

**IRIGA CITY WATER DISTRICT
3 Year Human Resource Development Plan**

1. Attendance in Seminar Workshop on Local Water District Manual on Categorization, Re-Categorization and Others which includes the Organizational Structures & Staffing Patterns.

OBJECTIVES :

- To be adopt with the necessary procedures for categorization and re-categorization.
- To acquire broad perspective on organizational structure and staffing patterns.

TARGET PARTICIPANTS :

- 5 Admin. Personnel

BUDGET : Php8,000.00

2. Attendance in Plumbing Training.

OBJECTIVE :

- To acquire more knowledge of plumbing techniques for the improvement of expansion projects, repairs and maintenance of service lines.

TARGET PARTICIPANTS :

- 15 Water Maintenance Man

BUDGET : Php40,000.00

3. Attendance in Water Resources Operators Training.

OBJECTIVE :

- To be able to acquire knowledge in the operation and maintenance of pumping stations.

TARGET PARTICIPANTS :

- 16 Water Resources Facilities Operator

BUDGET : Php24,000.00

4. Attendance on Enhancement on Understanding Work and Beyond.

OBJECTIVES :

- To be able to gain more understanding on working beyond what is required.
- To internalize the values of effective and efficient work.

TARGET PARTICIPANTS :

- All ICWD Employees (except Skeletal Force)

BUDGET : Php30,000.00

5. Attendance on the Seminar on the Reduction of Non-Revenue Water.

OBJECTIVE :

- To be able to know on how to reduce water losses in order to increase revenue of the district.

TARGET PARTICIPANTS :

- 6 Technical Division Personnel.

BUDGET : Php40,000.00

6. Attendance in Seminar on Project Procurement Plan & Annual Procurement Plan.

OBJECTIVE :

- To be able to prepare project procurement plan considering the Annual Procurement Budget.

TARGET PARTICIPANTS :

- 6 Employees form 3 Divisions and members of Bids and Awards Committee.

BUDGET : Php48,000.00

7. Attendance in Geographical Information System (GIS) Seminar.

OBJECTIVE :

- Participant of the training will be able to use the fundamental functions in GIS ranging from converting data into GIS format to create a simple map layouts which will be useful in ICWD operation.

TARGET PARTICIPANTS :

- 2 Employees from Technical Division

BUDGET : P 10,000.00

8. Attendance in Basic Customer Service Skills Seminar (BCSS)

Objectives :

- To be able to develop employees of ICWD on how to deal with customers/concessionaires especially those in the frontline services.
- To be able to develop customer oriented culture in ICWD.

TARGET PARTICIPANTS :

- 40 Employees from 3 division who are in the frontline services

BUDGET : P 65,000.00

9. Attendance in Procurement, Bidding & Awards Seminar ;

OBJECTIVE :

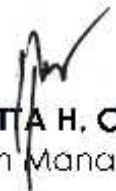
- To acquire knowledge and updates of the provisions of the Government Procurement Act.

TARGET PARTICIPANTS :

- 5 Employees, Includes Purchasing Officer and BAC Members.
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BUDGET : P 25,000.00

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