal auditors</li> <li>• Upgrade the internal audit function as a whole, capable of forming an accurate opinion or making a correct deduction</li> <li>• Add value to the organization when it provides objective evaluation and contributes to the effectiveness and efficiency of control processes</li> </ul>	1	December 6-7 & 9-10	16
20	Data Analysis and Applications for Digitization in SMEs  <i>(Development Academy of the Philippines - Asian Productivity Organization)</i>	Enable the participants to acquire the fundamental knowledge on data collection and analysis and learn references on suitable applications and tools that can help apply data analytics in the operations to enable data-driven decision making and improve productivity.	2	December 14-17	32