

Light Rail Transit Authority  
Administrative Department  
Human Resource Management Division

**TRAINING CALENDAR**  
**July 2024**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
*Refresher Training Course for Railway Operations and Maintenance Personnel, July 1-30, 2024	1	2	3	4 Online Orientation on ARTA's Citizen Charter and the Client Satisfaction Measurement Survey, July 4, 2024, online via Zoom	5	6
7	8	9 Orientation on Off-Campus Undergraduate Studies Program for LRTA Employees, July 9, 2024, Social Hall, LRTA Line 2 Depot  Attaining Work-Life Balance and Productivity, POAP, Inc., July 9-12, 2024	10 Attaining Work-Life Balance and Productivity, POAP, Inc., July 9-12, 2024	11 Attaining Work-Life Balance and Productivity, POAP, Inc., July 9-12, 2024	12 Attaining Work-Life Balance and Productivity, POAP, Inc., July 9-12, 2024	13
14	15 4th Session Refresher Course for Train Operations Division Personnel, July 15-18, 2024  AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024	16 4th Session Refresher Course for Train Operations Division Personnel, July 15-18, 2024  AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024	17 4th Session Refresher Course for Train Operations Division Personnel, July 15-18, 2024  AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024	18 4th Session Refresher Course for Train Operations Division Personnel, July 15-18, 2024  AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024	19 AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024  Training on the Proper Handling of Passenger / Persons with Disabilities (in Celebration of National Disability Prevention & Rehabilitation Week), July 19, 2024, online via Zoom	20
21	22 AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024  Loss Control Management (LCM) with HIRAC, OSHMS360 Corporation, July 22-26, 2024	23 AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024  Problem Solving and Decision Making, POAP, Inc., July 23-26, 2024  Loss Control Management (LCM) with HIRAC, OSHMS360 Corporation, July 22-26, 2024	24 AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024  Problem Solving and Decision Making, POAP, Inc., July 23-26, 2024  Loss Control Management (LCM) with HIRAC, OSHMS360 Corporation, July 22-26, 2024  Effective Collection Management, Project-Hero Training and Consultancy, July 24, 2024	25 AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024  Problem Solving and Decision Making, POAP, Inc., July 23-26, 2024  Loss Control Management (LCM) with HIRAC, OSHMS360 Corporation, July 22-26, 2024  Best Practices Guide to Using Balanced Scorecard for Strategic Planning, Center for Global Best Practices, July 25-26, 2024	26 AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024  Problem Solving and Decision Making, POAP, Inc., July 23-26, 2024  Loss Control Management (LCM) with HIRAC, OSHMS360 Corporation, July 22-26, 2024  Best Practices Guide to Using Balanced Scorecard for Strategic Planning, Center for Global Best Practices, July 25-26, 2024  Public Procurement Specialist Certification Course (Level 2-Intermediate Course), July 26-August 2, 2024	27
28	29 AFC System Contactless Ticketing Training Level 0, 1 and 2 for Station Teller Applicants, July 15-29, 2024  Public Procurement Specialist Certification Course (Level 2-Intermediate Course), July 26-August 2, 2024	30 Public Procurement Specialist Certification Course (Level 2-Intermediate Course), July 26-August 2, 2024  CSE Review Session and Mock Exam, July 30 and August 1, 2024, Social Hall, LRTA Line 2 Depot, Santolan, Pasig City	31 Public Procurement Specialist Certification Course (Level 2-Intermediate Course), July 26-August 2, 2024			

Note: Maybe changed but with prior notice.

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**TRAINING CALENDAR**  
**August 2024**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
*Refresher Training Course for Railways Operation and Maintenance Personnel, August 1-31, 2024				1 CSE Review Session and Mock Exam, July 30 and August 1, 2024; Social Hall, LRTA Line 2 Depot, Santolan, Pasig City	2	3
4	5 Supervisory Effectiveness for Improved Quality and Productivity, PTTC, August 5-6, 2024	6 Supervisory Effectiveness for Improved Quality and Productivity, PTTC, August 5-6, 2024	7	8	9	10
11	12 Virtual Seminar-Workshop on Electronics Records Management (ERM), NAP, August 12-16, 2024  3rd Quarter Refresher Course for Ticket Management and Sales Collection Division Personnel, August 12-16, 2024	13 Virtual Seminar-Workshop on Electronics Records Management (ERM), NAP, August 12-16, 2024  3rd Quarter Refresher Course for Ticket Management and Sales Collection Division Personnel, August 12-16, 2024	14 Virtual Seminar-Workshop on Electronics Records Management (ERM), NAP, August 12-16, 2024  3rd Quarter Refresher Course for Ticket Management and Sales Collection Division Personnel, August 12-16, 2024	15 Virtual Seminar-Workshop on Electronics Records Management (ERM), NAP, August 12-16, 2024  3rd Quarter Refresher Course for Ticket Management and Sales Collection Division Personnel, August 12-16, 2024  Masterclass in Writing Minutes of the Meeting, Center for Global Best Practices, August 15-16, 2024  Livelihood Training for LRTA Employees, Social Hall, LRTA Line 2 Depot, Pasig City	16 Virtual Seminar-Workshop on Electronics Records Management (ERM), NAP, August 12-16, 2024  3rd Quarter Refresher Course for Ticket Management and Sales Collection Division Personnel, August 12-16, 2024  Masterclass in Writing Minutes of the Meeting, Center for Global Best Practices, August 15-16, 2024	17
18	19 3rd Quarter Refresher Course for Station Operations Division Personnel, August 19 and 22, 2024	20	21 2024 2nd PAGBA Seminar and Meeting, Waterfront Hotel, Lahug, Cebu City, August 21-24, 2024	22 2024 2nd PAGBA Seminar and Meeting, Waterfront Hotel, Lahug, Cebu City, August 21-24, 2024  3rd Quarter Refresher Course for Station Operations Division Personnel, August 19 and 22, 2024	23 2024 2nd PAGBA Seminar and Meeting, Waterfront Hotel, Lahug, Cebu City, August 21-24, 2024  Corporate Governance Orientation Program for GOCCs, Institute of Corporate Directors, August 23-24, 2024	24 2024 2nd PAGBA Seminar and Meeting, Waterfront Hotel, Lahug, Cebu City, August 21-24, 2024  Corporate Governance Orientation Program for GOCCs, Institute of Corporate Directors, August 23-24, 2024
25	26	27	28 Best Practices to Avoid COA Disallowances, Center for Global Best Practices, August 28-29, 2024	29 Best Practices to Avoid COA Disallowances, Center for Global Best Practices, August 28-29, 2024  3rd Quarter Refresher Course for Traffic Control Division Personnel, August 29-30, 2024	30 3rd Quarter Refresher Course for Traffic Control Division Personnel, August 29-30, 2024	31

Note: Maybe changed but with prior notice.

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**TRAINING CALENDAR**  
**September 2024**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>1 Refresher Training Course for Railway Operations and Maintenance Personnel, September 1-30, 2024</p>	<p>2 3rd Quarter Refresher Course for Engineering and Maintenance Transition Team Personnel, September 2-6, 2024  Cross Training Program on Train Driving, September 2-13, 2024</p>	<p>3 3rd Quarter Refresher Course for Engineering and Maintenance Transition Team Personnel, September 2-6, 2024  Cross Training Program on Train Driving, September 2-13, 2024</p>	<p>4 3rd Quarter Refresher Course for Engineering and Maintenance Transition Team Personnel, September 2-6, 2024  Cross Training Program on Train Driving, September 2-13, 2024</p>	<p>5 3rd Quarter Refresher Course for Engineering and Maintenance Transition Team Personnel, September 2-6, 2024  Cross Training Program on Train Driving, September 2-13, 2024</p>	<p>6 3rd Quarter Refresher Course for Engineering and Maintenance Transition Team Personnel, September 2-6, 2024  Cross Training Program on Train Driving, September 2-13, 2024</p>	<p>7</p>
<p>8</p>	<p>9 Cross Training Program on Train Driving, September 2-13, 2024  Cross Training Program on Signaling System, September 9-13, 2024</p>	<p>10 Cross Training Program on Train Driving, September 2-13, 2024  Cross Training Program on Signaling System, September 9-13, 2024</p>	<p>11 Cross Training Program on Train Driving, September 2-13, 2024  Cross Training Program on Signaling System, September 9-13, 2024  Revised Omnibus Rules on Appointments and Other Human Resource Actions, Center for Global Best Practices, September 11-12, 2024</p>	<p>12 Cross Training Program on Train Driving, September 2-13, 2024  Cross Training Program on Signaling System, September 9-13, 2024  Revised Omnibus Rules on Appointments and Other Human Resource Actions, Center for Global Best Practices, September 11-12, 2024</p>	<p>13 Cross Training Program on Train Driving, September 2-13, 2024  Cross Training Program on Signaling System, September 9-13, 2024</p>	<p>14</p>
<p>15</p>	<p>16 5th Session Refresher Course for Train Operations Division Personnel, September 16-19, 2024</p>	<p>17 5th Session Refresher Course for Train Operations Division Personnel, September 16-19, 2024</p>	<p>18 5th Session Refresher Course for Train Operations Division Personnel, September 16-19, 2024</p>	<p>19 5th Session Refresher Course for Train Operations Division Personnel, September 16-19, 2024  Technical/ Business Writing, PTTC, September 19, 2024</p>	<p>20</p>	<p>21</p>
<p>22</p>	<p>23</p>	<p>24</p>	<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p>
<p>29</p>	<p>30</p>					

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Re: CY 2024 3rd Quarter Training Calendar

Prepared by:

  
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