

LIST OF TRAINING /WELLNESS PROGRAMS ATTENDED BY CITEM EMPLOYEES C.Y. 2018

PROGRAM TITLE	OBJECTIVES	DATE	NO. OF DAYS / HOURS	VENUE	NO. OF ATTENDEES		
					MALE	FEMALE	TOTAL
Basic Russian Language Course	To create and develop the participants' practical Russian language skills (speaking, listening, reading and writing)	February 12 - March 07	30 hours	DTI International Building, Makati City	1	0	1
Asia CEO Forum	Intends to discuss the future of Energy Sector in the Philippines	February 7	8 hours	Manila Marriott Hotel	0	2	2
Seminar on Tax Reform for Acceleration and Inclusion (TRAIN) Law	To provide government agencies the updates on TRAIN Law, its purpose and long-term effects on the economy of the Philippines	February 13	4 hours	Cuneta Astrodome Roxas Boulevard, Pasay City	1	5	6
ETE I: Seminar-Workshop on Employee Testing and Evaluation	Aims to equip authorized psychometricians of each offices on appropriate practices on handling psychological exams and provide latest psychological tests and practices	February 22 - 23	16 hours	Philippine Psychological Corporation, Ortigas Center, Pasig	0	1	1
Adobo Festival of Ideas 2018	To discover how to create and build businesses with the rise of technology, big data, artificial intelligence, augmented reality, virtual reality	February 28	8 hours	Newport Performing Arts Theater, Resorts World Manila, Pasay	4	5	9
VUCAD-Driven Leadership	Aims to help the employee and the organization prepare and be ready for any volatility, uncertainty, complexity, ambiguity, and disruption to ensure business continuity	March 07	8 hours	SMX Convention Center Manila, Pasay City	2	7	9
Talent Analytics Using Talent Management: Discover the Science of Predicting Employee Performance & Retention	Aims to provide HR leaders on the rationale for shifting their paradigms and strategies on talent acquisitions in the light of the new talent market and to provide strategies and tools available to improve their processes and ensure their investment in sourcing, selecting and developing talents is justified based on actual business	March 08	5 hours	Joy-Nostalg Hotel & Suites Manila, ADB Avenue, Ortigas, Pasig	0	2	2
Information Systems Strategic Planning Seminar-Workshop	Intends to provide participants with ample level of awareness and understanding of the concepts necessary to formulate an Information Systems Strategic Plan that will provide an IT framework for 3 to 5 years by which IT will be used in the performance of the agency's strategic and critical functions	March 07 - 09	24 hours	DICT, Diliman, Q.C.	3	1	4
Gender, Diversity and Inclusiveness	Aims to raise the civil servants' awareness on the various dimensions of diversity in the Philippines. More importantly, it seeks to equip the participants with sensitivity to the impacts of diversity, usually exclusion of particular groups, and provide tools for handling diversity and fostering a culture of inclusion in their respective workplaces. A major strategy for inclusion is mainstreaming the socially excluded groups. Illustrative of this approach is gender mainstreaming which seeks to promote gender equality	March 13 - 15	24 hours	CSC, IBP Road, Brgy. Batasan Hills, Quezon City	1	0	1

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Risk Management	To educate the attendees with basic and advanced concepts, and relevant tools and techniques on Risk Management. Furthermore, participants will be able to assess risks systematically and provide appropriate risk treatments	March 13 - 15	24 hours	Hotel Kimberly, Malate, Manila	0	4	4
Philippine Financial Related Standards (PFRS) Updates	To acquire latest updates on the Accounting Standards and Tax related issues	March 21	8 hours	PICPA Bldg., 700 Shaw Blvd., Mandaluyong	1	1	2
2018 Market Procurement Opportunities Summit	To discuss the roadmap of Procurement Service as well as initiatives taken on the modernization of PhilGEPS; Discuss best practices in procurement services of different sectors (automotive, IT, infrastructure, etc.)	March 26 - 27	16 hours	Crowne Plaza Manila Galleria, Ortigas Center, Quezon City	1	1	2
Lecture on Gender & Development	To ensure that gender-responsive governance is promoted and mainstreamed in the agency; Will cover Magna Carta of Women and the Women's Empowerment, Development and Gender Equality Plan, and other activities.	March 26	4 hours	CITEM HallONE Conference Room	-	-	47
Training on the Use of the Revised APCPI System	To get familiarized with the revised Agency Procurement Compliance and Performance Indicators System which is being used by Procurement personnel and BAC Secretariat	April 04	8 hours	BSA Twin Towers Hotel, Ortigas Center, Pasig	0	2	2
Digital Disruption Forum	To equip attendees with the best practices and digital technologies that Philippines can adapt. Challenges and opportunities brought by 4th Industrial Revolution and common strategy and action agenda in coping with the digital disruption and accelerating digital transformation shall also be discussed.	April 05	8 hours	New World Makati Hotel, Ayala Center, Makati	2	1	3
Mentoring and Coaching	To equip attendees with the purpose, principles, processes and practices of developing, installing and maintaining a Coaching and Mentoring Program as a means of improving individual and organizational performance.	April 12 - 13	16 hours	CSC, IBP Road, Brgy. Batasan Hills, Quezon City	0	2	2
Asia IoT Business Platform	To discuss digital innovation in the country including the state of digital landscape, digital trends, and cybersecurity. This will also benefit corporations in the planning of its corporate digital programs and contribute to the improvement of the services	April 26 - 27	16 hours	Manila Marriott Hotel	3	1	4

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Basic Digital Training (In-house Seminar)	Series of in-house seminars which intend to show and demonstrate how to utilize free digital/online tools to promote CITEM events and communicate effectively with stakeholders and acquire buyers/attendees. It will also discuss digital marketing concepts and best practices, paid ads, influencer marketing, how to leverage our partner's social media assets to promote CITEM events, how to manage FB groups, etc.	May 08	4 hours	CITEM HallONE Conference Room	12	35	47
Advance Marketing / Event Management Techniques (In-house Seminar)		May 08	4 hours	CITEM HallONE Conference Room	6	19	25
Export Session for Social Media Team (In-house Seminar)		May 09	4 hours	CITEM Meeting Room 2	5	8	13
Digital Transformation for Executives (In-house Seminar)		May 09	4 hours	CITEM Meeting Room 2	2	7	9
APEC Capacity Building Workshop: Supporting Women Entrepreneurs in Enhancing Export Readiness and Access to Global Markets	A DTI initiative that aims to strengthen the frontline service and ensure the workshop learnings and outputs utilization and implementation on the ground	May 29 - 30	16 hours	Manila Peninsula Hotel, Makati	0	1	1
Graphic Expo 2018: InDesign Masterclass	To acquire tips and techniques that will improve delivery and tap vast potential of desktop and digital authoring and publishing for print, web and interactive layouts	May 31	8 hours	SMX Convention Center, Pasay	1	1	2
Graphic Expo 2018: Designing for Food Communication	To learn how to make results-oriented graphic materials, based on case studies from flyers, to menu, and to restaurant branding	May 31	4 hours	SMX Convention Center, Pasay	1	0	1
Graphic Expo 2018: From Designer, to Writer, to Publisher, How to Write, Design and Publish your Own Book	Intends to educate attendees with proper ways to design and publish own books	May 31	4 hours	SMX Convention Center, Pasay	1	0	1
Graphic Expo 2018: Mastering Adobe Photoshop CC 2018	To learn the fundamentals of selections, layers, color, painting and photo retouching using Adobe Photshop	May 31	8 hours	SMX Convention Center, Pasay	1	0	1
Graphic Expo 2018: Adobe Photoshop CC 2018: Advanced Tonal & Color Correction (plus Color Manipulation)	To learn how to properly implement color and tonal corrections, master curves and levels for reliable color correction on photographs and images	June 01	4 hours	SMX Convention Center, Pasay	0	1	1
Graphic Expo 2018: Digital Illustration with Adobe Illustrator CC	To discover techniques in creating visually-catching graphics and illustrations using Adobe Illustrator CC, and learn how to explore Adobe Illustrator's array of tools, filters and effects	June 01	4 hours	SMX Convention Center, Pasay	1	1	2

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Graphic Expo 2018: Lightroom Masterclass: Faster Workflow, Tips and Techniques	To improve workflow with the use of Lightroom which is driven by its robust catalog system that can streamline tasks and batch processing	June 01	4 hours	SMX Convention Center, Pasay	1	0	1
Graphic Expo 2018: Explainer Videos with Premiere Pro CC 2018	To explain what elements are needed in an explainer video,	June 01	4 hours	SMX Convention Center, Pasay	1	0	1
Graphic Expo 2018: Typography and Typeface Design	To learn what typeface or fonts to use on a project that can either make or break a design concept	June 01	4 hours	SMX Convention Center, Pasay	1	0	1
Graphic Expo 2018: Updates Made Easy: What's New in Premiere Pro CC 2018	To see demonstration on the new updates of Adobe Premiere Pro CC 2018	June 01	4 hours	SMX Convention Center, Pasay	0	1	1
Graphic Expo 2018: Adobe Photoshop CC 2018: Video Editing in Photoshop CC	To know basics of video production (editing, color correcting) and how to work with its audio, add animation and motion effects using Adobe Photoshop CC 2018	June 01	4 hours	SMX Convention Center, Pasay	0	1	1
Mentoring and Coaching for Leaders	To equip participants with the purpose, principles, processes and practices of mentoring and coaching that will enable them to develop the necessary competencies to effectively mentor and coach others	June 05 - 06	16 hours	CSC, IBP Road, Brgy. Batasan Hills, Quezon City	0	1	1
PSIA 29th Enablement Seminar for the Academe - UX: From Beginning to End	To keep abreast with the modern applications and strategies on webiste developments	June 14	8 hours	SMX Convention Center Aura, SM Aura, Bonifacio Global City Taguig	0	1	1
Advance MS Excel Training	To leverage the skills of participant in data analysis and data reports using MS Excel	June 18 - 20	24 hours	Doña Amparo Bldg., España Blvd. corner G. Tolentino St., Sampaloc, Manila	1	0	1
CSI Leader Series "Digital Leadership"	Aims to elicit awareness among participants of effective management and leadership practices as well as emerging trends in leadership from exemplary leaders, organizations, and leadership gurus	June 20	8 hours	Crowne Plaza, Ortigas Avenue, Quezon City	1	4	5
The 7 Habits of Highly Effective Government Leaders	3-day training workshop which shall enable both new and experienced managers acquire a set of tools to help them meet today's management challenges, including conflict resolution, prioritization, performance management, accountability and trust, execution, collaboration, and team and employee development	June 26 - 28	24 hours	CSC, IBP Road, Brgy. Batasan Hills, Quezon City	1	2	3
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Social Media for Lead Generation Seminar-Workshop	Aims to discuss the role of social media within the framework of customer journey, steps to jumpstart social media campaign for paid campaigns, content development and marketing, social listening and tools, social media analytics & intelligence, evaluate ROIs, and case studies discussion	July 13	8 hours	AIM Conference Center, Makati	1	1	2
Seminar on Facebook Marketing, Sales, and Event Tools & Techniques	In-house mini seminar to be conducted by Facebook official aims to teach employees how to maximize Facebook for marketing products and events (e.g. use of videos and photos) and share other ways to use Facebook for work.	July 17	4 hours	CITEM HallONE Conference Room	16	52	68
Effective Business Writing Workshop	Intends to enhance the vocabulary of attendees and get strategies in drafting different correspondences such as memorandum, e-mail, invitation and request.	July 19 - 20	12 hours	CITEM HallONE Conference Room	25	5	30
A Practical Guide for Psychologists and Psychometricians	To gain better understanding and develop strategies in administering intelligence test for an effective psychological testing procedure in recruitment and selection process.	July 20 - 21	16 hours	Hotel Dominique, Tagaytay, Cavite	0	1	1
Philippine Government Electronic Procurement System (PhilGEPS) Buyers Training	Intends to familiarize the attendees with the use of PhilGEPS and keep pace with new system developments and upgrades	July 24 - 25	16 hours	EBLSI Training Center, Chipeco Building, Meralco Avenue cor. Shaw Boulevard, Pasig City	0	2	2
Philippine Government Electronic Procurement System (PhilGEPS) Buyers Training	Intends to familiarize the attendees with the use of PhilGEPS and keep pace with new system developments and upgrades.	August 02 - 03	16 hours	EBLSI Training Center, Chipeco Building, Meralco Avenue cor. Shaw Boulevard, Pasig City	1	2	3
Workplace Learning and Development	To acquire adequate knowledge and skills on use of learning and development management cycle	August 01 - 03	24 hours	CSC, IBP Road, Brgy. Batasan Hills, Quezon City	0	1	1
Sensitivity cum Workshop: PWD Focal Persons	A DTI program which intends to make the agency more PWD friendly and promotes inclusivity of PWDs as the rest of DTI clients in pursuit of economic growth	August 01 - 03	24 hours	Hotel Jen Manila	0	1	1
Seminar on Philippine Public Sector Accounting Standards (PPSAS)	To be more familiarized with the Philippine Public Sector Accounting Standards which is the standard being followed government-wide.	August 06 - 10	40 hours	OWWA Center, Pasay City	0	3	3
Government Procurement Reform Act (R.A. 9184) and its Revised IRR and Updates	To know the updates on R.A. 9184 and its Implementing Rules and Regulations	August 15 - 17	24 hours	Hotel Kimberly, Malate, Manila	0	1	1
Kartilya Session - Phronetic Leadership	To gain ideas on phronesis which is a virtuous habit of making the right decisions and taking right actions in a particular context, with values and ethics that serve the common good, and its role in leadership.	August 17	8 hours	DAP Building, Pasig City	0	1	1

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APEC Competency Application Capacity Building Pilot Program: Advanced Training Course on Event Coordination	To upskill the level of the participants from APEC member economies through the provision of industry-oriented, competency-based curriculum.	August 27 - September 12	120 hours	Yangmei, Taiwan	0	1	1
Adobe Muse CC: Website Creation without Writing a Single Line of Code Training	An intensive, hands-on course covers the design process from start to finish, from setting up web pages and working and integrating graphics and text, to creating dynamic menus and adding special assets without writing a single line of code. This, in turn, shall enable participant to develop project websites in a more efficient manner	September 08 - 09	16 hours	Philippine Center for Creative Imaging, Don Chino Roces Avenue, Makati	1	2	3
Course on Basic Monitoring and Evaluation	Aims to equip participants with skills and knowledge on monitoring and evaluation of programs and projects, and enable them to perform quantitative assessment of programs and projects using various tools	September 10 - 12	24 hours	DAP Building, Pasig City	0	2	2
CSI Leadership Series "Transglobal Leadership"	A program which intends to make attendees appreciate global trends and benefits of collaborating, understand globally-recognized thinking, systems and strategies, and acquire best practices of transglobal leadership in varied organizations	September 12	8 hours	CSC, IBP Road, Brgy. Batasan Hills, Quezon City	2	1	3
Digital Marketing Boot Camp	Aims to educate market about the various digital marketing tools and its benefits. It will train the attendees as well on how they can leverage on these tools to get the results they want. Furthermore, techniques on how to create a digital marketing campaign and share tools on how to measure results of the campaigns	September 14	8 hours	Picasso Boutique, Salcedo Village, Makati City	2	1	3
Philippine Government Electronic Procurement System (PhilGEPS) Buyers Training	Intends to familiarize the attendees with the use of PhilGEPS and keep pace with new system developments and upgrades	September 27 - 28	16 hours	EBLSI Training Center, Chipeco Building, Meralco Avenue cor. Shaw Boulevard, Pasig City	0	1	1
Philippine Government Accounting Standards	To be updated with the Philippine Public Sector Accounting Standards	September 26 - 28	24 hours	Hotel Kimberly, Malate, Manila	0	1	1
Basic MS Excel 2013	To improve productivity in the workplace	October 12	8 hours	Philippine Trade Training Center	0	2	2
Social Media Workshop	Aims to teach project team the "dos and don'ts" using social media for promotion, from capturing photos/videos down to the content and timeline posting, ideas and tips will be shared	October 15	4 hours	CITEM HallONE Conference Room	9	27	36

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Manager's Role in Capacity Building	The course will highlight the role of managers as a strategic instrument in ensuring well-trained, well-developed, well-appreciated, and well-managed human resources. It will guide and enable participants to draft a Capacity Building Plan for his/her office/division and assist in the implementation of such	October 16 - 17	16 hours	CSC, IBP Road, Brgy. Batasan Hills, Quezon City	0	1	1
Social Media for Lead Generation Seminar-Workshop	Aims to discuss the role of social media within the framework of customer journey, steps to jumpstart social media campaign for paid campaigns, content development and marketing, social listening and tools, social media analytics & intelligence, evaluate ROIs, and case studies discussion	October 24	8 hours	AIM Conference Center, Makati	0	1	1
5th LNG Supply, Storage & Transportation Philippines Forum 2018	To be updated on the Liquefied Natural Gas imports and infrastructure developments taking place in the Philippines	October 25 - 26	16 hours	SMX Convention Center Aura, SM Aura, Bonifacio Global City Taguig	1	2	3
FOCIG Ugnayan cum Seminar Workshop "Transformational Leadership: Managing you Wealth"	To equip attendees with principles and strategies on managing wealth	November 08	8 hours	Tejeros Hall of the AFP Commissioned Officers Club, Camp Aguinaldo, Quezon City	1	2	3
Event Management Certification Course 2018	Intends to provide opportunity to learn the best practices, principles and executions of event management. The program will further include brand building, marketing, logistics and communication strategies	November 21 - 23	24 hours	AIM Conference Center, Makati City	0	4	4
4th PAGBA Quarterly Seminar and Meeting	To sustain the provision and facilitation of capacity-building requirements relative to sound public financial management and good governance and worthwhile information on work-life balance	November 21 - 24	32 hours	Grand Menseng Hotel, Davao City	0	3	3
Manager's Role in Capacity Building	To highlight the role of managers as a strategic instrument in ensuring well-trained, well-developed, well-appreciated and well-managed human resources and learn the importance and purpose of capacity building plan	November 22 - 23	16 hours	Civil Service Commission, IBP Road, Brgy. Batasan Hills, Quezon City	0	1	1
Training on R.A. 9184 and its Revised Implementing Rules and Regulations	To enhance the capacity and knowledge of public procurement	November 26 - 28	24 hours	BSA Twin Towers, Mandaluyong City	0	1	1
Philippine MICE Conference	To capture global trends on travel and tourism, sales and marketing, business and professional development, convention and exhibition management, incentive travel, events design as well as corporate social responsibility activities	November 27 - 29	24 hours	SMX Convention Center, Bacolod City	1	0	1

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The 7 Habits of Highly Effective Government Leaders	3-day training workshop which shall enable both new and experienced managers acquire a set of tools to help them meet today's management challenges, including conflict resolution, prioritization, performance management, accountability and trust, execution, collaboration, and team and employee development	December 04 - 06	24 hours	Civil Service Commission, IBP Road, Brgy. Batasan Hills, Quezon City	1	4	5
The 6th Project Management Seminar-Workshop	To know better tools and practices to effectively manage a project	December 05 - 06	16 hours	Makati Sports Club, Makati	0	1	1
Advance MS Excel 2016 Training	Two-day training designed to help users create more persuasive and professional reports	December 06 - 07	16 hours	Philippine Trade Training Center	0	4	4
Office Archiving Workshop	Intends to educate attendees with ways on implementing office archiving and fundamentals of manual record management in transition to digital record management	December 11	8 hours	5th Floor Function Hall, Al FResco, 8007 Cromagen Building, Pioneer St. Pasig City	0	2	2
Media Outlook 2019	Aims to discuss the marketing communications trends & forecasts and its implications to media industry in 2019	December 11	4 hours	Fairmont Hotel, Makati	0	3	3

CITEM EMPLOYEES WELFARE PROGRAM							
Birthday Bash (4 quarters)	To enhance employee engagement and improve the relationship of employees through social bond and fun activities	March 23, June 29, September 28, December 14	4 hours each quarter	CITEM Office	33	72	105
Team Building Activity	To promote camaraderie that involves teamwork and cooperation in the organization	June 21 - 22	2 days	Eagle Point Beach Resort, Anilao, Batangas	30	70	100
Flu Vaccination	To create / sustain a healthier workforce and raise awareness in the significance of having a good health	June 29	1 day	CITEM Office	-	-	90
CSC Fun Run	A kick-off activity of Civil Service Commission in celebration of its 118th Anniversary which also serves as a fund-raising activity for the Pamanang Lingkod Bayani Program of CSC	September 2	4 hours	Quirino Grandstand, Manila	17	31	48
Drug Testing	To promote a safer workplace for all employees and emphasize the importance of being a drug free workplace	November 15	1 day	CITEM Office	53	79	132
New Employees Orientation	An HR activity provided to newly-hired employees intending to orient them from the nature of the agency, its mandate, functions and core values down to good to know information provided by speakers of different agencies such as GSIS, Philhealth and Pag-IBIG	December 07	8 hours	CITEM Office	3	7	10
Drug Prevention Advocacy: Workplace-Based Prevention Intervention	To further immerse and discuss to employees the importance of Drug Free Workplace Policy	December 14	4 hours	CITEM Office	22	42	64
Year-End Celebration	Traditional celebration of CITEM organized to spread the spirit of solidarity especially during Christmas season	December 18	4 hours	PICC	55	89	144