



PHILIPPINE
NATIONAL
CONSTRUCTION
CORPORATION

Performance-Enhancing Mechanisms for Employee Participation for CY 2021

Training Programs and Activities Conducted

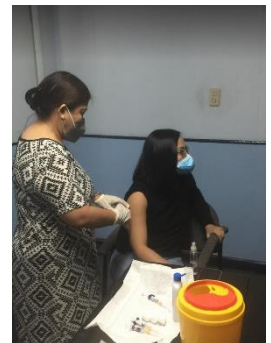
Your partner in building the tollroad
TOLLROAD TO CHANGE
TOLLROAD TO PROGRESS

Team Building

Over the past few years, PNCC had undertaken regular team building activities to make time and space for employees to bond. The activities were organized by a committee headed by Mr. Felix M. Erece, Jr., Head of Human Resource Division aimed at scouting the venue, planning and realizing the activities. However, in view of the COVID-19 Pandemic, team building activities has been put on hold pursuant to the Joint Resolutions, Proclamation No. 922 (s. 2020) and Republic Act No. 11332, the company being a GOCC was informed of and directed to adopt, coordinate and implement the guidelines on the imposition of Stringent Social Distancing Measures. Mass gatherings especially non-essential work-related gatherings was prohibited. Further, an enhanced community quarantine was imposed over the entire National Capital Region where strict home quarantine was implemented in all households; transportation was suspended; a work from home scheme was implemented.

Upon the recommendation of the President and CEO, Miguel E. Umali, the PNCC Board approved that the budget allocated for the Company's Team Building activity was realigned in order to finance the anti-flu and anti-pneumonia booster vaccines to be administered to all employees and the members of the Board. The initiative was Management's precautionary measure in adopting to the new normal, ensuring in the process, the health, safety and well-being of all PNCC employees after the lifting of the quarantine in Metro Manila.

Administration of Anti Flu and Anti Pneumonia Booster Vaccine to PNCC Employees



TRAINING / SEMINARS ATTENDED

Training / Seminar Title	Conducted By	Inclusive Date/s	No. of Employees				
			R&F	S	M	E	Total
PAG-IBIG Fund Webinar	PAG-IBIG	January 20, 2021	5	10	3		18
QMS Awareness Training	BSI	May 7, 2021			1		1
Workplace Security Guidelines	PNCC – In-house	May 26, 2021	17	14	5	3	39
Citizen's Charter							
Documented Control Procedure and Documented Information Procedure	PNCC – In-house	May 31, 2021	1	8	4		13
Communication Procedure	PNCC – In-house	May 31, 2021	2	7	3		12
Complaint Handling Procedure	PNCC – In-house	May 31, 2021	2	7	3		12
Management Review Procedure and Objectives Control Procedure	PNCC – In-house	June 2, 2021	2	8	2	1	13
Customer Satisfaction Procedure	PNCC – In-house	June 2, 2021	2	6	4	1	13
Risk and Opportunities Procedure	PNCC – In-house	June 2, 2021	1	9	5	1	16
Guidelines on ICT Repair and Technical Assistance / Software Installation	PNCC – In-house	June 7, 2021	4	8	4		16
Guideline on Acquisition, Delivery and Inspection of Computers and Related Peripherals	PNCC – In-house	June 7, 2021	4	8	4		16
Guideline on Use of Network, Internet and Email	PNCC – In-house	June 7, 2021	4	9	3		16
Purchasing Procedure	PNCC – In-house	June 9, 2021	1	8	7		16
Warehousing Procedure	PNCC – In-house	June 9, 2021	3	6	7		16
Asset Disposal Procedure	PNCC – In-house	June 9, 2021	2	9	6		17
Internal Quality Audit Procedure	PNCC – In-house	June 14, 2021	2	8	3		13
Contracts Review, Monitoring and Control Procedure	PNCC – In-house	June 14, 2021	1	6	5	1	13
Leasing Procedure and Property Management Procedure	PNCC – In-house	June 14, 2021	2	6	6		14
Property Disposition Procedure	PNCC – In-house	June 14, 2021	2	6	5		13
Disbursement and Bank Reconciliation Procedure	PNCC – In-house	June 16, 2021	3	9	5		17
Collection Process and Check Disbursement Process Flowcharts	PNCC – In-house	June 16, 2021	3	6	4		13
Payroll Process and Petty Cash Process Flowcharts	PNCC – In-house	June 16, 2021	2	5	4		11
Revolving Fund and Time Deposit Process Flowcharts	PNCC – In-house	June 16, 2021	3	5	5		13
Recruitment and Training Procedure	PNCC – In-house	June 16, 2021	3	7	3		13
Internal Procedure in the Investor Selection and Evaluation for Tollway Development and Construction of Tollroad	PNCC – In-house	June 21, 2021	2	7	4		13
Supplies Control Procedure	PNCC – In-house	June 23, 2021	6	7	6		19
Building Maintenance Guideline	PNCC – In-house	June 23, 2021	3	4	6		13
Equipment Control Procedure	PNCC – In-house	June 23, 2021	2	5	5		12
FOI POLICY ROLL-OUT: An Orientation on the No Wrong Door Policy and Protecting Personal Data under the FOI Program	FOI-PMO Team (PCOO)	12 October 2021			1		1
Re-echoing of Internal Quality Audit	PNCC – In-house	November 9-11, 2021		2			2
Internal Quality Audit Refresher Course	PNCC – In-house	November 18-19, 2021	1	11	5	2	19

Legend : R&F – Rank and File

S – Supervisory Level

M – Managerial level

E - Executive

PAG-IBIG Fund (HDMF) Webinar. The Home Development Mutual Fund (HDMF), commonly known as the Pag-IBIG Fund, is a government-owned and controlled corporation under the Department of Human Settlements and Urban Development of the Philippines responsible for the administration of the national savings program and affordable shelter financing for Filipinos. This webinar includes discussion about Pag-IBIG Online Services, Membership savings and programs: MP2 (Modified Pag-IBIG 2) Savings, Membership for Overseas Filipino Workers (OFWs), Pag-IBIG Housing Loan, Affordable Housing Loan for Minimum-Wage Earners, Home Saver Programs, Properties for Sale (Acquired Assets), Short-Term Loans, Short-Term Loan (STL), CALAMITY LOAN, Pag-IBIG Savings Claim, Pag-IBIG Loyalty Card

Plus. Virtual Pag-IBIG allows its members to safely and conveniently access Pag-IBIG Fund's services anytime, anywhere using just smartphone or computer with internet connection. Virtual Pag-IBIG also provides a chat service with a Lingkod Pag-IBIG service representative ready to answer inquiries or concerns.

QMS AWARENESS TRAINING. Continuous QMS Awareness Training has been conducted to employees of PNCC to create awareness within the organization regarding various basic requirements of the ISO 9001:2015 standard and impart working knowledge on these requirements can be interpreted to suit the organization's processes, services, people and customers.

WORKPLACE SECURITY GUIDELINES. An in-house training conducted by PNCC's Security Officer discussing how to ensure the workplace, physical assets and digital data from both the external and internal threats. He also tackled the procedures and guidelines to identify standard measures for workplace security and to ensure that the employees, stakeholders and temporary workers to comply with these standards.

CITIZEN'S CHARTER. An in-house training conducted by PNCC's ISO Core Team which provided information on the company's frontline services, step-by-step procedures, processing time, and fees for requesting services or other transactions.

DOCUMENT CONTROL PROCEDURE AND DOCUMENTED INFORMATION CONTROL PROCEDURE. An in-house training conducted by Document Controller and Records Control personnel discussing the control of document identification, review, approval, update and distribution to authors / users thereof, and prevent unintended use of documents already declared obsolete, or to apply suitable identification of the same, if retained for any specified purpose while the Records control personnel discussed the importance of control of documented information as evidence of conformity to requirements and of the effective operation of the quality management system, consistent with established controls in identification, storage, protection, retrieval, retention time and disposition of documented information.

COMMUNICATION PROCEDURE. An in-house training conducted by ISO Core Team providing information on proper handling of incoming and outgoing documents received, response and control.

COMPLAINT HANDLING PROCEDURE. An in-house training conducted by ISO Core Team discussing the timely and efficient processing of complaints in line with providing quality service to customers and other relevant interested parties and the continual improvement of the QMS.

MANAGEMENT REVIEW PROCEDURE. An in-house training conducted by ISO Core Team providing the attendees with the activities involved in the continuity, suitability, adequacy and effectiveness of the QMS.

OBJECTIVES CONTROL PROCEDURE. An in-house training conducted by ISO Core Team discussing the importance of establishing the quality objectives in the implementation, monitoring and improvement of QMS.

CUSTOMER SATISFACTION PROCEDURE. An in-house training conducted by ISO Core Team discussing the suitability, adequacy and effectiveness of QMS through periodic management reviews of the system.

RISK AND OPPORTUNITIES MANAGEMENT PROCEDURE. An in-house training conducted by ISO Core Team discussing the activities involved in identifying, analyzing, evaluating, monitoring and addressing the risks and opportunities that may affect the operating of QMS.

GUIDELINE ON ICT REPAIR AND TECHNICAL ASSISTANCE AND SOFTWARE INSTALLATION. An in-house training conducted by Management Information System Department on establishment and maintenance of documented repair and maintenance on all ICT resources of the company. The training further discussed the importance of company's compliance with Intellectual Property Rights Law through the use and installation of licensed software.

GUIDELINE ON ACQUISITION, DELIVERY AND INSPECTION OF COMPUTERS AND RELATED PERIPHERALS. An in-house training conducted by Management Information System Department on the activities on acquisition, delivery and inspection of all acquired ICT resources of the company to ensure its conformance to specified requirements to maintain compatibility and lower cost of ownership.

GUIDELINES ON USE OF NETWORK, INTERNET AND EMAIL. An in-house training conducted by Management Information System Department to employees with rules and guidelines about appropriate use of the network, internet access and email facility.

PURCHASING PROCEDURE. An in-house training conducted by Materials Management Division in regard the activities involved in the purchase of products or acquisition of services to ensure it conform to specified requirements.

WAREHOUSING PROCEDURE. An in-house training conducted by Materials Management Division in regard the activities involved in the effective management, control of storage, safekeeping and transfer of supplies and materials to intended users.

ASSET DISPOSAL PROCEDURE. An in-house training conducted by Materials Management Division in regard the control and systematic disposal of assets/properties according to optimum return principles.

INTERNAL QUALITY AUDIT. An in-house training conducted by ISO Core Team in regard the activities involved in determining whether the QMS conforms to and is implemented and maintained in accordance to ISO 9001:2015 standard, its own procedure and statutory and regulatory requirements.

CONTRACTS REVIEW, MONITORING AND CONTROL PROCEDURE. An in-house training conducted by Legal Department discussing the activities involved in the contracts review to the agreements entered by the company are within legal bounds and consistent with the quality goals and objectives of the company.

LEASING PROCEDURE AND PROPERTY MANAGEMENT PROCEDURE. An in-house training conducted by Realty Management Department in regard the activities involved in the administration of lease and necessary obligations and requirement for compliance to ensure that all properties are properly documented and well-maintained.

PROPERTY DISPOSITION PROCEDURE. An in-house training conducted by Realty Management Department discussing the activities involved in the disposition of property and generate additional revenue.

DISBURSEMENT AND BANK RECONCILIATION PROCEDURE. An in-house training conducted by Controllership Department in regard the activities involved in bank reconciliation of company accounts and disbursement to ensure the correctness and accuracy of invoices and supporting documents in preparation of APV/CV and provision of accounting entries to generate financial statements.

COLLECTION PROCESS, CHECK DISBURSEMENT PROCESS FLOWCHART. An in-house training conducted by Treasury Department in regard the activities involved in collection and activities involved to ensure that sufficient funds are available to meet the ongoing operation of QMS.

PAYROLL AND PETTY CASH PROCESS. An in-house training conducted by Treasury Department in regard the activities involved in payroll of employees and process of the petty cash fund.

REVOLVING FUND AND TIME DEPOSIT PROCESS FLOWCHART. An in-house training conducted by Treasury Department in regard the activities involved in processing the revolving fund and time deposit.

RECRUITMENT AND SELECTION PROCEDURE. An in-house training conducted by Human Resource Division in regard the activities involved in recruitment and selection of personnel based on qualifying standards of the company.

TRAINING PROCEDURE. An in-house training conducted by Human Resource Division in regard the activities involved in acquiring training needs of employees required in the performance of their function in the company.

INTERNAL PROCEDURE IN THE INVESTOR SELECTION AND EVALUATION FOR TOLLWAY DEVELOPMENT AND CONSTRUCTION OF TOLLROAD. An in-house training conducted by Technical Working Group for Tollway Development in regard the activities involved in the selection and evaluation of investor for tollway development project.

SUPPLIES CONTROL PROCEDURE. An in-house training conducted by General Services in regard the activities involved in the effective management, control of storage, safekeeping and transfer to intended users of supplies and materials that form part of the QMS.

BUILDING MAINTENANCE GUIDELINE. An in-house training conducted by General Services in regard the actions to undertake in maintaining the facilities consistent with established and accepted building standards.

EQUIPMENT CONTROL PROCEDURE. An in-house training conducted by General Services in regard the proper and efficient equipment control, utilization and maintenance and disposal in line with QMS.

FOI POLICY ROLL-OUT: An Orientation on the No Wrong Door Policy and Protecting Personal Data under the FOI Program. The FOI-PMO of the Presidential Communications Operations Office conducts a yearly event which aims to be a platform for FOI Receiving officers to discuss FOI Policy Roll-Out, presentation of FOI MC No. 21-03 2021 Retention Period of Personal Information and Sensitive Personal Information Gathered through the Standard FOI Request Form and Electronic Freedom of Information (eFOI) Portal, and FOI MC No. 21-04 2021 De-Identification of Requester's Personal Information in the Electronic Freedom of Information Portal Otherwise known as the "Policy on Anonymization" and FOI MC No. 21-05 2021 Guidelines on the Referral of the requested information, official record/s, and public record/s to the appropriate government agency otherwise known as the "No Wrong Door Policy for FOI.

RE-ECHOING OF INTERNAL QUALITY AUDIT. An in-house training conducted by ISO Core Team to prospective IQA to provide guidance and practical experience in planning, executing, reporting and audit follow-up of an internal audit, when monitoring the effectiveness and conformity of a QMS.

INTERNAL QUALITY AUDIT REFRESHER COURSE. An in-house training conducted by ISO Core Team to all appointed IQAs to provide guidance and practical experience in planning, executing, reporting and audit follow-up of an internal audit, when monitoring the effectiveness and conformity of a QMS (ISO 9001).

