

2023

PRODUCTIVITY AND DEVELOPMENT CENTER

# Training and Events Calendar

AIM FOR EXCELLENCE | MAKE A DIFFERENCE IN PRODUCTIVITY AND QUALITY





**MARCH 2023** 

**MON-FRI** 

27-31

8:00 AM - 5:00 PM | ZOOM

Training Course on the Design, Development, and Implementation of Competency Framework for Regulators



Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph

TUE-FRI

28-31

8:30 AM - 3:30 PM | ZOOM

Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation (Batch 1)







**APRIL 2023** 

**MON-TUE** 

03-04

9:00 AM - 5:00 PM | ZOOM

15th Seminar on Consultations in Regulatory Impact Assessment



Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph

TUE-FRI

18-21

8:30 AM - 3:30 PM | ZOOM

Training Course on Knowledge Management (Batch 1)

TUE-FRI

25-28

8:00 AM - 5:00 PM | ZOOM

Training Course on ISO 19011:2018 Guidelines on Auditing Management Systems (Batch 1)







**MAY 2023** 

WED-FRI 03-05

8:00 AM - 5:00 PM | FACE-TO-FACE

**Training Course on Knowledge Management** 



Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

MON-FRI 08-12 9:00 AM - 5:00 PM | ZOOM

Philippine Quality Award Application Development Course (Batch 2)



Melani Garcia-Mercader - 0917 861 2236 | mercaderm@dap.edu.ph

MON-FRI 08-12 8:00 AM - 5:00 PM | FACE-TO-FACE

APO Training Course on Smart Transformation for Agribusiness Enterprises to Achieve Higher Productivity



Ferdz Del Rosario - delrosariof@dap.edu.ph

TUE-FRI 09-12

8:30 AM - 3:30 PM | ZOOM

Training Course on Service Process Streamlining (Batch 1)







**MAY 2023** 

TUE-FRI

16-19

8:30 AM - 3:30 PM | ZOOM

Training Course on Root Cause Analysis and Corrective Action Formulation (Batch 1)



Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

**MON-TUE** 22-23 9:00 AM - 5:00 PM | ZOOM

16th Seminar on Consultations in Regulatory Impact Assessment

🔯 🛮 Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph

TUE-THU 23-25 8:00 AM - 5:00 PM | FACE-TO-FACE

Training Course on ISO 9001:2015 Quality Management System Requirements and **Documentation** 

TUE-FRI 30 TO JUNE 02

8:30 AM - 3:30 PM | ZOOM

Training Course on ISO 27001:2013 Information Security Management System (Batch 1)







**JUNE 2023** 

TUE-FRI

06-09

8:00 AM - 5:00 PM | FACE-TO-FACE

Training Course on ISO 19011:2018 Guidelines on Auditing Management Systems

🔯 Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

TUE-FRI

06-09

9:00 AM - 5:00 PM | ZOOM

27th Basic Course on Regulatory Impact **Assessment** 



😡 Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph

TUF-FRI

13-16

8:30 AM - 3:30 PM | ZOOM

Training Course on Knowledge Management (Batch 2)

WED-FRI

14-16

8:00 AM - 5:00 PM | FACE-TO-FACE

Training Course on Root Cause Analysis and Corrective Action Formulation







**JULY 2023** 

TUE-FRI

04 - 07

8:30 AM - 3:30 PM | ZOOM

Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation (Batch 2)



🔯 Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

TUE-FRI

9:00 AM - 5:00 PM | ZOOM

04-07

28th Basic Course on Regulatory Impact Assessment



😡 Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph

TUE-FRI 11-14 8:00 AM - 5:00 PM | ZOOM

Training Course on ISO 19011:2018 Guidelines on Auditing Management Systems (Batch 2)

TUE-FRI

8:30 AM - 3:30 PM | ZOOM

25-28

Training Course on Service Process Streamlining (Batch 2)







#### **AUGUST 2023**

TUE-FRI

01-04

8:30 AM - 3:30 PM | ZOOM

Training Course on Root Cause Analysis and Corrective Action Formulation (Batch 2)

😡 Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

TUE-FRI 01-04 9:00 AM - 5:00 PM | FACE-TO-FACE

10th Course on Regulatory Compliance Cost Assessment: Cost Modeling and Streamlining



🔯 Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph

MON-FRI

14-18

9:00 AM - 5:00 PM | ZOOM

Philippine Quality Award Application Development Course (Batch 3)



🔯 Melani Garcia-Mercader - 0917-861 2236 | mercaderm@dap.edu.ph

TUE-FRI

15-18

8:30 AM - 3:30 PM | ZOOM

Training Course on ISO 27001:2013 Information Security Management System (Batch 2)







**AUGUST 2023** 

TUE-FRI 22-25 8:30 AM - 3:30 PM | ZOOM

Training Course on Knowledge Management (Batch 3)



Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

TUE-FRI 29-31 TO SEPT. 01

9:00 AM - 5:00 PM | ZOOM

29th Basic Course on Regulatory Impact Assessment



🔯 🛮 Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph





#### SEPTEMBER 2023

TUE-FRI

05-08

8:30 AM - 3:30 PM | ZOOM

Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation (Batch 3)

TUE-FRI

12-15

8:00 AM - 5:00 PM | ZOOM

Training Course on ISO 19011:2018 Guidelines on Auditing Management Systems (Batch 3)



Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

TUE-FRI

19-22

9:00 AM - 5:00 PM | FACE-TO-FACE

11th Course on Regulatory Compliance Cost Assessment: Cost Modeling and Streamlining



Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph





#### SEPTEMBER 2023

MON-FRI & WFD

25-29 & OCT. 04

9:00 AM - 5:00 PM | FACE-TO-FACE

20th Advanced Course on Regulatory Impact Assessment



🔯 Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph

TUE-FRI

26-29

8:30 AM - 3:30 PM | ZOOM

**Training Course on Service Process** Streamlining (Batch 3)







### OCTOBER 2023

TUE-FRI

03-06

8:30 AM - 3:30 PM | ZOOM

Training Course on Root Cause Analysis and Corrective Action Formulation (Batch 3)

😡 Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

MON-FRI

16-20

9:00 AM - 5:00 PM | ZOOM

Philippine Quality Award Application Development Course (Batch 4)



😡 Melani Garcia-Mercader - 0917-861 2236 | mercaderm@dap.edu.ph

**TUE-FRI** 

17-20

8:30 AM - 3:30 PM | ZOOM

Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation (Batch 4)







#### OCTOBER 2023

TUE-FRI

24-27

8:30 AM - 3:30 PM | ZOOM

Training Course on Knowledge Management (Batch 4)

🔯 Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

TUE-FRI

24-27

8:00 AM - 5:00 PM | FACE-TO-FACE

APO Training Course on Design and Evaluation of Innovation Policies



🔯 Rosario E. De Castro - 8631-2163 | mgr@dap.edu.ph





#### **NOVEMBER 2023**

MON-FRI & WED

06 - 10

9:00 AM - 5:00 PM | FACE-TO-FACE

21st Advanced Course on Regulatory Impact Assessment

🔯 Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph

TUE-FRI

07-10

8:00 AM - 5:00 PM | ZOOM

8:30 AM - 3:30 PM | ZOOM

Training Course on ISO 19011:2018 Guidelines on Auditing Management Systems (Batch 4)

😡 Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

TUE-FRI 14-17

Training Course on ISO 27001:2013 Information

Security Management System (Batch 3)



🔯 Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

MON-FRI & WED

9:00 AM - 5:00 PM | FACE-TO-FACE

22nd Advanced Course on Regulatory Impact Assessment



🔯 Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph





#### **DECEMBER 2023**

MON-THU

04-07

8:30 AM - 3:30 PM | ZOOM

Training Course on Root Cause Analysis and Corrective Action Formulation (Batch 4)



Ryan Vincent Lim - 0976 027 8900 | limr@dap.edu.ph

**MON-FRI** 

04-08

9:00 AM - 5:00 PM | ZOOM

Philippine Quality Award Application Development Course (Batch 5)



Melani Garcia-Mercader - 0917 861 2236 | mercaderm@dap.edu.ph



#### PRODUCTIVITY AND QUALITY (P&Q) IMPROVEMENT TOOLS

TRAINING COURSES	DESCRIPTION	BATCH NO.	SCHEDULE	TRAINING PARTICIPANTS	MODE & VENUE	COURSE FEE
Training Course on Knowledge Management	The course aims to enable participants to understand and apply the fundamental concepts, practices and tools in creating, sharing and applying knowledge to enhance organizational productivity and growth. It highlights how knowledge management dovetails with the Philippine Quality Award (PQA) framework and the ISO 30401:2018.	01	April 18-21		Online Zoom	*PHP 11,200.00
		-	May 03-05	Knowledge Management Officers, key officers and technical staff from both public and private sectors	Face-to-Face DAP Building	*PHP 15,000.00
		02	June 13-16		Online Zoom	*PHP 11,200.00
		03	August 22-25			
		04	October 24-27			
Training Course on Service Process Streamlining	The course provides an opportunity for participants to	01	May 09-12	Quality Management		*PHP 11,200.00
	demonstrate acquired skills in process streamlining. It highlights the importance and benefits of improving service delivery efficiency and effectiveness in the public sector.	02	July 25-28	Representatives, key officers and technical staff from both public and private sectors	Online Zoom	
		03	September 26-29			

<sup>\*</sup> Face-to-face courses are inclusive of course certificates, course materials, food, and 12% VAT.

FOR INQUIRIES, PLEASE CONTACT: Ryan Vincent Lim - 0976-027-8900 | limr@dap.edu.ph

<sup>\*</sup> Online courses are inclusive of course certificates, course materials, and 12% VAT.

<sup>\*</sup>Dates and number of batches are subject to change.



#### **QUALITY MANAGEMENT SYSTEM COURSES AND OTHER ISO STANDARDS COURSES**

TRAINING COURSES	DESCRIPTION	BATCH NO.	SCHEDULE	TRAINING PARTICIPANTS	MODE & VENUE	COURSE FEE
Training Course on ISO 9001:2015 Quality Management System Requirements and Documentation	The course provides the participants knowledge on the quality concepts and principles, the requirements	01	March 28-31		Online Zoom	*PHP 11,200.00
		-	May 23-25	Quality Management	Face-to-Face DAP Building	*PHP 15,000.00
	defined in ISO 9001:2015 standard, and relevant statutory and regulatory requirements. It also aims to provide an opportunity to demonstrate the acquired	02	July 04-07	Representatives, key officers and technical staff from both public and private sectors	Online Zoom	
	skills in drafting the documented information within the context of their organization.	03	September 05-08			*PHP 11,200.00
		04	October 17-20			
Training Course on Root Cause Analysis and Corrective Action Formulation	The course aims to contextualize the use of Root	01	May 16-19	Quality	Zoom ,	*PHP 11,200.00
	Cause Analysis (RCA) in the organization's implementation of the QMS. It enables participants to	-	June 14-16	Management Representatives, process owners,		*PHP 15,000.00
	effectively use practical tools and techniques for analyzing and validating the root cause of existing nonconformities, and formulating solutions for preventing the nonconformities from recurring and/or occuring.	02	August 01-04	internal quality auditors, key officers, and technical staff from both public and private Sectors		
		03	October 03-06		Online Zoom	*PHP 11,200.00
		04	December 04-07			

<sup>\*</sup> Face-to-face courses are inclusive of course certificates, course materials, food, and 12% VAT.

FOR INQUIRIES, PLEASE CONTACT: Ryan Vincent Lim - 0976-027-8900 | limr@dap.edu.ph





<sup>\*</sup> Online courses are inclusive of course certificates, course materials, and 12% VAT.

<sup>\*</sup> Dates and number of batches are subject to change.



#### **QUALITY MANAGEMENT SYSTEM COURSES AND OTHER ISO STANDARDS COURSES**

TRAINING COURSES	DESCRIPTION	BATCH NO.	SCHEDULE	TRAINING PARTICIPANTS	MODE & VENUE	COURSE FEE
Training Course on ISO 19011:2018 Guidelines on Auditing Management Systems	The course aims to provide opportunity for participants to demonstrate the skills in planning and conducting an effective internal quality audit, in accordance with ISO 19011:2018, with focus on auditing quality management systems. The participants will also gain learning experience on reporting audit findings.	01	April 25-28		Online Zoom	*PHP 11,200.00
		-	June 06-09	Managamant	Face-to-Face DAP Building	*PHP 20,000.00
		02	July 11-14		Online Zoom	*PHP 11,200.00
		03	September 12-15			
		04	November 07-10			
Training Course on ISO 27001:2013 Information Security Management System	The course enables participants to interpret and	01	May 30 - June 02	Information Security Management		
	apply the requirements for establishing and implementing an information security management system based on the ISO 27001:2013 standard.	02	August 15-18	Officers, key officers, and technical staff from both public and private Sectors	Online Zoom	*PHP 11,200.00
		03	November 14-17			

<sup>\*</sup> Face-to-face courses are inclusive of course certificates, course materials, food, and 12% VAT.

FOR INQUIRIES, PLEASE CONTACT: Ryan Vincent Lim - 0976-027-8900 | limr@dap.edu.ph

<sup>\*</sup> Online courses are inclusive of course certificates, course materials, and 12% VAT.

<sup>\*</sup> Dates and number of batches are subject to change.



#### PHILIPPINE QUALITY AWARD (PQA) COURSE

TRAINING COURSES	DESCRIPTION	BATCH NO.	SCHEDULE	TRAINING PARTICIPANTS	MODE & VENUE	COURSE FEE
Philippine Quality Award (PQA) Application Development Course	The course is designed for participants to interpret and use the PQA Performance Excellence Framework to their organization's best advantage, whether for self-assessment, organizational transformation, and/or preparation of an application report for recognition among the Philippines' best organizations.	02	May 08-12	Members of top management, General Managers, Quality Management Representatives, quality auditors, key officers, and technical staff.		*PLIP 44 000 00
		03	August 14-18			
		04	October 16-20			*PHP 14,000.00
		05	December 04-08			

<sup>\*</sup> Online courses are inclusive of course certificates, and course materials.

FOR INQUIRIES, PLEASE CONTACT: Melani Garcia-Mercader - 0917 861 2236 | mercaderm@dap.edu.ph

<sup>\*</sup> Dates and number of batches are subject to change.



#### **GOOD REGULATORY PRACTICES**

TRAINING COURSES	DESCRIPTION	BATCH NO.	SCHEDULE	TRAINING PARTICIPANTS	MODE & VENUE	COURSE FEE
Basic Course on Regulatory Impact Assessment	The course is designed to enable the participants to discuss the importance of RIA in assessing present and in developing new regulations, determine the roles and responsibilities of regulators in conducting RIA, and identify the processes in conducting RIA. Action planning shall also be facilitated to set targets and determine necessary resources for the possible implementation of RIA project/s. Completion of this training course is a prerequisite to the Advanced Course on RIA.	27th	June 06-09	Key officers,	Online Zoom	
		28th	July 04-07	Directors, Division Chiefs, and technical staff of local government units		Free for the identified training participants
		29th	Augusut 29-31 & September 01			
Advanced Course on Regulatory Impact Assessment	The course aims to enhance the practice of RIA for the priority agencies. Aside from reviewing the concepts necessary in navigating through RIA, participants will	20th	September 25-29 & October 04	Key officers, Directors, Division Chiefs.	*Face-to-Face	subject to submission of documentary requirement and evaluation of the
	study a sample completed RIA, measure various compliance costs arising from regulation, perform detailed RIA on a proposed or existing regulation, and develop a draft Regulatory Impact Statement (RIS) for the said identified regulation, including the parameters for policy/decision-making.	21st	November 06-10 & 15	and technical staff of local government units in the Luzon, Visayas, and Mindanao	Visayas	DAP project team)
		22nd	November 20-24 & 29		Mndanao	

<sup>\*</sup> Dates and number of batches are subject to change.

FOR INQUIRIES, PLEASE CONTACT: Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph

<sup>\*</sup> Note for face-to-face course: The participating agency will shoulder the costs related to, but not limited to, transportation of all the participants to and from the venue, accommodation, and daily subsistence allowance (if necessary). The DAP will only shoulder the costs of venue and meals during the official hours of the course--meals for dinner and breakfast are excluded.



#### **REGULATORY MANAGEMENT**

TRAINING COURSES	DESCRIPTION	BATCH NO.	SCHEDULE	TRAINING PARTICIPANTS	MODE & VENUE	COURSE FEE
Seminar on Consultations in Regulatory Impact Assessment	The Seminar on Consultations in RIA aims to contribute to strengthening regulatory quality by enhancing the practice of consultation as a good regulatory practice.	15th	April 03-04	Key officers, Directors, Division Chiefs, and technical staff of local and national regulatory agencies (including government-owned	Directors, Division Chiefs, and technical staff of local and national regulatory agencies (including government-owned Online	Free for the identified training participants
	Participants will learn the principles and conditions underpinning effective conduct of public consultation in the context of RIA.	16th	May 22-23	and controlled corporations, government financial institutions, local government units, and other instrumentalities)	Zoom	
Course on Regulatory Compliance Cost Assessment: Cost Modeling and Streamlining	The course aims to support the practice of RIA by streamlining regulatory compliance costs to ensure that the most cost-effective and efficient options are chosen in all areas of regulation. Participants will learn how to	10th	August 01-04	Key officers, Directors, Division Chiefs, and technical staff of national regulatory agencies	Zoom	subject to submission of documentary requirement and evaluation of the DAP project team)
	recognize and calculate various costs associated with regulatory compliance through the Regulatory Cost Model (RCM) and define areas where undue regulatory burden can be diminished. Participants to the course are required to complete the Basic Course on RIA.	11th	September 19-22	that have completed the Basic Course on RIA or has prior training on RIA from other institutions		

<sup>\*</sup> Dates and number of batches are subject to change.

FOR INQUIRIES, PLEASE CONTACT: Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph

DAP Productivity and Development Center www.pdc.dap.edu.ph

<sup>\*</sup> Note for face-to-face course: The participating agency will shoulder the costs related to, but not limited to, transportation of all the participants to and from the venue, accommodation, and daily subsistence allowance (if necessary). The DAP will only shoulder the costs of venue and meals during the official hours of the course--meals for dinner and breakfast are excluded.



#### **ASIAN PRODUCTIVITY ORGANIZATION COURSES**

TRAINING COURSES	DESCRIPTION	BATCH NO.	SCHEDULE	TRAINING PARTICIPANTS	MODE & VENUE	COURSE FEE
APO Training Course on Smart Transformation for Agribusiness Enterprises to Achieve Higher Productivity	The training course aims to explain the concepts, principles, and benefits of smart agricultural transformation for achieving higher productivity; identify digital technologies and innovations that can be applied by (M)SME agribusinesses throughout supply and value chains; and, learn about best practices in modern agribusiness. With the help of this training course, participants will gain insights about smart (M)SME agribusiness transformation for higher productivity and profitability and assist those businesses in becoming more competitive. Consumers will then benefit from higher-quality food at lower prices, with less food waste.	-	May 08-12	Agricultural professionals and practitioners in government, non-government, and private organizations, CEOs and managers of agribusinesses, and academic researchers working on innovation for productivity	Face-to-Face DAP Building	Free

FOR INQUIRIES, PLEASE CONTACT: Ferdz Del Rosario - delrosariof@dap.edu.ph





#### **MARCH 2023**

TUE

1:30 PM - 3:30 PM | ZOOM

28

Public Forum on the 2022 Regulatory Review with Aquaculture (Fish Cage Farming) and Arts, Entertainment and Recreation Industries



Adelina D. Alvarez - 8631-2163 | pdc-mgrpo-gse2@dap.edu.ph

WED

TBA

29

Orientation on the Finalized Guidelines on Regulatory Impact Assessment for FDA



Lea S. Peralta - 8631-2163 | mgr@dap.edu.ph



**APRIL 2023** 

**WED-THU** 

TBA | ZOOM

12-13

Online Consultations on the Adoption of Evidence-Based Service Quality Standards (SQS) Towards Improvement of Frontline Government Service Delivery



Flordeliza Manalastas - manalastasf@dap.edu.ph

\*TBA - to be announced





**MAY 2023** 

THU

9:00 AM - 12:00 NN | ZOOM

11

4<sup>th</sup> Symposium on Service Quality Standards: Towards Quality Service for All Citizens



Jasmin San Juan - sanjuanj@dap.edu.ph

THU

1:30 PM - 4:30 PM | ZOOM

11

Focus Group Discussion on Institutionalizing Service Quality Standards



😡 Raymund Macanas - macanasr@dap.edu.ph



**JUNE 2023** 

THU

2:00 PM - 04:00 PM | ZOOM

01

Modernizing Government Regulations 2023 Regulatory Review Launch



🔯 Rosario E. De Castro - 8631-2163 | pdc-mgrpo-gse2@dap.edu.ph





**JUNE 2023** 

FRI 15 TBA | ZOOM

**Government Best Practice Recognition Orientation** 



🔯 Mary Ann I. Mayo - mayom@dap.edu.ph



**AUGUST 2023** 

TUE-THU

01-03

9:00 AM - 11:00 AM | ZOOM

RiskTalks: A Sharing Session on Strengthening Risk Management in the Public Sector



Edmon Legua – leguae@dap.edu.ph



OCTOBER 2023

WED-FRI

5.00 AIVI 4.

9:00 AM - 4:00 PM | ZOOM

25-27

Public Sector Quality and Productivity Improvement Forum 2023



🔯 Mary Ann I. Mayo - mayom@dap.edu.ph

\*TBA - to be announced





#### **NOVEMBER 2023**

WED

80

9:00 AM - 3:00 PM | ZOOM

5<sup>th</sup> Symposium on Institutionalizing Service Quality Standards



Iremae D. Labucay - 0919 992 3171 | labucayi@dap.edu.ph

#### DECEMBER 2023

THU

07

9:30 AM - 12:00 NN | ZOOM

Modernizing Government Regulations
Public Forum on the 2023 Regulatory Review



Rosario E. De Castro - 8631-2163 | pdc-mgrpo-gse2@dap.edu.ph

THU

07

1:30 PM - 4:00 PM | ZOOM

Symposium on Good Regulatory Practices



Ralph Cleon C. Rubio - 8631-2163 | mgr@dap.edu.ph