

CITIZEN'S CHARTER Head Office Internal Services



6.Training

LBRDC facilitates the competency enhancement of employees through training needed and requested.

Office/Division: Personnel Unit **Classification:** Simple **Type of Transaction:** C2C – Citizen to Citizen Who may avail: LBRDC Employees





Where to Secure



6.Trainina

* * * * * * * * * * * * * * * * * * *					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit a list of all the trainings attended.	Conduct training needs analysis and send recommendations to the Personnel Unit	None	2 weeks	Immediate supervisor / Department Head	
2.	Search for training providers who conduct training/s needed by the employee	None	2 weeks	HR Personnel	
3.	Recommend attendance of the personnel at the training	None	1 Day	Admin Head	
4.	Approve or disapprove the attendance of the employee to the training recommended	None	1 Day	President and CEO	
5. Register for the approved training.	Request for processing of payment	None	2 days	HR Personnel	
6.	Process the payment	None	5 days	Finance Department	
7. Attend the seminar	Issuance of Special Order at least 2 days prior to the scheduled seminar. Indicate the date, time, venue, and topic of the seminar to be attended	None	1 day	HR Personnel	
	TOTAL	None 1r	None 1 month and 2 weeks LBRDC		

