



PHILIPPINE MINING DEVELOPMENT CORPORATION

Control No:	PMDC-QP-10-00
Revision No.:	2
Effectivity:	August 21, 2025
Page No.	Page 1 of 7

Quality Procedure

Training and Development

PROCEDURE ON TRAINING AND DEVELOPMENT

1.0 PURPOSE

This document institutionalizes the procedures for the preparation of the training plan, conduct of in-house training programs and participation in external capacity-building programs.

2.0 POLICY

PMDC considers the participation of its employees in trainings and seminars as investment for the mutual gain of the company and the individual. The employees' participation thereof is intended to develop, enhance and update their competencies for improved individual and organizational performance.

3.0 SCOPE

This procedure outlines the specific steps and activities undertaken in the preparation, implementation and evaluation of external and in-house training programs attended by the Company's officials and employees.

4.0 DEFINITIONS/FORMS

1. Training Needs Assessment (TNA) – refers to a method of determining the company's learning gaps and/or training needs and the kind of learning intervention that is required to meet the identified training requirements. **(Training – Form 1)**
2. Training Plan – refers to a document which provides the list of external training programs to be participated in by the employees and in-house learning sessions to be conducted within the year. The training programs/learning interventions indicated in the Training Plan were derived from the results of the Training Needs Assessment and those formulated by HRAD which were seen as necessary based on the required competencies, results of the performance evaluation, observations or evaluation of the effectiveness of trainings attended.
3. Request for Training Form – refers to the form accomplished and submitted by the employee and endorsed by his/her manager indicating the requested training program to be participated in by the employee. The request includes the following information: training course title, inclusive dates and venue, registration and other fees required and the justification for his/her participation. **(Training – Form 2)**
4. Evaluation of Training Effectiveness – refers to the list of trainings/seminars attended by an employee for the concluding year prepared and distributed by HRAD to the employee's immediate supervisor. The supervisors evaluate the effectiveness of the trainings based on how the employee was able to apply the learnings obtained or observed improvement on the employee's performance. The immediate supervisor's evaluation is then submitted to HRAD to serve as inputs for the formulation of the Training Plan of the following year. **(Training – Form 3)**

Approved by:

Mary Ann P. Zarcilla

OIC Vice President, Corporate Services

Date:

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			Revision No.:	2
	Quality Procedure	Training and Development	Effectivity:	August 21, 2025
			Page No.	Page 2 of 7

5. Post-Training Report – refers to the report submitted by the employee after his/her participation in an in-house or external training program which contains the training highlights or key topics discussed, relevance of the training program to the employee’s job functions, specific benefits/learnings from the training, and activities or initiatives that can be undertaken by the employee or his/her department in applying the learnings obtained by the training attendee. The Post-Training Report is submitted by the employee within five (5) working days from the last day of the training program or at the latest a month after the training/seminar provided that, HRAD has been advised accordingly. The submitted PTRs are also used to evaluate the applicability and effectiveness of the training programs attended. Further, recommendations from the Post-Training Report can serve as inputs for the succeeding year’s Training Plan and other improvement initiatives within the organization. **(Training – Form 4)**

6. Training Certificate – refers to the document that certifies that an employee has participated in and completed a training program. The document includes details on the training’s topic, date and venue and duly signed by the resource speaker/training provider.

7. Training Provider – refers to the third-party service provider to whom the facilitation of a particular training program was awarded, through a competitive and transparent procurement process.

5.0 RESPONSIBILITY

1. Bids and Awards Committee (BAC) – refers to the internal committee that oversees all bidding processes within the company.

2. Department Assistants - processes the documents relative to the approved request for trainings and its corresponding fees, submits the employee’s registration form to the training provider via fax or email, deposits the check payment to the training provider’s bank account (if required) or provides the check payment to the training participant/employee for payment during the actual training.

3. Department Managers/Supervisors – provides inputs to HRAD on training requirements, endorses requests for trainings, assesses the effectiveness of the training based on the employee’s knowledge, skills and abilities and evaluates the applicability of the recommendations indicated in the Post-Training Reports submitted by their subordinates before submission to HRAD.

4. Finance and Accounting Department (FAD) – determines the availability of funds for requested trainings and expenses relative to the conduct of in-house training programs.

5. HR and Administration Department (HRAD) – facilitates the provision and conduct of in-house and external capacity-building activities in the organization.

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	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-10-00
			Revision No.:	0
	Quality Procedure	Training and Development	Effectivity:	September 27, 2016
			Page No.	Page 3 of 7

6. HR and Administration Department (HRAD) Manager – oversees the over-all planning for external and in-house training programs, reviews request/s for training and spearheads other capacity-building initiatives for the organization.
7. HR Officer – conducts the Training Needs Assessment during the first quarter of the year, analyzes the results and submits a proposed Training Plan using the data obtained from the Training Needs Assessment. He/she is also in-charge of the preparation and facilitation of in-house training programs.
8. HR Specialist – assists the HR Officer in the conduct of the Training Needs Assessment and preparation of the Training Plan; collates and monitors the submission of Post-Training Reports and training certificates within a given period, and manages the administrative preparation of in-house training programs.
9. Vice President for Corporate Services – endorses request/s for training and reviews the proposed Training Plan prior submission to the President and CEO.
10. President and CEO – approves request/s for training and the proposed Training Plan as endorsed by the Vice President for Corporate Services.
11. Procurement Unit – assists the Bids and Awards Committee (BAC) in facilitating the end-to-end procurement process of the organization.

Approved by: 
Jaime T. De Veyra
Vice President, Corporate Services

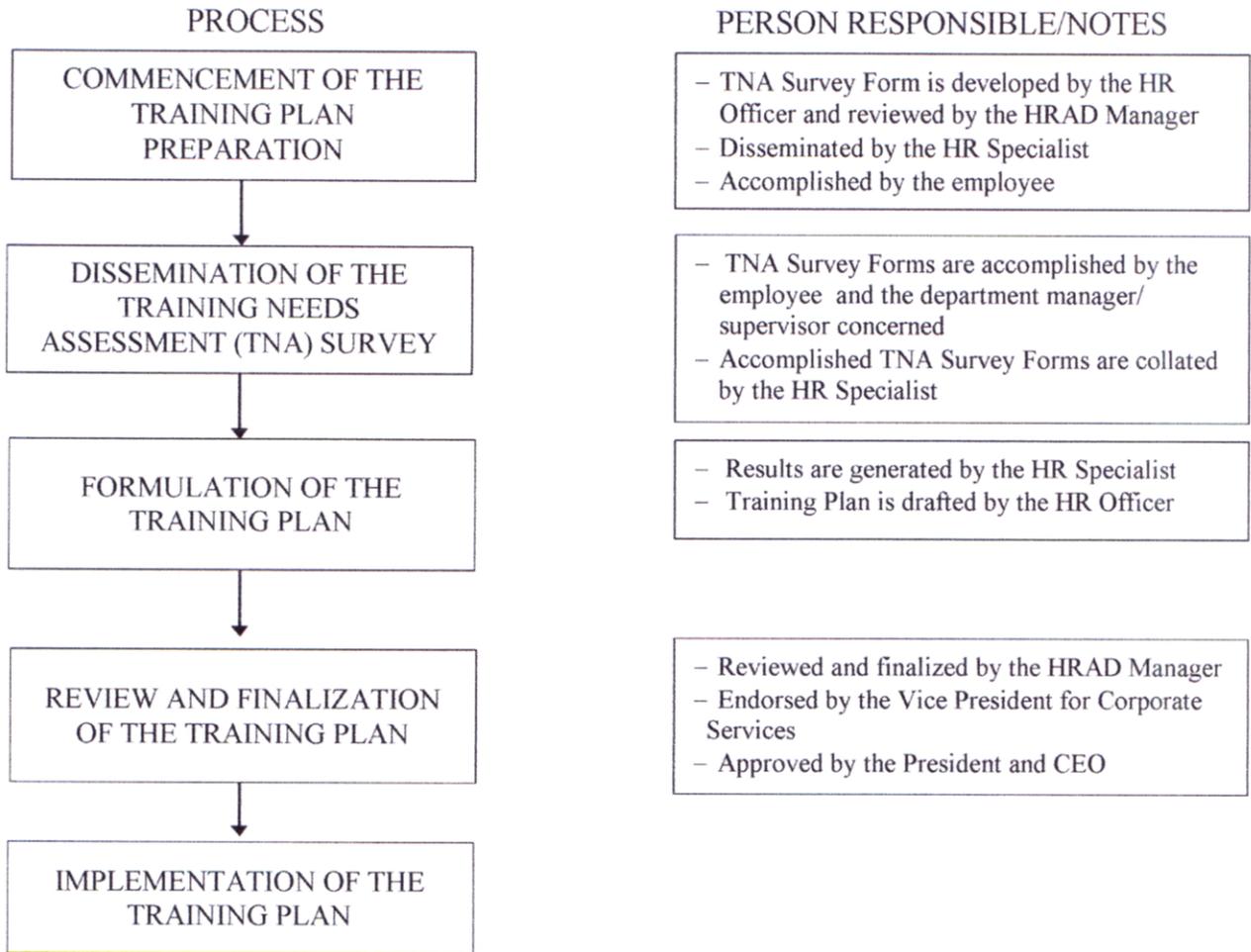
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1.0 PROCESS FLOW

PREPARATION OF THE TRAINING PLAN

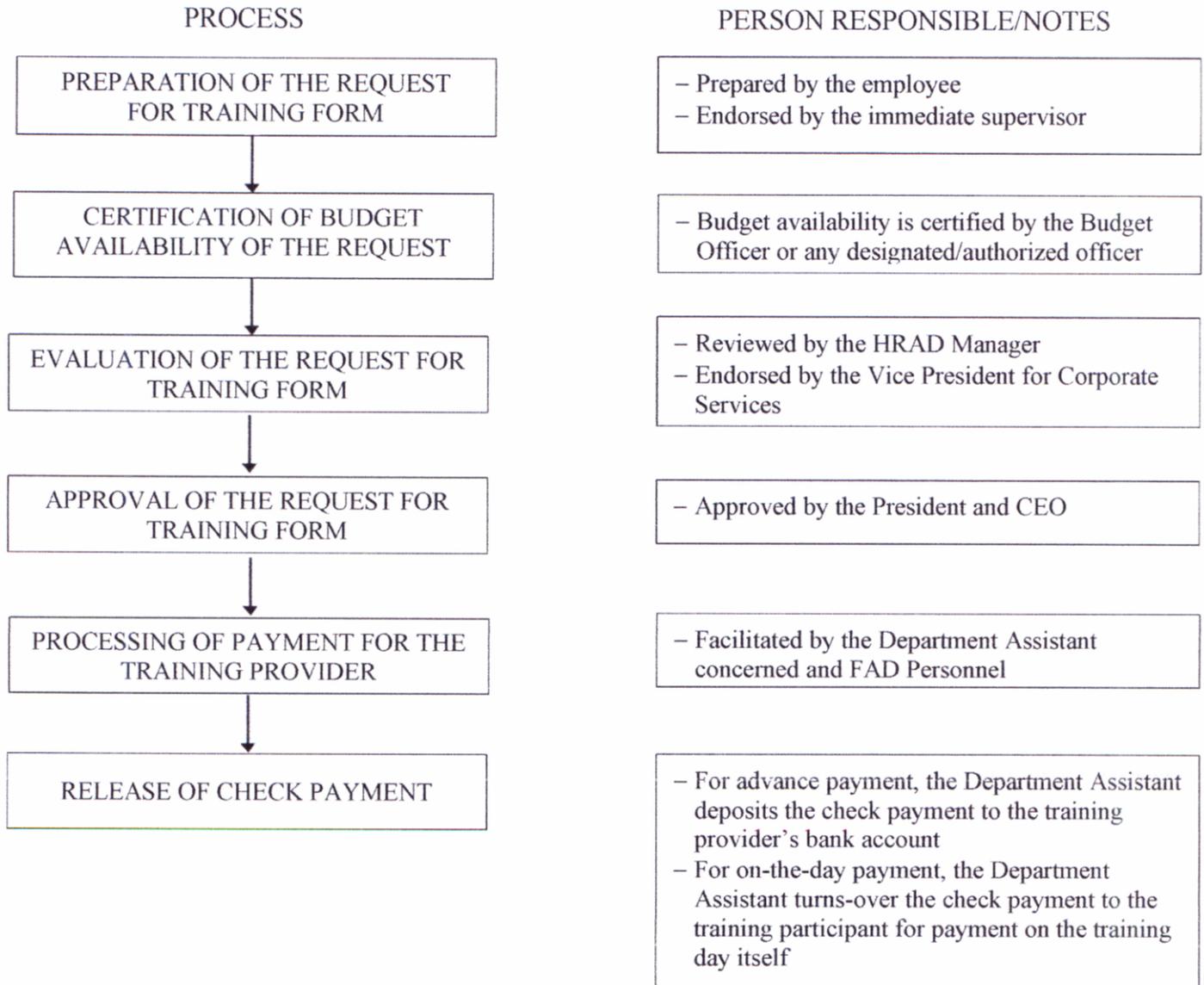



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PROCESSING OF EMPLOYEE PARTICIPATION IN EXTERNAL TRAININGS/SEMINARS



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 Vice President, Corporate Services

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Training and Development

Control No:	PMDC-QP-10-00
Revision No.:	0
Effectivity:	September 27, 2016
Page No.	Page 6 of 7

**CONDUCT OF IN-HOUSE TRAINING PROGRAM
(In-house Training Facilitator)**

PROCESS

PERSON RESPONSIBLE/NOTES

DETERMINATION OF NEED FOR TRAINING

- Conducted as indicated in the Training Plan or may be initiated by HRAD or other department/s
- Conceptualization/design of the training by the HRAD or the department concerned

IDENTIFICATION OF TRAINING PARTICIPANTS

- Participants are selected by the HRAD Manager or the department concerned
- Participation of employee is coordinated by the HRAD or the department concerned with the respective supervisor/manager

PREPARATION OF THE TRAINING'S ADMINISTRATIVE REQUIREMENTS

- Administrative preparation (food/meals, training/workshop materials, training certificates, projector, microphone, etc.) is managed by the HR Specialist
- For venue requirements, the Procurement Unit assists the HR Specialist in the canvassing and engagement of a venue provider, as evaluated and recommended by the BAC and approved by the Head of the Procuring Entity (HOPE)

CONDUCT OF THE TRAINING

- Facilitated by the HRAD Manager, HR Officer or the Department Manager/Officer concerned
- Supervised by the HRAD Manager/Department Manager concerned

CONDUCT OF TRAINING EVALUATION

- Training Evaluation Forms are distributed by the HR Specialist
- Results are collated by the HR Specialist

SUBMISSION OF THE POST-TRAINING REPORT

- Prepared by the training participant
- Monitored and collated by the HR Specialist

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Jaime T. De Veyra
Vice President, Corporate Services

Date: _____

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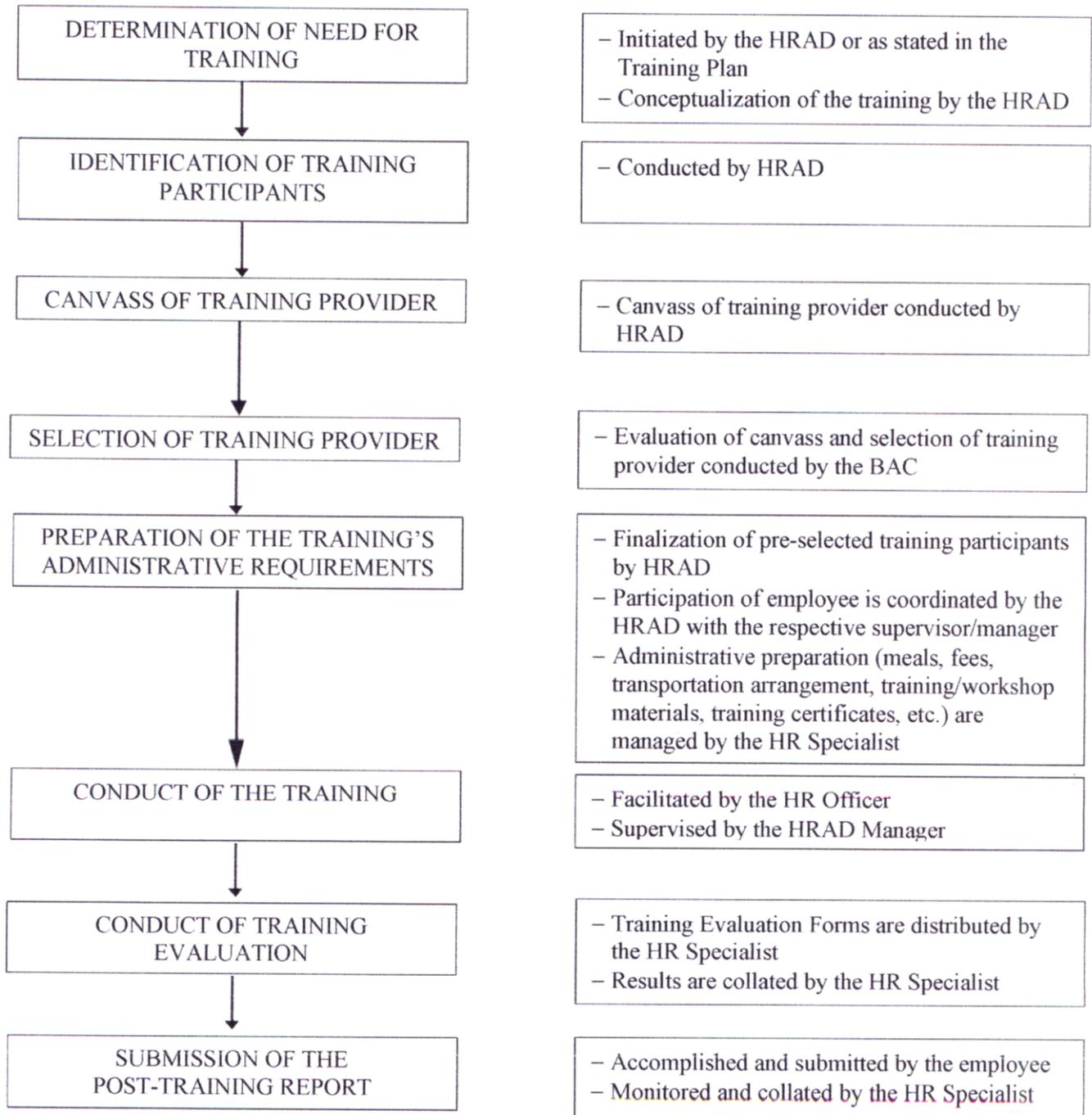
Training and Development

Control No:	PMDC-QP-10-00
Revision No.:	0
Effectivity:	September 27, 2016
Page No.	Page 7 of 7

**CONDUCT OF IN-HOUSE TRAINING PROGRAM
(External Training Provider)**

PROCESS

PERSON RESPONSIBLE/NOTES



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Vice President, Corporate Services

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