



Productivity and Development Center (PDC)

[2016] PROJECT ACCOMPLISHMENT REPORT

I. Project Information

Project Code	QBPNK
Project Title	Training Courses on Productivity and Quality (P&Q) Public Offering 2016
Project Start	February 1, 2016
Project End	December 31, 2016
Project Price	PHP 3,155,485.00
Client Organization	Public Offering

II. Project Team

Project Manager	Earl P. Tongol
Team Members	Homer H. Alcon Ma. Elizabeth F. Estanislao Melani G. Mercader Chenier Nicu V. Villanueva Ceazar Valerei E. Navarro Mary Jill Myrla D. Ong Gue Nory Grace B. Evangelio Maegan S. Saroca Samuel C. Rosal Jane Alleta A. Samonte
Supervising Fellow	Ma. Theresa A. Agustin
Consultants/RPs	Catalino B. Javellana, III Clarissa D. Gener Joel Z. Ravanilla, Jr. Delfin R. Jacob Maria Luisa C. Jalandoni

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;



Productivity and Development Center (PDC)

[2016] PROJECT ACCOMPLISHMENT REPORT

4. Informing SME's and government units/entities about other course offerings of DAP related to productivity and quality.

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 TITLE	DURATION		CLIENT
Orientation on ISO 9001:2015 Quality Management System	29-Apr-16	29-Apr-16	Various
Transition Course from ISO 9001:2008 to ISO 9001:2015 Quality Management System	4-May-16	4-May-16	Various
Orientation on ISO 9001:2015 Quality Management System	11-May-16	11-May-16	Commission on Higher Education (CHED)
Orientation on ISO 9001:2015 Quality Management System	12-May-16	12-May-16	City of San Fernando Water District (CSFWD)
Foundation Course on ISO 9001:2015 Quality Management System	23-May-16	24-May-16	Cebu Normal University (CNU)
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation	25-May-16	27-May-16	CNU
Training Course on 5S Good Housekeeping	8-Jun-16	10-Jun-16	National Transmission Corporation (TransCo)
Orientation on ISO 9001:2015 Quality Management System	25-Jul-16	25-Jul-16	Games and Amusement Board (GAB)
Orientation on ISO 9001:2015 Quality Management System	8-Aug-16	8-Aug-16	Philippine Statistics Authority (PSA)

**Productivity and Development Center (PDC)****[2016] PROJECT ACCOMPLISHMENT REPORT**

ACTIVITY TITLE	DURATION		CLIENT
Foundation Course on ISO 9001:2015 Quality Management System	8-Aug-16	9-Aug-16	GAB
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation	10-Aug-16	12-Aug-16	Games and Amusement Board (GAB)
Orientation on ISO 9001:2015 Quality Management System	19-Aug-16	19-Aug-16	Bataan Association of Water Districts (BATWD)
Training Course on Internal Quality Audit	22-Aug-16	25-Aug-16	CNU
Orientation on ISO 9001:2015 Quality Management System	5-Oct-16	5-Oct-16	National Book Development Board (NBDB)
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation	10-Oct-16	12-Oct-16	NBDB
Orientation on Simulated Profit Solution	13-Oct-16	13-Oct-16	Various
Orientation on ISO 9001:2015 Quality Management System	17-Oct-16	17-Oct-16	Tangub City Government, Gov. Alfonso D. Tan College and Northwestern Mindanao State College of Science and Technology (Tangub Cluster)
Foundation Course on ISO 9001:2015 Quality Management System	18-Oct-16	19-Oct-16	Tangub Cluster
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation	21-Oct-16	22-Oct-16	Tangub Cluster
Seminar-Workshop on Root Cause Analysis and Problem-Solving Techniques	14-Nov-16	15-Nov-16	Department of National Defense (DND)



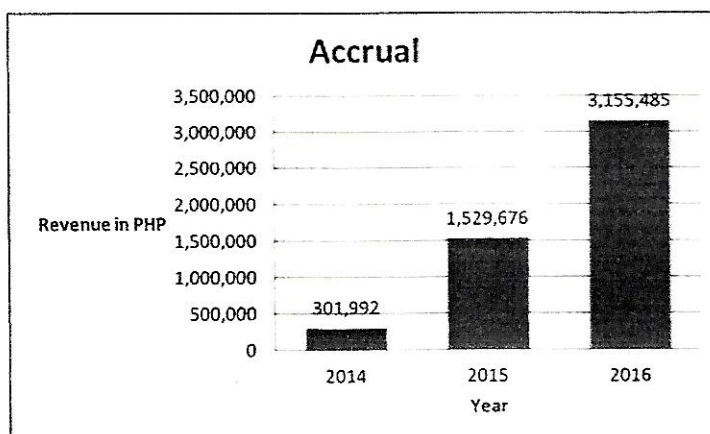
Productivity and Development Center (PDC)

[2016] PROJECT ACCOMPLISHMENT REPORT

ACTIVITY TITLE	DURATION		CLIENT
Seminar-Workshop on Root Cause Analysis and Problem-Solving Techniques	16-Nov-16	17-Nov-16	DND
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation	16-Nov-16	18-Nov-16	Quezon City Government (QCG)
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation	23-Nov-16	25-Nov-16	QCG
Orientation on ISO 9001:2015 Quality Management System	8-Dec-16	8-Dec-16	National Commission for the Culture and Arts (NCCA)
Orientation on 5S Good Housekeeping	8-Dec-16	8-Dec-16	NCCA
Training Course on Internal Quality Audit	12-Dec-16	15-Dec-16	QCG

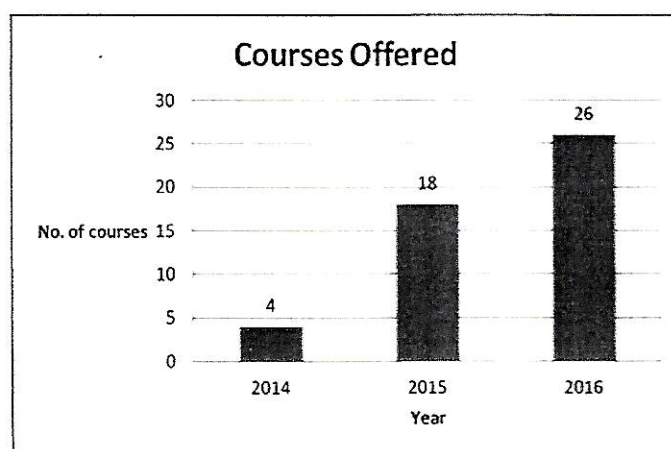
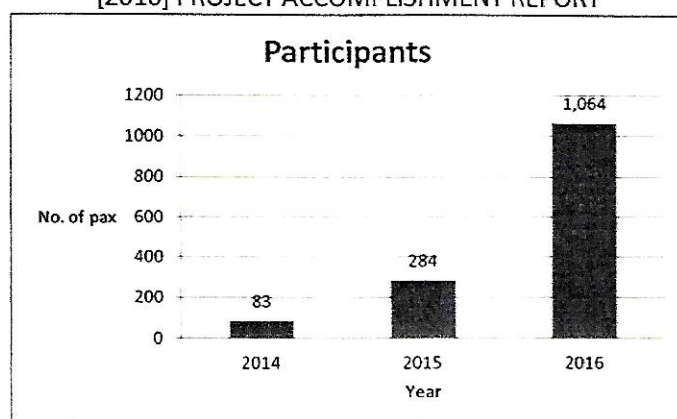
Major Outputs

- **1,064** participants/attendees capacitated through the training courses offered;
- Sent **1,000** invitations to various agencies (public and private) via courier and email;
- Revised and updated the training calendar (sample in project folio);
- Produced additional flyers and email blast designs for other courses as needed, such as for the following:
 - Transition Course on ISO 9001:2015
 - E-Learning Courses
 - Orientation on Business Excellence
- Significant increase in the number of accrued revenue, participants and courses offered over a three-year period as presented in the comparative charts below:





Productivity and Development Center (PDC) [2016] PROJECT ACCOMPLISHMENT REPORT



*as published in the training calendar

Project Impact

- The participants were oriented and trained on basic quality and productivity improvement approaches;
- Accrued **PHP 3,155,485.00**;
- Summary of Course Evaluation
 - Average of **4.59** for the 12 courses evaluated
- Summary of Speaker Evaluation averages:

Name of Resource Speaker	Average	Number of Courses
1. Earl P. Tongol	4.73	6
2. Homer H. Alcon	4.51	5
3. Joel Z. Ravanilla, Jr.	4.36	1
4. Ma. Elizabeth F. Estanislao	4.65	1
5. Clarissa D. Gener	4.73	1
6. Samuel C. Rosal	4.69	1
7. Maria Luisa C. Jalandoni	4.48	1
8. Delfin Jacob	-	1
9. Catherine R. Corro	4.73	1

- Tapped the following **new** government organizations:
 - City of San Fernando Water District
 - National Transmission Commission
 - National Book Development Board



Productivity and Development Center (PDC)

[2016] PROJECT ACCOMPLISHMENT REPORT

- Games and Amusement Board
- Local Government Unit of Tangub City
- Government agencies working towards ISO 9001:2015 certification, re-certification and/or expansion:
 - Cebu Normal University
 - Quezon City Government

Lessons Learned

- Observe longer lead time in sending out invitations to cover more course offerings (at least one (1) month);
- Send out training calendar at an earlier time (early 1st Quarter);
- Require the following documents to be sent to the client prior implementation:
 - Registration form with complete names of participants (including middle initial)
 - Certificate of Availability of Funds
- Assign a 'deputy project manager' to assist in the implementation of the project;
- Ensure accomplishment of the "Certificate of Project Deliverable Accepted" after implementation;
- Identification of resource persons for every course before at least four (4) weeks before implementation to ensure availability.

V. Attachments

- Certified copies of attendance sheets, reservation forms, relevant documents and attachments are 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