

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	ADMINISTRATIVE MANUAL	Class Code: D Reference Code: OM-ADM-12.0 Revision Number: 00 Date: Effective Nov. 20, 2018 Page 1 of 2
	Chapter 12: Training	

1201 General

After the employees have been selected and placed, they shall be trained. The concern for manpower training and development stems from the realization that continued growth and stability of the Company will depend on the capability and skills of its human resource.

1202 Identification of Training Needs

Training needs and priorities of each unit/department shall be determined by the Administrative Section in consultation with the respective heads of unit/department. The approval shall be documented by a Special Order signed by the President for local training and by a Board Resolution approved by the Board of Directors for foreign training.

The identified training needs shall be evaluated by the Administrative Section for possible incorporation in the in-house training programs or for searching of suitable external training offerings to send trainees to.

1203 Training Invitations and Offers

All training invitations received by employees or unit/departments shall be forwarded to the Administrative Section for evaluation and matching the previously identified training needs Course offering which match the identified needs shall be referred by the Administrative Section to the unit/department concerned for nomination of participants for training.

Nominees shall be evaluated by the Administrative Section based on the minimum requirements of the training courses. Nominees possessing the minimum requirements shall be referred to the concerned unit/department heads for endorsement.

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		Revision Number: 00
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		Page 2 of 2

1204 Training Request Requirements

Department/Unit Heads may support an employee's request to participate in a development program by flexible or alternate work scheduling, leave without pay, leave a full or part pay, full or part payment of fees and expenses, and temporary or part-time reassignment in another unit.

- A. The employee has completed the probationary period, if required, and;
- B. The employee's performance is satisfactory or better.

1205 Required Program Attendance

When a unit head requires an employee to attend a training or development program, the time spent in attendance shall be counted as time worked, and the full fees and related costs, i.e., materials, travel and per diem, shall be paid by the company.

1206 Continuing Education for License Maintenance

Continuing education courses for the maintenance of licenses which are requirements for employment in the employee's present position are not automatically considered professional development programs and do not necessarily qualify for fee reimbursement.