MNL
MANILA INTERNATIONAL AIRPORT AUTHORITY

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MIAA L&D PLAN IMPLEMENTATION MATRIX
CY 2021

A. CORE COMPETENCIES

Desired Outcome/s	Comptency to be Adressed	Learning Objectives	Proposed L&D Intervention	Target Learners		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Support Requirements		
				Number	Office/s													Financial	Logistic	Source of Funds
MIAA employees with high level of intergrity, transparency, and accountability	Exemplifying Integrity	To provide an avenue for participant-public servants to internalize and enhance their understanding of their role as civil servants and their accountability to the public.	Integrity, Transparency and Accountability and Public Service (ITAPS)	200	All Organizational Units						▓	▓	▓					No Cost	Laptop, Internet Connection	HRDD
	Professionalism																			
Provide excellent customer service to both internal and external clients	Delivering Service Excellence	To develop intrapersonal and interpersonal skills through working on self-management, enhancing personal and career skills and striving towards service excellence.	Service Excellence Workshop/DisiplINA IA	500	All Organizational Units				▓	▓	▓	▓						No Cost	Laptop, Internet Connection	HRDD

Outcome	Strategic Priority	Objective	Program/Activity	No. of Participants	Target Participants	Schedule	Budgetary Requirement	Resources Needed	Office Responsible
Workforce that is innovative and crative especially in this time of New Normal	Championing and Applying Innovation	To enhance and develop the personnel's ability to think outside of the box and implement these new ideas while creating and delivering better value or service excellence.	Harnessing Innovation and Creativity at Workplace	200	All Organizational Units		160,000.00	Laptop, Internet Connection	HRDD
Oriented employees on the four HR Core Systems	Delivering Service Excellence	To raise the awareness of all MIAA employees and personnel on the four (4) HRM pillars/core systems at the MIAA.	Cascading Session on PRIME-HRM	1400	All Organizational Units		No Cost	Laptop, Internet Connection	HRDD
Oriented employees on the pertinent provision of ARTA MC 6 s. 2020 for them to craft action plan on the applicability to MIAA external processes	Championing and Applying Innovation	To educate MIAA employees on the provisions ARTA MC No. 2020-06, in line with the new normal standards brought about by the pandemic, to streamline and automate standards and procedures to be adopted by MIAA on delivering services to our airport users.	Cascading Session on ARTA on New Normal	500	All Organizational Units		No Cost	Laptop, Internet Connection	HRDD

Objective/Outcome	Core Value	Description	Program/Activity	Target	Beneficiaries	Timeline	Budget	Resources Needed	Office Responsible
Mentally-resilient workforce especially in the midst of pandemic	Delivering Service Excellence	To provide MIAA employees with a greater understanding of mental health, stress, and resilience in this time of pandemic.	Mental Health Resilience Seminar	1,400	All Organizational Units		160,000.00	Laptop, Internet Connection	HRDD
Gender-sensitive MIAA workforce	Professionalism	To develop an awareness of Gender and Development and the gender issues and to enumerate the socialization process that affects the gender roles	Gender Sensitivity Training	200	All Organizational Units		No Cost	Laptop, Internet Connection	HRDD
Oriented employees on ISO 14001:2015 Environmental Management System	Championing and Applying Innovation	To introduce the MIAA personnel to the basics of setting up an environmental management system - from understanding the areas of commitment from the top management, to learning how to implement a life cycle perspective	Environmental Management System Awareness (Cascading)	500	All Organizational Units		No Cost	Laptop, Internet Connection	HRDD

MIAA employees adopting the practice of good housekeeping especially in their workplaces	Delivering Service Excellence	To enumerate and disuss the MIAA 5S Practice of Good Housekeeping including the MIAA 5S Standards to be implemented by offices to ensure commitment to the Auhtority's 5S Program	5S The Practice of Good Housekeeping	200	All Organizational Units	No Cost	Laptop, Internet Coonection	HRDD
					TOTAL	320,000.00		

B. LEADERSHIP COMPETENCIES - MANDATORY

MIAA Officials and Managers with strenghtened core values of a Public Servant in the midst of adversersities	Leading Change	To equip MIAA officials, supervisors, and leaders with the knowledge on how to evolve, adapt, and turn challenges into opportunities in this time of pandemic.	Leadership in Times of Adversities	70	Top Management to Middle Management	150,000.00	Laptop, Internet Coonection	HRDD

Expected Output	Program	Objective	Course Title	No.	Target Participants		Budget	Resources	Office
Emotionally intelligent MIAA officials and managers	Creating and Nurturing a High Performing Organization	To help the participants learn and understand and enhance their emotional intelligence and apply proven strategies to become more authentic, influential, innovative, inspirational leaders and mentors in their respective offices and/or sections.	Emotional Intelligence and Leadership	70	Top Management to Middle Management		150,000.00	Laptop, Internet Connection	HRDD
MIAA Officials and Managers with enhanced skills in conducting developmental conversations	Managing Performance and Coaching for Results	Participants shall be able to effectively conduct developmental conversations with others using a structured approach grounded on generally accepted principles, processes, and practices related to mentoring and coaching.	Developmental Conversation of Leaders	70	Top Management to Middle Management		150,000.00	Laptop, Internet Connection	HRDD

Expected Output	Target Competency	Objective	Program/Activity	No. of Participants	Target Participants	Budget	Resources	Office
Enhanced skills of supervisors to lead and drive results	All 5 Leadership Competencies	To explore the differences between management and leadership and how to balance both sets of skills, and to let participants learn practical leadership skills to be applied to work situations and challenges	Supervisory Development Course	200	Supervisors	360,000.00	Laptop, Internet Coonection	HRDD

C. ORGANIZATIONAL COMPETENCIES - MANDATORY

Expected Output	Target Competency	Objective	Program/Activity	No. of Participants	Target Participants	Budget	Resources	Office
Enhanced technical writing skills	Writing Effectively	To enable the MIAA personnel to develop writing skills that reflect the principles of good grammar, mechanics and organization.	Workshop on Technical Writing	100	All Organizational Units	80,000.00	Laptop, Internet Coonection	HRDD
Enhanced speaking skills both for internal and external clients	Speaking Effectively	To develop substantial groth and personal development among participants, and to unleash their potentials and capabilities in conversing using the English language.	Workshop on Speaking Effectively	100	All Organizational Units	80,000.00	Laptop, Internet Coonection	HRDD

	TOTAL	810,000.00

Expected Output	Program Title	Description / Objective	Course Title	No. of Participants	Target Participants		Budget	Requirements	Office Responsible
Enhanced skills in managing risks	Risk Management	To raise basic awareness of the participants on risk management concepts and mechanisms, and to enable them to identify and manage risks in their offices in the context of ISO 14001:2015 EMS	Workshop on Risk Management	100	All Organizational Units		40,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in problem solving and decision-making	Problem Solving and Decision-Making	To provide MIAA personnel with the analytic tools, tactics, and strategies for working with problems in the professional environment.	Problem Solving and Decision-Making Course	100	All Organizational Units		80,000.00	Laptop, Internet Connection	HRDD
Enhanced knowledge and skills in codhcutting Cost-Benefit Anaslysis	Problem Solving and Decision-Making / Risk Management	To participants with an overview of the fundamentals of a cost-benefit analysis using economic foundations and sound mathematical techniques.	Cost Benefit Analysis	30	Select offices		100, 000.00	Laptop, Internet Connection	HRDD

Expected Output	Title	Objective	Activity	No. of Participants	Target Participants	Schedule	Budget	Resources	Responsible Office
Enhanced computer skills	Computer/Database Computer Operation and Safety Handling, MS Word Processing, Electronic Spreadsheet, and MS Powerpoint	To provide tutorial on basic commands of commonly-used Microsoft Office productivity software such as Basic	Online Tutorial for Office Productivity	100	All Organizational Units		No Cost	Laptop, Internet Connection	HRDD
Enhanced skills in records and archives management	Records Management	To ensure the safety of organizational information and to understand and implement monitoring and controlling of a record management system.	Workshop on Record and Archives Management	100	All Organizational Units		40,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in the doctrine of completed staff work	Feedbacking Skills	To equip the participants with the right knowledge, attitude, and proper skills on how to prepare, develop, coordinate, and communicate when work is completed.	Workshop on Completed Staff Work	100	All Organizational Units		40,000.00	Laptop, Internet Connection	HRDD

| MIAA workforce adopting safety and healthy protocols especially in their line of duty | To equip MIAA officials and personnel in understanding the National Laws and Regulations on BOSH and understand the causes of accidents, idientify existing/potential safety and health hazards and risks at work, and the mechanisms to prevent such. | Risk Management | Basic Occupational Safety and Health | 200 | All Organizational Units | 100,000.00 | Laptop, Internet Coonection | HRDD |

| TOTAL | 560,000.00 |

D. TECHNICAL COMPETENCIES - MANDATORY

Competency Gap	Area	Objective	Course	No.	Responsible Office	Cost	Resources	Source
Enhanced skills as Airport Quality Control Inspector	Quality Control in Civil Aviation	To provide the designated airport quality control inspectors with theoretical and practical knowledge of audits and inspections as part of a National Quality Control system. Participants who successfully complete this course will be prepared to plan, coordinate and conduct quality control measures utilising Annex 17 and ICAO methodology.	Airport Quality Control Inspectors Course (AQCIC)	5	Airport Security Inspectorate Office	15,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in cyber security	Quality Control in Civil Aviation	To provide in depth knowledge into the security oversight process and explore the mechanics of cyber security oversight.	Cyber Security Oversight in Aviation	5	Airport Security Inspectorate Office	15,000.00	Laptop, Internet Connection	HRDD

Expected Output	Program	Objective	Activity	No.	Office	Schedule	Budget	Resources	Responsible
Enhanced skills in advance auditing	Management Audit	To provide participants a focused review of advanced audit techniques that may include essentials of providing internal audits, effective communication of internal audit findings, etc.	Advance Auditing for Internal Auditors	2	Internal Audit Services Office		5,000.00	Laptop, Internet Coonection	HRDD
Acquainted on the best practices in internal audit	Management Audit	To provide ideas on best practices and actual evaluation tools on internal auditing	Seminar on Internal Audit Best Practices	2	Internal Audit Services Office		5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in internal quality audit	Operations Audit	To provide participants with the knowledge and skills to perform internal audits based on the latest ISO updates.	Internal Quality Audit Training	2	Internal Audit Services Office		5,000.00	Laptop, Internet Coonection	HRDD

Enhanced skills in operational audit	Operations Audit	To help participants learn how to employ various methods, tools, and skills to collect and analyze operational information and data, identify causes of operational risk and exposures, and develop solutions to enhance the operational performance of processes at NAIA.	Seminar on Operational Auditing	2	Internal Audit Services Office	5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in financial auditing	Compliance Audit	To enable participants to learn how key business processes relate to financial statements as well as the impact of technology on financial auditing.	Seminars on Financial Auditing	2	Internal Audit Services Office	5,000.00	Laptop, Internet Connection	HRDD

Expected Output	Competency Addressed	Program/Course Title	No. of Participants	Target Participants	Budget	Resources Needed	Office Responsible
The program is being offered to comply with Rule 2, Section 2 of S.C. Bar Matter No. 850 (Rules on MCLE) which states that: "Members of the IBP is not exempt under Rule 7 shall complete every three (3) years at least thirty-six (36) hours of continuing legal education activities approved by the MCLE office".	Oriented on recent policies on legal practice Competencies of Legal Office	Mandatory Continuing Legal Education (MCLE)	7	Legal Office and All Lawyers	70,000.00	Laptop, Internet Coonection	HRDD
	Cross-cutting with all Technical Competencies of Legal Office						
	To enable participants to be aware of the basic key principles of SMS with the goal of increasing aviation safety at the NAIA Complex and how they differ from traditional approaches to safety.	Basic Safety Management System Course	10	Safety Management Systems Office	50,000.00	Laptop, Internet Coonection	HRDD
Enhanced skills in Safety Management System Internal Auditing	Safety Management	Safety Management Systems Office					

Expected Output	Training Area	Objective	Title of Training	No. of Participants	Organizational Unit	Schedule	Budget	Resources	Responsible Unit
MIAA officials/managers oriented on airport SMS	Safety Management	To enable MIAA executives, managers, and officials to build a SMS from the ground up and how to successfully develop and manage a SMS within MIAA.	Safety Management Systems for Executives Managers	30	All Organizational Units		40,000.00	Laptop, Internet Coonection	HRDD
Enhanced skills in Real Estate/Asset Management in an airport setting	Asset Management	To enable participants to learn about the updates on Real Estate Management designed around discovering viable sources of real estate capital, comprehending real estate benchmarking indicators, and studying current market opportunities.	Short Course on Updates on Real Estate Management/Asset Managemen	2	Business Investment and Development Division		5,000.00	Laptop, Internet Coonection	HRDD
Enhanced skills in Concessionaire Management in an airport setting	Asset Management	To help participants come up with an effective airport concessionaires' monitoring and evaluation progam while analyzing concessions market and partner requirements.	Training on Monitoring/Evaluating Concessionaire Performance	2	Terminal Concession Division		5,000.00	Laptop, Internet Coonection	HRDD

Expected Outcome	Program/Topic	Objective	Title	No.	Division	Budget	Resources	Office
Enhanced skills in strategic planning	Corporate Planning	To discuss relevant tools and techniques used in strategic analysis and help participants understand the human factors affecting the success of strategy implementation in the organization	Strategic Planning Seminar	2	Plans and Programs Division	5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in statistics / data management	Systems Design Improvement	To enable participants how to plan, implement effective research studies including data management analysis	Statistical Data Management and Report Writing	2	Systems and Procedures Improvement Division	5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in IT	Information Resource Management	To develop the knowledge of the MIAA MISD staff on the effective valuation, planning and management of IT resources	Information Technology (IT) - Awareness and Adeptness	2	Management Information Systems Division	5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in IT requirements	Information Resource Management	To raise the awareness of the MIAA MISD staff with the legal framework for collecting, storing, and disseminating electronic information in the global marketplace	Information Technology Legislative Requirements	2	Management Information Systems Division	5,000.00	Laptop, Internet Connection	HRDD

Oriented on updates and recent policies on government accounting and taxation	To inform the participants on the latest updates on the 2020 BIR issuances and other tax updates and revenue regulations, revenue Memorandum Orders, Revenue Memorandum Circulars, and Court Decisions	General Accounting	Accounting and Taxation Updates	5	Accounting Division	20,000.00	Laptop, Internet Connection	HRDD

Objective	Description	Program/Activity	No.	Office/Division				Budget	Resources	Office Responsible
Oriented on updates and recent policies on Philippine Financial Reporting Standards	To equip the personnel of the Government Corporations classified as Government Business Enterprises (GBEs) with adequate understanding of the International Financial Reporting Standards (IFRS) as a global phenomenon intended to bring about greater transparency and a higher degree of comparability in financial statements in order to achieve the goal of one uniform and globally accepted financial reporting standards to enable entities around the world to generate quality general purpose financial reports.	General Accounting	Philippine Financial Reporting Standards Updates	5	Accounting Division			20,000.00	Laptop, Internet Connection	HRDD

Oriented on updates and recent policies on government accounting and taxation	To provide a comprehensive updates on relevant BIR issuances and rulings as well as recent court decisions covering Income and Withholding Taxes, International Tax, Value Added Tax (VAT), and Taxpayers Rights and Remedies	Tax Updates Seminar	5	Accounting Division		20,000.00	Laptop, Internet Coonection	HRDD
Enhanced skills in bookeeping	General Accounting	Accounting for Non-Accountant	5	Accounting Division		20,000.00	Laptop, Internet Coonection	HRDD
	To help MIAA personnel without accounting background who need to understand and appreciate how business transactions are recorded, summarized, and interpreted for commercial decision-making process							

Expected Outcome	Training Title	Purpose	Course	No.	Division			Cost	Resources	Office
Oriented on recent policies/thrusts on government budgeting and spending	Budget Administration and Control	To disseminate new approaches on Regional Budgeting and provide the budget officers of the MIAA an opportunity to discuss and analyze the various budget improvement objectives.	Updates on Guidelines on Government Budgeting and Spending	2	Budgeting Division			5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in bookeeping	Cashiering	To help MIAA personnel without accounting background who need to understand and appreciate how business transactions are recorded, summarized, and interpreted for commercial decision-making process	Accounting for Non-Accountant/Training on Financial Management	2	Cashiering Division			5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in detection of counterfeit currency	Credit and Collection	To teach significance on financial fraud identification and other aspects of questioned documents examination in relation to collection or finance operations	Bangko Sentral ng Pilipinas Counterfeit Detection Seminar	10	Collection Division			25,000.00	Laptop, Internet Connection	HRDD

Expected Output	Program/Project	Objective	Title	No.	Responsible Office/Division	Schedule	Budget	Resources	Source
Enhanced skills in automotive repairs	Transport Repairs and Maintenance Services	To teach participants on the activities and key factors involved in fleet management and fundamentals of automotive repairs and how to develop a strategy relative thereto.	Short Course on Fleet Management and Automotive Repairs	2	General Services Division		5,000.00	Laptop, Internet Connection	HRDD
Enhanced knowledge on proper waste disposal including automotive wastes	Transport Repairs and Maintenance Services	To raise the awareness of the participants on proper waste disposal of materials, including automotive wastes in a safe, efficient and environmentally friendly matter	Training on Proper Waste Disposal Including Automotive Wastes	2	General Services Division		5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in Training Needs Analysis	Learning Needs and Identification	To help participants in selecting and using a range of information-gathering methods so that training needs are reliably identified within time and cost constraints and to apply a practical technique for the analysis of the information and data to identify needs and determine priorities	Learning and Development Needs and Identification	2	Human Resource Development Division		5,000.00	Laptop, Internet Connection	HRDD

Expected Outcome	Activity	Objective	Title	No. of Pax	Office/Division Responsible	Timeline	Budget	Resources	Responsible Office
Enhanced skills in Module Development	Module Preparation	To enable MIAA trainers and instructors to gain knowledge in the planning and preparation of conduct of an LDA and to gather key techniques and strategies in developing relevant modules and/or presentations relative thereto	Module Development Workshop	2	Human Resource Development Division		5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in Training Evaluation	Learning and Development Evaluation	To teach participants on how to gauge or measure the effectiveness of recently conducted trainings by acquiring strategies on how to get ongoing feedback from attendees and how to improve the quality of trainings being provided to MIAA personnel	Training Course on Measuring Training Effectiveness	2	Human Resource Development Division		5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in Digital Recruitment Process	Recruitment, Selection and Placement	To educate participants and to help them gain strategies and techniques on how to automate and streamline MIAA's recruitment process	Digital Recruitment Process	2	Personnel Division		5,000.00	Laptop, Internet Connection	HRDD

Enhanced knowledge on best practices on Onboarding	Recruitment, Selection and Placement	To educate employees how to create an onboarding experience that'll engage, motivate and keep new hires on board-and deliver a high return on your recruiting and hiring investment.	Onboarding: Creating the Best New Hire Experience	2	Personnel Division	5,000.00	Laptop, Internet Coonection	HRDD
Enhanced knolwedge in Sucession Planning	Career Development	To assist participants on how to craft an effective succession planning while incorporating the existing MIAA Competency Based System	Competency-Based Succession Planning	2	Personnel Division	5,000.00	Laptop, Internet Coonection	HRDD

Outcome	Objective	Activity Title	No.	Office/Division	Budget	Resources	Office Responsible
Enhanced knowlegde in Performance Management	To help participants enhance their SPMS skills and how to come up with their offices' success indicators and further assist them in crafting the Individual Performance Commitment and Review (IPCR), Office Performance Commitment and Review (OPCR) and Department Performance and Commitment Review (DPCR) of their staff, respective offices, or direct reports.	Performance Management System	2	Personnel Division	5,000.00	Laptop, Internet Coonection	HRDD
Enhanced knowlegde and skills in HR Management	All Technical Comptencies of Personnel	To enhance the knowledge and skills of the MIAA HRM team in various HR processes in accordance with the approved and existing MIAA Competency Based System	Competency-Based Development of HR Management	2	Personnel Division	5,000.00	Laptop, Internet Coonection	HRDD

Expected Output	Program	Objective	Title	No. of Participants	Office/Division	Schedule	Budget	Resources Needed	Implementing Office
Enhanced skills in employee relations	Grievance Handling and Employee Relations	To assist participants on how to come up with an effective grievance preparation strategy and how to run an efficient, organized and effective grievance meeting or hearing	HR Conversation	5	Personnel Division		5,000.00	Laptop, Internet Connection	HRDD
Enhanced knowledge on handling grievance and displinary issues	Grievance Handling and Employee Relations	To equip the participants with the knowledge on settlement alternatives, drafting disciplinary warnings, termination letters, and responses to each step of the grievance process	Handling Grievance, Discipline, Termination and Dismissal	2	Personnel Division		5,000.00	Laptop, Internet Connection	HRDD
Enhanced knowledge in using Balanced Scorecard as a tool in Performance Management	Performance Management	To give participants Performance data	Improving Performance, Using Balanced Scorecard	2	Personnel Division		5,000.00	Laptop, Internet Connection	HRDD
Enhanced knowledge in the implementation of RA 9184	Procurement Management	To update the knowledge of the MIAA procurement officers and other personnel on the latest updates and issuances of the GPPB and its TSO	R.A. 9184: The Government Procurement Act Updates	5	Procurement Division		10,000.00	Laptop, Internet Connection	HRDD

Enhanced knowledege on warehouse and inventory management	Property Management	To help participants differentiate warehousing management and inventory management and to understand how it works individually and together and how to teach them how to apply effective practices in warehousing and inventory management that is best fitted in MIAA	Effective Warehouse and Inventory Management	2	Property Management Division	5,000.00	Laptop, Internet Connection	HRDD
Enhanced knowlede in internal control system for property and warehouse management	Property Management	To enable participants to understand the control measures in the appraisal and disposal of government properties and make them learn the systems and procedures in the management of supplies and properties of the government	Internal Control System for Property and Warehouse Management	2	Property Management Division	5,000.00	Laptop, Internet Connection	HRDD

Enhanced knowledge on latest trends on electrical works	Electrical Woks	To enable the delivery of high quality services and products for the purpose of instilling excellence in MIAA's electrical practitioners, enhancing the Electrical Profession, and make a positive contribution to national development	Annual IIEE National and Midyear Convention	5	Electrical Division	10,000.00	Laptop, Internet Coonection	HRDD
Enhanced knowledge on latest trends on electronics systems	Electronics Systems Maintenance Services	To give participants the pertinent knowledge on the operation, maintenance, troubleshooting and repair electrical and electronic equipment	Electronics Systems Maintenance Services	2	Electronics and Communications Division	5,000.00	Laptop, Internet Coonection	HRDD
Enhanced knowledge on latest trends on mechanical engineering	Technical Support and Monitoring of Mechanical Facilities	To improve the knowledge of mechanical engineers while providing direct assistance in providing solutions to the problems related to the practices of their profession	Philippine Society of Mechanical Engineers Convention	5	Mechanical Division	10,000.00	Laptop, Internet Coonection	HRDD

Expected Output	Program	Objective	Course/Activity	No.	Division/Office	Budget	Resources	Office
Enhanced knowledge and skills in the maintenance of mechanical facilities	Maintenance of Mechanical Facilities	To enable the participants to have a detailed understanding on the legislation and procedures that are required to safely handle chemicals in the workplace	Course on Degreasing and Chemical Handling	30	Engineering, RFD and Medical	50,000.00	Laptop, Internet Coonection	HRDD
Prepared first responders during chemical spills	Maintenance of Mechanical Facilities	To minimize hazards to human health and the resulting environment from any unplanned release of hazardous materials like chemical spills	Course on Emergency Procedures during Chemical Spill	30	Engineering, RFD and Medical	50,000.00	Laptop, Internet Coonection	HRDD
Enhanced knowledge on latest trends on building maintenance	Building Maintenance	To improve the fellowship among civil engineers around the country while imparting them knowledge on advanced practices of their profession and fostering the improvement of civil engineering education	PICE Philippine Institute of Civil Engineer Seminar	5	Buildings Division	10,000.00	Laptop, Internet Coonection	HRDD

Objective	Program	Description	Course Title	No.	Division	Schedule	Budget	Resources	Responsible
Demonstrate comptencies of a construction project manager	Building Maintenance	To help participants understand the construction project management principles and application and undestand the environmental factors in which construction projects operate	Construction Project Management	5	Buildings Division		10,000.00	Laptop, Internet Coonection	HRDD
Enhanced skills in scaffolding	Carpentry	To increase the safety awareness of workers regarding scaffolding. The seminar is about the types of scaffolds, fall protection and scaffold standards.	Scaffolding Safety Seminar	5	Buildings Division		10,000.00	Laptop, Internet Coonection	HRDD
Enhanced skills in designing and drafting	Designing and Drafting	To educate participants on how to demonstrate techniques to accomplish drawings utilizing different computer aided design (CAD) software, discuss building construction techniques, principles, and building code, and demonstrate skills in the production of working drawings.	Training on Designing and Drafting	5	Design and Planning Division		10,000.00	Laptop, Internet Coonection	HRDD

Expected Output	Training Title	Objective	Activity	No.	Division/Office	Timeline	Cost	Resources	Office
Enhanced skills in designing and drafting	Designing and Drafting	To improve the knowledge of architects while providing direct assistance in providing solutions to the problems related to the practices of their profession	United Architects aof the Philippines Activities	5	Design and Planning Division		10,000.00	Laptop, Internet Coonection	HRDD
Enhanced skills in collaboratove decision making in airport and ground operations	Aerodrome Ground Operations Management	To improve the efficiency and resiliency of MIAA's airport operations by optimizing the use of resources and improving the predictability of air traffic	A-CDM in Airport and Grounds Operations	10	Airport Ground Operations and Safety Division		100,000.00	Laptop, Internet Coonection	HRDD
Enhanced knowledge on air cargo management	International Cargo Operations Management	To acquire basic understanding of the terms, equipment, documents and procedures used in the global air cargo industry.	Air Cargo Fundamentals and Management	2	International Cargo Operations Division		5,000.00	Laptop, Internet Coonection	HRDD

Expected Output	Program Title	Objective	Course/Activity	No. of Pax	Division	Schedule	Budget	Resources	Office
Enhanced skills in collaboratove decision making in airport and ground operations	Aerodrome Ground Operations Management	To improve the efficiency and resiliency of MIAA's airport operations by optimizing the use of resources and improving the predictability of air traffic	A-CDM in Airport and Grounds Operations	2	General Aviation Operations Division		20,000.00	Laptop, Internet Coonection	HRDD
Provide excellent customer service	Managing VIP Accomodation	To improve the delivery to VIP airport users at the NAIA especially in the public assistance and meet and assist service	Managing VIP Accommodation and Meet and Assistant Service	5	Public Assistance Division		10,000.00	Laptop, Internet Coonection	HRDD
Provide excellent customer service	Managing Customer Feedback	To review and adopt best practices of gathering customer opinions and feedback in order to deliver excellent service	Managing Customer Feedback Workshop	5	Public Assistance Division		10,000.00	Laptop, Internet Coonection	HRDD
Enhanced skills in media relations	Media Relations	To understand the impact of media coverage on the organization's image and operations and how to pitch stories to enhance long-term credibility for the organization	Media Relations Workshop	3	Media Affairs Division		6,000.00	Laptop, Internet Coonection	HRDD

Expected Output	Program/Activity	Objective/Description	Course Title	No. of Participants	Office/Department	Budget	Resources	Office
Enhanced skills in effectively handling social media accounts of the organization	Social Media Management	To equip participants with critical content creation and management skills and help them learn to establish and manage a social media presence	Social Media Management Workshop	3	Media Affairs Division	6,000.00	Laptop, Internet Coonection	HRDD
Workforce with a ready pool of Ramp Controllers	Ramp Control Operations	To ensure the efficient turnaround of aircraft so that flights stay on schedule. This course offers an introduction to ramp services as well as the ground handling standards and safety requirements needed to know to work safely on the ramp.	Ramp Control Training Course	20	Terminal Operations	500,000.00	Laptop, Internet Coonection	HRDD
Workforce with a ready pool of Aerobridge operators	Passenger Boarding Bridge Operations	To refresh the knowledge of the concerned personnel/bridge operators on the fundamentals and technicalities of their function	Passenger Loading Bridge Operations Refresher/Recurrency Course	20	Airport Police Department	5,000.00	Laptop, Internet Coonection	HRDD

Outcome	Program Area	Objective	Course	No.	Conducting Office		Budget	Resources	Office
Improved security at the NAIA complex in compliance with national and international security standards	Airport Security Operations	To raise the awareness of the participants on the latest international regulatory requirements and communicate effectively on aviation security with civil aviation authorities, airlines, and other airport-related agencies	Aviation Security Management	10	Airport Police Department		100,000.00	Laptop, Internet Coonection	HRDD
Produce new breed of airport police	Airport Security Operations	To emphasize on the general airport police duties and functions to include the avsec measures and procedures being implemented at all airports nationwide.	Airport Police Basic Course	50	Airport Police Department		1,100,000.00	Laptop, Internet Coonection	HRDD
Improved security at the NAIA complex in compliance with national and international security standards	Airport Security Operations	To train and equip newly hired Airport Police Officers of the knowledge needed to deal with the complexities of aviation security environment.	Basic Aviation Security Course	50	Airport Police Department		100,000.00	Laptop, Internet Coonection	HRDD

Outcome	Program	Objective	Activity	No.	Office	Timeline	Budget	Resources	Lead
Improved security at the NAIA complex in compliance with national and international security standards	Airport Security Operations	To refresh the knowledge of existing MIAA Airport Police Officers with the complexities of aviation security environment.	Aviation Security Refresher Course	200	Airport Police Department		100,000.00	Laptop, Internet Coonection	HRDD
Enhanced proficiency in handling weapons and marksmanship	Defense Tactics	To inform participants lessons about gun safety, permissable use of gun laws, and conduct a shooting proficiency exercise to airport security officers	Weapons Proficiency/Shooting Exercises	200	Airport Police Department		100,000.00	Laptop, Internet Coonection	HRDD
Enhanced skills in disaster preparedness	Emergency Preparedness	To address the needs of airport personnel in the development, maintenance and testing of their emergency preparedness and response (EPR) arrangements for nuclear and radiological incidents and emergencies.	Emergency Preparedness Training	10	Airport Police Department		50,000.00	Laptop, Internet Coonection	HRDD

Expected Output	Area	Objective	Course / Workshop	No.	Department	Amount	Requirements	Responsible
Enhanced skills in disaster management	Disaster Management	To enable participants to have a better understanding of disaster-related rapid needs assessment and surveillance necessary to support responses to disasters and other public health emergencies	Disaster Management Course	10	Airport Police Department	50,000.00	Laptop, Internet Coonection	HRDD
Enhanced knowledge on writing investigative report	Surveillance	To enable participants to write a usable investigation report that requires logic and reason, a proper organizational strategy, and sections that accurately convey content	Investigative Report Writing and Case Packaging	10	Airport Police Department	20,000.00	Laptop, Internet Coonection	HRDD
Enhanced knowledge on cyber crime investigation	Surveillance	The course shall help you to learn the latest investigation techniques the law enforcement use worldwide as well as capture essential digital evidence for tracking the criminal or the hacker.	Cyber Crime Investigation Workshop	10	Airport Police Department	20,000.00	Laptop, Internet Coonection	HRDD

Outcome	Office	Objective	Title	No. of Participants	Division	Timeline	Budget	Requirements	Source
Improved screening at the airport	Surveillance	To provide the latest assessment techniques for identifying weaknesses in the airport's security operations	Screening Checkpoint Supervisor Course (Batch 1&2)	10	Screening and Surveillance Division		20,000.00	Laptop, Internet Connection	HRDD
Improved screening at the airport	Surveillance	To familiarize participants with the knowledge and skills needed to develop effective surveillance standards in the airport setting	Surveillance Standards Development Workshop	10	Screening and Surveillance Division		20,000.00	Laptop, Internet Connection	HRDD
Improved skills on surveillance through CCTV	Surveillance	To provide CCTV operators with the necessary skills and knowledge to apply for surveillance operations within the Airport Complex	CCTV Operators Training	30	Screening and Surveillance Division		20,000.00	Laptop, Internet Connection	HRDD
Enhanced knowledge on in conducting background investigation	Intelligence and Investigation	To provide participants with the knowledge and skills to conduct objective, thorough, and legally sustainable back investigations reflective of the aviation security standards	Background Investigation	10	Intelligence and Investigation Division		20,000.00	Laptop, Internet Connection	HRDD

Outcome	Program	Objective	Training Title	No.	Division	Budget	Requirements	Office
Enhanced skills in Technical Writing for Criminal Investigation	Intelligence and Investigation	To hone the skills of airport police officers at the MIAA in report writing as it is considered as one of the important skills that an APO should possess and help them acquire strategies for improving quality of their written reports	Intelligence Technical Writing Training	10	Intelligence and Investigation Division	20,000.00	Laptop, Internet Coonection	HRDD
Improved screening	Screening	To provide airport police officers / security personnel at MIAA with the necessary tools and skills to effectively assess threats at the NAIA Complex.	Basic Security Profiling Course	10	ID and Pass Control Division	20,000.00	Laptop, Internet Coonection	HRDD
Enhanced technical knowledge of ICAO's SARP and CAAP Manual of Standards for Aerodromes	Emergency Preparedness	To enhance the technical knowledge of the MIAA safety and security personnel on the ICAO SARP's and CAAP Manual of Standards for Aerodromes	ICAO SARP's and CAAP Manual of Standards for Aerodromes	10	Rescue and Firefighting Division	100,000.00	Laptop, Internet Coonection	HRDD

Outcome	Program Title	Objective	Course/Topic	No. of Participants	Division	Budget	Resources	Office
Enhanced skills in emergency and disaster management	Emergency Preparedness	To equip MIAA officials and personnel with the most efficient strategies on the application of resources in times of emergencies in order to solidify and strengthen emergency and disaster management capabilities	Emergency and Disaster Management	10	Rescue and Firefighting Division	20,000.00	Laptop, Internet Coonection	HRDD
Enhanced knowledge on SMS in an airport setting	Disaster Management	To address ICAO provisions aimed at supporting Member States and industry in their implementation of Standards and Recommended Practices (SARPs)	Safety Management System	10	Rescue and Firefighting Division	20,000.00	Laptop, Internet Coonection	HRDD

Expected Outcome	Program	Objective	Course Title	No.	Division	Timeline	Budget	Resources	Office
Enhanced driving skills for ARFF	Disaster Management	To provide personnel with strategies for driving fire trucks/ambulance safely even in emergencies and the detailed defensive driving techniques for maneuvering safely through traffic under sever time constraints and stress	Equipment Driving Skills Training Course	10	Rescue and Firefighting Division		20,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in the maintenance of ARFF	Emergency Preparedness	To provide concerned personnel with the knowledge and ability to diagnose isses and perform ARFF equipment repairs.	ARFF Equipment Care and Maintenance	10	Rescue and Firefighting Division		100,000.00	Laptop, Internet Connection	HRDD
Enhanced knowlegde on interpreting ECG results	Medical Services	To prepare MIAA medical staff to correctly interpret, identify and respond to abnormal ECG (EKG) rhythms.	Basic ECG Interpretation Course	5	Medical Division		10,000.00	Laptop, Internet Connection	HRDD

Enhanced skills in controlling infection	Medical Services	To equip MIAA medical staff to break the chain of infection in a busy healthcare environment and educates them on the consequences of not following infection prevention and control recommendations.	Basic Infectious Control	30	Medical Division		30,000.00	Laptop, Internet Cocnection	HRDD
						TOTAL	3,342,000.00		
						GRAND TOTAL	**5,032,000.00**		