



31. Training

Request Training for employees by the different departments.

Office or Division:	Human Resource Division			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	All Department/Division Heads of Balanga Water District Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Level 1 Reaction "SMILEY" Evaluation Form. (1pc., Original)		Human Resource Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Budget	1. Check Budget Utilization.	None	15 minutes	Finance Department
2. None	2. Identify — Invitational trainings (CSC and LWUA) conventions / conference.	None	15 minutes	Human Resource Division
3. Recommend employees.	3. Recommendation from Personnel Development Committee.	None	1 hour	Personnel Development Committee
4. None	4. Prepare office order for the purpose.	None	5 minutes	Human Resource Division Manager
5. None	5. Prepare voucher by the Finance Department.	None	10 minutes	Budget Officer
6. Attend the seminar/training	6. Pay the training or seminar fee.	None	1 day	Finance Services Department
7. Answer the Level 1 Reaction "SMILEY" Evaluation.	7. Received Level 1 Reaction "SMILEY" Evaluation.	None	5 minutes	Human Resource Division Manager
8. Echoing of seminars attended in flag ceremony.	8. Schedule the echoing of seminars	None	10 minutes	Human Resource Division Manager



9. Submit the Copy of Certificate to be included in the Personal Data Sheet (PDS).	9. Receive the copy of Certificate to be included in the Personal Data Sheet (PDS).	None	10 minutes	Human Resource Division Manager
Total:		None	1 day, 2 hours and 10 minutes	