



**MEMORANDUM**

**FOR : ROY OSCILLADA**  
Executive Director

**FROM : NESTOR T. TAPIA**  
CBD/Admin Officer

**DATE : 08 January 2024**

**SUBJECT : 2024 PROPOSED LCDFI TRAINING CALENDAR**

This is to seek your approval for the following employees' registration and attendance to the proposed training relative to their roles and/or functions.:

<b>Name of Employee and Position</b>	<b>Training</b>	<b>Proposed Dates</b>	<b>Proposed Budget</b>
<b>1. All LCDFI Personnel</b>	1. Gender in Agriculture and Cooperative	March 2024	Php 15, 000.00
	2. Webinar on Women's Health	March 2024	Php 15, 000.00
	3. ISO QMS Awareness	July 2024	Php 21, 000.00
	4. GAD Plan and Budget, GAD Agenda, and GAD Fund Audit	October 2024	Php 30, 000.00
	5. RA 9184 and Its Revised Implementing Rules and Regulations	October 2024	Php 70 000.00
	6. Anti Money Laundering/Counter-Terrorism Financing Fundamentals	October 2024	Free
	7. Gender-Based Sexual Harassment Training	December 2024	Php 15, 000.00
<b>2. Roy C. Oscillada</b> <i>Executive Director</i>	Training of Trainers for Cooperative Training Providers	May 2024	Php 15,000.00
<b>3. Maria Marilyn Guiral</b> <i>Executive Assistant</i>	Subsidiaries Environmental Management System	July 2024	Free
	Seminar Workshop on Awareness and Compliance to RA 9470 (NAP Act 2007)	July 2024	Free
	Energy Efficiency And Conservation Awareness	August 2024	Free
<b>4. Benjamin Magsino</b> <i>Messenger</i>	Energy Efficiency And Conservation Awareness	August 2024	Free



<b>5. Roger Suante</b> <i>Driver</i>	Energy Efficiency And Conservation Awareness	August	Free
<b>6. Matthew Manicad</b> <i>Capacity Building Coordinator</i>	Training of Trainers	July 18, 2024	Php 3,000.00
	Business Writing and Online Etiquette	August 2, 2024	Php 3, 500.00
<b>7. Christian M. Roperez</b> <i>Finance Specialist</i>	Business Writing and Online Etiquette	August 2, 2024	Php 3, 500.00
<b>8. Ma. Lorraine G. Alunan</b> <i>Capacity Building Officer</i>	Training of Trainers for Cooperative Training Providers	August 6-9, 2024	Php 11, 000.00
<b>9. Leo Marco Gregorio Palomo</b> <i>Capacity Building Officer</i>	Training of Trainers for Cooperative Training Providers	August 6-9, 2024	Php 11, 000.00
<b>10. Argie P. Sumagpang</b> <i>Capacity Building Coordinator</i>	Training of Trainers for Cooperative Training Providers	August 6-9, 2024	Php 11, 000.00
<b>11. Roldan B. Canoy</b> <i>Capacity Building Coordinator</i>	ISO 9001:2015 Internal Audit Training Based on ISO 19011:2018 Guidelines for Auditing Management Systems	August 21-22, 2024	Php 4,500.00
<b>12. Vergel A. Jungco</b> <i>Special Program Officer</i>	Public Procurement Specialist – Advanced Level	November 2024	Php 15,000.00
<b>Total</b>			<b>Php 243,000.00</b>

The total cost of training for the abovementioned employees shall be charged to LCDFI funds.

For your approval.

Prepared by:

  
**NESTOR T. TAPIA**

Capacity Building Director/Admin Officer