



Republic of the Philippines  
Department of Agriculture

## PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

TRACEABILITY CODE: PFDA-HRD-ICO-0277-23

Page 1 of 1

24 April 2023

### MEMORANDUM

FOR : The OIC-General Manager *Noted*  
THRU : The Manager, Finance Services Department *only to include/pole*  
FROM : The Manager, Administrative Services Department

SUBJECT: **TRAINING REPORT RE FOR THE 1<sup>ST</sup> QUARTER CY 2023 (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. In line with this, we respectfully submit the trainings conducted for the first quarter of CY 2023.

Off-House Trainings				
	Name of Training	Conducting Agency	Date	No. of personnel trained
1	Mandatory Continuing Legal Education Compliance Training	University of the Philippines	January 20-21, 27-28, 2023	1 personnel (LD)
2	19th National Convention For Lawyers	Integrated Bar of the Philippines	February 16-18, 2023	2 personnel (LD)
3	FY 2022 Year-end Financial Seminar/Workshop	Department of Agriculture	February 20-24, 2023	1 Personnel (FSD)
4	Updates on Strategic Performance Management System (SPMS) and Performance-Based Bonus (PBB)	Government Financial Management Innovators Circle	February 22, 2023	2 personnel (FSD) 2 personnel (CPMISD) 1 personnel (ASD)
5	Mandatory Continuing Legal Education Compliance Training	University of the Philippines	March 3, 10, 17, 24, and 31, 2023	1 personnel (ASD)
6	Port Digitization and Modernization	The Manila Times	March 30, 2023	2 personnel (OSD) 2 personnel (CPMISD)

For your information.

*ATTY. EDWARD M. CAMPOS*  
*EC*



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Republic of the Philippines  
Department of Agriculture

## PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

TRACEABILITY CODE: PFDA-HRD-ICO-0621-23

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04 September 2023

### MEMORANDUM

FOR : The Acting General Manager

THRU : The Assistant General Manager  
The Manager, Finance Services Department

FROM : The Manager, Administrative Services Department

SUBJECT: **TRAINING REPORT RE FOR THE 2<sup>nd</sup> QUARTER CY 2023 (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. In line with this, we respectfully submit the trainings conducted for the second quarter of CY 2023.

In-House Training				
	Name of Training	Conducting Agency	Date	No. of personnel trained
1	Basic Customer Service Skills Training	Civil Service Commission	June 20 to 21, 2023	32 (PFDA-wide)

Off-House Trainings				
	Name of Training	Conducting Agency	Date	No. of personnel trained
1	8th Forum for Heads of Internal Audit Service/Office in the Public Sector: Strategic Transformation of Internal Audit Practices	Association of Government Internal Auditors, Inc.	April 20, 2023	3 personnel (IAD)
2	Seminar on Fiber and IP Network Essentials	JVD Training Services	April 17, 18 and 19, 2023	3 personnel (CPMISD)
3	Strategic HROD Series 2: HR Analytics	Civil Service Commission	April 25, 2023	4 Personnel (ASD)
4	Seminar-workshop on Preservation of Records	Department of Agriculture	June 19 to 23, 2023	2 personnel (ASD)
5	ARTA Orientation	Anti-Red Tape Authority	May 30, 2023	1 personnel (LD) 1 personnel (PID)
6	ARTA Orientation	Anti-Red Tape Authority	June 06, 2023	1 personnel (FSD) 1 personnel (TSD) 1 personnel (ASD) 1 personnel (OSD)



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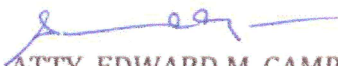
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7	Electronic New Government Accounting System (eNGAS) and Electronic Government Budgeting System (eBudget)	Commission on Audit	June 13 to 28, 2023	8 personnel (FSD) 1 personnel (CPMISD)
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For your information.

  
ATTY. EDWARD M. CAMPOS  
*EC*





Republic of the Philippines  
Department of Agriculture

## PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

TRACEABILITY CODE: PFDA-HRD-ICO-0774-23

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20 October 2023

### MEMORANDUM

FOR : The Acting General Manager

THRU : The Assistant General Manager  
The Manager, Finance Services Department

FROM : The Manager, Administrative Services Department

SUBJECT: **TRAINING REPORT RE FOR THE 3<sup>rd</sup> QUARTER CY 2023 (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. In line with this, we respectfully submit the trainings conducted for the third quarter of CY 2023.

In-House Training				
	Name of Training	Conducting Unit and Agency	Date	No. of personnel trained
1	COA/Finance-Related Concerns Seminar	FSD and Commission and Audit	September 11 to 15, 2023	28 (PFDA-Wide)
1	Briefing/Orientation on PFDA's Risk Management Procedure	Operations Services Department	September 13, 2023	21 (Central Office and ZFPC personnel)
1	5S + 3 Housekeeping for Work Improvement	ASD and University of the Philippines – Institute of Small-Scale Industries	September 13 to 15, 2023	30 (Central Office personnel)

Off-House Trainings				
	Name of Training	Conducting Agency	Date	No. of personnel trained
3	Basic Occupation and Safety and Health Training	Occupational Safety and Health Office	July 17 to 21, 2023	1 Personnel (TSD)
4	CY 2023 Constructors' Performance Evaluation System (CPES) Midyear Review	Philippine Council for Agriculture and Fisheries	July 19 to 21, 2023	1 Personnel (TSD)
2	DA Capacity Building Activities and Workshops on Investment Programming	Department of Agriculture	July 24 to 28, 2023	1 personnel (CPMISD)



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5	DA Capacity Building Activities and Workshops on Investment Programming	Department of Agriculture	July 24 to 28, 2023	2 personnel (TSD)
1	Cash Management and its Internal Control System	Association of Government Internal Auditors, Inc.	July 25 to 27, 2023	3 personnel (FSD)
6	C# Web Design and Application Programming Interface	DA-Information and Communications Technology Service	August 15 to 18, 2023	2 personnel (CPMISD)
7	Mandatory Continuing Legal Education Compliance Training	Supreme Court of the Philippines	August 19 to 26, 2023	1 personnel (LD)

For your information.

  
ATTY. EDWARD M. CAMPOS  
*July*



Republic of the Philippines  
Department of Agriculture

# PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

TRACEABILITY CODE: PFDA-HRD-ICO-0007-24

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02 January 2024

## MEMORANDUM

**FOR :** The Acting General Manager

**THRU :** The Assistant General Manager  
The Manager, Finance Services Department

**FROM :** The Manager, Administrative Services Department

**SUBJECT:** TRAINING REPORT RE FOR THE 4<sup>TH</sup> QUARTER CY 2023 (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. In line with this, we respectfully submit the trainings conducted for the fourth quarter of CY 2023.

In-House Training				
	Name of Training	Conducting Unit and Agency	Date	No. of personnel trained
1	Coaching and Mentoring for Leaders Training	Administrative Services Department	October 16 to 18, 2023	30 (PFDA-Wide)
2	Development of the Sanitation Standard Operating Procedure	Operations Services Department	October 16 to 20, 2023	23 (PFDA-Wide)
3	Onboarding Development Program	Administrative Services Department	October 18, 25 and 27, 2023	60 (PFDA-Wide)
4	Total Productive Maintenance Course	ASD and University of the Philippines – Institute of Small-Scale Industries	September 13 to 15, 2023	34 (PFDA-Wide)

Off-House Trainings				
	Name of Training	Conducting Agency	Date	No. of personnel trained
1	Leadership and Ethics Training	Association of Government Internal Auditors, Inc.	October 03, 2023	4 Personnel (IAD)
2	PSME 71st National Convention	Philippine Society of Mechanical Engineers	October 12 to 14, 2023	2 Personnel (TSD)
3	Mandatory Continuing Legal Education Compliance Training	Office of the Government Corporate Counsel	October 24 to 27, 2023	1 personnel (OGM) 1 personnel (OAGM) 2 personnel (LD) 1 personnel (ASD)



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4	Internal Control Standard for the Philippine Public Sector	Commission on Audit	November 13 to 15, 2023	2 personnel (IAD)
5	IIEE 48th Annual Convention	Institute of Integrated Electrical Engineers of the Philippines, Inc.	November 27 to December 02, 2023	2 personnel (TSD)
6	Capacity Building Training on the Revise Philippine Government Internal Audit Manual	Department of Budget and Management	November 13, 20, 22, 24, 28, 29, December 1, 4, 6, 7, 11, 15, 2023	5 personnel (IAD)

For your information.

  
ATTY. EDWARD M. CAMPOS