

## L&D PLAN IMPLEMENTATION MATRIX

### CY 2022

A. CORE COMPETENCIES																				
Desired Outcomes	Competency to be Addressed	Learning Objectives	Proposed L&D Intervention	Target Learners		Support Requirements														
				Number	Office/s	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Financial	Logistic	Source of Funds
MIAA employees with high level of integrity, transparency, and accountability	Exemplifying Integrity Professionalism	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													0.00	Laptop, Internet Connection	HRDD
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/DISCIPLINA A	500	All organizational Units													0.00	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		0.00	Laptop, Internet Connection	HRDD
MIAA employees adopting the practice of good housekeeping especially in their workplaces	Delivering Service Excellence	To enumerate and discuss the MIAA 5S Practice of Good Housekeeping including the MIAA 5S Standards to be implemented by offices to ensure commitment to the Authority's 5S Program	5S The Practice of Good Housekeeping	200	All organizational Units		0.00	Laptop, Internet Connection	HRDD
<b>TOTAL</b>							320,000.00		

**B. LEADERSHIP COMPETENCIES - MANDATORY**

<p>M/AA officials and managers who are able to develop competent, engaged, and high performing workforce.</p>	<p>All 5 Leadership Competencies</p>	<p>To help the participants understand the link between capacity building and organizational development and to impart strategies on how to create a conducive environment in the workplace where all employees are free to be innovative</p>	<p>Manager's Role in Capacity Building</p>	<p>70</p>	<p>Top Management to Middle Management</p>											<p>150,000.00</p>	<p>Laptop, Internet Connection</p>	<p>HRDD</p>
<p>M/AA supervisors equipped with the purpose, principles, processes and practices of mentoring and coaching that will enable them to develop the necessary competencies to effectively mentor and coach others</p>	<p>Managing Performance and Coaching for Results</p>	<p>To help the participants understand workforce and organizational development challenges and opportunities and know fundamental coaching and mentoring concepts and tools for leaders</p>	<p>Coaching and Mentoring for Leaders</p>	<p>200</p>	<p>Supervisor</p>										<p>360,000.00</p>	<p>Laptop, Internet Connection</p>	<p>HRDD</p>	











Oriented on recent policies on legal practice	All Legal Technical Competencies	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".	Mandatory Continuing Legal Education (MCLE)	7	Legal Office and All Lawyers																		HRDD
Enhanced skills in Safety Management System especially in airport setting	Safety Management	To introduce participants to the key tools to manage a performance-based SMS. The processes examined are equally applicable to airline, airport, Air Traffic Management, and other aviation operations.	Advanced Safety Management Systems	2	Safety Management Systems Office																		HRDD

Enhanced knowledge and skills in the implementation of ICAO Annex 14	Safety Management	To enable participants to support the implementation of the ICAO Annex 14, Volume 1 Standards and Recommended Practices (SARPs) in their aerodromes to achieve compliance.	Implementing Annex 14: Aerodrome Design and Operations	2	Safety Management Systems Office												10,000.00	Laptop, Internet Connection	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 Management	2	Business Investment and Development Division												5,000.00	Laptop, Internet Connection	HRDD

Enhanced knowledge in Non-Aeronautical Revenues	Concessions Management	To increase participant knowledge in regards to global best practices to optimize revenue development. The course will aim to emphasize the opportunities available to airport managers to enhance nonaeronautical and through third-party services.	Short Course on Airport Non-Aeronautical Revenues	2	Terminal Concessions Division																		HRDD
Enhanced skills in strategic planning	Planning and Programming	To enable participants learn project planning techniques, principles and execution methods to create projects that can be run more effectively and efficiently in an airport setting	Project Planning Workshop	2	Plans and Programs Division										5,000.00		Laptop, Internet Connection						HRDD

Enhanced knowledge of the standards used in work measurement	System Design Improvement and Simulation	To help participants analyze and improve work methods while explaining the importance of work standards for competitive operations and utilize work measurement to set standards	Work Measurement Training	2	Systems and Procedures Improvement Division																5,000.00	Laptop, Internet Connection	HRDD
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<p>Oriented on updates and recent policies on government accounting and taxation</p>	<p>General Accounting</p>	<p>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.</p>	<p>Accounting and Taxation Updates: 1. Philippine Financial Reporting Standards Updates (applicable to MIAA) 2. Tax Updates Seminar (applicable to MIAA) (with CPD provider accredited)</p>	<p>5</p>	<p>Accounting Division</p>																<p>HRDD</p>

Enhanced skills in bookkeeping	General Accounting	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	5	Accounting Division												Laptop, Internet Connection	HRDD
Oriented on recent policies/trusts 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
Acquainted with new strategies on credit and effective collection	Credit Collection	To educate participants on the innovative and effective collection methods and help the MIAA craft a better credit policy if necessary	Innovative Credit and Effective Collection	10	Collection Division									10,000.00			Laptop, Internet Connection	HRDD









Enhanced skills in the operations and maintenance of medium to high voltage substation and equipment	Electrical Works	To cover high and medium voltage substation design including regulatory and environmental requirements; general design considerations; application of switching and power equipment; fault calculations; safe grounding design; protection/control; automation and communication; and maintenance considerations.	Operation and Maintenance for Medium to High Voltage Substation and Equipment	2	Electrical Division												5,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in interpreting electrical drawings and testing of equipment	Electrical Works	To train participants on how to analyze information about power, lighting, and communication, and familiarize important electrical symbols and test equipment.	Familiarization Electrical Drawings and Testing Equipment	2	Electrical Division												5,000.00	Laptop, Internet Connection	HRDD

Enhanced skills in electric power systems and protective relaying	Electrical Works	to provide a clear and perfect understanding of power system protection schemes and devices, including protection relays, fuses, circuit breakers, and other protective devices. In modern power systems, nowadays, protection systems play a significant role in efficiently running plant operations, utility switching, industry load transfer, maintenance programs, and investment policies.	Electrical Power Systems and Protective Relaying	2	Electrical Division											Laptop, Internet Connection	HRDD
Enhanced knowledge on latest trends on electrical works	Electrical Works	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 IEEE National and Midyear Convention	2	Electrical Division									5,000.00		Laptop, Internet Connection	HRDD







Enhanced knowledge in slotting	Airport Operations Coordination Management	To enable participants to learn how to allocate and coordinate airport slots by applying the Worldwide Airport Slot Guidelines (WASG), the accepted global standard for the policies, principles, and procedures of airport slot management. Learn how to apply the standard communication procedures from IATA's Standard Schedules Information Manual (SSIM) to messages between airlines and slot coordinators.	Airport Slots and Coordination	10	Airport Grounds Operations and Safety Division																			150,000.00	Laptop, Internet Connection	HRDD
Enhanced knowledge and skills in aircraft turnaround coordination and loading supervision	Airport Operations Coordination Management	To educate participants on the essential technical procedures for aircraft handling and loading to optimize the use of ground service equipment and manpower.	Aircraft Turnaround Coordination and Loading Supervision	10	Airport Grounds Operations and Safety Division																			150,000.00	Laptop, Internet Connection	HRDD







Enhanced knowledge and skills in managing an airport terminal	Terminal Operations Management	To provide participants with a broad understanding of Airport Operations in the areas of Airside Operations, Terminal and Landside Operations and Business Operations and prepare them with the knowledge to successfully address the operational and business needs of 21st century airports.	Short Course on Terminal Operations Management	8	Terminal Management																				100,000.00	Laptop, Internet Connection	HRDD
Enhanced knowledge and skills in managing logistics of an airport terminal	Terminal Administration and Logistics Management	To provide an understanding on the trends in logistics management and supply chain management and logistics and supply chain capabilities can be synthesized and leveraged to achieve superior supply chain and logistics performance	Logistic Management Training	8	Terminal Management																				100,000.00	Laptop, Internet Connection	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													30,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in negotiating during hostage crisis	Defense Tactics	To provide techniques and strategies for hostage/crisis negotiators and personnel involved with critical incident situations and may include police, correctional officers and jailers, tactical/special operations team members, other crisis response personnel, administrators and managers.	Hostage Negotiation Course	10	Airport Police Department													30,000.00	Laptop, Internet Connection	HRDD

Enhanced skills in conducting criminal investigation	Intelligence and Investigation	To equip participants with the knowledge case preparation techniques and unique aspects of special topic investigations, such as narcotics, property crimes, and crimes against persons	Criminal Investigation Course (CIC)	10	Airport Police Department									30,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in conducting criminal surveillance	Surveillance	To give new detectives and criminal investigators a comprehensive review of their responsibilities in an investigation and the broad array of issues and factors that must be taken into account as the investigation proceeds. It provides practical approaches to overall investigations, witness interviews, suspect interrogations, and preparing a case for successful prosecution.	Police Detective Course	10	Airport Police Department									30,000.00	Laptop, Internet Connection	HRDD

Enhanced skills conducting intelligence operations	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	Police Intelligence Course (PIC)	10	Airport Police Department																			30,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in conducting undercover operations and background investigation	Surveillance	To provide participants with the knowledge and skills to conduct objective, thorough, and legally sustainable back investigations reflective of the aviation security standards	Undercover Operation and Background Investigation	10	Airport Police Department																			30,000.00	Laptop, Internet Connection	HRDD

Enhanced skills in conducting crime scene investigation	Intelligence and Investigation	To provide a new or refresher course for crime scene investigators, or for the new officer with limited exposure and experience in crime scene processing and to assist in the development of new techniques involved with crime scene examination and can elaborate on those already obtained.	Crime Scene Investigation and Evidence Preservation	10	Airport Police Department		30,000.00	Laptop, Internet Connection	HRDD
Enhanced knowledge and skills in detecting unusual behavior detriment to airport security	Surveillance	To provide methods and techniques needed for the early and timely detection of individuals that are involved in committing acts of terrorism and other criminal activities prior to its commission.	Behaviour Detection Workshop	10	Screening and Surveillance Division		30,000.00	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	10	Screening and Surveillance Division		30,000.00	Laptop, Internet Connection	HRDD





Enhanced knowledge and skills in conducting forensic investigation	Intelligence and Investigation	To enable participants to demonstrate proficiency in crime scene management and processing; crime scene and evidence documentation, as well as forensic science	Forensic Investigation Training	10	Intelligence and Investigation Division		30,000.00	Laptop, Internet Connection	HRDD
Enhanced technical competencies on managing fire station	Disaster Management	To familiarize participants with the current trends on building construction for the fire service with an emphasize on construction and occupancy risk assessment, structural and construction systems, and their direct relationship on structural firefighting operations, firefighter survivability and the command decision-making process	Fire Station Management	10	Rescue and Firefighting Division		100,000.00	Laptop, Internet Connection	HRDD

Enhanced technical competencies on incident command and management	Disaster Management	To address the importance of Incident Command System (ICS) in emergency response management and planning. The course provides an in-depth knowledge on the ICS, covering a range of topics that are essential to the application of ICS in disaster response management.	Incident Command System and Management	10	Rescue and Firefighting Division																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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Enhanced technical competencies on handling dangerous good and hazardous materials	Disaster Management	To provide a foundation for establishing and maintaining a dangerous goods oversight programme through application of provisions in Annex 18 and the Technical Instructions and related provisions in Annexes 6 — Operation of Aircraft and 19 — Safety Management	Airport Fire Officers Dangerous goods and HAZMAT Management	10	Rescue and Firefighting Division												100,000.00	Laptop, Internet Connection	HRDD
Enhanced technical competencies on handling ARFF vehicle	Emergency Preparedness	To ensure that personnel assigned at the ARFF becomes well-trained and qualified as an ARFF vehicle operator to have the knowledge and skills to execute safe and professional operations and preventative maintenance requirements.	ARFF Vehicle Handling and Operations	10	Rescue and Firefighting Division												100,000.00	Laptop, Internet Connection	HRDD

Enhanced technical competencies on handling emergency response using ARFF	Emergency Preparedness	To provide personnel with strategies for driving fire trucks/ambulance safety even in emergencies and the detailed defensive driving techniques for maneuvering safely through traffic under severe time constraints and stress	ARFF Vehicle Emergency Response Positioning Procedures	10	Rescue and Firefighting Division		100,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in providing basic first aid and life support	Medical Services/Medical Assistance/Nursing Services	To provide prehospital care providers with the skills necessary to provide a thorough assessment, initial resuscitation, and rapid transportation of the trauma victim.	Basic Trauma Life Support Course	10	Medical Division		300,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in providing	Medical Services/Medical Assistance/Nursing Services	To educate participants about managing trauma, from minor injury to humanitarian emergencies, including injuries in women, children and the elderly, with principal goal of improving quality of care and patient safety	Basic Evaluation & Training in Trauma Emergency Response (B.E.T.T.E.R)	10	Medical Division		30,000.00	Laptop, Internet Connection	HRDD

Enhanced skills in handling mass casualty and triage	Medical Services/Medical Assistance/Nursing Services	To raise awareness on the overview of mass casualty management and reviews the tasks involved in MCI triage. By completing this course, providers of varying clinical experience will learn to effectively and efficiently assign a triage category to MCI patients.	Mass Casualty Incident (MCI) and Triage Training Course	10	Medical Division												30,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in providing basic life support and CPR	Medical Services/Medical Assistance/Nursing Services	To educate participants how to recognize a life-threatening emergency, how to provide basic life support and what to do in case of an airway obstruction or choking.	Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR)	10	Medical Division												30,000.00	Laptop, Internet Connection	HRDD



Enhanced skills in providing advanced cardiovascular life support	Medical Services/Medical Assistance/Nursing Services	To provide MIAA healthcare professionals who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies or personnel in emergency response.	Advanced Cardiovascular Life Support (ACLS)	10	Medical Division									30,000.00	Laptop, Internet Connection	HRDD
Enhanced skills in administering Intravenous Therapy	Medical Services/Medical Assistance/Nursing Services	To provide MIAA healthcare professionals who needs updated knowledge and science in clinical practice and those seeking to renew their certification on IV therapy including IV insertion, medication, fluid therapy, and blood transfusion.	Intravenous Therapy (IVT) Training Program	10	Medical Division									300,000.00	Laptop, Internet Connection	HRDD

Enhanced skills in providing advanced trauma life support	Medical Services/Medical Assistance/Nursing Services	To provide MIAA healthcare professionals with the knowledge on how to assess a patient's condition, resuscitate and stabilize him or her, and determine if his or her needs exceed a facility's capacity. It also covers how to arrange for a patient's inter-hospital transfer and assure that optimum care is provided throughout the process.	ATLS (Advanced Trauma Life Support)	10	Medical Division																				300,000.00	Laptop, Internet Connection	HRDD
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Enhanced knowledge on basic occupational medicine	Medical Services	To provide knowledge on OSH Legislation, Administration and Enforcement; Hazards Identification, Assessment and Control Work Environment Framework; Occupational Safety; Common Occupational Diseases and Current Health Problems; DOLE Department Orders on Mandatory Health Programs; Compensation Medicine and Disability Evaluation; Waste Management and Pollution Control; OSHS Report Forms and Requirements; Occupational health practice; OSH Inspection with Plant Visit and Presentation of Results; and, Organizing and Planning for OSH Programs with	Basic Course in Occupational Medicine (BCOM)	10	Medical Division										30,000.00	Laptop, Internet Connection	HRDD
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