



Republic of the Philippines
Department of Agriculture



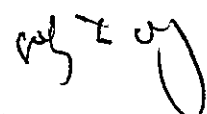
PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

TRACEABILITY CODE: PFDA-HRD-ICO-0335-24

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12 April 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 FOR THE 1ST QUARTER CY 2024 (CENTRAL OFFICE)**

The Administrative Services Department – Human Resources Division (ASD-HRD), consistent with our mandate, strives to provide the needed training and seminars of our personnel. In line with this, we respectfully submit the trainings conducted for the first quarter of CY 2024.

In-House Trainings				
	Name of Training	Conducting Unit	Date	No. of Personnel Trained
1	Basic Data Privacy Act	Administrative Services Department and Legal Division	27 February 2024	18 Personnel (Various Departments)
2	Gender Sensitivity Orientation	PFDA GAD	6 March 2024	16 Personnel (Various Departments)
3	Fire Safety Seminar	Administrative Services Department; Disaster Risk Reduction Committee; STAR Security Agency	21 March 2024	30 Personnel (Various Departments)
Off-House Trainings				
1	Year-End Financial Evaluation and Assessment	Department of Agriculture	26 February to 1 March 2024	2 personnel (FSD)
2	Management Audit	AGIA	19 to 22 March 2024	1 Personnel (IAD)

For your information.


ATTY. EDWARD M. CAMPOS



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Republic of the Philippines
Department of Agriculture

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

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01 July 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 2nd QUARTER CY 2024 (Central Office)**

The Administrative Services Department – Human Resources Division (ASD-HRD) is committed to provide essential training and seminars for our personnel. In accordance with our mandate, we respectfully submit the list of trainings conducted during the 2nd quarter of CY 2024.

In-House Training				
	Name of Training	Conducting Unit and Agency	Date	No. of personnel trained
1	Onboarding Development Program	Administrative Services Department	May 28 and 29, 2024	50 (PFDA-Wide)
2	Basic Customer Service Training	ASD and University of the Philippines – Institute of Small-Scale Industries	June 05 to 06, 2024	30 (PFDA-Wide)
3	Seminar-Workshop on Improving Technical Writing Skills	ASD and University of the Philippines – Institute of Small-Scale Industries	June 25 to 27, 2024	35 (PFDA-Wide)

Off-House Trainings				
	Name of Training	Conducting Agency	Date	No. of personnel trained
1	Food Security Cluster Communications Workshop	PCO	April 03 to 05, 2024	1 personnel (PID)
2	Lecture on Private-Partner Partnership (PPP) and Government Procurement Reform Act (GPRA)	Ateneo Law School	April 05, 2024	4 personnel (LD)
3	ISO Internal Auditor Training	TUV-SUD	April 16 to 17, 2024	1 personnel (LD) 1 personnel (PMO) 2 personnel (PSD) 3 personnel (OSD) 1 personnel (IAD)



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4	45th Annual National Convention and Seminar for CPA	GACPA	May 21 to 24, 2024	2 personnel (FSD)
5	Basic Internal Control Concepts	AGIA	May 27 to 29, 2024	2 personnel (IAD)
6	Seminar-Workshop on Electronic Records Management Policy	DA	June 24 to 28, 2024	2 personnel (ASD)
7	HRMP Congress	CSC	June 26 to 27, 2024	1 personnel (ASD)

For your information.


ATTY. EDWARD M. CAMPOS



Republic of the Philippines
Department of Agriculture

PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

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28 November 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 3rd QUARTER CY 2024 (Central Office)

The Administrative Services Department – Human Resources Division (ASD-HRD) is committed to provide essential training and seminars for our personnel. In accordance with our mandate, we respectfully submit the list of trainings conducted during the third quarter of CY 2024.

In-House Training				
	Name of Training	Conducting Unit and Agency	Date	No. of personnel trained
1	Seminar-Workshop on the Rules on Administrative Cases in the Civil Service and Cases on Sexual Harassment	Administrative Services Department, Legal Division and Civil Service Commission	July 10 2024	35 (PFDA Central Office, Navotas Fish Port Complex and Lucena Fish Port Complex)
2	GAD Planning and Budget and Gender Mainstreaming Evaluation Framework	GAD TWG and Administrative Services Department	August 27 to 30, 2024	25 (PFDA-Wide)
3	7S of Good Housekeeping Training	Administrative Services Department and Quality Workplace Team	September 26, 2024	28 (PFDA-Wide)

Off-House Training					
	TITLE	Conducting Agency	INCLUSIVE DATES	NAMES OF PARTICIPANTS	UNIT
1	ISO 9001:2015 Management System Awareness Training		July 08, 2024	Miguel M. Pilarta	PID
				Mark Angelo N. Peres	PID
				Crissia Anne A. Aguila	OSD
				Dana Jane T. Bugarin	TSD
				Vangie P. Hilig	ASD



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2	Internal Auditing Standard for the Philippine Public Sector	ICSAO and COA	July 8 - 10, 2024	Brenda T. Malapira	IAD
				Dinah D. Icalla	IAD
				Rose Ann G. Mendoza	IAD
				Jahziel B. Flores	IAD
				Ma. Arlyn E. Andagao	IAD
				Rabbi Jane B. Racca	IAD
3	PICPA Accountancy Week Seminar	PICPA	July 15, 2024	Rommel R. Ronda	FSD
				Marnie V. Sarate	FSD
				Catherine Mae G. Taroma	FSD
4	Orientation Seminar on Scientific Career System (SCS) and Magna Carta for Scientists, Engineers, Researchers, and Other S&T Personnel in the Government for DA-Fisheries Cluster	DA	August 9, 2024	Alex C. Aringino	TSD
				Engr. Aeraleen H. Caladiao	TSD
				Michael Chester V. Francisco	TSD
				Ar. Zubair H. Halipa	TSD
				Engr. Arnold Vicente C. Lorenzana, Jr.	TSD
				Michael S. Medina	OSD
				Kim Francis L. Moralde	OSD
				Kimberly S. Orande	OSD
				Engr. Louie Jie Miguel T. Pineda	TSD
5	Training on the System of Environmental-Economic Accounting Central Framework	PSA	August 13 - 15, 2024	Engr. Raymundo G. Sison	TSD
				Antonino Carlos O. Del Prado	OSD
6	Fast Lead with CSC NCR	CSC	August 20 and 27, 2024	Jose B. Abrenio, Jr.	ASD
				Visitacion G. Abrenio	OSD
				Emilio Paul M. Candelaria	OSD
				Engr. Alfredo R. Lim	TSD
				Janet T. Manalo	OSD
				Thadeus A. Mariano	CPMISD
				Dexter P. Trilles	ASD
7	NARS	BoT	August 27, 2024	Arlene V. Cerdio	ASD
				Lei Kamille C. Jacinto	ASD
				Josaphat G. Jaro	FSD
				Louie Jie Miguel T. Pineda	TSD
				Marnie V. Sarate	FSD
				Nonie A. Sumaliling	TSD
				Atty. Yumiko Angelius M. Yoshiy	LD
8	Application Programming Interface Development Training	DA	August 27 to 30, 2024	Suzette Paula I. Ruiz	CPMISD
				Michaela Grace R. Rabano	CPMISD
9	Integrated and Social Safeguards Mainstreaming	DA-PRDP	August 27 to 30, 2024	Atty. Karla Isabel A. Torres	LD
				Atty. Ma. Ruth L. Custodio	LD
10	Seminar-Workshop on Policies and Procedures on Appointments	CSC	August 27 to 28, 2024	Lee O. Acebedo	ASD
				Vangie D. Hilig	ASD

				Khen Abrail S. Redobles	ASD
11	Technical Workshop on Code Requirements for Design of Steel Special Moment Frame with Design Examples	ASEP	September 06 - 07, 2024	Engr. Aeraleen H. Caladiao	TSD
12	Online Workshop for Cyber Security	Yisrael Solutions and Training Center	September 11 - 13, 2024	Mario Jun V. Cala	CPMISD
13	3rd Philippine Identity Summit	PSA	September 16, 2024	Vangie D. Hilig	ASD
				Michaela Grace R. Rabano	CPMISD
14	Mandatory Continuing Legal Education Program	OGCC and PAGCLAW	September 24 to 27, 2024	Atty. Ma. Ruth L. Custodio	LD
				Atty. Yumiko Angelius M. Yoshiy	LD
15	2024 National Symposium Research	BAR	October 8-9, 2024	Crissia Anne A. Aguila	OSD
				Kim Francis L. Moralde	OSD

For your information.


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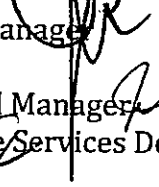

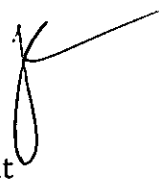
PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

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03 January 2025

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 4TH QUARTER CY 2024 (Central Office)

The Administrative Services Department – Human Resources Division (ASD-HRD) is committed to provide essential training and seminars for our personnel. In accordance with our mandate, we respectfully submit the list of trainings conducted during the fourth quarter of CY 2024.

In-House Training				
	Name of Training	Conducting Unit and Agency	Date	No. of personnel trained
1	Creative and Effective Selling Techniques	ASD and UP-ISSI	October 14 to 18, 2024	35 (PFDA Central Office, NFPC, LFPC, CFP, BFPC and SFP) F = 22 M = 13
2	Harmonized Gender Development Guidelines (HGDG) and Project Implementation, Management, Monitoring and Evaluation (PIMME) Training-Workshop	GAD TWG and ASD	November 04 to 08, 2024	24 (CO-TSD) F = 8 M = 16
3	GAD Training-Workshop on Sex Disaggregated Data (SDD) and Orientation on Committee on Decorum and Investigation (CODI)	GAD TWG and ASD	November 18 to 21, 2024	39 (PFDA-Wide) F = 28 M = 11

Off-House Training						
	TITLE	Conducting Agency	INCLUSIVE DATES	NAMES OF PARTICIPANTS	SEX	UNIT
1	2024 National Symposium Research	BAR	October 8-9, 2024	Crissia Anne A. Aguila Kim Francis L. Moralde	F M	OSD
2	The 2nd Subject Matter Experts Exchange (SMEE) for CY 2024	DA-ICTS	October 21-25, 2024	Thadeus A. Mariano	M	CPMISD
3	CPES Seminar-Workshop cum Practicum	DA	October 22-26, 2024	Engr. Aeraleen H. Caladiao Ar. Zubair H. Halipa	F M	TSD TSD



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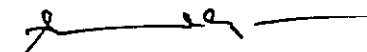
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4	Orientation cum Training on the Regional Perspective Exercise in Investment Planning	DA-PRDP	November 12-15, 2024	Ma. Jeela Faye B. Patal	F	CPMISD
5	Capacity Building Session re Introduction to PPP and Its IRR For National Implementing Agencies	PPP	November 12-13, 2024	Atty. Ma. Ruth L. Custodio	F	LD
				Atty. Jose R. Ruiz III	M	LD
				Atty. Karla Isabel A. Torres	F	LD
				Atty. Yumiko Angelius M. Yoshiy	M	LD
6	Revit MEP Training	MICROCADD Institute	November 23-December 1, 2024	Engr. John Ray G. Dante	M	TSD
				Engr. Benjie C. Madriaga	M	TSD
7	Public Sector Employees Organization (PSEO) Symposia Webinar	CSC	November 28, 2024	Andagao, Ma. Arlyn F.	F	IAD
				Dana Jane T. Bugarin	F	TSD
				Aaron Amberson A. Dalisay	M	CPMISD
				John Ray G. Dante	M	TSD
				Rene L. Flores, Jr.	M	OSD
				Michael Chester V. Francisco	M	OSD
				Vangie D. Hilig	F	ASD
				Marichu R. Lim	F	FSD
				Marvin O. Lorenzo	M	TSD
				Darby M. Macabata	M	TSD
				Thadeus A. Mariano	M	CPMISD
				Kim Francis L. Moralde	M	OSD
				Alfonso Louise P. Ortiz	M	SPMO
				Pangilinan, Lolita A.	F	OSD
				Ma. Jeela Faye B. Patal	F	CPMISD
				Marissa L. Perez	F	FSD
				Perez, Mark Angelo N.	M	PID
				Khen Abrail S. Redobles	M	ASD
				Suzette Paula I. Ruiz	F	CPMISD
				Marnie V. Sarate	F	FSD
				Catherine Mae G. Taroma	F	FSD
				Karla Isabel A. Torres	F	LD

For your information.


ATTY. EDWARD M. CAMPOS



13 January 2025

MEMORANDUM

FOR : The Acting General Manager

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

FROM : The Manager, Administrative Services Department

SUBJECT: CONSOLIDATED TRAINING REPORT FOR CY 2024

The Administrative Services Department – Human Resources Division (ASD-HRD) consistent with our mandate, strives to provide the needed trainings and seminars of our officers and personnel. In line with this, we respectfully submit the consolidated trainings conducted for the CY 2024.

CENTRAL OFFICE

For the period January-December 2024, the total amount of **₱ 2,892,833.74** was spent for training and staff development-related activities (Central Office), broken down as follows:

1) In-house Trainings*	₱ 2,687,813.74
2) Off-house Trainings/conferences/conventions	205,020.00

TOTAL ₱ 2,892,833.74

The following are the In-house training/workshops conducted by different units in the Central Office:

	TITLE OF TRAINING/SEMINAR	CONDUCTING UNIT	INCLUSIVE DATES	TRAINING PLATFORM	TRAINING EXPENSES
1	Basic Data Privacy	ASD	February 27, 2024	Face-to-Face	15,000.00
2	Onboarding Development Program: New Hire Orientation	ASD	May 28 to 29, 2024	Hybrid	35,000.00
3	Basic Customer Service	ASD	June 5 to 6, 2024	Face-to-Face	211,000.00
4	Seminar-Workshop on Improving Technical Writing Skills	ASD	June 25 to 27, 2024	Face-to-Face	311,000.00



5	Various Information and Communication Technology (ICT)-Related Trainings***	CPMISD	July 8-13, 2024	Face-to-Face	193,300.00
6	Rules on the Administrative Cases in the Civil Service and Cases on Sexual Harassment	LD and ASD	July 10, 2024	Face-to-Face	76,779.94
7	Gender Mainstreaming Evaluation Framework and GAD Planning and Budget*	GAD and ASD	August 27 to 30, 2024	Face-to-Face	458,742.70
8	7S of Good Housekeeping	ASD and QWT	September 26, 2024	Face-to-Face	20,000.00
9	Writeshop on the Finalization of the Sanitation Standard Operating Procedures (SSOP)**	OSD	October 6 to 12, 2024	Face-to-Face	283,832.00
10	Creative and Effective Selling Techniques	ASD	October 14 to 18, 2024	Face-to-Face	501,800.00
11	Harmonized Gender Development Guidelines and Project Implementation, Monitoring and Evaluation*	GAD and ASD	November 4 to 8, 2024	Face-to-Face	173,321.20
12	Training-Workshop on Sex-Disaggregated Data and Orientation on Committee on Decorum and Investigation*	GAD and ASD	November 18 to 21, 2024	Face-to-Face	408,037.90
Total					2,687,813.74

*GAD Budget

**OSD Budget

***CPMISD Budget

The expenses incurred in off-house trainings and attendance in conferences/conventions for CY 2024 were as follows:

Department/Unit	AMOUNT
LD	53,940.00
PID	1,500.00
IAD	28,840.00
ASD	21,200.00
FSD	46,880.00
TSD	10,200.00
OSD	27,720.00
CPMISD	6,800.00
PMO	7,940.00
Total CO	205,020.00

Following is the breakdown of CO-based personnel who attended training and staff development activities in CY 2024:

Department/Unit	In-House Training		Off-House Training	
	M	F	M	F
LD	2	3	2	2
PID	6	0	2	0
IAD	0	4	0	6

ASD	3	10	3	6
FSD	2	6	5	3
TSD	13	4	13	2
OSD	6	5	6	5
CPMISD	6	5	3	3
PMO	2	0	2	0
Total CO	40	37	36	27

PFDA-WIDE

The following is the number of training and staff development activities conducted in CY 2024:

Department/Unit	In-House Trainings	Off-House Trainings
CO	12	31
NFPC	1	23
GSFPC	0	21
DFPC	2	2
IFPC	6	12
LFPC	1	9
ZFPC	10	7
BFPC & CFP	0	1
SFP	0	0
Total	32	106

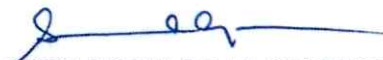
The following is the breakdown of personnel who attended training and staff development activities in CY 2024:

Department/Unit	In-House Trainings	In-House Trainings conducted by other PFDA units	Off-House Trainings
CO	77	0	63
NFPC	35	14	35
GSFPC	0	14	25
DFPC	19	10	3
IFPC	36	9	6
LFPC	34	15	15
ZFPC	25	7	8
BFPC and CFP	0	6	1
SFP	0	3	0
Total	226	78	156

The breakdown of training-related expenses for CY 2024 is as follows:

Unit	In-house Trainings	Off-house trainings	Total
Central Office	2,687,813.74	205,020.00	2,892,833.74
Navotas Fish Port Complex	27,427.56	236,015.00	263,442.56
General Santos Fish Port Complex	0.00	134,960.00	134,960.00
Davao Fish Port Complex	44,313.00	16,000.00	60,313.00
Iloilo Fish Port Complex	0.00	103,555.00	103,555.00
Lucena Fish Port Complex	168,500.00	49,025.00	217,525.00
Zamboanga Fish Port Complex	0.00	59,683.92	59,683.92
Bulan Fish Port Complex and Camaligan Fish Port	0.00	3,500.00	3,500.00
Sual Fish Port	0.00	0.00	0.00
Total	2,928,054.30	807,758.92	3,735,813.22

For your information.


ATTY. EDWARD M. CAMPOS
