



PRODUCTIVITY AND DEVELOPMENT CENTER (PDC) 2024 TRAINING CALENDAR



ADVOCACY AND INSTITUTIONAL DEVELOPMENT OFFICE (AIDO)

TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
Government Best Practice Recognition (GBPR) Call for Entries 2024	The Government Quality Management Program (GQMP) is accepting entries for the GBPR 2024, which is a distinguished platform that recognizes innovations that enhance productivity and performance in the public sector. Public sector organizations dedicated to showcasing outstanding and innovative practices, and promoting knowledge sharing are invited to submit their entries.	March 23 - May 15, 2024	Public Sector	Online	Free
Risk Talks 2024	Risk Talks 2024 is an event that brings together industry experts and seasoned practitioners to facilitate collaborative exchange of insights, best practices, and proven strategies to identify, assess, and mitigate risks. Attendees can look forward to firsthand experiences shared by risk management implementers and gain a comprehensive understanding of risk management methodologies and applications across various fields.	July 10-11, 2024			Free
Public Sector Quality and Productivity Improvement Forum (PSQPIF) and Government Best Practice Recognition (GBPR) 2024	PSQPIF and GBPR 2024 are events that showcase and acknowledge exemplary practices in the public sector. Participants can anticipate engaging discussions, insightful presentations, and collaborative opportunities that are geared towards fostering continuous improvement in the quality of public service delivery.	October 23-24, 2024			Free

For inquiries, please contact:

✉ govbestpractices@dap.edu.ph ☎ (02) 8631 0921 local 179



MODERNIZING GOVERNMENT REGULATIONS PROGRAM (MGRP)

TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
17th Seminar on Consultations in Regulatory Impact Assessment	The seminar strengthens the capability of selected personnel of regulatory agencies to adopt good regulatory practices in the context of RIA.	February 22-23, 2024	Key officers, directors, division chiefs, and technical staff of local and national regulatory agencies (including government-owned and controlled corporations, government financial institutions, local government units, and other instrumentalities)	Online	Free
18th Seminar on Consultations in Regulatory Impact Assessment		March 7-8, 2024			Free
19th Seminar on Consultations in Regulatory Impact Assessment		April 4-5, 2024			Free
30th Basic Course on Regulatory Impact Assessment	The course enables participants to discuss the importance of RIA in assessing present regulations, developing new regulations, determining the roles and responsibilities of regulators, and identifying the processes in conducting RIA. An action planning will be facilitated to set targets and determine necessary resources for possible implementation of RIA project/s. The completion of this training course is a prerequisite to the Advanced Course on RIA.	May 7-10, 2024	Key officers, directors, division chiefs, and technical staff of local government units in Luzon		Free



MODERNIZING GOVERNMENT REGULATIONS PROGRAM (MGRP)

TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
31st Basic Course on Regulatory Impact Assessment	<p>The course enables participants to discuss the importance of RIA in assessing present regulations, developing new regulations, determining the roles and responsibilities of regulators, and identifying the processes in conducting RIA. An action planning will be facilitated to set targets and determine necessary resources for possible implementation of RIA project/s.</p> <p>The completion of this training course is a prerequisite to the Advanced Course on RIA.</p>	May 28-31, 2024	Key officers, directors, division chiefs, and technical staff of local government units in the Visayas	Online	Free
32nd Basic Course on Regulatory Impact Assessment		June 18-21, 2024	Key officers, directors, division chiefs, and technical staff of local government units in Mindanao		Free
22nd Advanced Course on Regulatory Impact Assessment	<p>The course enhances the practice of RIA for priority agencies by reviewing necessary concepts in navigating the assessment. Participants will also study a sample completed RIA, measure various compliance costs arising from regulation, perform detailed RIA on a proposed or existing regulation, and develop a draft Regulatory Impact Statement (RIS) that includes parameters for policy/decision-making for the regulation.</p>	August 5-9 & 14, 2024	Key officers, directors, division chiefs, and technical staff of local government units in Luzon	Face-to-face (Luzon)	Free



MODERNIZING GOVERNMENT REGULATIONS PROGRAM (MGRP)

TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
23rd Advanced Course on Regulatory Impact Assessment	The course enhances the practice of RIA for priority agencies by reviewing necessary concepts in navigating the assessment. Participants will also study a sample completed RIA, measure various compliance costs arising from regulation, perform detailed RIA on a proposed or existing regulation, and develop a draft Regulatory Impact Statement (RIS) that includes parameters for policy/decision-making for the regulation.	August 26-30 & September 4, 2024	Key officers, directors, division chiefs, and technical staff of local government units in the Visayas	Face-to-face (Visayas)	Free
24th Advanced Course on Regulatory Impact Assessment		September 23-27 & October 2, 2024	Key officers, directors, division chiefs, and technical staff of local government units in Mindanao	Face-to-face (Mindanao)	Free
12th Course on Regulatory Compliance Cost Assessment: Cost Modeling and Streamlining	<p>This course supports the practice of RIA by streamlining regulatory compliance costs to ensure that the most cost-effective and efficient options are chosen in all areas of regulation. Participants will learn how to recognize and calculate various costs associated with regulatory compliance through the Regulatory Cost Model (RCM), and define areas where undue regulatory burden can be diminished.</p> <p>Participants are required to complete the Basic Course on RIA.</p>	October 22-25, 2024	Key officers, directors, division chiefs, and technical staff of regulatory agencies that have completed the Basic Course on RIA or has prior training on RIA from other institutions	Online or Face-To-Face	Free

For inquiries, please contact:

✉ mgr@dap.edu.ph ☎ (02) 8631 0921 local 140



MODERNIZING GOVERNMENT REGULATIONS PROGRAM (MGRP)

TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
13th Course on Regulatory Compliance Cost Assessment: Cost Modeling and Streamlining	<p>This course supports the practice of RIA by streamlining regulatory compliance costs to ensure that the most cost-effective and efficient options are chosen in all areas of regulation. Participants will learn how to recognize and calculate various costs associated with regulatory compliance through the Regulatory Cost Model (RCM), and define areas where undue regulatory burden can be diminished.</p> <p>Participants are required to complete the Basic Course on RIA.</p>	November 19-22, 2024	Key officers, directors, division chiefs, and technical staff of regulatory agencies that have completed the Basic Course on RIA or has prior training on RIA from other institutions	Online or Face-To-Face	Free
14th Course on Regulatory Compliance Cost Assessment: Cost Modeling and Streamlining		December 3-6, 2024			Free



PRODUCTIVITY DEVELOPMENT RESEARCH OFFICE (PDRO)

TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
APO Training Course on Gainsharing in Agribusiness Enterprises	The training course will cover global trends in applying gainsharing in agribusiness enterprises to enhance productivity. It will elaborate on various gainsharing models, their benefits, and necessary policy support for implementing an effective gainsharing program in the agriculture sector.	May 13-17, 2024	Agricultural professionals and practitioners, CEOs and Managers of agribusinesses, and academic researchers working on innovation for productivity	Face-to-Face	Free

For inquiries, please contact:

✉ pdrc.pdro@dap.edu.ph ☎ (02) 8631 0921 local 140



PRODUCTIVITY AND QUALITY TRAINING OFFICE (PQTO)

TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
Philippine Quality Award Application Development Course (Batch 1)	The course teaches participants to interpret and use the PQA Performance Excellence Framework to their organization's best advantage. The Framework is useful for self-assessment, organizational transformation, and/or preparation of an application report for recognition among the Philippines' best organizations.	March 11-15, 2024	Members of top management, general managers, quality management representatives, quality auditors, key officers, and technical staff	Face-to-face	PHP 19,000.00
Training Course on Knowledge Management (Batch 1)	The course enables participants to apply the fundamental concepts, practices, and tools in creating, sharing, and applying knowledge to enhance organizational productivity and growth. It also highlights how knowledge management dovetails with the Philippine Quality Award (PQA) framework and the ISO 30401:2018 Knowledge Management Systems.	April 2-5, 2024	Knowledge management officers, key officers, and technical staff from both public and private sectors	Online	PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation (Batch 1)	The course teaches the requirements of ISO 9001:2015 standard, and relevant statutory and regulatory requirements. It also provides participants an opportunity to demonstrate acquired skills in drafting documented information within the context of their organization.	April 16-19, 2024	Quality management representatives, key officers, and technical staff from both public and private sectors		PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT

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PRODUCTIVITY AND QUALITY TRAINING OFFICE (PQTO)

TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
Training Course on ISO 19011:2018 Guidelines for Auditing Management Systems (Batch 1)	The course allows participants to demonstrate skills in planning and conducting an effective internal quality audit in accordance with ISO 19011:2018, which focuses on auditing quality management systems. The course also provides participants learning experience in reporting audit findings.	April 23-26, 2024	Quality management representatives, internal quality auditors, key officers, and technical staff from both public and private sectors	Online	PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Training Course on Service Process Streamlining (Batch 1)	The course enables participants to identify and introduce process improvements. It explains the process of reducing and eliminating unnecessary steps to improve service delivery efficiency and effectiveness in the public sector.	May 7-10, 2024	Quality management representatives, key officers, and technical staff from both public and private sectors		PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Philippine Quality Award Application Development Course (Batch 2)	The course teaches participants to interpret and use the PQA Performance Excellence Framework to their organization's best advantage. The Framework is useful for self-assessment, organizational transformation, and/or preparation of an application report for recognition among the Philippines' best organizations.	May 13-17, 2024	Members of top management, general managers, quality management representatives, quality auditors, key officers, and technical staff		PHP 14,000.00

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PRODUCTIVITY AND QUALITY TRAINING OFFICE (PQTO)

TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
Training Course on Root Cause Analysis and Corrective Action Formulation (Batch 1)	The course is designed to integrate Root Cause Analysis (RCA) in an organization's Quality Management System (QMS) implementation. It enables participants to use practical tools and techniques in analyzing and validating the root cause of nonconformities, and formulating solutions for preventing the recurrence of nonconformities.	May 21-24, 2024	Quality management representatives, process owners, internal quality auditors, key officers, and technical staff from both public and private sectors	Online	PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Training Course on ISO 27001:2022 Information Security Management System (Batch 1)	The course enables participants to interpret and apply the requirements for establishing and implementing an information security management system based on the ISO 27001:2018 standard.	May 28-31, 2024	Information security management officers, key officers, and technical staff from both public and private sectors		PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Training Course on Knowledge Management (Batch 2)	The course enables participants to apply the fundamental concepts, practices, and tools in creating, sharing, and applying knowledge to enhance organizational productivity and growth. It also highlights how knowledge management dovetails with the Philippine Quality Award (PQA) framework and the ISO 30401:2018 Knowledge Management Systems.	June 4-6, 2024	Knowledge management officers, key officers, and technical staff from both the public and private sectors	Face-to-Face (DAP Pasig)	PHP 15,000.00 Inclusive of: - Course Certificate - Course Materials - Food during the training (AM Snack, Lunch, PM Snack) - 12% VAT

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TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation (Batch 2)	The course teaches the requirements of ISO 9001:2015 standard, and relevant statutory and regulatory requirements. It also provides participants an opportunity to demonstrate acquired skills in drafting documented information within the context of their organization.	June 25-27, 2024	Quality management representatives, key officers, and technical staff from both the public and private sectors	Face-to-Face (DAP Pasig)	PHP 15,000.00 Inclusive of: - Course Certificate - Course Materials - Food during the training (AM Snack, Lunch, PM Snack) - 12% VAT
Training Course on ISO 19011:2018 Guidelines for Auditing Management Systems (Batch 2)	The course allows participants to demonstrate skills in planning and conducting an effective internal quality audit in accordance with ISO 19011:2018, which focuses on auditing quality management systems. The course also provides participants learning experience in reporting audit findings.	July 9-12, 2024	Quality management representatives, internal quality auditors, key officers and technical staff from both public and private sector		PHP 18,000.00 Inclusive of: - Course Certificate - Course Materials - Food during the training (AM Snack, Lunch, PM Snack) - 12% VAT
Philippine Quality Award Application Development Course (Batch 3)	The course teaches participants to interpret and use the PQA Performance Excellence Framework to their organization's best advantage. The Framework is useful for self-assessment, organizational transformation, and/or preparation of an application report for recognition among the Philippines' best organizations.	July 22-26, 2024	Members of top management, general managers, quality management representatives, quality auditors, key officers, and technical staff	Face-to-face	PHP 19,000.00

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TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
Training Course on Root Cause Analysis and Corrective Action Formulation (Batch 2)	The course is designed to integrate Root Cause Analysis (RCA) in an organization's Quality Management System (QMS) implementation. It enables participants to use practical tools and techniques in analyzing and validating the root cause of nonconformities, and formulating solutions for preventing the recurrence of nonconformities.	July 23-25, 2024	Quality management representatives, process owners, internal quality auditors, key officers, and technical staff from both public and private sectors	Face-to-Face (DAP Pasig)	PHP 15,000.00 Inclusive of: - Course Certificate - Course Materials - Food during the training (AM Snack, Lunch, PM Snack) - 12% VAT
Training Course on Knowledge Management (Batch 3)	The course enables participants to apply the fundamental concepts, practices, and tools in creating, sharing, and applying knowledge to enhance organizational productivity and growth. It also highlights how knowledge management dovetails with the Philippine Quality Award (PQA) framework and the ISO 30401:2018 Knowledge Management Systems.	July 30 - August 2, 2024	Knowledge management officers, key officers, and technical staff from both public and private sector	Online	PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation (Batch 3)	The course teaches the requirements of ISO 9001:2015 standard, and relevant statutory and regulatory requirements. It also provides participants an opportunity to demonstrate acquired skills in drafting documented information within the context of their organization.	August 13-16, 2024	Quality management representatives, key officers, and technical staff from both public and private sectors		PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT

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Training Course on ISO 19011:2018 Guidelines for Auditing Management Systems (Batch 3)	The course allows participants to demonstrate skills in planning and conducting an effective internal quality audit in accordance with ISO 19011:2018, which focuses on auditing quality management systems. The course also provides participants learning experience in reporting audit findings.	August 27-30, 2024	Quality management representatives, internal quality auditors, key officers, and technical staff from both public and private sectors	Online	PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Training Course on Service Process Streamlining (Batch 2)	The course enables participants to identify and introduce process improvements. It explains the process of reducing and eliminating unnecessary steps to improve service delivery efficiency and effectiveness in the public sector.	September 10-13, 2024	Quality management representatives, key officers, and technical staff from both public and private sectors		PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Philippine Quality Award Application Development Course (Batch 4)	The course teaches participants to interpret and use the PQA Performance Excellence Framework to their organization's best advantage. The Framework is useful for self-assessment, organizational transformation, and/or preparation of an application report for recognition among the Philippines' best organizations.	September 16-20, 2024	Members of top management, general managers, quality management representatives, quality auditors, key officers, and technical staff		PHP 14,000.00

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Training Course on Root Cause Analysis and Corrective Action Formulation (Batch 3)	The course is designed to integrate Root Cause Analysis (RCA) in an organization's Quality Management System (QMS) implementation. It enables participants to use practical tools and techniques in analyzing and validating the root cause of nonconformities, and formulating solutions for preventing the recurrence of nonconformities.	September 24-27, 2024	Quality management representatives, process owners, internal quality auditors, key officers, and technical staff from both public and private sectors	Online	PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Training Course on Knowledge Management (Batch 4)	The course enables participants to apply the fundamental concepts, practices, and tools in creating, sharing, and applying knowledge to enhance organizational productivity and growth. It also highlights how knowledge management dovetails with the Philippine Quality Award (PQA) framework and the ISO 30401:2018 Knowledge Management Systems.	October 8-11, 2024	Knowledge management officers, key officers, and technical staff from both public and private sectors		PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation (Batch 4)	The course teaches the requirements of ISO 9001:2015 standard, and relevant statutory and regulatory requirements. It also provides participants an opportunity to demonstrate acquired skills in drafting documented information within the context of their organization.	October 22-25, 2024	Quality management representatives, key officers, and technical staff from both public and private sectors		PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT

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Training Course on ISO 19011:2018 Guidelines for Auditing Management Systems (Batch 4)	The course allows participants to demonstrate skills in planning and conducting an effective internal quality audit in accordance with ISO 19011:2018, which focuses on auditing quality management systems. The course also provides participants learning experience in reporting audit findings.	November 5-8, 2024	Quality management representatives, internal quality auditors, key officers, and technical staff from both public and private sectors	Online	PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT
Philippine Quality Award Application Development Course (Batch 5)	The course teaches participants to interpret and use the PQA Performance Excellence Framework to their organization's best advantage. The Framework is useful for self-assessment, organizational transformation, and/or preparation of an application report for recognition among the Philippines' best organizations.	November 11-15, 2024	Members of top management, general managers, quality management representatives, quality auditors, key officers, and technical staff	Face-to-face	PHP 19,000.00
Training Course on Root Cause Analysis and Corrective Action Formulation (Batch 4)	The course is designed to integrate Root Cause Analysis (RCA) in an organization's Quality Management System (QMS) implementation. It enables participants to use practical tools and techniques for analyzing and validating the root cause of nonconformities, and formulating solutions for preventing the recurrence of nonconformities.	November 19-22, 2024	Quality management representatives, process owners, internal quality auditors, key officers, and technical staff from both public and private sectors	Online	PHP 11,200.00 Inclusive of: - Course Certificate - Course Materials - 12% VAT

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TITLE	SHORT DESCRIPTION	SCHEDULE	TARGET PARTICIPANTS	MODE	FEES
Training Course on ISO 27001:2022 Information Security Management System (Batch 2)	The course enables participants to interpret and apply the requirements for establishing and implementing an information security management system based on the ISO 27001:2018 standard.	December 10-13, 2024	Information security management officers, key officers, and technical staff from both public and private sectors	Online	PHP 11,200.00 Inclusive of: -Course Certificate - Course Materials -12% VAT

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