



01 July 2022

MEMORANDUM

FOR : The OIC-General Manager *[Signature]*
Noted
THRU : The Manager, Finance Services Department
FROM : The Manager, Administrative Services Department
SUBJECT: TRAINING REPORT FOR THE 2nd QUARTER CY 2022 (Central Office) *[Signature]*

The Administrative Services Department – Human Resources Division (ASD-HRD) consistent with our mandate, strives to provide the needed trainings and seminars of our employees despite the ongoing pandemic. In line with this, we respectfully submit the trainings conducted for the 2nd Quarter of CY 2022.

In-House Trainings/Orientation				
	Name of Training	Conducting Unit	Date	No. of personnel trained
1	Webinar on 5S Good Housekeeping	ASD and ISO-QWT	May 3-4, 2022	25 (CO and ZFPC)
2	Basic News Writing Training	PID	June 9, 2022	32 (PFDA-wide)
3	Webinar on Leave Administration Course for Effectiveness (LACE)	ASD	June 15-16, 2022	30 (PFDA-wide)
Off-House Trainings				
	Name of Training	Conducting Agency	Date	No. of personnel trained
1	Mandatory Continuing Legal Education (MCLE)	Supreme Court and Adamson University	April 1, 2, 7 and 8, 2022	1 (LD)
2	Effective Audit Report Writing	AGIA	May 17-20, 2022	2 (IAD)
3	Operation and Maintenance Training (re PFDA's software; Resource Persons)	PhilFIDA	June 9-10, 2022	6 (CPMISD)
4	Records Disposition Administration and Basic Records Archive Management	Department of Agriculture and National Archives of the Philippines	June 17-23, 2022	2 (ASD and LD)

For your information.

[Signature]
ATTY. EDWARD M. CAMPOS *[Signature]*



Management System
ISO 9001:2015
www.tuv.com
ID 9105658143



PCA Annex Building
Elliptical Road Diliman, Q.C.
Telefax. No. 8925-61- 41
www.pfda.gov.ph


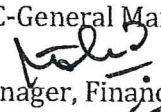

A food-secure Philippines





03 October 2022

MEMORANDUM

FOR : The OIC-General Manager 
THRU : The Manager, Finance Services Department 
FROM : The Manager, Administrative Services Department 

SUBJECT: TRAINING REPORT FOR THE 3rd QUARTER CY 2022 (Central Office)

The Administrative Services Department – Human Resources Division (ASD-HRD) consistent with our mandate, strives to provide the needed trainings and seminars of our personnel despite the ongoing pandemic. In line with this, we respectfully submit the trainings conducted for the 3rd Quarter of CY 2022.

In-House Trainings				
	Name of Training	Conducting Unit	Date	No. of personnel trained
1	Webinar on Leadership and Management	ASD	August 30-31, 2022	25 personnel (PFDA-wide)
2	Webinar on Basic Records and Archive Management	ASD	September 21-23, 2022	57 personnel (PFDA-wide)
Off-House Trainings				
	Name of Training	Conducting Agency	Date	No. of personnel trained
1	Competency Course for Energy Managers	Meralco Training Academy	July 25-29 and August 1-3, 2022	2 personnel (TSD)
2	Mandatory Continuing Legal Education (MCLE)	University of the Philippines	September 2, 9, 16, 23 and 30, 2022	1 personnel (LD)

For your information.


ATTY. EDWARD M. CAMPOS



Management System
ISO 9001:2015
www.tuv.com



PCA Annex Building
Elliptical Road Diliman, Q.C.
Telefax. No. 8925-61-41
www.pfda.gov.ph




A food-secure Philippines





06 January 2023

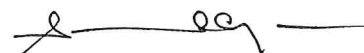
MEMORANDUM

FOR : The OIC-General Manager 
THRU : The Manager, Finance Services Department 
FROM : The Manager, Administrative Services Department 
SUBJECT: TRAINING REPORT FOR THE 4th QUARTER CY 2022 (Central Office)

The Administrative Services Department – Human Resources Division (ASD-HRD) consistent with our mandate, strives to provide the needed trainings and seminars of our personnel despite the ongoing pandemic. In line with this, we respectfully submit the trainings conducted for the last quarter of CY 2022.

In-House Trainings				
	Name of Training	Conducting Unit	Date	No. of personnel trained
1	Succession Planning Workshop	ASD	October 04-07, and 10-12, 2022	50 personnel (PFDA-wide)
2	Republic Act (RA) 9184 and its 2016 Implementing Rules and Regulations (IRR)	ASD	December 05-07, 2022	97 personnel (PFDA-wide)
Off-House Trainings				
	Name of Training	Conducting Agency	Date	No. of personnel trained
1	PSME 70 th National Convention	PSME	October 15-22, 2022	2 personnel (TSD)
2	Technical Writeshop on Formulation and Development of Project Concept Notes on PPPs in the Agri-Fisheries Sector in support of the NAFMIP	Department of Agriculture	October 18-20, 24-28, November 14-18, 2022	2 personnel (TSD and CPMISD)
3	Advance Records Management and Records Counter Disaster Preparedness and Business Continuity	Department of Agriculture	November 29-December, 2022	2 personnel (ASD)
4	Property and Supply Management in the Public Sector Training	SCCE Training	November 8-9, 2022	2 personnel (ASD)

For your information.


ATTY. EDWARD M. CAMPOS



Management System
ISO 9001:2015
www.tuv.com
9108558143



PCA Annex Building
Elliptical Road Diliman, Q.C.
Telefax. No. 8925-61-41

*A food-secure Philippines
with prosperous farmers and fisherfolk.*

