

GROUP/DEPARTMENT/ OFFICE	TRAINING PROGRAM	No. of Involved Personnel	Basis as per Mandate, Law, Regulation or Standard
OFFICE OF THE PRESIDENT			
Office of the President	Effective Document and Records Management and/or Electronic Records Management	2	GCG Memo Circular No. 2015-07 (Corporate Governance Scorecard for GOCCs) and Sec. 8.4 of the CIAC Manual on Corporate Governance
	Technical Writing (ADMU Technical Writing Workshop)	1	
	Communicate with Impact	1	
Internal Audit	Risk Management	1	Section 4.2, Section 2 and 3 of A.O. No. 278
Safety and Environmental Management Office	Employees Orientation on the Safety Management System (SMS)	343	Audit Finding in Aerodrome Certification CAAP AO No. 139, CAAP AC 01-004
	Locators Orientation on the SMS	80	Audit Finding in Aerodrome Certification CAAP AO No. 139, CAAP AC 01-004
	LGU Forum concerning CAAP regulations within airport vicinity	100	Audit Finding in Aerodrome Certification CAAP AO No. 139, CAAP AC 01-004
	Accident Investigation	1	CAAP AO No. 139, CAAP AC 01-004
	Advance Environmental Training/Seminar	1	DOLE DO 16-01
Pass Control Office	Seminar on Questioned Document/s	3	Per Pass Control Office Mandate (Enhancement of skills of personnel)
	Photoshop cc catering 1 per concerned departments-	5	
Corporate Secretary	Seminar on Public Corporate Governance for Directors/Board Effectiveness Best Practices	11	Art. 5 (f) of the GCG Memo Circular No. 2012-05 (Fit and Proper Rule)
	Training/Continuing Education Program for Directors (i.e. Technical Seminar for the Board, How to Really Read Financial Statements, etc.)	11	GCG Memo Circular No. 2015-07 (Corporate Governance Scorecard for GOCCs) and Art. 5 (f) of the GCG Memo Circular No. 2012-05 (Fit and Proper Rule)
	Corporate Secretary as Corporated Governance Professional (or any other related seminar)	1	GCG Memo Circular No. 2015-07 (Corporate Governance Scorecard for GOCCs) and Sec. 8.4 of the CIAC Manual on Corporate Governance
	Best Practices in Corporate Housekeeping	1	GCG Memo Circular No. 2015-07 (Corporate Governance Scorecard for GOCCs) and Sec. 8.4 of the CIAC Manual on Corporate Governance
	Work Attitude and Value Enhancement (WAVE) Program	1	GCG Memo Circular No. 2015-07 (Corporate Governance Scorecard for GOCCs) and Sec. 8.4 of the CIAC Manual on Corporate Governance
BAC Secretariat	PhilGEPS Hands-on Training	1	RA 9184
	ACPI Training	2	
ASQCO	ICAO National Inspector's Course (Recertification)	2	ICAO Annex17, NCASP, CIAC ASP
	SOP Development Workshop	1	ICAO Annex17, NCASP, CIAC ASP
	AVSEC Instructor's Course	1	ICAO Annex17, NCASP, CIAC ASP
	ICAO National Auditor's Course	1	ICAO Annex17, NCASP, CIAC ASP
	Quality Control Program Development Workshop	1	

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STRATEGIC DEVELOPMENT & CORPORATE			
Records Management Office	Training on Records Maintenance & Control	50	Article II, Section 6 (c)(5) of RA 9470 also known as the National Archives of the Philippines
	Training on Recordkeeping and safekeeping of vital records and records with archival value	50	Departmental Mandate
	Seminars and Training for the Records Management Improvement	50	
Quality Office	Process-Based Auditing (Enhancing Internal Auditor's Competence)	25	ISO 9001:2015: Competency of Internal Quality Auditors must continuously be enhanced.
	Lead Auditor's Training Course (ISO)	1	ISO 9001:2015: Competency of Internal Quality Auditors must continuously be enhanced.
	Training on Customer Satisfaction Measurement/Processi ng Customer Complaints	1	QO's Mandate of ensuring the continuous improvement of CIAC's Quality Management System -- This training aims to improve the customer satisfaction survey conducted for passengers and aims to develop customer satisfaction surveys for locators/concessionaires and for other CIAC customers.
	Enhancing the Competency of Document Record Controller	1	ISO 9001:2015: Competency of the Document Controller must continuously be enhanced.
	Total Quality Management	1	QO's Mandate of ensuring the continuous improvement of CIAC's Quality Management System -- TQM is a system designed to focus on customer expectations, the prevention of problems, building commitment to continuous improvement, and the promotion of participative management.

Corporate Planning	Measuring and Managing Corporate Performance ¹	1	CPD's mandate: Responsible for planning, developing and organizing the Clark International Airport Corporation's objectives based on its vision and mission. It will assist the corporation in the delivery of efficient and effective programs that address the future development and growth of the management.
	Airport Business Development and Planning ²	1	
Human Resources	Succession Planning	2	Per HR mandate, related to the advancement of employees.
	Strategic HR	2	Per HR mandate, this is essential in the update of the Department's processes and
	Program/Course Design and Development	1	Per HR mandate, this is essential in the process of developing valuable training programs.
CCO	Management of Complaint	2	Audit Item, GCG Commitment and Scorecard
	Digital and Social Media Training		
	Basic Photo Journalism	1 per department	

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COMMERCIAL & BUSINESS DEVELOPMENT			
Marketing	Marketing Strategy and Plans	3	Generate and secure airport and aviation-related investment projects within the Clark Civil Aviation Complex.
	Contracts Administration	6	Support the smooth and seamless operation of existing airlines and business locators.
	Master Negotiations	7	Generate and secure airport and aviation-related investment projects within the Clark Civil Aviation Complex.

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AIRPORT OPERATION MANAGEMENT GROUP			
Airport Security Police	CCTV Operator's Training Course	5	The ASPD deploys CCTV operators who maintain/monitor the CCTV cameras installed at the Passenger Terminal Building and other strategic location within the aviation complex. The CCTV Section/Unit is a vital component for the department to efficiently carry out its mandated task of preventing the occurrence of unlawful interference in the aviation complex.
	AVSEC Refresher	79	
	Marksmanship/Firearms Proficiency Training (to be conducted semi-annually)	40	The security personnel have to develop and maintain an appropriate level of "accuracy" under realistic time-constrained conditions; as well as to properly handle firearms efficiently without sacrificing safety.
	AVSEC Supervisory Course	10	National Civil Aviation Security Program (NCASP). Section 17: Security Training, Objective: To ensure that the persons implementing security controls in all airports possess all competencies required to perform their duties and appropriately trained according to the standards. 17.4.1.3 AVSEC Supervisor Course: CASB-OTS Personnel, AVSEGROUP, Airport Police and CSU personnel performing supervisory duties.
	Basic X-ray Machine/Walk Through Metal Detector Operation and Troubleshooting Course	6	The ASPD is the OPR in the maintenance of the x-ray machines and Walk-through Metal Detectors (WTMD) installed at the Passenger Terminal Building. Having basic knowledge/skills in the operation and troubleshooting of these equipment will be advantageous for the assigned ASPD personnel to ensure an efficiently maintained and uninterrupted utilization of the screening equipment.
	Basic AVSEC Screening Course	20	With the proposed transfer of the operational management of the OTS-Security Screening Officers (SSOs) to CIAC, it is considered necessary that the ASPD personnel be equipped with basic knowledge in screening procedures and operation of screening equipment so as to achieve check and balance and efficient supervision of the screening operations in the airport.
	Intelligence and Investigation Course	6	
ACC	Airport Modern Communication System Training	9	To well-define and perform in full competence what the mandate states.

	Aviation Emergency Response Training	9	
Engineering and Maintenance	Basic Airfield Ground Lighting	2	Requirement for Certified Maintenance Personnel based on CAAP Audit Findings/Aerodrome Certification under RA9497 (Civil Aviation Authority Act of 2008)
	Contractor's Performance Evaluation System (CPES) Seminar	3	ISO9001:2008 Audit Findings for compliance
Airport Operations	Passenger Boarding Bridge Operations Training	14	One of the duties and responsibilities of the personnel assigned in the PTB is to operate the PBB
	Radio Telephone Licensing Seminar		
	Basic Report Writing Seminar		
Procurement	Updates on Procurement Law & its IRR	5	R.A. 9184 -- Procurement Law
	PhilGEPS Hands-on Training	2	
	Procurement Strategies Development /Excellence Seminar	1	New Set Rules on Incoterms (Importation)
ESD	Advance Cardiac Life Support	2	
	Advance Trauma Life Support	2	
	Incident Command System	2	RA 10121 Rule 7 H, Memo Circular 4 NDRRMC, Use of ICS as on scene disaster response and management mechanism
	Hazardous Material Training	2	Document 9774 of ICAO

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FINANCE AND ADMIN GROUP			
Accounting	Laws and Rules on Government Expenditures	3	
	Financial Statement Analysis	2	
	Budgeting and Forecasting	2	
Treasury	1Anti-counterfeiting Seminar (in-house training)		As custodian of corporate funds, maintain banking arrangement, direct collection of receivables
	Laws and Rules on Government Expenditures	2	
	2Collection Management and Strategies	3	
Property	Appraisal and Disposal of Government Properties	3	Commission of Aucit (COA) Standard; Department of Budget & Management (DBM)
	Government Property and Supply Management Course	3	Commission of Aucit (COA) Standard
TOTAL			

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LEGAL GOVERNANCE & CORPORATE SOCIAL			
Community Relations	Monitoring and Evaluation of Social/Community Development Projects	2	Code of Corporate Governance for the GOCC Sector Article VII
	Events Management	1	
	Psychological Association of the Phil	1	
	Play Therapy Workshop	1	