



CENTER FOR TRAINING AND PROFESSIONAL DEVELOPMENT

2/F Business Center | (075) 529-5223 local 0000

EASTER B. BELANDRES, PhD

Director/Associate Professor III

VISION

A premier center for professional development through progressive quality career plan for all individuals in the university

MISSION

To provide exceptional, versatile, innovative, outcome-based training to a diverse professional discipline in support of the organization's commitment to convey competency-based training and development

GOAL AND OBJECTIVES

- To provide quality, cost-effective, innovative, and diverse professional career plan to increase individual and organizational performance.
- To create a scientifically-based programs that bring out the best in all individuals
- To establish innovative and diverse programs that value professional growth in support of the organization's commitment to student and employee development, partnerships, and organizational enrichment.
- To instill active involvement to various fields of career growth among individuals in the university that will bring out the best in them.
- To provide self-motivated trainings and professional development programs.
- To form external partnerships and linkages in training and development.



EXTERNAL/INTERNAL SERVICES

Office or Division	Center for Training and Professional Development			
Classification	Technical			
Type of Transaction	UCU Offices/Departments/Colleges			
Who may avail	UCU Employees			
Checklist of Requirements			Where to Secure	
Non-CPD Training Proposals			Drafted by the Proponent's Office	
Client Steps	Agency Actions	Fees to be paid	Processing time	Person Responsible
1. Submit the Training Proposal to CTPD Staff	CTPD Staff to log the incoming training proposal in the incoming logbook	None	1 minute	CTPD Staff
2.	CTPD Staff reviews the details of the training proposal for correction or recording	None	10 minutes	CTPD Staff
3.	Endorse the training proposal to Director, CTPD for comment or signature	None	10 minutes*	CTPD Director
4.	Record the Training Proposal to the whiteboard and to the outgoing logbook and endorse it to the next higher office concerned	None	5 minutes	CTPD Staff
5. Submit copy of approved and duly signed Training Proposal to CTPD	Receive and log the approved proposal in the records book of trainings, update the calendar of trainings	None	1 minute	CTPD Staff
6.	Conduct coordination to concerned offices when needed	None	1 hour	CTPD Staff
End of Transaction				

*Processing time granted that Director, CTPD is available, or authorization to sign on behalf of Director, CTPD is given



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Checklist of Requirements			Where to Secure	
Non-CPD Training Proposals			Download appropriate CPD program forms from the PRC CPDAS Portal	
Client Steps	Agency Actions	Fees to be paid	Processing time	Person Responsible
1. Submit the Proposed CPD Program CTPD Staff	CTPD Staff to log the incoming training proposal in the incoming logbook	None	1 minute	CTPD Staff
2.	CTPD Staff reviews the details of the training proposal for correction or recording	None	10 minutes	CTPD Staff
3.	Additional forms will be forwarded to proponent's email for accomplishment	None	As soon all details of the proposal was determined final	CTPD Staff
4. Fill up the supplemental CPD Forms related to proposed CPD Program	None	None	3 days*	Client
5. Submit supplemental CPD forms for proposed CPD Program	Receive and record supplemental CPD forms in the incoming log book of CTPD	None	1 minute	CTPD Staff
6.	Fill up petty cash voucher request for PRC processing fee and submit to OUP for approval/signature	None	1 minute	CTPD Staff
7.	Process the application for CPD Program online upon receipt of processing fee from Cashiers office	None	4 hours	CTPD Staff
8.	Pay the appropriate amount of processing fee thru PRC affiliated online payment centers	None	5 minutes	CTPD Staff
9.	Inform proponent of the status of the proposed CPD Program submitted to PRC CPDAS	None	1 minute	CTPD Staff
End of Transaction				