

EMPLOYEES' WELFARE AND DEVELOPMENT

The successful transformation of the Poro Point Freeport Zone is, by and large, attributable to its human resources, from the Board of Directors who sets the policies and broad directions in pursuit of PPMC's mandate and BCDA's policy directions, the management team who translate these policies to strategies, programs and projects, and to all the officers and staff who perform specific tasks to implement such strategies, programs and projects.

Cognizant of the vital role of its human resources in pursuing development efforts inside the Zone, PPMC invested in the integral development of its people and provided a wide range of opportunities for the employees to hone their professional competence as well as to enhance their personal growth. Continuing professional education is complemented by a wellness and values formation program, thus enabling them to achieve a work-life balance.

Over the years, PPMC tapped the services of experts from premier training centers, educational institutions and professional organizations to provide the best opportunities for learning. PPMC counts among its partner-institutions the People Management Association of the Philippines, Development Academy of the Philippines, Civil Service Commission, Department of Labor and Employment, Philippine National Red Cross, Civil Aviation Training Center, among others, for its in-house training programs.

Officers and staff attended selected public-run training programs conducted by top universities, sponsored by government agencies as well as those initiated by BCDA. Encouraged to join professional organization, they learn best practices from their peers and assumed leadership roles in their respective organizations.

As reward for investing in its people, PPMC prides itself with a small organization yet stepped in a culture of professional excellence, imbued with strong work ethic and ingrained with the value of service above self.

Human Resource Development

The development and retention of a competent work force is a primary concern of PPMC. It is the policy of the corporation that a continuing program of career and personal development be established for all the employees at all levels and shall create an environment or work climate conducive to the development of human resource knowledge, skills, abilities, attitudes and values for better service and performance. The policy was approved by the PPMC Board of Directors on October 18, 2003.

The Human Resources Development Program includes the following:

1. **Orientation Program**

Refers to activities and courses designed to inform new employees about PPMC's vision mission, thrust and operation as well as their duties and responsibilities, rights and benefits.

2. Re-Orientation Program

Refers to activities designed to introduce new duties and responsibilities, new policies, and programs to employees.

3. Professional/Technical/Scientific Programs

Refers to the programs on specific professional/technical/scientific areas of enhancement of knowledge, skills, and abilities of employees as well as programs for continuing professional education.

4. Employee Development Program

Refers to courses aimed at maintaining a high level of competence on basic workplace skills among employees.

5. Middle Management Development Program

Refers to a set of service interventions and training courses designed to provide Vice Presidents and other officials of comparable rank with management and administration skills to prepare them for greater responsibilities.

6. Executive Development Programs

Refers to activities and experiences and continuing education intended to enhance managerial skills of employees / officers.

7. Work Values Development Programs

Refers to courses which are designed to enhance the harness PPMC service values to be effective employees and to promote a high standard of ethics among PPMC employees.

8. Physical and Mental Fitness/Sports and Recreational Program

Refers to the activities intended to promote physical and mental health consciousness among PPMC employees. This includes the Company's Annual Sports festival.

9. Annual Team Building Activities

Refers to the activities intended to strengthen camaraderie and teamwork among employees. This includes celebration of PPMC Anniversary, Christmas and Family Day.

List of Trainings Attended by PPMC Officers and Employees:

List of Trainings CY 2015				
HRD INTERVENTIONS	PARTICIPANTS	CONDUCTED BY	DATE	No. of Training Hours
I. Executive Development Program to include Program on Good Governance				
Executive Training Programme in Urban Policy, Governance and Green City Development	Ms. Maria Victoria De Guzman- Soriano	Bases Conversion and Development Authority in partnership with Nanyang Technological University (Singapore)	October 4-17, 2015	80 hours
II. Supervisory Development Program and Management Development Program to include Leadership Development Program				
Enhancing Supervisory and Managerial Skills	Maria Victoria De Guzman-Soriano, Mary Jane B. Carlos, Maria Christina M. Yaranon, George Victor S. Pasig, Arlyn P. Tan, Lastina L. Baguya, Harry Jose J. Gatchalian, Lilito J. Membrere, Florante E. Panit, Ronel P. Hullana, Mennen C. Mendoza, Allan L. Pacio, Anthony C. Hidalgo, Marc Lawrence P. Aquino, Saturnino L. Buccat, Jr., Roger C. Crisostomo, Jr., Anne Jubilee G. Malingan, Karie B. Gongora, Carlo S. Escalona, Charlotte D. Colcol, Michelle A. Subala, Iñigo T. Balagot	People Management Association of the Philippines-La Union Chapter	September 24, 2015	8 hours
III. Enhancement of Basic Workplace Competencies				
Strategic Planning Workshop of Philippine Chamber of Commerce and Industry North Luzon Area	Eliza M. Maconocido and Arlyn P. Tan	Philippine Chamber of Commerce and Industry North Luzon Area	January 29-30, 2015	16 hours
Philippine Government Electronic Procurement System	Karie B. Gongora and Carlo S. Escalona	Bases Conversion and Development Authority	March 3-4, 2015	16 hours

(PhilGEPS) Training for Phase 1				
Seminar on Effective Business Communication Training	Charlotte D. Colcol, Abigail Q. Peralta and Florante E. Panit	Rural Bankers Research and Development Foundation, Inc.	March 21, 2015	8 hours
Training on the Use of the Agency Procurement Compliance and Performance Indicators (APCPI)	Karie B. Gongora, Charlotte D. Colcol	Government Procurement Policy Board Technical Support Office	April 15-17, 2015	24 hours
Training on Updating of WordPress and Joomla versions to the latest releases- WordPress 4.2.1 Security Release and Joomla 3.4.1	Iñigo T. Balagot	Government Web Hosting Service/Google Web Toolkit Support	May 14, 2015	8 hours
GSIS Insurance Awareness Seminar	Karie B. Gongora	Government Service Insurance System	May 21, 2015	8 hours
2014 Annual Survey on Philippine Business and Industry (ASPBI) and 2014 Survey of Tourism Establishment in the Philippines (STEP) Stakeholders Forum	Anne Jubilee G. Malingan	Philippine Statistics Authority	May 29, 2015	8 hours
6 th National Tour Guide Convention with a theme, “Tour Guides lead the way to having fun in the Philippines”	George Victor S. Pasig	Philippine Federation of Professional Tour Guide Associations (TGFED)	June 14-15, 2015	16 hours
Joint Accredited Collecting Agents (ACAs) and Employers Forum	Franklin C. Villareal	Philhealth Insurance Corporation	June 23, 2015	4 hours
Construction Safety Training (CST)	Marc Lawrence P. Aquino	Department of Labor and Employment	November 20-24, 2015	40 hours

Training on Position Classification for GOCCs	Ms. Maria Victoria De Guzman-Soriano, Ms. Charlotte D. Colcol	Governance Commission for GOCCs	December 15, 2015	8 hours
IV. Work Values Development Program				
Attitudes for Success	Charlotte Colcol, Michelle A. Subala, Iñigo T. Balagot, Carlo S. Escalona, George Victor S. Pasig, Anthony C. Hidalgo, Leonida G. Garcia, Marlou P. Pacleb	Liv Media	August 22, 2015	3 hours
Seminar on Magna Carta of Women and Anti-Violence Against Women and Children	Maria Victoria De Guzman-Soriano, Charlotte D. Colcol, Maria Christina M. Yaranon, Joanne P. Macagba, Epifanio C. Balangue, George Victor S. Pasig, Michelle A. Subala, Noel Y. Ronquillo, Roger C. Crisostomo, Jr., Abigail Q. Peralta, Lastina L. Baguya, Anne Jubilee G. Malingan	Poro Point Management Corporation in partnership with the Department of Labor and Employment	September 17, 2015	4 hours
Forum on Women Rising: Voice of the Filipina Leader in Public Service	Ms. Lastina L. Baguya and Ms. Anne Jubilee G. Malingan	Women's Business Council Philippines, Inc.	November 25, 2015	8 hours
Transcendence: Transforming Lives Beyond the Ordinary	Ms. Lastina L. Baguya	People Management Association of the Philippines	November 27, 2015	8 hours
V. Continuing Professional Education				
Tools and Techniques for Internal Auditing	Rubilyn P. Cabiles	Association of Internal Auditors, Inc.	February 11-13, 2015	24 hours
Effective Audit Report Writing	Rubilyn P. Cabiles	Association of Internal Auditors, Inc.	February 26-27, 2015	16 hours
Basic Accounting and Internal Control for Non-Accountants	Roger C. Crisostomo, Jr.	Association of Internal Auditors, Inc.	February 16-19, 2015	32 hours
VI. Professional Conferences/Summits				
41 st Annual Regional Convention of	Engr. Saturnino L. Buccat, Jr.	Geodetic Engineers of the	February 6-7, 2015	16 hours

Geodetic Engineers of the Philippines, Inc. with a theme, "Ensuring Competitiveness in the Global Practice through Effective and Continuous Professional Development"		Philippines, Inc.		
15 th National Convention of Lawyers	Atty. Manolito S. Hidalgo and Atty. Marlou P. Pacleb	Integrated Bar of the Philippines	March 20, 2015	8 hours
Philippine Institute of Civil Engineers, Inc. Region 1 Technical Conference, with the theme, "The Filipino Civil Engineer Ready for Global Practice"	Engr. Cerila A. Corpuz and Engr. Mennen C. Mendoza	Philippine Institute of Civil Engineers, Inc.	April 29-30, 2015	16 hours
9 th PMAP Luzon Summit with a theme, "Deepening of Human Resource Management Towards Global Competitiveness"	Ms. Maria Victoria De Guzman-Soriano, Charlotte D. Colcol, Michelle A. Subala	People Management Association of the Philippines	May 28-30, 2015	16 hours
52 nd PMAP Annual Conference with a theme, "HR Pilipinas People Agenda and Beyond"	Charlotte D. Colcol	People Management Association of the Philippines	October 12-14, 2015	12 hours
Philippine Institute of Certified Public Accountants (PICPA) 70th Annual National Convention	Ms. Lenima B. Judan, Ms. Rubilyn P. Cabiles	Philippine Institute of Certified Public Accountants	November 25-28, 2015	32 hours
VII. Airport Specialized Trainings				
First Aid and Basic Life Support Training	Harry Jose J. Gatchalian, Michelle A. Subala, Jovito A. Valido, Noel Y. Ronquillo, Joanne P. Macagba, Lilito J. Membrere, Ronel P. Hullana, Florante E. Panit, Danilo B. Aguilar, Mennen C. Mendoza, Allan L. Pacio, Ernie B. Dulay,	Philippine Red Cross- La Union Chapter	February 16-19, 2016	40 hours

	Roberto J. Opido, Anthony C. Hidalgo, Rogelio E. Petran, Rolando T. Carino, Nelson M. Flores, Jonathan B. Hufana, Greg I. Mabutas, Garry A. Navidad, Michael H. Tagalog, Epifanio C. Balangue and Edgardo P. Pacio			
Airfield Power Supply System Course	Engr. Epifanio C. Balangue	Civil Aviation Training Center	July 6 to August 7, 2015	200 hours
State Safety Program Implementation Seminar	Anthony C. Hidalgo, Edgardo P. Pacio, Rolando T. Carino, Greg I. Mabutas, Lilito J. Membre	Civil Aviation Training Center	August 4-6, 2015	32 hours
State Safety Program Implementation Seminar	Allan L. Pacio, Nelson M. Flores, Michael A. Tangalin, Garry A. Navidad, Ronel P. Hullana	Civil Aviation Training Center	August 11- 13, 2015	24 hours
Safety Management Systems Course	Engr. Epifanio C. Balangue and Mr. Edgardo P. Pacio	Civil Aviation Training Center	August 24- 28, 2015	40 hours
Sate Safety Program Implementation Seminar	Harry Jose J. Gatchalian, Roberto J. Opido, Michael H. Tagalog	Civil Aviation Training Center	September 1- 3, 2015	24 hours
Aerodrome Rescue and Firefighting Refresher Course	Josefa Catherine T. Bada, Epifanio C. Balangue, Rolando T. Carino, Ernie B. Dulay, Nelson M. Flores, Harry Jose J. Gatchalian, Anthony C. Hidalgo, Ronel P. Hullana, Greg I. Mabutas, Lilito J. Membre, Mennen C. Mendoza, Garry A. Navidad, Roberto J. Opido, Allan L. Pacio, Edgardo P. Pacio, Florante E. Panit, Rogelio E. Petran, Michael H. Tagalog, Michael A. Tangalin	Civil Aviation Training Center	September 7- 11, 2015	40 hours

State Safety Program Implementation Seminar	Josefa Catherine T. Bada, Mennen C. Mendoza, Rogelio E. Petran, Epifanio C. Balangue, Ernie B. Dulay, Florante E. Panit	Civil Aviation Training Center	October 13-15, 2015	24 hours
Ruway Safety Program	Josefa Catherine T. Bada, Epifanio C. Balangue, Rolando T. Carino, Ernie B. Dulay, Nelson M. Flores, Harry Jose J. Gatchalian, Anthony C. Hidalgo, Ronel P. Hullana, Greg I. Mabutas, Lilito J. Membrere, Mennen C. Mendoza, Garry A. Navidad, Roberto J. Opido, Allan L. Pacio, Edgardo P. Pacio, Florante E. Panit, Rogelio E. Petran, Michael H. Tagalog, Michael A. Tangalin	Civil Aviation Training Center	November 16-20, 2015	40 hours
VIII. Implementation of the Quality Management System				
Workshop on the Preparation of Individual Performance Agreement	All PPMC Employees	Ms. Maria Victoria De Guzman-Soriano, Quality Management Representative	January 23-29, 2015	8 hours
Review of Quality Management System (Quality Manual and Manual of Mandatory Procedures)	All PPMC Employees	Ms. Maria Victoria De Guzman-Soriano, Quality Management Representative and Training and Development Team	May 13-14, 2015	8 hours
Re-orientation on Quality Manual, Manual of Mandatory Procedures, Citizen's Charter and Manual of Operations/Procedures	All PPMC Employees	All Process Owners, Training and Development Team	October 8, 2015 and October 12, 2015	8 hours

Trainings CY 2014				
HRD INTERVENTIONS	PARTICIPANTS	CONDUCTED BY	DATE	No. of Training Hours
I. Executive Development Program				
Orientation-Seminar on Public Corporate Governance	Dir. Vladimir S. Rodriguez, Dir. Manolito Hidalgo	Development Academy of the Philippines	May 27, 2014 to May 28, 2014	16 hours
II. Employee Development Program				
Effective Business Writing Training Course	Ms. Arlyn P. Tan, Mr. George Victor S. Pasig	Ateneo Center for Continuing Education	April 21, 2014 to April 22, 2014	16 hours
Area Wide Seminar of Ilocos Region Conflict Administration Resolution Ensemble, Inc. (I-CARE) with the theme “Achieving Productivity and Excellence through Welfare, Safety and Security”	Ms. Charlotte D. Colcol	Ilocos Region Conflict Administration Resolution Ensemble, Inc. (I-CARE) in partnership with National Conciliation and Mediation Board-Region I	April 30, 2014	8 hours
Local Tour Guide Training Course	Ms. Lastina L. Baguya	Provincial Government of La Union	May 12, 2014 to May 23, 2014	80 hours
Balanced Scorecard: Aligning Your Performance and Results	Ms. Arlyn P. Tan	Ateneo de Manila University	June 9, 2014 to June 10, 2014	16 hours
Strategic Planning for Competitive Advantage Seminar	Ms. Arlyn P. Tan	Guthrie-Jensen Consultants, Inc.	June 17, 2014 to June 19, 2014	24 hours
Learning Session on ASEAN Integration: Opportunities and Threats – Its Impact on People Managers	Management Committee, Office for Business Development Manager and Corporate Planning Officer	People Management Association of the Philippines – La Union Chapter	June 27, 2014	4 hours
Performance Evaluation System Workshop	Ms. Charlotte D. Colcol and Ms. Arlyn P. Tan	Governance Commission for Government Owned or Controlled Corporations	July 25, 2014	8 hours

2013 Annual Survey of Philippine Business and Industry (ASPBI) and 2013 Annual Survey on Information and Communication Technology.	Ms. Lenima B. Judan	Philippine Statistics Authority	October 14, 2014	8 hours
Orientation-Seminar on the City's Anti-Smoking Ordinance	Mr. Harry Jose J. Gatchalian	City of San Fernando	December 4, 2014	8 hours
Towards Financial Independence – Managing Personal Finances and Pay Only for Creating Customer Value – Developing Cost Effective Compensation Systems.	Ms. Maria Victoria De Guzman-Soriano, Ms. Michelle A. Subala, Ms. Charlotte D. Colcol, Ms. Arlyn P. Tan, Ms. Lastina L. Baguya, Ms. Mary Jane B. Carlos, Ms. Jaime Joseph E. Bautista, Mr. Harry Jose J. Gatchalian, Mr. Lilito J. Membrere, Engr. Cerila A. Corpuz, Ms. Leonida G. Garcia, Ms. Eliza M. Maconocido, Ms. Karie B. Gongora, Mr. Jay-R Heinrick A. Valencia, Ms. Norie V. Dequito, Ms. Lenima B. Judan, Ms. Christine Joy T. Vegara, Ms. Anne Jubilee G. Malingan, Mr. Jovito A. Valido, Ms. Rubilyn P. Cabiles	People Management Association of the Philippines-La Union Chapter	December 5, 2014	8 hours
Aerodrome Radio Phraseology Training	Mr. Anthony C. Hidalgo, Mr. Rogelio C. Petran, Mr. Nelson M. Flores, Mr. Garry A. Navidad, Mr. Rolando T. Carino, Mr. Greg I. Mabutas, Mr. Michael A. Tangalin, Mr. Michael H. Tagalog, Ms. Josefa Catherine T. Bada, Engr. Mennen C. Mendoza, Mr. Allan L. Pacio, Mr. Roberto J. Opido, Mr. Ernie B. Dulay, Mr.	Civil Aviation Authority of the Philippines	December 12, 2014	8 hours

	<p>Edgar P. Pacio, Mr. Antonio D. Marquez, Engr. Epifanio C. Balangue, Mr. Lilito J. Membrere, Mr. Florante E. Panit, Mr. Dabilo B. Aguilar, Mr. Ronel P. Hullana, Mr. Joel G. Caringal and Mr. Harry Jose J. Gatchalian</p> <p>Participants from other agencies : Mr. Darwin Chinaman, Mr. Ryan Im-Motna, P. Insp. Jimmy Sion, SPO4 Marrero Teofilo, SPO2 Marilou Zambrano, PO2 Robert John Santos, Mr. Angelo Fernandez</p>			
III. Supervisory Development & Management Development Program				
Supervisory Development Course Track 1	Ms. Arlyn P. Tan and Engr. Epifanio C. Balangue	Civil Service Commission	August 12, 2014 to August 15, 2014	32 hours
Leading/ Managing People Through Employee Discipline	Management Committee and Supervisors	People Management Association of the Philippine- La Union Chapter	August 22, 2014	8 hours
IV. Continuing Professional Education				
Mandatory Continuing Legal Education (MCLE Seminar)	Atty. MarlouPacleb	Integrated Bar of the Philippines – La Union Chapter	May 5, 2014 to May 7, 2014	24 hours
Operational Auditing: Influencing Positive Change (2014 Updated) Seminar	Ms. Lenima B. Judan	IIAP Center for Professional Development	April 25, 2014 to April 26, 2014	16 hours
Seminar on Preparing Quality Work Paper	Ms. Rubilyn P. Cabiles	The Institute of Internal Auditors of the Philippines	December 11, 2014	8 hours
V. Professional Conferences/Summits				
40 th National Convention of the United Architects of the Philippines	Arch. Marc Lawrence P. Aquino	United Architects of the Philippines	April 10, 2014 to April 12, 2014	24 hours

8 th PMAP Summit with a theme “Global Mainstreaming of People Manager’s Competencies and Mobility”	Ms. Maria Victoria de Guzman-Soriano and Ms. Charlotte D. Colcol	People Management Association of the Philippines-Bicol Chapter	May 7, 2014 to May 8, 2014	16 hours
VI. Implementation of the Quality Management System				
Orientation Program on Quality Management System of Poro Point Management Corporation	All PPMC Employees	Quality Management Representative and Training Development Team	May 27, 2014 to May 28, 2014	8 hours
Re-orientation on Quality Management System of Poro Point Management Corporation	All PPMC Employees	Quality Management Representative and Training Development Team	September 18, 19 and 24, 2014	24 hours
Basic Customer Service Skills Training	Ms. Michelle A. Subala, Mr. Michael A. Tangalin, Mr. Jay-R Heinrick A. Valencia, Mr. Greg I. Mabutas, Mr. Jonathan B. Hufana, Ms. Norie V. Dequito, Mr. Roger C. Crisostomo, Ms. Leonida G. Garcia, Mr. Ernie B. Dulay, Mr. Michael H. Tagalog, Mr. Lilito J. Membrete, Mr. Anthony C. Hidalgo, Mr. Roberto Opido, Mr. Danlo B. Aguilar, Mr. Jovito A. Valido, Mr. Jay-R Heinrick A. Valencia, Mr. Mennen C. Mendoza, Ms. Eliza M. Maconocido, Ms. Abigail Q. Peralta, Mr. Rolando T. Carino, Mr. Freddie A. Trinidad, Mr. Noel Y. Ronquillo, Mr. Garry A. Navidad, Mr. Allan L. Pacio	Civil Service Commission	November 24 to November 23, 2014	16 hours
Orientation on the Fourth Revision of the Quality Manual and	All PPMC Employees, Janitors/Messengers and Security Guards	ISO Core Team	November 26, 2014	4 hours

Mandatory Procedures and Final Coordination Meeting for the Stage 2 Audit of the Third Party Certifying Body				
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PPMC WORK ENVIRONMENT

It is the policy of the PPMC to promote the well-being, satisfaction and motivation of its officers and staff by providing them a work environment that is conducive for working and learning by defining workstations, and formulating and observing quality workplace standards.

PPMC has set in place policies to ensure orderly conduct of its employees such as Office Decorum and Code of Discipline. PPMC has also instituted the quarterly Employees' Hour as a venue for management to communicate corporate plans, programs and accomplishments as well as to dialogue on issues concerning employee welfare and services.

The end objective of this is to establish a quality work-life for the PPMC's staff in order to work more effectively and efficiently.

While enhancing the professional and technical skills of employees, PPMC provided interventions to nurture employees' soft skills and to develop their core values. Annual team building activities and sports activities strengthened the *esprit de corps*.

In recognition of the need for work-life balance, PPMC implemented its health and wellness program which included a sports festival, zumba sessions and health awareness seminars which are conducted during the Employee's Hour.

I. Health and Wellness Program for Employees CY 2015				
Employee's Hour and Health Awareness Seminar	All PPMC Employees	Poro Point Management Corporation	February 22, 2015	4 hours
Employee's Hour and Health Awareness Seminar	All PPMC Employees	Poro Point Management Corporation	March 30, 2015	4 hours
Family Day and Team Building Activities	All PPMC Employees	Poro Point Management Corporation	May 22, 2015	8 hours
Employee's Hour and Health Awareness Seminar	All PPMC Employees	Poro Point Management Corporation	June 23, 2015	4 hours
Employee's Hour and Health Awareness Seminar	All PPMC Employees	Poro Point Management Corporation	August 26, 2015	4 hours
Employee's Hour and Health Awareness	All PPMC Employees	Poro Point Management	February 22, 2015	4 hours

Seminar		Corporation		
II. Health and Wellness Program for Employees CY 2014				
Employee's Hour and Health Awareness Seminar	All PPMC Employees	Poro Point Management Corporation	April 3, 2014	3 hours
PPMC Family Day	All PPMC Employees	Poro Point Management Corporation	May 30, 2014	8 hours
Employee's Hour and Health Awareness Seminar	All PPMC Employees	Poro Point Management Corporation	August 27, 2014	3 hours