

# Training Programs Offered

## ADMINISTRATIVE TRAINING PROGRAMS

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
DEVELOPING CORE SKILLS FOR ADMINISTRATORS TRAINING	2 HOURS	₱ 300	₱ 320	DCSA
OFFICE AND ADMINISTRATIVE MANAGEMENT TRAINING	2 HOURS	₱ 300	₱ 320	OAMT
MANAGING WORKPLACE INTERRUPTIONS AND OFFICE COURTESY TRAINING	2 HOURS	₱ 300	₱ 320	MWIOC
EFFECTIVE INTERNAL COORDINATION AND COMMUNICATION TRAINING	2 HOURS	₱ 350	₱ 370	EICC
STRATEGIC COMMUNICATION SKILLS FOR ALL PROFESSIONALS TRAINING	2 HOURS	₱ 350	₱ 370	SCSAP
ADMINISTRATIVE ASSISTANCE AND OFFICE OPERATIONS TRAINING	6 HOURS	₱ 800	₱ 820	AAOO
ADMINISTRATIVE SUPPORT MANAGEMENT TRAINING	6 HOURS	₱ 800	₱ 820	ASMT
ADMINISTRATIVE OFFICER UPSKILLING AND MANAGEMENT TRAINING	6 HOURS	₱ 800	₱ 820	AOUM
EFFECTIVE OFFICE ADMINISTRATION AND CLERICAL SKILLS TRAINING	6 HOURS	₱ 800	₱ 820	EOACS
OFFICE PRODUCTIVITY AND TIME MANAGEMENT TRAINING	6 HOURS	₱ 800	₱ 820	OPTM
PUBLIC ADMINISTRATION AND OFFICE MANAGEMENT SKILLS TRAINING	6 HOURS	₱ 800	₱ 820	PAOMS

## RECORDS AND DOCUMENT MANAGEMENT TRAINING PROGRAMS

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
RDM 101: RECORDS AND INFORMATION MANAGEMENT TRAINING	2 HOURS	₱ 350	₱ 370	RDM101
RDM 102: DOCUMENT CONTROL AND IMPLEMENTATION TRAINING	2 HOURS	₱ 350	₱ 370	RDM102
RDM 103: ELECTRONIC DOCUMENT AND RECORD MANAGEMENT SYSTEM (EDRMS) TRAINING	2 HOURS	₱ 350	₱ 370	RDM103
RDM 104: RECORDS GOVERNANCE AND RECORDS MANAGEMENT PROGRAM SUSTAINABILITY	2 HOURS	₱ 350	₱ 370	RDM104
RDM 105: RECORDS APPRAISAL, RETENTION AND DISPOSAL MANAGEMENT TRAINING	2 HOURS	₱ 350	₱ 370	RDM105
RDM 201: RECORDS KEEPING FOR EDUCATION INDUSTRY TRAINING	4 HOURS	₱ 500	₱ 520	RDM201
RDM 202: INFORMATION MANAGEMENT FOR HEALTHCARE INDUSTRY TRAINING	4 HOURS	₱ 500	₱ 520	RDM202
RDM 203: DOCUMENT CONTROL FOR GOVERNMENT AND PUBLIC SECTOR TRAINING	4 HOURS	₱ 500	₱ 520	RDM203
RA 10173 - DATA PRIVACY ACT OF 2012 TRAINING	6 HOURS	₱ 800	₱ 820	RA10173
RA 9470 - NATIONAL ARCHIVES OF THE PHILIPPINES ACT OF 2007 TRAINING	6 HOURS	₱ 800	₱ 820	RA9470

# Training Programs Offered

## LEADERSHIP AND SUPERVISORY TRAINING PROGRAMS

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
EFFECTIVE SUPERVISION TECHNIQUES FOR MANAGERS TRAINING	2 HOURS	₱ 350	₱ 370	ESTM
EFFECTIVE MANAGEMENT OF REMOTE TEAMS TRAINING	2 HOURS	₱ 300	₱ 320	EMRT
LEADERSHIP EFFECTIVENESS AND DELEGATION PROCESS TRAINING	2 HOURS	₱ 350	₱ 370	LEDP
TRANSFORMATIONAL LEADERSHIP TRAINING	2 HOURS	₱ 350	₱ 370	TLT
PRACTICAL WORKPLACE LEADERSHIP SKILLS TRAINING	2 HOURS	₱ 350	₱ 370	PWLS
ETHICAL SUPERVISION AND PROFESSIONAL CONDUCT TRAINING	4 HOURS	₱ 500	₱ 520	ESPC
LEADERSHIP EXCELLENCE FOR JUNIOR AND SENIOR MANAGERS TRAINING	4 HOURS	₱ 500	₱ 520	LEJSM
PUBLIC SERVICE ETHICS AND ACCOUNTABILITY FOR LEADERS TRAINING	4 HOURS	₱ 500	₱ 520	PSEAL
INTENSIVE LEADERSHIP AND ADMINISTRATIVE TRAINING	6 HOURS	₱ 800	₱ 820	ILAT
INTERNATIONAL LEADERSHIP PERFORMANCE ENHANCEMENT TRAINING	6 HOURS	₱ 800	₱ 820	ILPET
SUPERVISORY AND ADMINISTRATIVE DEVELOPMENT TRAINING	6 HOURS	₱ 800	₱ 820	SADT
PROFESSIONAL PROJECT MANAGEMENT TRAINING	6 HOURS	₱ 800	₱ 820	PPMT
PROJECT DEVELOPMENT AND PROJECT MANAGEMENT OFFICER TRAINING	6 HOURS	₱ 800	₱ 820	PDPM
STRATEGIC PLANNING FOR LEADERS AND ADMINISTRATIVE PROFESSIONAL TRAINING	6 HOURS	₱ 800	₱ 820	SPLAP

## HUMAN RESOURCE DEVELOPMENT MANAGEMENT TRAINING PROGRAMS

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
HR 101: DESIGNING AND IMPLEMENTING PERFORMANCE MANAGEMENT SYSTEM TRAINING	2 HOURS	₱ 350	₱ 370	HR101
HR 102: CAREER DEVELOPMENT AND SUCCESSION PLANNING TRAINING	2 HOURS	₱ 350	₱ 370	HR102
HR 103: STRATEGIC HIRING AND SELECTION PROCESS TRAINING	2 HOURS	₱ 350	₱ 370	HR103
HR 104: PAYROLL, BENEFITS AND COMPENSATION MANAGEMENT TRAINING	2 HOURS	₱ 350	₱ 370	HR104
HR 105: DISCIPLINE AND GRIEVANCE MANAGEMENT TRAINING	2 HOURS	₱ 350	₱ 370	HR105
HR 106: WORKPLACE CONFLICT RESOLUTION AND MANAGEMENT TRAINING	2 HOURS	₱ 350	₱ 370	HR106
EXTENSIVE LABOR AND EMPLOYMENT PROFESSIONAL TRAINING	6 HOURS	₱ 800	₱ 820	ELEP
POLICY DEVELOPMENT AND IMPLEMENTATION FOR MANAGEMENT-LEVEL PROFESSIONALS TRAINING	6 HOURS	₱ 800	₱ 820	PDIMLP

# Training Programs Offered

## SALES, MARKETING, AND FINANCIAL MANAGEMENT TRAINING PROGRAMS

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
FM 101: BUDGET MANAGEMENT AND FINANCIAL FORECASTING TRAINING	4 HOURS	₱ 500	₱ 520	FM101
FM 102: DISBURSING OFFICER CASH FLOW MANAGEMENT TRAINING	4 HOURS	₱ 500	₱ 520	FM102
FM 103: EFFECTIVE CASHIER SKILLS AND CASH HANDLING EXCELLENCE TRAINING	4 HOURS	₱ 500	₱ 520	FM103
FM 104: OPTIMIZING PURCHASING OPERATIONS FOR COST EFFICIENCY TRAINING	4 HOURS	₱ 500	₱ 520	FM104
FM 105: FINANCIAL REPORT ANALYSIS FOR COMPLIANCE TRAINING	4 HOURS	₱ 500	₱ 520	FM105
GOVERNMENT BUDGETING AND FISCAL POLICY TRAINING	4 HOURS	₱ 500	₱ 520	GBFP
STRATEGIC MARKETING MANAGEMENT TRAINING	2 HOURS	₱ 350	₱ 370	SMM
COMPREHENSIVE PUBLIC RELATIONS MANAGEMENT TRAINING	6 HOURS	₱ 800	₱ 820	CPRM
NEGOTIATION SKILLS AND ELEVATOR PITCH TRAINING	4 HOURS	₱ 500	₱ 520	NSEP
MARKETING STRATEGY DEVELOPMENT TRAINING	2 HOURS	₱ 350	₱ 370	MSD

## LOGISTICS MANAGEMENT TRAINING PROGRAMS

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
LOG 101: INVENTORY MANAGEMENT AND CONTROL TRAINING	2 HOURS	₱ 400	₱ 420	LOG101
LOG 102: WAREHOUSE OPERATIONS MANAGEMENT TRAINING	2 HOURS	₱ 400	₱ 420	LOG102
LOG 103: SUPPLY CHAIN MANAGEMENT TRAINING	2 HOURS	₱ 400	₱ 420	LOG103
LOG 104: PROPERTY CUSTODIANSHIP AND ASSET MANAGEMENT TRAINING	2 HOURS	₱ 400	₱ 420	LOG104
TRANSPORTATION AND DISTRIBUTION MANAGEMENT TRAINING	4 HOURS	₱ 600	₱ 620	TDM
PROC 101: PROCUREMENT PROCESS AND UNDERSTANDING SUPPLY CHAIN MANAGEMENT TRAINING	6 HOURS	₱ 800	₱ 720	PROC101
RA 9184 - GOVERNMENT PROCUREMENT REFORM ACT OF 2003 TRAINING	6 HOURS	₱ 800	₱ 720	RA9184

## PEDAGOGICAL TRAINING PROGRAMS

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
TECHNOLOGY INTEGRATION IN EDUCATION TRAINING	4 HOURS	₱ 500	₱ 520	TIE
SPEAKING AND PRESENTATION SKILLS STRENGTHENING TRAINING	6 HOURS	₱ 800	₱ 820	SPSS
TEACHING STRATEGIES AND CLASSROOM MANAGEMENT TRAINING	6 HOURS	₱ 800	₱ 820	TSCM

# Training Programs Offered

## INTERNATIONAL STANDARDIZATION (ISO) TRAINING PROGRAMS

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
ISO 9001:2015 - QUALITY MANAGEMENT SYSTEM TRAINING	6 HOURS	₱ 900	₱ 920	ISO9001
ISO 19011:2018 - GUIDELINES FOR AUDITING MANAGEMENT SYSTEMS TRAINING	6 HOURS	₱ 900	₱ 920	ISO19011
ISO 31000:2018 - RISK MANAGEMENT SYSTEM TRAINING	6 HOURS	₱ 900	₱ 920	ISO31000
ISO 37301:2021 - COMPLIANCE MANAGEMENT SYSTEM TRAINING	6 HOURS	₱ 900	₱ 920	ISO37301

## CUSTOMER SERVICE AND CLIENT RELATIONS TRAINING PROGRAMS

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
CSR 101: MAINTAINING CUSTOMER SERVICE ACROSS CHANNELS TRAINING	2 HOURS	₱ 350	₱ 370	CSR101
CSR 102: MANAGING CUSTOMER EXPECTATIONS IN BUSINESS TRAINING	2 HOURS	₱ 350	₱ 370	CSR102
CSR 103: TURNING COMPLAINTS INTO COMPLIMENTS TRAINING	2 HOURS	₱ 350	₱ 370	CSR103
CSR 104: DEALING WITH DIFFICULT AND IRATE CUSTOMERS TRAINING	2 HOURS	₱ 350	₱ 370	CSR104

## GENERAL KNOWLEDGE AND FOUNDATION TRAINING PROGRAMS

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
OFFICE MANAGEMENT EFFECTIVENESS AND PERSONALITY GROWTH TRAINING	6 HOURS	₱ 800	₱ 820	OMEPG
BUILDING AND MANAGING HIGHLY EFFECTIVE TEAMS TRAINING	2 HOURS	₱ 300	₱ 320	BMHE
EFFECTIVE BUSINESS TECHNICAL WRITING TRAINING	2 HOURS	₱ 350	₱ 370	EBTW
EMOTIONAL INTELLIGENCE AND STRENGTHENING FOR LEADERS TRAINING	2 HOURS	₱ 300	₱ 320	EISL
PERSONALITY DEVELOPMENT AND RESILIENCE TRAINING	2 HOURS	₱ 300	₱ 320	PDR
STRESS AND WELLNESS MANAGEMENT IN THE WORKPLACE TRAINING	2 HOURS	₱ 300	₱ 320	SWMW
WORKPLACE ETHICS AND EMPLOYEE RELATIONS TRAINING	2 HOURS	₱ 200	₱ 220	WEER
EMPATHY AND SOCIAL ISSUES IN THE WORKPLACE TRAINING	2 HOURS	₱ 200	₱ 220	ESIW
OVERCOMING PROCRASTINATION CHALLENGES AND PRODUCTIVITY TECHNIQUES TRAINING	2 HOURS	₱ 200	₱ 220	OPCP
GOOD GOVERNANCE AND CORPORATE SOCIAL RESPONSIBILITY TRAINING	4 HOURS	₱ 500	₱ 520	GGCSR

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## SOCIAL WORKS AND GENERAL SERVICES TRAINING PROGRAM

PROGRAM TITLE	DURATION	REGULAR REGISTRATION FEE	SELF-PACE REGISTRATION FEE	PROGRAM CODE
RA 9710 - THE MAGNA CARTA OF WOMEN ACT OF 2009 TRAINING	2 HOURS	₱ 350	₱ 370	RA9710
LIVELIHOOD AND SUSTAINABLE DEVELOPMENT PROGRAMS FOR MARGINALIZED GROUPS TRAINING	4 HOURS	₱ 500	₱ 520	LSDP
GENDER-BASED VIOLENCE (GBV) RESPONSE AND PREVENTION TRAINING	4 HOURS	₱ 500	₱ 520	GBVP