



## 1. Project Information

Project Code	QBPRJ
Project Title	Training Courses on Productivity and Quality (P&Q) Public Offering
Project Start	May 15, 2015
Project End	December 30, 2015
Project Price	PhP 1,529,676.00
Client Organization	Public Offering

## **IL Project Team**

<b>Project Manager</b>	<b>Earl P. Tongol</b>
<b>Team Member</b>	<b>Gerlie Lee</b>
	<b>Ma. Elizabeth Estanislao</b>
	<b>Homer Alcon</b>
	<b>Raymond Arguelles</b>
	<b>Melani Mercader</b>
	<b>Sherilyn Hernandez</b>
	<b>Nory Grace Evangelio</b>
	<b>Chenier Nicu Villanueva</b>
	<b>Ceazar Valerei Navarro</b>
	<b>Myria Ong Gue</b>
	<b>Maegan Saroca</b>
	<b>Samuel Rosal</b>
<b>Supervising Fellow</b>	<b>Ma. Theresa A. Agustin</b>

### III. Project Details

### Project Description

In line with DAP's role and commitment as the National Productivity Organization (NPO), it offers training courses on basic productivity and quality tools. This is also in consonance with the ASEAN integration and the government's initiative to make products and services more competitive and at par with global standards. As the NPO, the promotion of productivity and quality tools to as many organizations in the country is among DAP's contribution to national development.

### Project Objective

The training courses are aimed at:

1. Orienting SME's and government units/entities about basic productivity and quality tools and techniques;
2. Capacitating SME's and government units/entities to become quality-oriented and ISO-certified;
3. Training key officials and employees of public and private organizations on productivity tools to improve and streamline processes;
4. Informing SME's and government units/entities about other course offerings of DAP related to productivity and quality.



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Focus Area                      Public Sector Productivity  
Project Type                    Public Offering  
Project Beneficiary           LGU's, NGA's, GOCCs, SME's, SUC's  
Regional Coverage           National

**IV. Project Accomplishments**

**Key Activities Implemented**

Activity	Date
Seminar on Quality Workplace through 5S Good Housekeeping for AFP Medical Center	11 June 2015
Training Course on Root Cause Analysis and Problem Solving Techniques	23-24 July 2015
Training Course on ISO 9001:2008 Quality Management System Requirements and Documentation	12-14 August 2015
Training Course on Work Improvement Team (WIT)	19-20 August 2015
Basic P&Q (BPQT)	15-18 September 2015
Lean Management	21-22 September 2015
Value Added Productivity Measurement	29-30 September 2015
Training Course on 5S Good Housekeeping for the Bureau of Customs Batch 1 Batch 2 Batch 3	14-16 October 2015 26-28 October 2015 8-10 December 2015

**Major Outputs**

- 284 participants/attendees capacitated through the training courses offered;
- Sent 800 invitations to various agencies (public and private);

**Project Impact**

- The participants were oriented and trained on basic quality and productivity improvement approaches;
- Accrued PhP 1,596,876.00;
- Tapped the following government and private organizations:
  - o Optical Media Board
  - o Cebu Normal University
  - o Tarlac College of Agriculture
  - o Caraga State University
  - o Department of Agriculture (AMAS)
  - o National Meat Inspection Service
  - o Erramen Minerals Incorporated
  - o Carlos Hillado Memorial State College
  - o Polytechnic University of the Philippines
  - o Leyte Normal University
  - o Isabela State University
  - o Department of Agriculture – RFO X
  - o BFAR-RFO 1
  - o Department of Budget and Management
  - o DILG-Central Office



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**Lessons Learned**

- Observe longer lead time in sending out invitations to cover more course offerings;
- Send out invitations at an earlier time (1<sup>st</sup> Quarter);
- Include number of target pax in the logframe;
- Target course evaluation score should be set at the Project Manager level and explicitly mentioned in the documentation;
- Earlier coordination with possible venue in case DAPCC conference rooms are fully-booked;
- Identification of resource persons for every course before at least three (3) weeks before implementation to ensure availability.

**V. Attachments**

- Certified copies of attendance sheets in project folio

**Prepared by:**

  
**EARL P. TONGOL**  
Project Manager

**Noted / Approved by:**

  
**ARNEL D. ABANTO**  
Center Head

**Notes:**

1. Project details on Section I-III can be generated thru PMIS based on PMs inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data