

Light Rail Transit Authority
Administrative Department - Human Resources Management Division

CY 2024 FOURTH QUARTER TRAINING PLAN AND MONITORING
October-December

No.	Date	Title of Learning and Development Program / Activity	Subject Matter Expert / Learning and Development Institution	Venue	Actual Accomplishment
OCTOBER					
1	October 1-31, 2024	Refresher Course for Railway Operations and Maintenance Personnel	Philippine Railways Institute	LMS -Online	Attended as scheduled
2	October 1-11, 2024 (started September 23)	Non-Commercial Train Driving Training Program	Technical Resource Person from Train Operations Division	Simulator Room, Recto Station / Depot Stabling / Revenue Line	Conducted
3	October 1-2, 2024	Refresher Course for MTT Personnel - Rolling Stock - Heavy Maintenance Section	Technical Resource Person from Engineering Department - MTT	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City	Conducted
4	October 3, 2024	Basic Geotagging Hands-on Training/Orientation	Oriental Consultants Philippines	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City	Conducted
5	October 3-4, 2024	Seminar -Workshop on Events Management 101 (Batch 1)	Ms. Carmen Grace P. Paragas	One Tagaytay Place Suites, Cavite	Conducted
6	October 3-4, 2024	Simplified Guide to Parliamentary Procedures of Highly Effective Corporate Meetings	Center for Global Best Practices	Online via Zoom	Conducted
7	October 7, 2024	Psycho-Aptitude Test for LRTA Train Drivers	Philippine Railways Institute	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City	Attended
8	October 7- 18, 2024	Cross Training Program on Train Driving	Technical Resource Person from Train Operations Division	Simulator Room, LRT Line 2, Recto Station	Conducted as Scheduled

9	October 8-11, 2024	65th AGIA Annual National Convention cum Seminar: AGIA, Kaisa Tungo sa Bagong Pilipinas	Association of Internal Government Auditors	Cagayan de Oro City	Attended
10	October 8-11, 2024	Building and Enhancing Negotiation Skills	Personnel Association of the Philippines	Davao City	Attended
11	October 8-11, 2024	Good Governance and Corporate Social Responsibility	Personnel Association of the Philippines	Davao City	Attended
12	October 9-12, 2024	AGAP Annual Convention-Seminar: 'Improving Financial Inclusivity and Securing Future-Proof Public Finance	Association of Government Accountants of the Philippines (AGAP), Inc.	Cebu City	Attended
13	October 11, 2024	Refresher Course for MTT Personnel - Power Supply Substation System (Batch3)	Technical Resource Person from Engineering Department - MTT	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City	Conducted
14	October 14-18, 2024	Cybercrime: Effective Reputation Management Techniques	Department of Information and Communications Technology	Online	Attended
15	October 14-18, 2024	Basic Occupational Health and Safety (BOSH) Training with 2 hours Train of Trainers (TOT)	OSHMS 360 Corporation	Online via Zoom	Attended
16	October 15-17, 2024	Introduction to Information Security	Department of Information and Communications Technology	DICT, Diliman, Quezon City	Attended
17	October 16-18, 2024	Breach Response and Cyber Security Workshop	Yisrael Solutions and Training Center, Inc.	Online	Attended
18	October 21-25, 2024	Cross Training Program on Operation Control Center Signaling System Operations	Technical Resource Persons from Traffic Control Division	OCC Viewing Room, LRTA Line 2 Depot, Santolan, Pasig City	Conducted as Scheduled
19	October 22-24, 2024	Digital Transformation ICT Project Management	Department of Information and Communications Technology	DICT, Diliman, Quezon City	Attended
20	October 22-25, 2024	Competency Towards ISO Certification	Personnel Association of the Philippines	Dumaguete City	Attended
21	October 22-25, 2024	Employee Counseling and Grievance Handling	Personnel Officer Association of the Philippines, Inc.	Dumaguete City	Attended
22	October 23-25, 2024	Refresher Course for MTT Personnel - Rolling Stock (Batch 5)	Technical Resource Person from Engineering Department - MTT	PRTC Room, LRTA Line 2 Depot, Santolan, Pasig City	Conducted

23	October 25, 2024	Refresher Course for MTT Personnel - Power Supply Substation System (Batch4)	Technical Resource Person from Engineering Department - MTT	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City	Conducted
24	October 29-31, 2024	2nd International Engineering Expo, 50th National Convention	Philippine Institute of Civil Engineers, Inc.	SMX Convention Center, MOA Complex, Pasay City	Attended
NOVEMBER					
1	November 1-30, 2024	Refresher Course for Railway Operations and Maintenance Personnel	Philippine Railways Institute	LMS -Online	Attended as scheduled
2	November 4-6, 2024	Emergency Operation Center (EOC) Training	Pasig Disaster Risk Reduction and Management Office	The Linden Suites, Pasig City	Attended
3	November 4-8, 2024	Capability Development Program for Internal Auditors	Center for Internal Advisory Services Philippines	Online via Zoom	Attended
4	November 4-22, 2024	Non-Commercial Train Driving Training Program	Technical Resource Person from Train Operations Division	Simulator Room, Recto Station / Depot Stabling / Revenue Line	Conducted
5	November 5-6, 2024	51th Founding Anniversary and 2024 Lifelong Learning Leadership Congress	Career Executice Service Board	Philippine International Convention Center	Attended
6	November 6-8, 2024	Professional Certificate in Construction Management PCCM 1: Project Management in the Construction Industry	UP National Engineering Center, UP Diliman	UP National Engineering Center, UP Diliman, Quezon City	Attended
7	November 7-9, 2024	Emergency Operation Center (EOC) Training	Pasig Disaster Risk Reduction and Management Office	The Linden Suites, Pasig City	Attended
8	November 7-22, 2024	Factory Acceptance Test (FAT) for MRT7 Power Supply System	MRT 7 - SMC	South Korea	Attended
9	November 8, 11, 12 & 13, 2024	2024- 4th Quarter Refresher Course for Station Operations Division	Technical Resource Persons from SOD	PRTC Room, Recto Station	Conducted
10	November 11, 2024	Training-Workshop on Hazard Indetification, Risk Assessment and Control (HIRAC)	Engr. Robert I. Jarquio	Social Hall, Line 2 Depot	Conducted
11	November 11-13, 2024	Capacity Development Taining Course	Philippine Railways Institute	PRI - DOTr	Attended
12	November 12, 2024	Best Practices in Business and Government Protocol	Center for Global Best Practices	Mandaluyong City	Attended
13	November 12, 2024	Telephone Etiquette Skills	Ms. Myra Harder Mayo Training Director, Milestone Skills Management Training	Online via Zoom	Conducted

14	November 13-14, 2024	Materials Management and Warehouse Inventory	Engr. Cezar de la Cruz PTTC Consultant	Social Hall, LRTA Line 2 Depot, Santolan, Pasig City	Conducted
15	November 14, 2024	Elevate, Educate, Empower (E3) Transforming Learning & Development for higher Level Competencies	Informatics Philippines	Sarus Ballroom B & C, Marquiz Building, 34th Street, Rizal Drive, BGC, Taguig.	Attended
16	November 14-15, 2024	Batas Pambansa Bilang 344 also known as Accessibility Law and its Implementing Rules and Regulations (IRRs)	Department of Public Works and Highways	PRTC Room, Recto Station	Conducted
17	November 14-15, 2024	Public Service Excellence Forum	Civil Service Commission	Pasay City	Attended
18	November 15, 2024	Refresher Course for MTT Personnel - Power Supply Substation System (Batch5)	Technical Resource Person from Engineering Department - MTT	Social Hall, line 2 Depot	Conducted
19	November 15, 2024	Know Your Money Webinar	Banko Sentral ng Pilipinas	Online	Attended
20	November 18-22, 2024	Refresher Course for Railway Operations and Maintenance Personnel	Philippine Railways Institute	PRI - DOTr	Attended
21	November 19-20, 2024	2024-4th Quarter Refresher Course for Traffic Control Division (TCD) Personnel	Technical Resource Persons from Traffic Control Division and Engineering Department	OCC Viewing Room	Conducted as Scheduled
22	November 19-20, 2024	Government Quality Management Program (GQMP) Conference: "Beyond Quality Management, Advancing to Public Service Excellence"	Development Academy of the Philippines (DAP)	DAP Conference Center, Tagaytay	Attended
23	November 19-21, 2024	Web Application Security	Department of Information and Communications Technology	DICT, Diliman, Quezon City	Attended
24	November 20, 2024	Effective Management Skills	Inquirer Academy	Makati City	Attended
25	November 21-22, 2024	Training on Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR)	Government Procurement Policy Board - Technical Support Office (GPPB-TSO)	Olongapo, Zambales	Conducted
26	November 25-28, 2024	2024- 6th Session Refresher Course for Train Operations Division	Technical Resource Person from Train Operations Division	TOD Conference Room, Antipolo Station	Conducted

27	November 25-29, 2024	4th Quarter Refresher Course for Ticket Management and Sales Collection Division Personnel	Technical Resource Persons from Ticket Management and Sales Collection Division and Public Relations Division	Social Hall, line 2 Depot	Conducted
28	November 25-30, 2024	49th IIEE Annual National Convention	Institute of Integrated Electrical Engineers inc. (IIEE)	SMX Convention Center, MOA Complex, Pasay City	Attended
29	November 26, 2024	Accredited Eight (8) Hour Orientation Training (on Environmental Regulations) for Managing Heads of PCOs	Pollution Control Association of the Philippines Region IV-A Chapter, Inc.	Okada Manila, Entertainment City, Parañaque	Attended
30	November 26-28, 2024	Market Sounding for Airport and Rail Projects in the Philippines	Department of Transportation (DOTr)	Singapore	Attended
31	November 27-29, 2024	2024 Year End Assessment and 2025 Sports Management Planning Conference	GOCC Athletic Association, Inc.	Sandigan Cottages, Dominican Hills, Baguio City	Attended
32	November 27-30, 2024	CY 2024 3rd PAGBA Seminar and Meeting	Philippine Association for Government Budget Administration (PAGBA), Inc.	Newtown Plaza, Hotel, Baguio City	Attended
33	November 28, 2024	How to Register a Computerized Accounting System (CAS) to the BIR	Omniray Ventures	Pasay City	Attended
34	November 28-30, 2024	74th IECEP Annual General Meeting and Convention	Institute of Electronics Engineers of the Philippines, Inc.	Online	Attended
35	November 29, 2024	Refresher Course for MTT Personnel - Power Supply Substation System (Batch6)	Technical Resource Person from Engineering Department - MTT	Social Hall, line 2 Depot	Conducted
DECEMBER					
1	December 1-31, 2024	Refresher Course for Railway Operations and Maintenance Personnel	Philippine Railways Institute	LMS -Online	Attended as scheduled
2	December 2-5, 2024	Factory Acceptance Test (FAT) for MRT7 Rolling Stock Maintenance Equipment	MRT7-SMC	South, Korea	Attended
3	December 3, 2024	"Continuing Environmental Education Seminar (CEES) for Pollution Control Officers (PCOs)"	Laguna Lake Development Authority	Quezon City	Attended
4	December 5-06, 2024	Employees Welfare and Productivity Seminar (Team Building)	Public Relations Division	Quezon City	Conducted
5	December 6, 2024	Refresher Course for MTT Personnel - Power Supply Substation System (Batch7)	Technical Resource Person from Engineering Department - MTT	Social Hall, line 2 Depot	Conducted

6	December 10-11, 2024	Seminar -Workshop on Events Management 101 (Batch 2)	Ms. Carmen Grace Paragas	One Tagaytay Place Suites, Cavite	Conducted
7	December 13, 2024	Refresher Course for MTT Personnel - Power Supply Substation System (Batch8)	Technical Resource Person from Engineering Department - MTT	Social Hall, line 2 Depot	Conducted
8	December 16, 2024	Basic Leadership Training	BusinessCoach, Inc.	San Juan City	Attended
9	December 16-20, 2024	Factory Acceptance Test (FAT) for MRT7 Communication System: IP PBX and Public Address (PA) System	MRT7-SMC	South, Korea	Attended
10	December 17, 2024	Cascading Activity on ISO-Aligned Procedures, guidelines, Work Instructions and Other related activities	Technical Resource Person from Concession Agreement Management Team	PRTC Room, Recto Station	Conducted
11	December 17-18, 2024	Integrated Management System (IMS) Documentation Workshop	Engr. Robert I. Jarquio	Social Hall, line 2 Depot	Conducted
12	December 18-19, 2024	Workshop-Forum on Preparing Program on Enhancing Employees Welfare and Productivity	Human Resource Management Division	PRTC Training Room, Recto Station	Conducted
13	December 19, 2024	Internal QMS Audit Training	Engr. Robert I. Jarquio	Social Hall, line 2 Depot	Conducted

Prepared by:

aferrer
ALICE R. FERRER / SUSAN V. ROBOSA
 Training Specialist III
S. Robosa

Approved by:

Esther A. Soneja
ESTHER A. SONEJA
 OIC, HRM Division