

LIST OF TRAINING ATTENDED BY CITEM EMPLOYEES C.Y. 2021

PROGRAM TITLE	OBJECTIVES/DESCRIPTION	DATE	VENUE	NO. OF ATTENDEES		
				MALE	FEMALE	TOTAL
Inaugural Session of 2021 CES Leadership Conclave Series	To discuss the importance of leadership & resilience in handling continuous uncertainty and challenges.	February 26, 8:00 AM - 5:00 PM	via Zoom	0	1	1
Training on RA No. 9184 and its 2016 Revised IRR (Batch 1)	<ol style="list-style-type: none"> 1. To consistently develop the capabilities of BAC Members, Technical Working Group Members and other members of the organization, and in compliance to Sec. 16 of the 2016 revised IRR of RA 9184 (Professionalization of BAC, TWG Members and Procurement Units) 2. To have better appreciation on guidelines under Government Procurement Law 3. To learn latest updates more importantly in new normal set-up 4. To ensure effective and efficient operations in respective areas of responsibility of each participant 	March 08 - 12, 8:00 AM - 12:00 NN	via Zoom	9	38	47
Philippine OpenGov Leadership Forum 2021 Virtual Edition	With the emergence of digital society brought by pandemic, the forum Intended to bring together the technology leaders in the country for a strategic level discussion on the issues that matter the most notably with the ramping up the digital services by the Government to its citizens in the post-COVID 19 era.	April 22, 8:00 AM - 4:00 PM	via OpenGov Asia platform	1	1	2
DTI Virtual Learning on Data Privacy (Data Privacy Basics Refresher)	To help attendees understand better the legal, technical, and governance requirements of the Data Privacy Act and in turn be able to deliver better services to stakeholders	May 19, 9:00 AM - 12:00 NN	via Zoom	0	7	7
Modernized PhilGEPS Online Training	To learn the new features of e-procurement portal which includes user familiarization of the following modules: Annual Procurement Plan (APP), Purchase Request (PR), Bid Notice, Award Notice, Alternative Mode of Procurement Publication, and Contract Implementation	June 07 - 10, 9:30 AM - 3:00 PM	via Google Meet	0	3	3

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Online Leave Administration Course for Effectiveness (LACE)	To develop/enhance skills of HR officers in leave administration which is critical in Timekeeping and Payroll system of the agency	June 16 - 17, 8:00 AM - 5:00 PM	via Zoom	1	0	1
Improving the Organization and Control of Files for Effective Recordkeeping	To impart to participants a comprehensive knowledge of the importance of classifying and organizing files for easy access and quick retrieval and to monitor efficiently all movement of records within and outside the office or department	June 16 - 18, 8:00 AM - 4:00 PM	via Zoom	2	8	10
42nd GACPA National Annual Convention and Webinar	To learn latest updates on COA Settlement of Accounts, GAD, Pag-IBIG, CSC, and Updates from Board of Accountancy To learn important principles in Cyber Security To understand better how Mental Health Wellness affect lives, identify factors contributing to poor mental health, and learn techniques on how to control and overcome negative thoughts	June 24 - 25, 8:00 AM - 5:00 PM	via Zoom	2	10	12
UFI Exhibition Management School	To learn the current best practices in exhibition industry that could bring advantage to CITEM notably with the current situation	June 28 - July 23, 6:00 PM - 8:00 PM	via Zoom	1	2	3
Data Storytelling and Visualization Workshop by Thinking Machines	To emphasize the importance and provide effective techniques in storytelling and visualisation to effectively communicate data with audience	July 21, 1:00 PM - 5:00 PM	via Zoom	3	2	5
Rewards and Recognition for PRIME HRM Level 2	To contribute in effectively developing and administering R&R Policy and System that is in accordance with the requirements of PRIME-HRM Maturity Level 2 R&R System	August 3, 5, 11, 17, & 25, 1:30 PM - 4:30 PM	via Zoom	0	1	1
Webinar on Gender, Diversity and Social Inclusion	To equip the participants with sensitivity that impacts diversity, usually the exclusion of particular groups especially with respect to gender, and provide tools for handling diversity and fostering a culture of inclusion in the workplace	August 16, 18, 23 & 26, 2:00 PM - 4:00 PM	via Zoom	2	2	4

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PROGRAM TITLE	OBJECTIVES/DESCRIPTION	DATE	VENUE	NO. OF ATTENDEES		
				MALE	FEMALE	TOTAL
Training on RA No. 9184 and its 2016 Revised IRR (Batch 2)	<ol style="list-style-type: none"> To consistently develop the capabilities of BAC Members, Technical Working Group Members and other members of the organization, and in compliance to Sec. 16 of the 2016 revised IRR of RA 9184 (Professionalization of BAC, TWG Members and Procurement Units) To have better appreciation on guidelines under Government Procurement Law To learn latest updates more importantly in new normal set-up To ensure effective and efficient operations in respective areas of responsibility of each participant 	August 23 - 27, 8:00 AM - 12:00 NN	via Zoom	14	30	44
Recruitment, Selection, and Placement for PRIME HRM Level 2	The course shall enable participant to walk through the Recruitment, Selection and Placement (RSP) cycle vis-a-vis the PRIME-HRM Level 2 requirements and shall be guided in the development of a customized RSP system that is more responsive to agency's specific needs	September 01, 03, 21, 24, 28, October 01 and 04, 1:30 PM - 4:30 PM	via Zoom	0	1	1
Online Lecture on Revised Administrative Disciplinary Rules on Sexual Harassment Cases	<ol style="list-style-type: none"> Learn the general information about Safe Spaces Act particularly in the workplace Increase awareness in recognizing sexual harassment / sexually harassing behaviors Educate the organization in processes for filing and handling complaints Specific objectives for CITEM Management & Members of Committee on Decorum and Investigation (CODI) Learn the prescribed process of receiving and handling complaints Be familiar with the appropriate procedure in investigating sexual harassment complaints, including submitting of reports 	Batch 1 - September 06 Batch 2 - Septembe 10 8:30 AM - 4:00 PM	via Zoom	15	44	59
Knowledge Sharing Session on Organizing Waste-Free Events	To introduce sustainable practices for event planning, production, and execution to CITEM employees	September 11, 9:00 AM - 11:00 AM	via Hopin	24	62	86
2021 Public Sector HR Symposium	To introduce to participants innovative approaches in leading change and shaping people strategies to develop resilient and future-ready public servants to ensure continued delivery of efficient and effective public service	September 15, 1:00 PM - 5:00 PM September 16, 8:30 AM - 5:00 PM September 17, 9:00 AM - 12:00 NN	via Zoom	1	1	2

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Culminating Session of 2021 CES Leadership Conclave Series	To discuss the importance of leadership & resilience in handling continuous uncertainty and challenges.	September 24, 8:00 AM - 5:00 PM	via Zoom	0	1	1
Mandatory Payroll and Benefits Administration	Learn the technical computations and procedural steps in preparing payroll and processing benefits	September 29 - 30, 8:30 AM - 12:30 PM	via Zoom	0	1	1
Organization Development	<ol style="list-style-type: none"> 1. Learn and appreciate the importance of OD in improving the overall performance of the company 2. Learn the roles and competencies of an effective OD practitioner 3. Understand the processes involved in various stages of the OD cycle 4. Determine the appropriate interventions in dealing with vital organizational issues and strategies 5. Learn how to carry out planned change activities in meeting organization's desired goals 	October 12 - 13, 1:30 PM - 5:30 PM	via Zoom	0	1	1
Maximizing Microsoft Excel for Basic & Intermediate Users	To advance participants' skillset in MS Excel by learning to work with advanced formulas, lists, illustrations, charts, and advanced formatting including styles	October 14 - 15, 1:30 PM - 5:30 PM	via Zoom	0	17	17
Studio Lighting 101	To know the essentials in studio lighting, whether photographing people or objects	October 18 - 19, 6:00 PM - 9:00 PM	via Zoom	1	1	2
Batch 4 - Philippine Quality Award (PQA) Assessors Preparatory Course (APC)	This course aims to enhance the knowledge and skills of participants in helping local organizations improve their processes and increase their efficiency by equipping managers, quality and process experts to conduct over-all organizational self-assessment based on an internationally accepted business excellence framework.	Oct. 18, 20, 22, 25 - 1:00 PM - 5:00 PM Oct.27 - 8:30 AM - 4:00 PM	via Zoom	0	2	2

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Bookkeeping and Basic Accounting for Non- Accountants	<ol style="list-style-type: none"> 1. To gain an understanding of the basic accounting concepts, procedures and processes in a simple and practical way. 2. To be able to learn actual applications of said concepts, procedures and processes through a series of workshops. 3. To be able to appreciate and know the importance of the financial accounting reports and information for a better decision making. 	October 21 - 22, 9:00 AM - 4:00 PM	via Zoom	0	1	1
Effective Taxation and BIR Compliance	<ol style="list-style-type: none"> 1. Learn the Tax Code of the Philippines and its proper application 2. Learn how to compute for various taxes on Individuals & corporations, as well as tax deductions that can be applied 3. How the BIR conducts audits 4. What to do with TVNs, LOAs and other BIR audit notices 5. Legal Remedies and Measures 	October 26 - 27, 1:30 PM - 5:30 PM	via Zoom	0	3	3
Ad World Conference 2021	<ol style="list-style-type: none"> 1. To learn Google & Youtube ads launch strategy and how to scale FB ads in 2022 2. Learn Hidden SEO Tactics for 2022 3. Learn High-Converting Copywriting Templates 4. To benchmark how to produce non-linear digital events 	October 27 - 29	via Ad World platform	1	1	2
FLEX Online: Adaptive Leadership in the Changing World	To guide participants to look into the state of their current reality by examining the quality of their communication with others and with themselves through a series of experiential activities on communication, personality traits, conflict resolution, relationship building, effects of belief systems, & proper goal setting.	November 03 - 05, 7:00 PM - 9:30 PM	via Zoom	1	10	11
Business Writing and Online Etiquette	<ol style="list-style-type: none"> 1. Get a quick grammar assessment and review 2. Explore various type of business letters 3. Learn standard policies for digital correspondences 4. Practice writing and communicating better in the workplace 5. Imbibe the proper etiquette for communication through mobile devices and digital platforms 	November 04, 8:30 AM - 12:30 PM	via Zoom	5	10	15

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PROGRAM TITLE	OBJECTIVES/DESCRIPTION	DATE	VENUE	NO. OF ATTENDEES		
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Online Course on Strategic Planning: Using Balanced Scorecard	To provide participants a comprehensive understanding of the concepts and approaches on planning and management of development programs and projects	November 08 - 12, 8:30 AM - 5:30 PM	via Zoom	0	2	2
International Trade Centre (ITC) Workshop on the Preparation of Quantitative Market Profiles	The workshop aims to provide the participants with trade and market information as well as analytical skills for market research. Participants will learn how to use ITC market analysis tools to assess export and diversification potential, review market trends and market entry conditions such as tariffs, non-tariff measures including rules of origin. This training will have a specific focus on the EU market.	November 11 - 26 (8 sessions over 2 weeks, 2 hours per session)	via Zoom	1	2	3
Creating Effective Marketing Collaterals	<ol style="list-style-type: none"> 1. The workshop involves producing layouts from scratch, with focus on proper material preparation and placement, and creating several studies from a creative brief. 2. To create a design that is appropriate for the company's personality which requires sympathy with the client, knowledge of the logo and its proper use, knowledge of the company's audiences (clients, suppliers, and business affiliations) and familiarity with the vast array of design possibilities for business stationery 	November 15 - 18, 2:00 PM - 5:00 PM	via Zoom	1	1	2
Dynamic Admin Professional: Essential Skills for Support Professionals	<ol style="list-style-type: none"> 1. Identify and develop the emotional intelligence necessary to handle internal and external clients; Rise above the different challenges/demands 2. Demonstrate behaviors and communication skills as a representative of managers, executives, and the organization 3. Understand and analyze the intents, styles and needs of their executives to adjust accordingly 4. Hone decision-making skills, prioritizing, gate-keeping, and problem-solving 5. Apply strategies in organizing, planning, and project or task managing 	December 02, 03 and 07, 9:00 AM - 3:00 PM	via Zoom	0	1	1