

HRD PLAN IMPLEMENTATION MATRIX

Calendar Year 2017

#14. BUILDING CAPACITIES FOR FINANCIAL RESOURCES MANAGEMENT

Desired Outcome	Outputs to be produced	Learning Objectives	Proposed HRD Intervention	Target Learners			Planned Schedule												Support Requirements					
				Number	Office(s)	Position(s)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Financial	Human Resource	Logistics	Executive Sponsorship	Other	Source of Funds
							Male	Female																
<p>Enhanced the competencies of employees on the area of Financial Resources Management:</p> <p>-Managing and maintaining the upgraded E-system</p> <p>-Maintaining Good Financial Housekeeping</p>	<p>Draft Action Plan on E-system</p> <p>Draft outline of Operation's Manual</p> <p>Results of Pre-test and Post-test</p>	<p>By the end of the LDI, the participants will be able to:</p> <p>-maintain systematic process in processing documents, reconciling of accounts and timely and accurate preparation of reports</p> <p>-applies the learning in aid of the development measures/strategies related to austerity, prudent use of resources, prevention of loss and wastage and among others in the province</p> <p>-draft outline of Operation's Manual of the three divisions of PACCO</p>	<p>Building Capacities for Financial Resources Management with the following components:</p> <p>-orientation and workshop (2days) with the following modules:</p> <p>1. Orientation and workshop (2ays) with the following modules</p> <p>1. Importance of Managing and Upgrading E-system</p> <p>2. Business Process Flow as the basis of drafting outline of Operations Manual</p>	30 males and females	PACCO						X							60,000	2 Resource Person Documenter Secretariat	LCD Projector & Wide Screen, Laptop, Venue and Training Supplies Meals and Snacks, Printing and Reproduction	Travel Orders, PTLOS, Memo Order, Activity Design	Contingencies	HRDP	