

TRAINING PLAN (2015)

As of August 3, 2015

DMIN-F-TP-1

SEMINAR/TRAINING TITLE	TARGET MONTH												TYPE OF TRAINING (Internal/External)	FACILITATED BY	PARTICIPANTS	REMARKS
	2015						2016									
	Q3			Q4			Q1			Q2						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
Jeonsoft Payroll System training		17											External	Jeonsoft Inc.	Pls. refer to attached list	
ISO Auditors' Training		20, 26 & 27											External	Kat Bantequi, ISO Consultant	Pls. refer to attached list	
IS Office Application			18										Internal	Jess Belen, I.T Supervisor	Pls. refer to attached list	
A. 9184													Internal	Atty. Che Ann	All Officers & Employees	
Basic Warehousing & Cold Chain Management				2 & 5									External	PTTC	Pls. refer to attached list	
Quality Customer Service				8									External	PTTC	Pls. refer to attached list	
Supervisory Effectiveness for Improved Performance					11 & 12								External	PTTC	Pls. refer to attached list	

Prepared By:


LIZABETH V. TRILLANA
 Administration Manager

Approved By:


JOSE A. CAPISTRANO, JR
 President and CEO