



# BAGUIO WATER DISTRICT

*"Serving Mankind is Serving God"*



Certificate No. CIP/5305/20/03/1123

## 2022 TRAINING CALENDAR/PLAN

### Regional Training Center Coordinated Training Programs

Seminar Title	Schedule	Platform	Target Number of Participants	Objective/ Rationale
1. Customer Relations in the New Normal	February 24-25 8:00am-12:00nn	Zoom	50	Excellent customer service is one of the primordial objectives in the water district. This seminar aims to develop the skills of water district personnel in listening to our customers and expand the parameters of what we should be listening to
2. HGDG – GAD Planning and Budgeting	May 18 – 19 9:00am-12:00nn	Zoom	50	To provide participants with the appropriate knowledge in ensuring that their GAD programs and projects are gender-responsive
3. Business Planning	July 20 – 22 8:00am-12:00nn	Zoom	50	To equip water utility officials and personnel with the necessary knowledge, attitude, and skills in formulating a responsive, cost-effective, progressive, and sustainable Business Plan
4. Supervisory Development Course Track 1	September 19 – 23 8:00am – 5:00pm	Zoom	50	To strengthen and enhance the supervisory and leadership skills of

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				LWD's managers and supervisors to ensure a greater succession bench for their agencies
5. Coaching and Mentoring	October 20 – 21 8:00am–12:00nn	Zoom	50	Managers and supervisors have a significant role in ensuring the success of their staff in all aspects. Coaching and mentoring are some of the vital strategies managers and supervisors can utilize to develop and enhance employees' skills, attitude and behaviors.
6. Values Train the Trainers - subject to an initial survey if we will be able to get CRFV's required 100 participants	November 23 – 25	Zoom	100	To equip participants with an understanding of their respective agency's core values and to cascade these to their colleagues to uphold Values Restoration

### In-House Training Programs

Seminar Title	Schedule	Platform	Budget	Target Number of Participants	Objective/ Rationale
1. Re-orientation on the Programs/Benefits under the GSIS, EC, PhilHealth and PAGIBIG Fund	June 17	Zoom	Php10,000.00	30	To be re-oriented on the various programs and benefits that may be availed of BWD employees from GSIS, PhilHealth and PAGIBIG Fund
2. Mental Health and Stress Management	August 24 - 25	Zoom	Php20,000.00	30	For the participants to be able to deal more effectively with stress and adopt the elements of stress management for themselves, their work, their environment and customers. To be able to identify right attitudes and key habits helpful in building the right work-life integration, apply practical techniques in improving quality of work and increasing productivity and to understand how to deal with stress and mental health issues.
3. ISO 9001 QMS Requirement Training	December 1 - 2	Zoom	Php30,000.00	30	To gain an understanding of the requirements

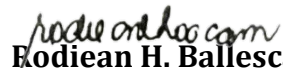
Seminar Title	Schedule	Platform	Budget	Target Number of Participants	Objective/ Rationale
					of ISO 9001 and how to implement a system that can help enhance operational performance

The Baguio Water District, in coordination with the Manpower Development Committee, shall ensure that equal opportunities are provided in the nomination and selection of employees and acceptance of participants from other local water districts and agencies to participate in the seminars and training programs. Likewise, age, sex, restrictions/disabilities, Sexual Orientation and Gender Identity (SOGI), religion, civil status, appearance and regional background shall be taken into consideration in the selection of learning aides, venue, menu and learning providers.


Learning methodologies shall include lecture, discussions, developmental games, film showing, simulation, workshops, facility visits, and the like if applicable. While the country is under community quarantine due to the COVID19 virus, virtual training shall be implemented. The budget for each training program shall come from the BWD Training and RTC Accounts.

The 2022 Training Calendar/Plan is designed and established in coordination with the Manpower Development Committee. Further, the training programs shall address the identified competency gaps and needs of BWD employees.

Prepared by:

  
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 IRDO A

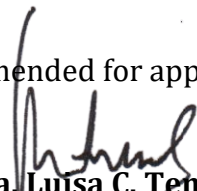
Noted by:

  
**Mona Lisa O. Peñafiel**  
 SIRMO A (MDC Member)

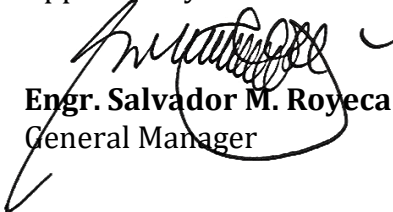


**Engr. Guillermo V. Lucero**  
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Recommended for approval:

  
**Atty. Ma. Luisa C. Tenedero**  
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