



Officers & Employees Continuing Education 2018

POSC remains committed in providing its Directors, Officers and Employees opportunities for growth & development through its various training & orientation activities

	Seminars / Trainings	Total No. Conducted	No. of Participants	Total Training Hrs.
A. Regular Programs		17	302	1,152
1	Orientation for New Hires (MIS/IT, Admin, IMS & HR)	11	28	56
2	POSC Updates	6	274	1,096
B. Work Specific Development Programs (Specialized Programs)		34	105	868
1	POSC Equipment Training	1	15	45
2	Helpdesk and PCSO Related Processes	1	10	70
3	Occupational First Aid & CPR Training	1	16	112
4	Cybersecurity Forum	1	22	88
5	DOLE Inspection In your Company*	1	1	7
6	SSS Sulit Conference*	1	2	8
7	Training for Executive Assistants*	1	3	21
8	Commitment to Change: Get on the TRAIN seminar*	1	2	8
9	SAP Business One - Basics, Administration and Setup*	1	1	4
10	Financial Statement Analysis*	1	1	7
11	Behavioral Event Interviewing*	1	1	4
12	How to Compute Salaries, Wages and Benefits*	1	1	7
13	Purchasing and Supply Chain Management: Fundamentals of Purchasing for New Buyers*	1	1	7
14	Data Privacy Compliance*	1	2	14
15	Customer Service Training*	1	1	7
16	Competency-based development of HR policies and procedures*	1	1	7
17	Data protection officer (DPO) Training and certification course*	1	1	35
18	Cashflow Forecasting*	1	1	7

* Public Trainings



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19	Improving Performance using Balanced Scorecard*	1	1	7
20	How to Facilitate an Effective HR Audit*	1	2	28
21	Essentials of Income Tax*	1	1	7
22	Financial Statement Analysis for focused decision making*	1	1	7
23	Mastering Withholding taxes*	1	1	7
24	Writing Effective Audit Report*	1	2	14
25	Internal Audit's Financial Auditing Role*	1	2	14
26	Quality Assurance of Audit Quality*	1	1	38
27	Tools and Techniques for IA Manager*	1	1	38
28	Assessing Risk Ensuring Internal Audit Value*	1	1	19
29	Go for 120: A journey To Continuing Professional Development*	1	2	95
30	Office Archiving Workshop*	1	3	18
31	Assessing Risk Ensuring Internal Audit Value*	1	1	19
32	Tools & techniques for IA staff*	1	2	76
33	CAE Leadership Forum*	1	1	4.5
34	Audit of IT Governance*	1	1	18
C. General Development Programs		7	98	856
1	Effective Business Communication	1	19	456
2	Call Handling Skills	1	28	196
3	L.E.A.D.E.R.S At Your Service - A Customer Service Workshop	5	51	204
D. Values Enhancement Programs		1	28	112
1	Lenten Recollection	1	28	112
TOTAL		59	533	2,988

* Public Trainings