

# ACTIVITIES OUTSIDE PCA

S. 2017

	TRAINING TITLE		NO. OF PARTICIPANTS	NOTES
<b>JANUARY</b>				
		None		
<b>FEBRUARY</b>				
		None		
<b>MARCH</b>				
		None		
<b>APRIL</b>				
		None		
<b>MAY</b>				
		None		
<b>JUNE</b>				
		None		
<b>JULY</b>				
		None		
<b>AUGUST</b>				
		None		
<b>SEPTEMBER</b>				
		None		
<b>OCTOBER</b>				
		None		
<b>NOVEMBER</b>				
1	Celebration of the World Heart Day	<b>CANCELLED</b>		
2	Diabetes Awareness Day	<b>APPROVED</b>	6	No S.O. ON Only
3	National Rice Awareness Month	<b>APPROVED</b>	10	No S.O. OB Only

## TRAININGS ATTENDED BY EMPLOYEES

S. 2017

	TRAINING TITLE		NO. OF PARTICIPANTS	NOTES
<b>JANUARY</b>				
1	Philippine Rapid Alert for Food and Feed (PhilRASFF) Convergence Seminar/Workshop	APPROVED	1	
<b>FEBRUARY</b>				
2	Conduct of DBM Forum on Guidelines for Release of Funds in FY 2017	APPROVED	2	
3	3-Day Technical Consultation on the Standard Cost Model Development	APPROVED	2	
4	GSIS Pre-Retirement Seminar	APPROVED	3	-Official Time
5	Basic Training Course for New Pollution Control Officer	APPROVED	1	
6	PhilGEPS Re-orientation and Walkthrough	APPROVED	3	
7	Compliance Seminar-Orientation on CDA Reportorial Requirements	APPROVED	9	
<b>MARCH</b>				
8	GIS Training on "Multi-Hazard Mapping and Vulnerability Assessment Towards Climate Resilient Communities"	APPROVED	2	

9	Lecture on Food Safety Management System: Introduction to Standards Certification	APPROVED	14	
10	Users and Managers Fundamental Training on Philippine Rapid Alert System for Food and Feed (PhilRASFF)	APPROVED	4	
11	Three-Day Workshop on Non-Tariff Measures (NTM) Identification and Classification	APPROVED	2	
12	Users and Managers Fundamental Training on Philippine Rapid Alert System for Food and Feed (PhilRASFF)	APPROVED	2	
<b>APRIL</b>				
13	2016 Madrid Fusion Manila (MFM) Trade Expo	APPROVED	10	
14	Foundational Elements for Internal Auditors (Risk Based Auditing)	APPROVED	2	

15	67th PSAE Annual National Convention and the 14th International Conference and Exhibition on Official Time	APPROVED	12	
<b>MAY</b>				
16	Data Gathering, Interviewing and Presentation Skills for Auditors	APPROVED	2	Rescheduled to Aug 11-12, 2017 Amended 51-B Rescheduled Date Aug. 12-13, 2017 Revised Seminar Title: Computed Assisted Auditing Techniques
17	Training Workshop on Regulatory Impact Analysis (RIA) Part II	APPROVED	3	
18	GACPA 39th Annual Convention	APPROVED	7	
19	Building Quality for an Effective Internal Audit Department	APPROVED	2	Rescheduled to Aug 3-4, 2017
<b>JUNE</b>				
20	2017 CPD Program on Audit Competencies	APPROVED	1	
21	24th Scientific Conference of the Federation of Crop Science Societies of the Philippines (FCSSP)	APPROVED	1	
22	Training/Workshop on the Operational and Technical Details of the Hotline 8888	APPROVED		No SO
23	CSC CSI Leadership Series; Visionary Leadership	CANCELLED	2	Cancelled due to Board Meeting

24	Coconut Genomics Program	APPROVED	4	
25	Training on Mass Production of Biological Control Agents against Coconut Scale Insects in ARC	APPROVED	8	Amended: 6/14/2017 Change of date to from June 7-8, 2017 SO No. 66-A 6/16/2017  SO No. 66-B 6/22/2017 -to include*
26	COCOLINK 2nd International Coconut Conference and Expo		5	
<b>JULY</b>				
27	Macapuno Roadmap: Review of Accomplishments and Targets Setting	APPROVED	2	
28	Enhancement Training on Coconut Wood Utilization, Tools and Machineries Handling for Wood Carpenters and Staff	APPROVED	5	
29	2017 Public Sector HR Symposium	APPROVED	4	P28,800.00 - OIC Santos, DM Yap and OIC-DC Cuaresma : HRD Training Funds  <b>JUSTIFIED 8/8/17</b>
		APPROVED	6	P30,000.00- DM Rivera: 70% Plowback Fund  DA Roel M. Rosales in lieu of the attendance of Ms. Roslyn 6/8/2017
			1	Amended 7/13/2017

30	Training Course on Beekeeping	APPROVED	1	
31	CSC Training entitled Thinking Discipline for Leaders	CANCELLED	1	Registered by Atty. Edrada Cancelled 7/14/2017
32	CSC Mediation, Negotiation and Conflict Management	APPROVED	2	
33	CSC Supervisory Development Course Track II	APPROVED	3	
34	AHA Presidential Advisory: Using Science to Mask Ulterior Motives (Coconut is Healthy)	CANCELLED	1	
35	1-Day Conference Seminar GACPA Day	APPROVED	3	
36	FPAAAI Training Workshop on Technical Writing	APPROVED	2	
<b>AUGUST</b>				
37	AGIA Inc. Government Procurement Reform Act 9184 and its IRR and Updates	APPROVED	3	
38	CSC-ARMM Training on Leave Administration Course for Effectiveness (LACE)	APPROVED	2	
39	DAP Course on Training Effectiveness Evaluation	APPROVED	1	
40	Training/Workshop on "Enhancing Effective Participation in Codex Activities	APPROVED	1	
<b>SEPTEMBER</b>				

41	117th PCSA in the R.A.C.E. to Serve VII Fun Run	APPROVED	37	
42	National Review and Calibration of DA-BAR's Climate Change R&D Program	APPROVED	2	
43	CSC Leadership Series entitled "Leading Smart Organizations	CANCELLED	3	
44	CSC Training entitled Knowledge Management for Leaders	APPROVED	1	

45	Participation in the Conduct of Makina Expo 2017	APPROVED	14	Amended to include Mr. Emmanuel
46	Supervisory Development Course Track I	APPROVED	5	
47	DA-BAFS Regional Stakeholders' Consultation for Activities Related to Impact Evaluation of Standards	APPROVED	1	
48	Orientation/Workshop on the Implementation of CPD for Agricultural and Biosystems Engineer	CANCELLED		
49	DA-BAFS Symposium for Organic Agriculture Researchers	APPROVED	2	Official Time Antidate to Sept 15
<b>OCTOBER</b>				
50	Meeting on the Finalization of the Draft JAO on Enforcement or Organic Labeling of Processed & Prepacked Organic Food Products	APPROVED	2	
51	International Seminar-Workshop on "Electronic Records Management"	APPROVED	1	
52	National Tripartite Conference on Trade and Labour Standards	APPROVED	2	Official Time

53	2017 CacaoLink-Mindanao	APPROVED	8	
54	Orientation Workshop on Regulatory Impact Analysis (RIA)	APPROVED	2	Approved SO did not return to HRD
55	CSC Training on Understanding ARTA and Frontline Service	APPROVED	1	
<b>NOVEMBER</b>				
56	Civil Service Institute (CSI) Training on Innovation Leadership	APPROVED	3	
57	Seminar/Workshop on Promoting Harmony in the Workplace and 4Cs of Change	APPROVED	30	
58	1st National Conference on Chemical Laboratories (NCCL)	APPROVED	1	Official Time Registration Fee shall be shouldered by Ms. Paraoan
<b>DECEMBER</b>				

59	CSI Training entitled "SPMS for Leaders"	APPROVED	1	
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**ISO TRAININGS BY EMPLOYEES**  
 (INDIVIDUAL DEVELOPMENT PLAN)  
**S. 2017**

	TRAINING TITLE		NO. OF PARTICIPANTS
<b>JANUARY</b>			
NONE			
<b>FEBRUARY</b>			
NONE			
<b>MARCH</b>			
NONE			
<b>APRIL</b>			
1	Finalization of the QMS Manual and Procedural Manual	<b>APPROVED</b>	18
<b>MAY</b>			
NONE			
<b>JUNE</b>			
NONE			
<b>JULY</b>			
NONE			
<b>AUGUST</b>			
2	Technical Guidance on Review and Enhancement of Operational Controls and Procedures	<b>APPROVED</b>	22
3	Workshop on Control of Nonconformity	<b>APPROVED</b>	18
4	Technical Guidance on QMS Implmentation	<b>APPROVED</b>	21
5	Training Course on Auditing Quality Management System	<b>APPROVED</b>	14
6	Review of the QMS Manual and Procedural Manual and Preparation of Internal Audit	<b>APPROVED</b>	20
7	Mock Audit	<b>APPROVED</b>	24

<b>8</b>	Workshop on Establishing QMS Audit Programme and Auditing Quality Management Systems	<b>APPROVED</b>	21
<b>9</b>	Workshop on Management Review Inputs and Implementation	<b>APPROVED</b>	18
<b>10</b>	Mangement Review	<b>APPROVED</b>	13
<b>11</b>	QMS Readiness Assessment/Final Gap Assessment	<b>APPROVED</b>	29
<b>12</b>	Readiness Assessment Report Presentation	<b>APPROVED</b>	16

## 2017 MEETINGS ATTENDED

	AGENDA	DATE	NO. OF HOURS	NO. OF PARTICIPANTS
<b>JANUARY</b>				
1	PMT Meeting	January 13, 2017	4	6
<b>FEBRUARY</b>				
2	Comments and Finalization of the ISO 9001:2015 QMS Manual	February 20, 2017	3	12
3	Kapisanan ng mga Manggagawa sa GOCCs at GFIs (KAMAGGFI) Organizational Meeting	February 23-24, 2017	16	3
<b>MARCH</b>				
4	Comments and Finalization of the ISO 9001:2015 QMS Manual	March 10, 2017	3	11
<b>APRIL</b>				
5	DPO 1: The First Data Protection Officers' Assembly	April 05, 2017	4	1
<b>MAY</b>				
6	CSC Review of the Checklist of the Reasonable Working Conditions for Government Employees: A Focus Group Discussion	May 11, 2017	2	1
7	CSC Cluster Meeting	May 17, 2017	8	3
<b>JUNE</b>				
None				
<b>JULY</b>				
8	CSC Cluster Meeting	July 25, 2017	8	3
<b>AUGUST</b>				
None				
<b>SEPTEMBER</b>				
9	JDS Promotion Seminar	September 11, 2017	4	1
<b>OCTOBER</b>				
10	CSC Special Cluster Meeting	October 18, 2017		

## INTERNATIONAL MEETINGS/CONFERENCES/SEMINARS

S. 2017

	TRAINING TITLE		NO. OF PARTICIPANTS	NOTES
<b>JANUARY</b>				
1	First Joint Agriculture Working Group Meeting	APPROVED	1	
<b>FEBRUARY</b>				
2	Agribusiness Investment Forum for Filipino Workers in South Korea	APPROVED	3	
3	25th Session of the CODEX Committee on Fats and Oils (CCFO)	APPROVED	1	
<b>MARCH</b>				
4	Invitation from DA to participate in the Cross Country Visit to Thailand	APPROVED	2	
5	Attendance of 2 PCA personnel to the 1st International Symposium on Coconut Tissue Culture in Thailand	CANCELLED		
<b>APRIL</b>				
6	13th ASEAN Standard for Horticultural Procedure and other Food Crops (MASHP)	APPROVED	1	Including travel time
<b>MAY</b>				
None				
<b>JUNE</b>				
None				
<b>JULY</b>				
7	40th Session of the CODEX Alimentarius Commission (CAC)	APPROVED	1	Including travel time
8	APCC Review Committee Meeting on International Coconut Community	APPROVED	1	Including travel time
<b>AUGUST</b>				
None				

<b>SEPTEMBER</b>				
<b>9</b>	Oils+Fats 2017 7th International Trade Fair for Technology and Innovations	<b>APPROVED</b>	1	
<b>10</b>	Coconut Roadshow cum Outbound Business Matching Mission (OBMM)	<b>APPROVED</b>	1	
<b>11</b>	Training Course on the Operation, Optimization and Techniques of Simultaneous ICP-OES	<b>APPROVED</b>	2	
<b>OCTOBER</b>				
<b>12</b>	53rd APCC Session/Ministerial Meeting	<b>APPROVED</b>	1	
<b>13</b>	Food Testing Proficiency Testing Workshop	<b>APPROVED</b>	1	Inclusive of Travel Time
<b>NOVEMBER</b>				
<b>None</b>				
<b>DECEMBER</b>				
<b>14</b>	Training on Food Science	<b>APPROVED</b>	2	

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<b>FEBRUARY</b>				
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<b>MARCH</b>				
		None		
<b>APRIL</b>				
		None		
<b>MAY</b>				
		None		
<b>JUNE</b>				
		None		
<b>JULY</b>				
		None		
<b>AUGUST</b>				
		None		
<b>SEPTEMBER</b>				
		None		
<b>OCTOBER</b>				
		None		
<b>NOVEMBER</b>				
1	Celebration of the World Heart Day	<b>CANCELLED</b>		
2	Diabetes Awareness Day	<b>APPROVED</b>	6	No S.O. ON Only
3	National Rice Awareness Month	<b>APPROVED</b>	10	No S.O. OB Only