 <p><b>LBP RESOURCES AND DEVELOPMENT CORPORATION</b> 24<sup>TH</sup> Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<h1>ADMINISTRATIVE MANUAL</h1>	<b>Class Code: D</b>
	<h2>CHAPTER 14: TRAINING</h2>	Reference Code: <b>OM-ADM</b> Revision Number: <b>00</b> Effective Date: <b>Nov. 20, 2018</b> <b>Page 35 of 49</b>

### 14.1 General

After the employees have been selected and placed, they shall be trained. The concern for manpower training and development stems from the realization that continued growth and stability of the Company will depend on the capability and skills of its human resource.

### 14.2 Identification of Training Needs

Training needs and priorities of each unit/department shall be determined by the Administrative Department in consultation with the respective heads of unit/department. The approval shall be documented by a Special Order signed by the President & CEO for local training and by a Board Resolution approved by the Board of Directors for foreign training.

The identified training needs shall be evaluated by the Administrative Department for possible incorporation in the in-house training programs or for searching of suitable external training offerings to send trainees to.

### 14.3 Training Invitations and Offers


All training invitations received by employees or unit/departments shall be forwarded to the Administrative Department for evaluation and matching the previously identified training needs. Course offering which match the identified needs shall be referred by the Administrative Department to the unit/department concerned for nomination of participants for training.

Nominees shall be evaluated by the Administrative Department based on the minimum requirements of the training courses. Nominees possessing the minimum requirements shall be referred to the concerned unit/department heads for endorsement.

### 14.4 Training Request Requirements

Department/Unit Heads may support an employee's request to participate in a development program by flexible or alternate work scheduling, leave without pay, leave with full or part pay, full or part payment of fees and expenses, and temporary or part-time reassignment in another unit.

- The employee has completed the probationary period, if required, and;

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- The employee's performance is satisfactory or better.

#### **14.5 Required Program Attendance**

When a unit head requires an employee to attend a training or development program, the time spent in attendance shall be counted as time worked, and the full fees and related costs (i.e., materials, travel and per diem) shall be paid by the company.

#### **14.6 Continuing Education for License Maintenance**

Continuing education courses for the maintenance of licenses which are requirements for employment in the employee's present position are not automatically considered professional development programs and do not necessarily qualify for fee reimbursement.