



7. Training Procedure

To improve and develop the employees and their job performance through training.

Office or Division:	Human Resource Division			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	All employees of Balanga Water District Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Learning Needs Assessment (1 pc., Original) 2. Training Invitation (1pc., Original) 3. Office Order (1pc., Original)		Human Resource Division Training Coordinator Human R		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Budget	1. Identify training needs of the employee. 1.1 Check Budget Utilization.	None	1 hour	HRMO Loreto Q. Palad – Division Manager B Finance Department Rosario P. Legaspi – Division Manager B
2. None	2. Identify — Invitational trainings (CSC and LWUA) conventions / conference.	None	15 minutes	Human Resource Division Loreto Q. Palad – Division Manager B
3. Recommend employees.	3. Recommendation from Personnel Development Committee.	None	1 hour	Personnel Development Committee Engr. Charlito G. Rodriguez – General Manager B Aurea O. Adrados – Department Manager B Loreto Q. Palad – Division Manager B Edzel L. Lintag – Division Manager B Maria Victoria G. Tungol – Supervising Customer Service Officer
4. None	4. Prepare office order for the purpose.	None	5 minutes	Human Resource Division Manager Loreto Q. Palad – Division Manager B
5. None	5. Prepare voucher by the Finance Department.	None	10 minutes	Budget Officer Maribelle C. Enriquez – Accounting Processor B
6. Attend the seminar/training	6. Pay the training or seminar fee.	None	1 day	Finance Services Department Angeline M. Santos –



				Cashier C
7. Answer the Level 1 Reaction "SMILEY" Evaluation.	7. Received Level 1 Reaction "SMILEY" Evaluation.	None	5 minutes	Human Resource Division Manager Loreto Q. Palad – Division Manager B
8. Echoing of seminars attended in flag ceremony.	8. Schedule the echoing of seminars	None	10 minutes	Human Resource Division Manager Loreto Q. Palad – Division Manager B
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 Bernadette E. Paguio – IRDA A
Total:		None	1 day, 2 hours and 55 minutes	