

MWSS RO
TRAINING PLAN AND BUDGET FOR CY 2024

List of L&D Interventions	Area	Participants	Proposed Training Institutions	Computation	Budget	Schedule
Leadership Competencies						
Executive Learning	ALL	9 Department Managers (DM)	CGBP Ateneo CCE, UAP/Others	15000 (16hrs) x 9		
1) Building, Collaborative Inclusive Working	ALL	14 Supervisors	CSI/ Ateneo CCE/PTTC/Others	7500(24 hours) x 14	105,000.00	7 supervisors for
2) Managing Performance and Coaching for Results						7 supervisors
3) Leading Change						
4) Thinking Strategically and Creatively						
5) Creating and Nurturing High Performing						
Foundation Competencies						
Communicating Effectively						
1. Effective Presentation	ALL	New Talents 2023-2024 estd @ 16 talents	PTTC, PSRTI,MFI/Others	1,000 (16 hours) x 1		
2. Technical Writing						
3. Enhancing Communications						
Delivering Service Excellence/Exemplifying						
1. Developing Your Emotional Intelligence	ALL	Up to 30 talents (new & with competency gaps)	PMHA (in house)/Others	16 hours Package inclusive of meals	210,000.00	2nd quarter
2. Interpersonal skills seminar (working with others)				8 hours Package inclusive of meals	65,000.00	
Organization Competencies						
Exhibiting Computer and Technology Proficiency						
1. Office Productivity Tools (MS applications; Google work space; AI tools, etc)	ALL	Up to 10 talents (new & with competency gaps) JG5-11	DICT /MFI/ others	40 hours Package inclusive of meals	100,000.00	2nd quarter
2. Data Visualization Using Infographics						
3. Budgeting and Forecasting using Excel	FRA/ALA/	5 FAAMD, 4 ALA, 5 Bud	IFC/ DBM/ others	18000 (16hrs)*5		
Meeting Customer Expectations						
1. Beyond Customer Service	CSR	5 Tech Staff (Newly Hired)	PTTC	3000*5		
Collecting and Analyzing Data						
1. Data Analytics	ALL	Up to 10 talents (new & with competency gaps) JG11-12	UPNEC/PSRTI	40 hours Package inclusive of meals	100,000.00	3rd quarter
Planning and Organizing		Supervisory / Technical Staff				
1. 5s of Good Housekeeping	ALL	New Talents/Secretaries	pttc			
Problem solving and Decision-making						
1. Problem solving and Decision-making training	ALL	Supervisory / Technical	pttc			
Managing Records and Information						
Electronic Records Management	ALL	RMIC	PTTC/NAP			
Records and Archives Management and Records	ALL	RMIC	PTTC/NAP			
Records and Archival System	ALL	RMIC	PTTC/NAP			
ISO Trainings related to Document and Records	ALA	DCC	PTTC/NAP			
Freedom of Information		FOI Committee				
Technical						
Accounting, Budget Planning, Financial Acumen,						

1. Accounting for Non-Accountants	ALL	Secretaries	PTTC	2500 x 3		
2. Effective Budgeting for Finance & Non Finance	FRA	Technical Staff	IFC	18000 x 3		
3. Internal Quality Control	IQA	IQA New Members	PTTC	2500 x 5		
4. QMS Documentation		four tech Staff	PTTC	2500 x 4		
5. IEC 17025 ISO for Meter Test Bench and IQA	CSR	MED/IQA	Rosehall	32 hours	100,000.00	
6. Regression Analysis	FRA	four tech staff	IFC	6000*4		
7. Cashflow & Working Capital Management	FRA	five tech staff	IFC	18000*5		
8. Laws and Rules on Government Expenditures	ALA	three tech staff	COA	3000*3		
9. Cash Management and Control System						
Clerical Assistance						
1. Effective Office Administration	ALL	Secretaries	Business Coach	5000*9		
HR						
1. Workplace Learning and Development	ALA	two tech staff (HR)	CSI	7500*2		
2. SPMS	PMY	PMT Members	CSI	7500*5		
3. RSP	PSB	PSB/End-user	CSI	7500*5		
4. Training Monitoring and Evaluation	PDC	PDC Members	CSI	7500*5		
5. Employee benefits/services	ALL	All RO Talents	In-house (GSIS, Pag-	Package		
Procurement and Inventory Management						
1. BAC In House RA 9184 (Procurement Law)	BAC	BAC, Sec, TWG	GPPB-TSO	Package	280,000.00	2nd quarter
2. Procurement Specialist Certification	BAC	BAC/BAC Sec	UP NEC	27,500*2		
Legal Acumen and Expertise						
1. Arbitration Rules Seminar	ALA	Six Lawyers	PICCR	Package		
2. PICCR Arbitration Workshop Series Module 1-3	ALA	Six Lawyers	PICCR	Package		
3. PDRCI Commercial Arbitration Training	ALA	Six Lawyers	PDRCI	Package		
4. PDRCI Commercial Mediation Training	ALA	Six Lawyers	PDRCI	Package		
5. PDRCI Tribunal Secretary Training	ALA	Six Lawyers	PDRCI	Package		
6. Data Privacy	ALA	Six Lawyers and DPO		Package		
7. PPP 101: Orientation on PPP Concepts and	ALA	Six Lawyers		Package		
8. PPP Special Topic on PPP Project Implementation:	ALA	Six Lawyers		Package		
9. - Fundamentals of Public-Private Partnerships	ALA	Six Lawyers	Ateneo de Manila University	Package		
10. PPP Certification Course	ALA	Six Lawyers	Center for Global Best Practices	Package		
11. MCLE		Eight Lawyers	UP/Chan Robles	package	50,000.00	1st-3rd quarter
12. Organizational Sustainability Training/ESG	ALA	Six Lawyers				
13. Certificate Course for Data Protection Officers	ALA	two lawyers	UP Open Univ	Package		
Concession Area Expertise						
1. Water Meter Management Training	CSR	10 tech staff	DCWD	Package	100,000.00	1st quarter
Treasury & Cash Management						
1. Cash Management	ALL	three SDOs	COA PDO	6000*3		
Facility/Equipment Maintenance						
1. Training on Appraisal and Disposal of Govt	ALA	two tech staff (Prop &	COA PDO	2400*2		
2. Facilities Management	ALA		UPNEC	8500*0		
3. Supply Change Management	ALA	Two tech staff (Proc)	Business Coach	5000*2		
2. Gasoline/ Diesel Engine Mechanic / Trouble	ALA	three Drivers	MFI	7000*3		
Occupational Safety and Security Management						
1. Safety and Health Program	ALL	All RO Talents HR	OSH, Red Cross, PMHA	Package	10,000.00	
Media and Public Relations						
1. Media Relations	ALL	Regulators/PID	EON	Package		
Continuing Professional Development						

Conventions/fora/conferences	ALL	25 professionals/allied group	PWWA 5; PICE 3; PSSE 2; PhiChe; Chem Congress; GACPA/AGIA; AGAP; PAGBA/PICPA; IBP; HRMP; GROAP; PAP; PSME; Etc.	8000*25	200,000.00	year-round
Teambuilding Building	ALL	All RO Talents	In-house	2200*95*1	209,000.00	2nd quarter
REGULATION AREA Planning	ALL	All RO Talents	In-house	660*95*3*2	376,200.00	1st and 3rd qrt
MANCOM Planning	MANCOM	MANCOM	In-house	660*23*3*2	91,080.00	1st and 3rd qrt
Sub-Total- Local					1,996,280.00	
Foreign Training						
PURC-Florida	ALL	2 regulators for 2024	Univ of Florida	Package	1,250,000.00	
IWA/IWA ASPIRE	ALL	3 Prof/Tech	IWA	Package	1,250,000.00	
Sub-total - Foreign					2,500,000.00	
Total					4,496,280.00	

TRAINING EXPENSES

PROGRAM ON AWARDS AND INCENTIVES
FOR SERVICE EXCELLENCE (PRAISE)
5% OF HRD FUNDS

5% of the Total PRAISE BUDGET
225,000.00