

Philippine Mining Development Corporation
TRAINING PLAN FOR CY 2023

Department/ Employee/Position	Competency Gap/ Continuous Learning	Learning Objectives	Methods	Level of Relevance	Proposed Training/Date	Attended Trainings
Office of the Vice President for Operations						
Vice President for Operations	Mining Investment Project Packaging and Promotion Environmental Management Investor Engagement/ Participation	To develop a working knowledge on mining investment project packaging and promotion, environmental management and investor engagement/participation.	Formal Training/s	Highly Relevant	Mandatory Continuing Legal Education (MCLE) -To be announced (TBA)	
Executive Secretary	Career and Professional Development	To develop the employee competence to prepare him/her for career advancement opportunities	Formal Training/s	Highly Relevant	Work Attitude and Value Enhancement (WAVE) Program -TBA Public Service Seminar (Civil Service Institute) -July 2023	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI
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Vice President for Corporate Services	Continuing Professional Education	To ensure compliance with the MCLE requirements and update knowledge on relevant laws in mining, labor, etc. To learn new updates on COA issuances	Formal Training/s	Highly Relevant	Mandatory Continuing Legal Education (MCLE) -To be announced (TBA)	
Secretary (Vacant)	Career and Professional Development	To develop the employee competence to prepare him/her for career advancement opportunities To enable the end-user units in the effective and proper preparation of the PPMP and APP	Formal Training/s	Highly Relevant	Public Service Seminar (Civil Service Institute) -July 2023 Work Attitude and Value Enhancement (WAVE) Program -TBA Technical Writing for Beginners -TBA	NA
Driver	Communication Skills	To develop the employee competence to prepare him/her for career advancement opportunities	Formal Training/s	Relevant	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC

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					Public Service Seminar (Civil Service Institute) -July 2023	Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI
Business Development Department (BDD)						
Business Development Department (BDD) Manager (Davao)	Mining Investment Project Packaging and Promotion Environmental Management Mining-tourism Project Development and Marketing Risk Management Gender and Development	To develop a working knowledge on mining investment project packaging and promotion, environmental management, mining tourism project development and marketing and investor engagement/participation.	Formal Training/s	Highly Relevant	Investment Promotion and Marketing -TBA Sustainable and Responsible Mining Best Practices and Mining-tourism -TBA Gender Mainstreaming in HR Policies, Processes and Systems Trainings -TBA ISO-related seminars -TBA	Introduction to GAD Concepts and SoGIE Sept 6, 2023 GFPS Re-echo Gender Mainstreaming and Monitoring System (GMMS) September 11, 2023 PCW, PMDC FAD & Records Root Cause Analysis September 12, 2023 TUV Rheinland
Business Development Officer designated as Acting Head, Community Relations	Mining-tourism Project Development and Marketing	To develop a working knowledge on mining investment project packaging and promotion,	Formal Training/s	Highly Relevant	Investment Promotion and Marketing -TBA	

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(Davao)		environmental management, mining tourism project development and marketing and investor engagement/participation			Sustainable and Responsible Mining Best Practices and Mining-tourism -TBA	
Business Development Assistant designated as Community Relations Assistant (Davao)	Mining-tourism Project Development and Marketing Career and Professional Development Technical Writing	To develop a working knowledge on mining investment project packaging and promotion, environmental management, mining tourism project development and marketing and investor engagement/participation	Formal Training/s	Highly Relevant	Technical Writing Skills Training Workshop -TBA Proposal Development Training -TBA	70th Annual National Mine Safety and Environment Conference Nov 13- 17, 2023 Philippince Society of Mining Engineers
Legal Department						
Legal Department Manager	Leadership/Managem ent Training Continuing Professional Education	To ensure compliance with the MCLE requirements and update knowledge on relevant laws in mining, labor, etc. To enhance managerial/ leadership competencies	Formal Training/s	Highly Relevant	Mandatory Continuing Legal Education (MCLE) -TBA GAD-related seminars -TBA ARTA-related seminars -TBA ISO-related seminars -TBA	Introduction to GAD Concepts and SoGIE Sept 6, 2023 GFPS Re-echo Gender Mainstreaming and Monitoring System (GMMS) September 11, 2023 PCW, PMDC FAD & Records Root Cause Analysis September 12, 2023

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						TUV Rheinland
Legal Officer II (Davao)	Continuing Professional Education Updates in Mining Policies, Laws and Regulations	To ensure compliance with the MCLE requirements and update knowledge on relevant laws in mining, labor, etc.	Formal Training/s	Highly Relevant	Mandatory Continuing Legal Education (MCLE) - TBA ISO-related seminars -TBA	Root Cause Analysis September 12, 2023 TUV Rheinland
Legal Officer I (vacant)	Continuing Professional Education Updates on Mining Policies, Laws and Regulations	To ensure compliance with the MCLE requirements and update knowledge on relevant laws in mining, labor, etc.	Formal Training/s	Highly Relevant	Mandatory Continuing Legal Education (MCLE) - TBA	NA
Legal Assistant	Updates on technical matters on mining, IPRA and IRR, COA, Taxation, RA 9184, Arbitration Law, recent laws and jurisprudence	To understand the basic principles of mining and relevant laws and jurisprudence	Formal Training/s	Highly relevant	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development - June 1 & 2, 2023 PMDC Public Service Seminar (Civil Service Institute) - July 2023 Completed Staff Work	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI Completed Staff Work

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					-August 2023 ISO-related seminars -TBA	August 8-9, 2023 Businessmaker Academy (virtual) Root Cause Analysis September 12, 2023 TUV Rheinland
Finance and Accounting Department (FAD)						
FAD Manager	Continuing Professional Education Leadership/Managem ent Training	To enhance technical aptitude and managerial/leadership competencies	Formal Training/s	Highly Relevant	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Manager's Role in Capacity Building -TBA Technical Skills (as a requirement also of the Board of Accountancy and the PRC) - PICPA trainings -TBA GAD-related seminars -TBA	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Introduction to GAD Concepts and SoGIE Sept 6, 2023 GFPS Re-echo Gender Mainstreaming and Monitoring System (GMMS) September 11, 2023 PCW, PMDC FAD & Records Root Cause Analysis September 12, 2023 TUV Rheinland

Department/ Employee/Position	Competency Gap/ Continuous Learning	Learning Objectives	Methods	Level of Relevance	Proposed Training/Date	Attended Trainings
					ISO-related seminars -TBA	Agency Authorized Officers (AAO) Training September 18, 2023 GSIS
Corporate Planning Officer designated as General Accounting Supervisor	Continuing Professional Education Supervisory Skills Leadership Skills and Management	To enhance technical skills which includes taxation to address compliance requirements and supervisory skills	Formal Training/s	Highly Relevant	Level Up Your CPA Career with CPA Related Accreditation - February 17, 2023 PICPA Komedyang Para Sa Araw-Araw na Komunikasyon -February 17, 2023 PICPA Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Public Service Seminar (Civil Service Institute) -July 2023	Level Up Your CPA Career with CPA Related Accreditation February 17, 2023 PICPA Komedyang Para Sa Araw-Araw na Komunikasyon February 17, 2023 PICPA Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development – June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI

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					<p>GAD-related seminars -TBA</p> <p>ISO-related seminars -TBA</p>	<p>Root Cause Analysis September 12, 2023 TUV Rheinland</p> <p>Accounting Policies, Guidelines and Procedures for National Government Agencies - Nov 22-24, 2023 AGIA</p>
Budget Officer	Continuing Professional Education	To enhance technical skills which includes taxation to address compliance requirements and supervisory skills	Formal Training/s	Highly Relevant	<p>Technical Skills (as a requirement also of the Board of Accountancy and the PRC) - PICPA trainings -TBA</p> <p>Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development – -June 1 & 2, 2023 PMDC</p> <p>Public Service Seminar (Civil Service Institute) -July 2023</p> <p>GAD-related Seminars</p>	<p>Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC</p> <p>Women's Economic Empowerment Webinar No. 16 Social Inclusion and the Empowerment of Gender-Diverse Persons June 24, 2023 PCW</p> <p>Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI</p>

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					-TBA ISO-related Seminars -TBA	Introduction to GAD Concepts and SoGIE Sept 6, 2023 GFPS Re-echo Gender Mainstreaming and Monitoring System (GMMS) September 11, 2023 PCW, PMDC FAD & Records Root Cause Analysis September 12, 2023 TUV Rheinland
Cash Management Officer	Updates on Taxation	To ensure compliances with BIR regulatory requirements and enhance skills in preparation of reports	Formal Training/s	Highly Relevant	BIR National Tax Campaign (BIR) Briefing on Online Registration & Update System (ORUS) -Jan 13 & 17, 2023 Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Technical Skills	BIR Briefing on Online Registration and Update System (ORUS) January 13 & 27, 2023 BIR Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC

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					-TBA Public Service Seminar (Civil Service Institute) -July 2023	Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI
Accounting Assistant II	Continuing Professional Education	To understand the basic principles of internal control system vis-à-vis basic accounting concepts for non-accountants To provide basic knowledge of Accounting Principles and Assumptions	Formal Training/s	Highly Relevant	Cashiers, Regular and Special Collecting/Disbursing Officers, and Petty Cash Custodians in the Government Agencies (COA) -TBA Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Work Attitude and Value Enhancement (WAVE) Program -TBA Public Service Seminar (Civil Service Institute)	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI

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					-July 2023	
Accounting Assistant I	Continuing Professional Education	To understand the basic principles of internal control system vis-à-vis basic accounting concepts for non-accountants To provide basic knowledge of Accounting Principles and Assumptions	Formal Training/s	Highly Relevant	Echo Basic Records and Archival Management (BRAM) -March 22, 2023 PMDC Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Work Attitude and Value Enhancement (WAVE) Program -TBA Public Service Seminar (Civil Service Institute) -July 2023	Echo of Basic Records and Archival Management (BRAM) March 22, 2023 PMDC Records Unit Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI
HR and Administration Department (HRAD)						
HRAD Manager	Management Training HR Best Practices	To equip the manager with the knowledge, skills and tools of being a ‘managerial leader’ and not just one or the other.	Formal Training/s	Highly Relevant	Leadership and Management-related Training (CSI) -August 2023	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development

Department/ Employee/Position	Competency Gap/ Continuous Learning	Learning Objectives	Methods	Level of Relevance	Proposed Training/Date	Attended Trainings
					Strategic Human Resources Management – CORE HRM -TBA Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC ISO-related Seminars -TBA	June 1 & 2, 2023 PMDC Leadership in the Digital Era August 15, 2023 9am / August 16, 2023 3pm CSI Root Cause Analysis September 12, 2023 TUV Rheinland
HR Officer	HR capability enhancement Supervisory Skills	To capacitate the employee in performing HR work To equip the employee in performing supervisory functions	Formal Training/s	Highly Relevant	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Strategic Human Resources Management – CORE HRM -TBA	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Women's Economic Empowerment Webinar No. 16 Social Inclusion and the Empowerment of Gender-Diverse Persons

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					<p>BIR Trainings and Statutory Benefits Updates/Systematic Payroll Process Enhancement -TBA</p> <p>GSIS-related Training -TBA</p> <p>Public Service Seminar (Civil Service Institute) -July 2023</p> <p>GAD-related Seminars -TBA</p> <p>ISO-related Seminars -TBA</p>	<p>June 24, 2023 PCW</p> <p>Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI</p> <p>On-site Work Challenges: Navigating Its Impact on Organizations and Employee Well-Being July 26, 2023 Sprout Solutions</p> <p>Introduction to GAD Concepts and SoGIE Sept 6, 2023 GFPS</p> <p>Re-echo Gender Mainstreaming and Monitoring System (GMMS) September 11, 2023 PCW, PMDC FAD & Records</p> <p>Root Cause Analysis September 12, 2023 TUV Rheinland</p>

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						<p>Agency Authorized Officers (AAO) Training September 18, 2023 GSIS</p> <p>Empowering Your Compensation Strategy: Navigating Wage Distortion and Salary Benchmarking September 22, 2023 Sprout Solutions</p> <p>2023 Public Sector HR Symposium September 26-27, 2023 CSI</p> <p>Electronic Remittance File (ERF) Training October 12, 2023 GSIS</p>
HR Specialist (Davao)	HR capability enhancement	To capacitate the employee in performing HR work	Formal Training/s Coaching	Relevant	Strategic Human Resources Management – CORE HRM -TBA	

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Records Officer designated as Executive Secretary	HR capability enhancement	To capacitate the employee in performing HR work	Formal Training/s	Highly Relevant	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Basic Records and Archival Management (BRAM) -February 20-24, 2023 NAP Public Service Seminar (Civil Service Institute) -July 2023	Basic Records and Archival Management (BRAM) February 20-24, 2023 National Archives of the Philippines Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC On-site Work Challenges: Navigating Its Impact on Organizations and Employee Well-Being July 26, 2023 Sprout Solutions Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI
Records Assistant	Records Disposition Administration	To acquire working knowledge on the rules & regulations on records	Formal Training/s	Highly Relevant	Basic Records and Archival Management (BRAM)	Basic Records and Archival Management (BRAM)

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	Document Control for ISO/QMS	disposition; implementation of retention schedule To enhance knowledge and skills in document control for ISO/QMS			-Feb 20-24, 2023 NAP Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Understanding ISO 15489 Information and Documentation – Records Management -TBA Public Service Seminar (Civil Service Institute) -July 2023 GAD-related Seminars -TBA ISO-related Seminars -TBA	February 20-24, 2023 National Archives of the Philippines GAD Analysis, GAD Mainstreaming and GAD Plan and Budgeting February 27-March 4, 2023 Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Women's Economic Empowerment Webinar No. 16 Social Inclusion and the Empowerment of Gender-Diverse Persons June 24, 2023 PCW Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI

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						<p>ISO 9001:2015 Quality Management System Documentation August 8, 2023 TUV Rheinland</p> <p>Introduction to GAD Concepts and SoGIE Sept 6, 2023 GFPS</p> <p>Re-echo Gender Mainstreaming and Monitoring System (GMMS) September 11, 2023 PCW, PMDC FAD & Records</p> <p>Root Cause Analysis September 12, 2023 TUV Rheinland</p> <p>Ain't No GAD Budget High Enough: From GAD Plan Preparation to GAD Funds Audit Sept 11, 2023 PCW</p>

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Administrative Officer	Continuing Professional Education Updates on SSS, Pag-big and PHIC Rules	To ensure continuous re-tooling of the latest issuances and policies on the management and disposition of government property	Formal Training/s	Highly Relevant	Echo Basic Records and Archival Management (BRAM) -March 22, 2023 PMDC Appraisal and Disposal of Government Properties (AGDP) COA -TBA Property and Supply Management System (PSMS) -TBA Public Service Seminar (Civil Service Institute) -July 2023 GAD-related Seminars -TBA ISO-related Seminars -TBA	Echo of Basic Records and Archival Management (BRAM) March 22, 2023 PMDC Records Unit Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI Root Cause Analysis September 12, 2023 TUV Rheinland
Administrative Assistant	Continuing Professional Education	To develop the employee competence to prepare	Formal Training/s	Relevant	Remittance Offices Online Training & Reorientation	Remittance Offices Online Training & Reorientation

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	Updates on SSS, Pag- big and PHIC Rules	him/her for career advancement opportunities			-February 1, 2023 GSIS Echo Basic Records and Archival Management (BRAM) -March 22, 2023 PMDC Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Completed Staff Work -August 2023 Public Service Seminar (Civil Service Institute) -July 2023	February 1, 2023 GSIS Echo of Basic Records and Archival Management (BRAM) March 22, 2023 PMDC Records Unit Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI Completed Staff Work August 8-9, 2023 Businessmaker Academy (virtual)
Procurement Officer designated as HR Officer IV	HR capability enhancement Supervisory Skills	To capacitate the employee in performing HR work	Formal Training/s	Highly Relevant	Navigating Employee Development in Today's Hybrid Workplace	Navigating Employee Development in Today's Hybrid Workplace February

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	<p>Updates on public procurement rules; continuing capability building</p>	<p>To equip the employee in performing supervisory functions</p> <p>To ensure compliance in new procurement rules and regulations</p> <p>To be updated on public procurement rules; continuing capability building</p>			<p>-February 15, 2023 Sprout Solutions</p> <p>Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC</p> <p>Strategic Human Resources Management – CORE HRM -TBA</p> <p>GPPB Procurement-related Seminar on PMR and APCI preparation -TBA</p> <p>Public Service Seminar (Civil Service Institute) -July 2023</p> <p>GAD-related Seminars -TBA</p>	<p>15, 2023 Sprout Solutions</p> <p>Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC</p> <p>Women's Economic Empowerment Webinar No. 16 Social Inclusion and the Empowerment of Gender-Diverse Persons June 24, 2023 PCW</p> <p>Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI</p> <p>On-site Work Challenges: Navigating Its Impact on Organizations and Employee Well-Being July 26, 2023 Sprout Solutions</p>

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					ISO-related Seminars -TBA	<p>Introduction to GAD Concepts and SoGIE September 6, 2023 GFPS</p> <p>Re-echo Gender Mainstreaming and Monitoring System (GMMS) September 11, 2023 PCW, PMDC FAD & Records</p> <p>Root Cause Analysis September 12, 2023 TUV Rheinland</p> <p>Empowering Your Compensation Strategy: Navigating Wage Distortion and Salary Benchmarking September 22, 2023 Sprout Solutions</p> <p>2023 Public Sector HR Symposium September 26-27, 2023 CSI</p>

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Procurement Specialist	Updates on public procurement rules; continuing capability building	To be updated on public procurement rules; continuing capability building	Formal Training/s	Highly Relevant Relevant	GPPB Procurement-related Seminar on PMR and APCPI preparation -TBA Department of Information and Communication Technology Trainings -TBA Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Public Service Seminar (Civil Service Institute) -July 2023	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI Mikrotik Certified Network Associate (MTCNA) Basic Certification Training July 26, 2023 Neurotica I.T. Services Corp. (onsite) Root Cause Analysis September 12, 2023 TUV Rheinland
Utility Personnel	Customer Service	To integrate gender sensitivity principles in doing his/her work	Formal Training/s	Required	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development

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					-June 1 & 2, 2023 PMDC Public Service Seminar (Civil Service Institute) -July 2023	June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI
Driver-Messenger	Driving and messengerial technical skills	To develop the employee competence to prepare him/her for career advancement opportunities	Formal Training/s	Required	Driving and messengerial technical skills training (TESDA) seminar -TBA Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service (July 14, 2023 CSI)
HR Field Officer (Davao)	HR capability enhancement Supervisory skills	To capacitate the employee in performing HR work To equip the employee in performing supervisory functions	Formal Training/s	Relevant	Strategic Human Resources Management - CORE HRM -TBA	Echo of Basic Records and Archival Management (BRAM) March 22, 2023 PMDC Records Unit

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					Compensation and Benefits Training (DOLE/CSC/GSIS/SSS/PHIC/HDMF) -TBA	Root Cause Analysis September 12, 2023 TUV Rheinland
Field Admin Assistant (Davao)	Continuing Professional Education	To develop the employee competence to prepare him/her for career advancement opportunities	Formal Training/s	Relevant	Effective Office Administration -TBA	
Project Management Department (PMD)						
PMD Manager	Leadership and Management Updates on mining policies and regulations ISO	To equip the manager with the knowledge, skills and tools of being a ‘managerial leader’ and not just one or the other. To ensure compliance on mining rules and regulations and capacitate the employee in his field of work.	Formal Training/s	Highly Relevant	Leadership and Management-related Training (CSI) -August 2023 Annual Mine Safety and Environment Convention -November 2023 Mining Engineers’ Convention -TBA Environmental Management System Training (EMS 14001) -TBA	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Mine Responsibility: Innovating For a Better Future June 22 -23, 2023 MGB Leadership in the Digital Era August 15, 2023 9am / August 16, 2023 3pm CSI

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					ISO-related trainings -TBA	Root Cause Analysis September 12, 2023 TUV Rheinland 69th Annual National Mine Safety and Environment Conference Nov 13- 16, 2023
Technical Services Officer (Davao)	Leadership and Management Updates on mining policies and regulations Project Management	To equip the manager with the knowledge, skills and tools of being a ‘managerial leader’ and not just one or the other. To ensure compliance on mining rules and regulations and capacitate the employee in her field of work.	Formal Training/s	Highly Relevant	Annual Mine Safety and Environment Convention -November 2023 Annual Geology Convention 2023 -December 2023 ISO-related Seminars -TBA	Root Cause Analysis September 12, 2023 TUV Rheinland
Senior Geologist (Davao)	Updates on mining policies and regulations Technical Updates Occupational Safety and Health	To ensure compliance on mining rules and regulations and capacitate the employee in his field of work.	Formal Training/s	Highly Relevant	Annual Geology Convention 2023 -December 2023 Annual Mine Safety and Environment Convention -November 2023 ISO-related trainings -TBA	Root Cause Analysis September 12, 2023 TUV Rheinland

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					OSH training -TBA	
Junior Geologist	<p>Updates on mining policies and regulations</p> <p>Technical Updates</p> <p>Project Management</p> <p>Occupational Health and Safety</p>	To ensure compliance on mining rules and regulations and capacitate the employee in her field of work.	Formal Training/s	Relevant	<p>Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC</p> <p>Annual Geology Convention 2021 -December 2023</p> <p>Annual Mine Safety and Environment Convention -November 2023</p> <p>BOSH Training -TBA</p> <p>ISO-related trainings -TBA</p>	<p>Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC</p> <p>Mine Responsibility: Innovating For a Better Future June 22 -23, 2023 MGB</p> <p>Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI</p> <p>Root Cause Analysis September 12, 2023 TUV Rheinland</p> <p>70th Annual National Mine Safety and Environment Conference Nov 13-17, 2023 Philippine</p>

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						Society of Mining Engineers Geological Convention 2023 December 5-6, 2023 Geological Society of the Phils.
Environment Officer (Davao) (Vacant)	Mining policies and regulations Technical knowledge on mining and the environment Technical knowledge/skills on Pollution Control/Solid Waste Management	To ensure compliance on mining rules and regulations and capacitate the employee in her field of work.	Formal Training/s	Relevant	Basic Pollution Control Officers (PCO) Training -TBA Environmental Management System Training (EMS 14001) -TBA Annual Mine Safety and Environment Convention -TBA	NA
Community Development Officer (Davao)	Mining policies and regulations CSR on Mining (Best Practices)	To ensure compliance on mining rules and regulations and capacitate the employee in her field of work.	Formal Training/s	Relevant	Environmental Management System Training (EMS 14001) -TBA	Re-echo Gender Mainstreaming and Monitoring System (GMMS) September 11, 2023 PCW, PMDC FAD & Records

Department/ Employee/Position	Competency Gap/ Continuous Learning	Learning Objectives	Methods	Level of Relevance	Proposed Training/Date	Attended Trainings
					Annual Mine Safety and Environment Convention -November 2023 CSR-Related Trainings -TBA GAD-related Seminars -TBA	Root Cause Analysis September 12, 2023 TUV Rheinland 70th Annual National Mine Safety and Environment Conference Nov 13-17, 2023 Philippince Society of Mining Engineers
Community Relations Officer	Mining policies and regulations CSR on Mining (Best Practices) Community Relations and Development (Planning, Monitoring and Evaluation of CSR Programs)	To ensure compliance on mining rules and regulations and capacitate the employee in her field of work.	Formal Training/s	Relevant	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Annual Mine Safety and Environment Convention -November 2023 CSR-Related Trainings -TBA GAD-related Seminars	GAD Analysis, GAD Mainstreaming and GAD Plan and Budgeting February 27 - March 2, 2023 GFPS Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Mine Responsibility: Innovating For a Better Future

Department/ Employee/Position	Competency Gap/ Continuous Learning	Learning Objectives	Methods	Level of Relevance	Proposed Training/Date	Attended Trainings
					-TBA ISO-related Seminars -TBA	-June 22 -23, 2023 MGB Women's Economic Empowerment Webinar No. 16 Social Inclusion and the Empowerment of Gender-Diverse Persons -June 24, 2023 PCW Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI Introduction to GAD Concepts and SoGIE Sept 6, 2023 GFPS Re-echo Gender Mainstreaming and Monitoring System (GMMS) September 11, 2023 PCW, PMDC FAD & Records Root Cause Analysis September 12, 2023 TUV Rheinland

Department/ Employee/Position	Competency Gap/ Continuous Learning	Learning Objectives	Methods	Level of Relevance	Proposed Training/Date	Attended Trainings
						70th Annual National Mine Safety and Environment Conference Nov 13-17, 2023 Philippince Society of Mining Engineers
Project Management Assistant	Continuing Professional Education Filing Management Critical Thinking	To develop the employee competence to prepare him/her for career advancement opportunities	Formal Training/s	Relevant	Echo Basic Records and Archival Management (BRAM) -March 22, 2023 PMDC Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development -June 1 & 2, 2023 PMDC Completed Staff Work -August 2023 Work Attitude and Value Enhancement (WAVE) Program -TBA	Echo of Basic Records and Archival Management (BRAM) March 22, 2023 PMDC Records Unit Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI Completed Staff Work August 8-9, 2023 Businessmaker Academy (virtual)

Department/ Employee/Position	Competency Gap/ Continuous Learning	Learning Objectives	Methods	Level of Relevance	Proposed Training/Date	Attended Trainings
						Root Cause Analysis September 12, 2023 TUV Rheinland
Diwalwal Project Administration						
Diwalwal Project Manager	Leadership and Management Updates on mining policies and regulations Project Management ISO Occupational Safety and Health Technical Skills	To equip the manager with the knowledge, skills and tools of being a ‘managerial leader’ and not just one or the other. To ensure compliance on mining rules and regulations and capacitate the employee in his field of work.	Formal Training/s	Relevant	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development - June 1 & 2, 2023 PMDC Leadership and Management-related trainings (CSI) -August 2023 Annual Mine Safety and Environment Convention -November 2023 Annual Geology Convention 2023 -December 2023 ISO-related trainings -TBA	Capacity-Building on Mine Safety, Laws Pertaining to GAD and Gender and Development June 1 & 2, 2023 PMDC Mine Responsibility: Innovating For a Better Future June 22 -23, 2023 MGB Lingkod Bayani: Excellence in Public Service July 14, 2023 CSI Leadership in the Digital Era August 15, 2023 9am / August 16, 2023 3pm CSI

Department/ Employee/Position	Competency Gap/ Continuous Learning	Learning Objectives	Methods	Level of Relevance	Proposed Training/Date	Attended Trainings
						<p>Root Cause Analysis September 12, 2023 TUV Rheinland</p> <p>70th Annual National Mine Safety and Environment Conference Nov 13- 17, 2023 Philippine Society of Mining Engineers</p> <p>Geological Convention 2023 December 5-6, 2023 Geological Society of the Phils.</p>
Civil Engineer (Davao)	Career Development	To ensure compliance on pertinent rules and regulations and capacitate the employee in her field of work	Formal Training/s	Relevant	<p>Seminars for Civil Engineers -TBA</p> <p>Annual Mine Safety and Environment Convention -November 2023</p>	
Liaison Officer – Dinagat (Davao)	Career Development Customer Service/People Handling	To ensure compliance on pertinent rules and regulations and capacitate the employee in her field of work	Formal Training/s	Relevant	<p>Trainings related to Supervisory Development, and Customer Service -TBA</p>	

Department/ Employee/Position	Competency Gap/ Continuous Learning	Learning Objectives	Methods	Level of Relevance	Proposed Training/Date	Attended Trainings
	Stress Management					
Forester (Davao)	Career Development Customer Service/People Handling	To ensure compliance on pertinent rules and regulations and capacitate the employee in his field of work.	Formal Training/s	Relevant	Trainings related to Supervisory Development, and Customer Service -TBA	
Leadman designated as Community Relations Coordinator/Property Custodian (Davao)	Career Development CSR-Project Management CSR-CSR on Mining (Best Practices)	To ensure compliance on pertinent rules and regulations in handling, recording, inspecting of supplies and properties	Formal Training/s	Relevant	Training on appraisal and disposal government properties (ADGP) (COA) -TBA Strategic Customer Relations Training -TBA	70th Annual National Mine Safety and Environment Conference Nov 13- 17, 2023 Philippince Society of Mining Engineers
Geology Sampler/Aide (Davao)	Career Development Customer Service/People Handling	To ensure compliance on pertinent rules and regulations and capacitate the employee in his field of work.	Formal Training/s	Relevant	Safety and First Aid Training -TBA Basic Occupational Safety and Health Awareness (BOSHA) -TBA	
Trackless Operator (Davao)	Career Development Customer Service/People Handling	To ensure compliance on pertinent rules and regulations and capacitate the employee in his field of work.	Formal Training/s	Relevant	Vehicle Repair and Maintenance Training (TESDA) -TBA	

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					Basic Occupational Safety and Health Awareness (BOSHA) -TBA	
Mine Electrician (Davao)	Career Development Customer Service/People Handling	To ensure compliance on pertinent rules and regulations and capacitate the employee in his field of work.	Formal Training/s	Relevant	Basic Electrical Training Course or Electrical Maintenance (Industrial Setting) -TBA Safety and First Aid Training -TBA Basic Occupational Safety and Health Awareness (BOSHA) -TBA	
Warehouseman / Toolkeeper (Davao)	Career Development Customer Service/People Handling Purchasing Management	To ensure compliance on pertinent rules and regulations and capacitate the employee in his field of work.	Formal Training/s	Relevant	Warehouse and Central Operations Management -TBA Basic Occupational Safety and Health Awareness (BOSHA) -TBA	