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January 18, 2018

JAN 19 2018

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MEMORANDUM

FOR : The General Manager
FROM : The Manager
Human Resource Management Department
SUBJECT : CY 2018 PPA LEARNING AND DEVELOPMENT PROGRAMS AND BUDGET

We are respectfully submitting the **CY 2018 Learning and Development Programs and Budget** in the amount of **One Hundred Twenty-Eight Million Nine Hundred Twenty Thousand Four Hundred Sixty-Seven Pesos (P128,920,467.00)**, broken down as follows:

Program Schedule	Proposed Budget
In-House Training (Schedule 1-A)	P 32,152,600.00
Succession Development Programs (1-B)	9,701,000.00
Employee Wellness Program (Schedule 1-C)	11,343,600.00
Local Training Programs (Schedule II)	4,869,000.00
Foreign Scholarship and Grants (III-A)	764,950.00
Academic Programs (Schedule III-B)	328,955.85
Priority Foreign Programs (Schedule III-C)	41,584,661.15
Retirement/Turnover Programs (Schedule IV)	2,410,000.00
QMS Programs (Schedule V)	2,796,000.00
IMS Programs (Schedule VI)	6,796,000.00
GAD Programs (Schedule VII)	8,966,000.00
Other HR Interventions (Schedule VIII)	2,727,900.00
Annual Conferences (Schedule IX)	4,479,800.00
GRAND TOTAL	P 128,920,467.00

In-house training for this year will be in a ladderized module, copy attached, supporting PPA's core functions and compliance to statutory and regulatory requirements. As such, we are respectfully requesting approval of and signature on the attached CY 2018 L&D Programs and Budget.

MARK JON S. PALOMAR

Encls: As stated

Cc: Manager, Controllership Department

VISION

"By 2020, PPA shall have provided port services of global standards."

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

Handwritten reference number: JGM011918-412