

# **TIEZA**

## **LEARNING AND DEVELOPMENT PLAN**

### **RATIONALE**

The Authority recognizes the Human Resources component as the most valuable assets of the organization. It is, therefore, imperative for TIEZA to maintain a good core of human resources who can contribute to the attainment of its goals and objectives.

Aligned with the TIEZA's vision of an excellence-driven organization at the forefront of sustainable tourism development, the Learning and Development (L&D) Plan provides opportunities within and even outside of the organization. It will make employees more effective and efficient in their current jobs and will prepare them for advancement in their careers.

The L&D shall provide a continuing program or set of interventions for the personal, career and professional development of the Authority's officials and employees. It aims to improve individual and organizational performance that will equip, maintain and retain a core of competent and efficient work force in TIEZA. The L&D shall infuse a new corporate culture of work ethics at the TIEZA in line with RA 9593 which states that we should *"promote a tourism industry that is ecologically sustainable, responsible, participative, culturally sensitive, economically viable, and ethically and socially equitable for local communities."*

### **GOAL**

To align all L&D interventions to TIEZA's vision, mission, mandate and strategic objectives as it strives to be an excellence-driven organization

### **OBJECTIVES**

1. To provide officers and employees opportunities for professional growth and link career plans to other personnel development mechanisms and interventions;
2. To provide training and development programs to upgrade the competencies of officials and employees, and
3. To infuse a corporate culture anchored on TIEZA'S corporate values of TEAMWORK, INTEGRITY and EXCELLENCE.

The above goals and objectives are expected to be attained by, but will not be limited to the L&D interventions identified below.

## **LEARNING AND DEVELOPMENT PLAN**

### **I. TRAININGS/SEMINARS**

#### **A. In-House Training Programs**

1. Competency Enhancement Programs
2. Organizational Development Programs
3. Corporate Communication
4. Gender and Development Programs

#### **B. Outside Training Programs**

### **II. SCHOLARSHIP PROGRAMS**

#### **A. Educational Support Program**

#### **B. Special Review Program/Classes**

### **III. SOCIO-CULTURAL PROGRAMS**

### **IV. EMPLOYEES' ASSEMBLY**

### **V. PHYSICAL FITNESS/SPORTS PROGRAMS**

#### **A. In-house Sports Program**

1. Regular Activities
2. In-house Sports Tournament

#### **B. Outside Participation (GCAA and Others)**

Descriptions of the above programs are described in the succeeding pages.

# **TIEZA**

## **LEARNING AND DEVELOPMENT PLAN**

### **I. TRAININGS/SEMINARS**

A. **In-House Training Programs** – Organized and/or outsourced by the Administrative Services Department's Human Resource Services Division. These are programs that can be conducted within office premises and/or other venue outside office for which a live-in set-up is favourably considered, depending on the type and/or logistical requirements needed for the conduct of the training. The In-house training programs are categorized as follows:

1. **Competency Enhancement Programs** - These are trainings being conducted for a group of officers and employees who have common points of competency gaps identified in terms of knowledge, skills and attitude, based on the competency assessment result of each employee. It aims to address the identified competency gaps whether core, leadership, functional and technical competencies.
2. **Organizational Development Programs** – These are organization-wide trainings being conducted to manage the Authority's targeted deliverables anchored in the Strategic Objectives, in compliance with the Governance Commission for GOCCs (GCG) and Civil Service Commission directives. (e.g. Strategic/Operations Planning, QMS, CBHRS, SPMS, etc)
3. **CORPORATE ORIENTATION PROGRAMS** – there are programs which includes trainings to orient newly-hired employees about the organization – it's mission vision, mandate, programs/activities/projects (PAPs) and various policies of the Authority. It also includes various briefings/orientation regarding updates from different government agencies (e.g. CSC, GSIS, Philhealth) that may be relevant to TIEZA's operations.
4. **Gender and Development Programs** - Programs are being undertaken as per RA 9710 or the Magna Carta of Women, which mandates all government offices to mainstream gender and development in their regular plans and programs. Joint Circular 2012 – 01 states that there is a need to strengthen the agencies through capacity development activities on GAD, which includes basic gender sensitivity, gender analysis, gender audit and GAD Planning and Budgeting, among other capability programs.

- B. **Outside Training Programs** – These are training program invitations from private and public Learning Service Providers (LSPs) or institutions. A group of 2 or more employees with technical positions (e.g. engineers, architects, accountants, lawyers, auditors, procurement personnel) are being sent to outside trainings to enhance/update their technical competencies and as an avenue for continuing profession education (CPES), subject to evaluation by the immediate supervisor and HRSD. The applicability of the training to their current functions/tasks to address competency gaps are the basic consideration under these programs.
- II. **Scholarship Programs** – It allows qualified employees to pursue collegiate or post-graduate courses and/or who desire to take review classes in the different professional courses that requires passing a bar/board exam and completion of a post-graduate degrees determined relevant and necessary to the mandate of the Authority or to the duties and responsibilities of the concerned employee. Under this program, the Authority extends financial assistance to the grantee/scholar, subject to the existing policies and guidelines set by the Authority
- III. **Socio-Cultural Programs** - are conducted in support of the national celebration of government- mandated activities, ceremonies or special occasions such as Arts month, Independence Day, GAD-related, Tourism Week, Civil Service month, etc. Such activities, however, should not in any way disrupt the regular performance of the employees' official duties and functions.
- IV. **General Employees' Assembly** - Employee's Assembly is being held to strengthen, promote camaraderie and build a better working relationship among TIEZA employees. This also serves as a venue where the Chief Operating Officer and other key officials directly reports to the employees regarding the Authority's accomplishments, plans and programs.
- V. **Physical Fitness/Sports Programs** – The activities are designed to maintain the health and wellness of employees from main office and entities and at the same time promote camaraderie not only within the TIEZA, but also with other member agencies of GCAA (Government Corporation and Athletic Association). This is anchored on CSC MC No. 38, s. 1992 regarding the "Physical and Mental Fitness Program for Government Personnel", as well as CSC MC No. 6, s. 1995, requiring all agencies to adopt "The Great Filipino Workout" as an integral part of the National Physical Fitness and Sports Development program for government personnel. This is also in support to the Magna Carta of Women, Chapter IV, Section 14 stating the rights of Women in Sports.

# TIEZA

## LEARNING AND DEVELOPMENT PLAN

### CY 2016

#### I. TRAININGS/SEMINARS

##### A. IN-HOUSE TRAINING PROGRAMS

###### 1. COMPETENCY ENHANCEMENT PROGRAMS

Leadership & Management Essentials Program	1,015,000.00
Effective Communication	860,000.00
Personal Leadership Program	1,135,000.00
Capability Training Programs for Administration and Finance Sector	500,000.00
Procurement (Republic Act No. 9184)	200,000.00
Monitoring and Evaluation Program	555,000.00
<b>Total Competency Enhancement Programs</b>	<b>4,265,000.00</b>

###### 2. ORGANIZATIONAL DEVELOPMENT PROGRAMS

Operations Planning/Strategic Planning (Organization-Wide)	1,595,000.00
Operations Planning/Strategic Planning (Sectoral/Dept)	240,000.00
QMS-ISO 9001:2008 Certification (Sustainability/Continual Improvement Programs)	596,000.00
Records Management	466,000.00
Statigic Performance Mgmt. System (SPMS) - Sustainability Programs	429,000.00
Competency-Based HR Systems (CBHRS)	350,000.00
Team Building Workshop/ Work-Life Harmony	2,728,000.00
Disaster Risk Reduction Management	460,000.00
Values Enchancement Program	592,000.00
<b>Total Organizational Development Programs</b>	<b>7,456,000.00</b>

###### 3. CORPORATE ORIENTATION PROGRAMS

Orientation/ Reorientation	232,000.00
Cascading Activities Briefings	150,000.00
<b>Total Corporate Orientation Programs</b>	<b>382,000.00</b>

###### 4. GENDER AND DEVELOPMENT PROGRAMS

Gender Analysis Training	566,000.00
Annual GAD Planning and Budgeting S-W	283,000.00
Gender Sentivity Training	168,000.00
Gender and Dev't Training for Men	240,000.00
GFPS-TWG Planning Sessions/Meetings	144,000.00
GAD Executive Conference	320,000.00
Business Investment Opportunities (Livelihood Trainings)	210,000.00
<b>Total Gender and Development Programs</b>	<b>1,931,000.00</b>

##### B. OUTSIDE TRAINING PROGRAMS

864,000.00

#### TOTAL TRAINING PROGRAMS

**14,898,000.00**

**TIEZA**  
**LEARNING AND DEVELOPMENT PLAN**  
**CY 2016**

**II. SCHOLARSHIP PROGRAMS**

Educational Support Program (ESP)	150,000.00
Special Review Program/Classes	75,000.00

**TOTAL SCHOLARSHIP PROGRAM**

**225,000.00**

**III. SOCIO-CULTURAL PROGRAMS**

**National Celebrations**

Arts Month	50,000.00
Independence Day	75,000.00
Nutrition Month (Healthy Breakfast Preparation)	60,000.00
Civil Service Month (Araw ng mga Kawani)	750,000.00
Tourism Week	500,000.00
Children's Month (GAD-Activity)	150,000.00
Womens Month (GAD-Activity)	800,000.00
18-day Campaign to End VAW(GAD-Activity)	600,000.00
Other National Celebrations	300,000.00

**TOTAL SOCIO-CULTURAL PROGRAMS**

**3,285,000.00**

**IV. EMPLOYEES' ASSEMBLY**

Mid-Year cum TIEZA Anniversary	2,000,000.00
Year-end	1,500,000.00
Monthly (Flag Ceremony, Gen. Assembly Meeting)	150,000.00
GFPS-TWG Year-End Assembly	150,000.00

**Total Employees Assembly**

**3,800,000.00**

# TIEZA LEARNING AND DEVELOPMENT PLAN CY 2016

## V. PHYSICAL FITNESS & SPORTS PROGRAM

### A. In-House Sports Program

#### 1. Regular Activities

Biggest Loser	127,500.00
Badminton	544,600.00
Tenpin Bowling	545,000.00
Golf	548,875.00
Darts	74,000.00

#### 2. In-House Sports Tournament

Badminton	249,000.00
Golf (1st & 2nd Leg)	200,000.00
Tenpin Bowling	182,700.00
Chess	78,000.00
Darts	90,000.00

<b>Total In-House Sports Program</b>	<b>2,639,675.00</b>
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### B. Outside Participation (GCAA & Others)

Golf	397,000.00
Sportsfest	220,000.00
Chess	140,000.00
Tenpin Bowling	302,630.00
Committee Planning Meetings	30,000.00
Event Hosting Fee	25,000.00
Share in the Hosting of GCAA Meetings	35,000.00
Mid-year Assessment	35,000.00
GCAA Year-End Activity	35,000.00
GCAA Planning Workshop	40,000.00
Annual Membership Dues	35,000.00
Civil Service ASEAN Games	100,000.00
CSC Fun Run	200,000.00

<b>Total Outside Sports Participation Program</b>	<b>1,594,630.00</b>
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<b>C. Provision for Entities</b>	<b>200,000.00</b>
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<b>TOTAL PHYSICAL FITNESS AND SPORTS PROGRAM</b>	<b>4,434,305.00</b>
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<b>VI. GIFT CERTIFICATES FOR EMPLOYEES</b>	<b>23,400,000.00</b>
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<b>TOTAL LEARNING AND DEVELOPMENT PLAN</b>	<b>50,042,305.00</b>
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Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**  
Manila

**MEMORANDUM**

TO : **All Sector/Department/Division/Office Heads**  
FROM : **The Manager, Administrative Services Department**  
SUBJECT : **CY 2016 TRAINING CALENDAR**  
DATE : 25 January 2016

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Please be informed of the attached planned and scheduled training programs for the year.

Various Learning Service Providers (LSPs) will handle the Authority's Seminar-Workshop, with qualified targeted participants, based on the identified competency gaps of the employees.

A separate memo or notice will be released prior the scheduled date, for details of the program/training/activity, for list of participants, for final confirmation of the dates, and some changes, if there may be.

  
**ROSANNA M. OLGADO**





Republic of the Philippines  
Tourism Infrastructure & Enterprise Zone Authority

## 2016 TRAINING CALENDAR

1st QUARTER

TARGET PARTICIPANTS:

A - SG 18 & ABOVE

B - SG 17 & BELOW

C - MIXED PARTICIPANTS OR CERTAIN SECTOR/OFFICE/UNIT OR TIEZA-WIDE ACTIVITY

### JANUARY 2016

A	TOPIC	B	TOPIC	C	TOPIC
7	QMR TRAINING	14-15	PERSONAL LEADERSHIP BATCH 6	22	SYNERGY IN ACTION 2016 - TEAMING CULMINATING ACTIVITY FOR TIEZA LEADERS

### FEBRUARY 2016

A	TOPIC	B	TOPIC	C	TOPIC
22-24	LEADERSHIP AND MANAGEMENT ESSENTIALS PROGRAM BATCH 6	11-12	PERSONAL LEADERSHIP BATCH 7	9	GENDER MAINSTREAMING POLICY WRITESHOP (GFPS - TWG)
2	VALIDATION SESSION ON TIEZA'S COMPETENCY-BASED JOB DESCRIPTION (CBJD)	17-18	SEMINAR ON PROCUREMENT ACT (RA9184) AND ITS IRR	3-5	CORPORATE ORIENTATION / PSEA/ GST BATCH 1
				8-12	ARTS MONTH ACTIVITIES
				24-26	GENDER ANALYSIS TRAINING
				27-28	DEPARTMENTAL TEAMING WORKSHOP BATCH 1 (ADSD)
				29 - MAR 1	TEZ MONITORING AND EVALUATION TRAINING

### MARCH 2016

A	TOPIC	B	TOPIC	C	TOPIC
4	GAD EXECUTIVE BRIEFING (DEPARTMENT MANAGERS AND UP)	28-30	RESULTS -BASED MGMT (RBM) AND MONITORING & EVALUATION WORKSHOP	1-3	CORPORATE ORIENTATION / PSEA/ GST BATCH 2
3-4	SERVICE MANAGEMENT CONFERENCE 2016			7	TIEZA WOMEN'S MONTH KICK-OFF ACTIVITY
				8-18	WOMEN'S MONTH ACTIVITIES
				19-20	DEPARTMENTAL TEAMING WORKSHOP BATCH 2 (TAXD - GROUP 1)
				17-18	GAD TRAINING FOR MEN
				31	WOMEN'S MONTH CULMINATING PROGRAM ("WOMEN'S FORUM)



Republic of the Philippines  
Tourism Infrastructure & Enterprise Zone Authority

## 2016 TRAINING CALENDAR

### 2nd QUARTER

#### TARGET PARTICIPANTS:

A - SG 18 & ABOVE

B - SG 17 & BELOW

C - MIXED PARTICIPANTS OR CERTAIN SECTOR/OFFICE/UNIT OR TIEZA-WIDE ACTIVITY

#### APRIL 2016

	A	TOPIC		B	TOPIC		C	TOPIC
DATE	21-22	EFFECTIVE COMMUNICATION FOR LEADERS (BATCH 1)	DATE	14-15	BASIC EFFECTIVE COMMUNICATION (BATCH 1)	DATE	2-3	DEPARTMENTAL TEAMING WORKSHOP BATCH 3 (TAXD GROUP 2)
				28-29	PERSONAL LEADERSHIP BATCH 8 (FIELD OFFICES/ ENTITIES)		6-8	GENDER ANALYSIS TRAINING
							23-24	DEPARTMENTAL TEAMING WORKSHOP BATCH 4 (FISD)

#### MAY 2016

	A	TOPIC		B	TOPIC		C	TOPIC
DATE	24-25	EFFECTIVE COMMUNICATION FOR LEADERS (BATCH 2)	DATE	17-18	BASIC EFFECTIVE COMMUNICATION (BATCH 2)	DATE	14	MID-YEAR EMPLOYEES' ASSEMBLY CUM TIEZA ANNIVERSARY
					21-22		DEPARTMENTAL TEAMING WORKSHOP BATCH 5 ( PEPD)	
					28-29		DEPARTMENTAL TEAMING WORKSHOP BATCH 6 (COMD)	

#### JUNE 2016

	A	TOPIC		B	TOPIC		C	TOPIC
DATE			DATE	8-10	RECORDS MANAGEMENT TRAINING	DATE	4-5	DEPARTMENTAL TEAMING WORKSHOP BATCH 7 (BUDD)
							16-17	GAD TRAINING FOR MEN
							20	FATHER'S DAY ACTIVITY
							25-26	DEPARTMENTAL TEAMING WORKSHOP BATCH 8 (OPED GROUP 1)



Republic of the Philippines  
Tourism Infrastructure & Enterprise Zone Authority

2016 TRAINING CALENDAR						
3rd QUARTER						
TARGET PARTICIPANTS:						
A - SG 18 & ABOVE						
B - SG 17 & BELOW						
C - MIXED PARTICIPANTS OR CERTAIN SECTOR/OFFICE/UNIT OR TIEZA-WIDE ACTIVITY						
JULY 2016						
A	TOPIC		B	TOPIC		C
DATE	21-22	OPERATIONS PLANNING (PERFORMANCE REVIEW)	DATE	6-7	PERSONAL LEADERSHIP BATCH 9 (FIELD OFFICES/ENTITIES)	DATE
						2-3
						16-17
						30-31
						DEPARTMENTAL TEAMING WORKSHOP BATCH 9 (COPD)
						DEPARTMENTAL TEAMING WORKSHOP BATCH 10 (MISD)
						DEPARTMENTAL TEAMING WORKSHOP BATCH 11 (LEGD, BAC, OCBS)
AUGUST 2016						
A	TOPIC		B	TOPIC		C
DATE			DATE	25-26	PERSONAL LEADERSHIP BATCH 10 (FIELD OFFICES/ENTITIES)	DATE
						3-5
						13-14
						20-21
						GAD MONITORING & EVALUATION TRAINING
						DEPARTMENTAL TEAMING WORKSHOP BATCH 12 (OPED GROUP 2)
						DEPARTMENTAL TEAMING WORKSHOP BATCH 13 (TEZ)
SEPTEMBER 2016						
A	TOPIC		B	TOPIC		C
DATE			DATE			DATE
						3-4
						12-16
						19-23
						30
						DEPARTMENTAL TEAMING WORKSHOP BATCH 14 (IAUD)
						TOURISM WEEK ACTIVITIES (QUIZ BEE, TREE PLANTING, HERITAGE TOUR)
						PHILIPPINE CIVIL SERVICE ANNIVERSARY (PCSA) ACTIVITIES
						PCSA CULMINATING ACTIVITY



Republic of the Philippines  
Tourism Infrastructure & Enterprise Zone Authority

## 2016 TRAINING CALENDAR

4th QUARTER

TARGET PARTICIPANTS:

A - SG 18 & ABOVE

B - SG 17 & BELOW

C - MIXED PARTICIPANTS OR CERTAIN SECTOR/OFFICE/UNIT OR TIEZA-WIDE ACTIVITY

### OCTOBER 2016

DATE	A	TOPIC	DATE	B	TOPIC	DATE	C	TOPIC
						19-21		ANNUAL GAD ASSESSMENT PLANNING AND BUDGETING
						28		NATIONAL CHILDREN'S MONTH

### NOVEMBER 2016

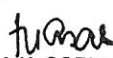
DATE	A	TOPIC	DATE	B	TOPIC	DATE	C	TOPIC
16-18		ANNUAL OPERATIONS PLANNING				25-29		18-DAY CAMPAIGN TO END VAW KICK-OFF ACTIVITY

### DECEMBER 2016


DATE	A	TOPIC	DATE	B	TOPIC	DATE	C	TOPIC
						1-12		18-DAY CAMPAIGN TO END VAW KICK-OFF ACTIVITY (CONT.)
						9		GFPS YEAR-END ACTIVITY
						16		YEAR-END EMPLOYEES' ASSEMBLY

*The Human Resource Services Division reserves the right to change the dates and coverage of the training calendar*

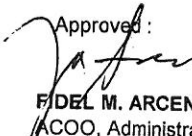
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