



Republic of the Philippines
PHILIPPINE RECLAMATION AUTHORITY
(Public Estates Authority)

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PHILIPPINE RECLAMATION AUTHORITY
CAREER DEVELOPMENT PLAN

A. RATIONALE

The Philippine Reclamation Authority's vision may be achieved through a relevant and sustainable career development plan for the agency. Providing career growth opportunity to all PRA officers and employees at varying grades/levels and job positions, with no *discrimination*, will boost both the employees and the company's productivity and morale. Thus, the PRA Human Resource Management Division designed an attainable career development program for PRA employees by identifying their career paths, goals and objectives in Government Service.

B. MEANING OF CAREER DEVELOPMENT

Career development is a lifelong process to help employees learn and achieve more by gaining knowledge and improving skills that help establish one's professional and personal advancement. It is programmed to provide developmental activities that lead to professional competence and new learning (or re-learning). The plan will hone one's skills in his/her current job and prepares him/her for other/new tasks as well. The plan may include classes in management, working with a mentor in another department or familiarization or preparation to a new position. Whether an employee seeks self-improvement or intent on making a career change, or move up within the agency, the plan aims to guide and assist the individual.

C. RESPONSIBILITY FOR CAREER DEVELOPMENT PLAN

1. By the Agency:

PRA, as a government institution, has the responsibility to provide career development options for employees, through programs that address their developmental needs. Such programs are planned, budgeted, created and

integrated with programs of other government agencies which provide similar programs for career service training or other enrichment activities.

2. By the Management:

It is the primary responsibility of the PRA Management to identify the career development needs of employees and to work with them to effect and prepare plans for their development.

3. By the Employees:

The PRA employees at all levels will ultimately feel responsible for their own career development, education, and professional enhancement and are expected to advance their career through appropriate education and self-improvement.

D. CAREER DEVELOPMENT GOALS

The PRA Career Development Plan has the following goals:

1. For employees to have better self-awareness and motivation for professional growth and prospects for promotion to higher grade level positions within the Agency and to gain skills and knowledge to enable them to meet the demand for dynamic changes and challenges ahead.
2. For Management to gain greater confidence in the abilities of the employees, moving them towards professional commitment, personal motivation, and cultivate corporate values that are geared to successful pursuits and to provide equitable opportunities to employees to further their prospects of a better future in the Government Service.

E. BENEFITS AND IMPORTANCE OF CAREER DEVELOPMENT FOR PRA EMPLOYEES

A well-organized and properly administered PRA Career Development Plan is expected to enhance each employee's personality through acquisition of the following:

Self-Awareness: PRA employees will be able to identify their catalytic role in the light of the need to provide efficient services. An example is the understanding of the shortcomings or weaknesses in themselves and others

which is a profound way for employees to espouse good work relations. By self-examination and respect for co-workers, employees are expected to maintain amiable interaction for tasks requiring collective endeavor (team work) and imbibe appreciation in themselves.

Confidence: Every employee wants to do the jobs well. The Career Development Plan is a means to address employees' need to handle their job responsibilities with confidence, measured by quantifiable completion of tasks and competencies. Employees who are not trained well feel lost on the job and are inhibited in conducting their jobs well especially when there is lack of interest in the promotion and training for better skills.

Flexibility: Employees' effective adaptation to people and work environment is an essential skill/value. New ideas and good practices may mean abandoning methods/ways in the past. Employees who find themselves unable to adapt in a changing workplace may suffer from decreased productivity or be unable to compete with workers whose skills are more flexible and easier to apply across a range of tasks. Management can identify the disadvantaged employees whose abilities and aptitude are lacking and/or underutilized because of inadequate training, and redirect them towards professional improvement.

Education is the most straightforward objective of a career development initiative. The grant of opportunity for education and training gives employees access to new information or knowledge about the job. The same provides Management a way of sustaining employee efficiency and commitment for the job. Educating and training employees can help prevent mediocre and apathy at work and the workplace at large.

Sensitivity to Diversity: Both the management and employees are prepared to deal more effectively with the PRA's manpower, social, and economic boom in profits. Career development programs make sensitivity to diversity in the workplace a top priority. With ever-increasing globalization, employees are frequently put into contact with different clients of different businesses and projects. Understanding the value of diverse work habits and viewpoints can prevent this from becoming a point of confusion or misunderstanding. The employees will have capacity to adopt new technologies and methods to their jobs.



F. PREPARATION AND APPROVAL OF PRA CAREER DEVELOPMENT PLAN

1. The career development of each employee shall be primarily discussed between the employee and his/her Division/Department Manager with the assistance of the Human Resource Management Division (HRMD).
2. The annual Career Development Plan of the PRA shall be prepared at the end of every Fiscal Year or the start of the year to enable Management to appropriate funds for this purpose.
 - (a.) During the last quarter of each year, the HRMD shall conduct the survey of all Departments and Divisions to identify the courses, seminars and trainings needed by the personnel of each Department, the attendees thereto, period covered as well as the requested budget therefor.
 - (b.) The HRMD shall summarize and review the recommendations and proposals made by each Department and after evaluation thereof shall submit its recommendation to the Assistant General Manager for Legal and Administrative Services Department and to the General Manager/CEO.
 - (c.) Upon the GM/CEO's approval of the proposed Career Development Plan, the plan and the proposed annual budget shall be submitted to the Board for approval and appropriation of funds therefor.

G. FOREIGN SEMINARS/TRAININGS

1. In accordance with Executive Order No. 248 of August 14, 1995 foreign seminars which may be attended to by PRA employees shall cover only those which are urgent and extremely necessary, will involve the minimum expenditure and are expected to bring immediate benefit to the country as follows:
 - (a) Seminars sponsored by foreign governments or international government organizations to which the Philippine Government is committed or invited to send representatives or participants;
 - (b) Seminars sponsored by private organizations whether international or not, invitations to which have been sent through their respective governments to the Philippine Government;

- (c) Short courses in certain areas of specialization arranged directly by government agencies with foreign institutions of learning;
 - (d) Training seminars as component of contracts of foreign suppliers, with or without government funding;
 - (e) Training courses funded from loans secured from foreign sources.
2. All official travels abroad for the purpose of the foregoing training courses/seminars shall be approved by the PRA Board of Directors and by the Department Secretary in charge of PRA or by the President of the Philippines as the case maybe in accordance with the provision of EO No. 248.
 3. Based on educational background, work experience, training and nature of the job/position, the PRA Management Committee (MANCOM) shall recommend to the GM/CEO and the Board of Directors the employee/s who will be sent to foreign seminars/trainings.

I. IMPLEMENTATION OF PRA CAREER DEVELOPMENT PLAN

The HRMD has the critical role in instituting and implementing the Career Development Plan for PRA, ensuring its effectiveness and success. The HRMD shall implement the PRA Career Development Plan in coordination with the Divisions/Departments concerned and shall perform the following:

- (a.) The HRMD will look for the most effective and efficient providers of training courses/seminars contained in PRA's Career Development Plan preferably from other government agencies.

The concerned employee or Departments may likewise inform or submit to the HRMD, the lists of their preferred providers of seminars/courses they have been authorized to attend under the PRA's Career Development Plan.

The choice of seminar/course providers will be subject to the following:

- i. Preference will be given to the government office/agency who offers the course/training/seminars.

- ii. The costs of the seminar/course must be within the approved annual budget for training for each employee.
- (b.) Prepare all the required pertinent documents, memoranda, Office/Travel Order, Budget Utilization Requests (BURs), Disbursement Vouchers (DVs).
 - (c.) Orient the participants to the courses/seminars to comply with the policies, systems, procedures and requirements stated in the Guidelines on Attendance to a course or program.
 - (d.) Ensure the attendance of every employee enrolled in a seminar/course.
 - (e.) Gather and collect all the Certificates of Attendance and written reports about the seminars/courses attended by each employee after the seminar.
 - (f.) Submit an annual report to the Management, for audit and evaluation.
 - (g.) Furnish all the Division/Department Managers with the result of evaluation and the recommendations made therein on the basis of which the succeeding years' Training and Development Program will be designed.

Attached is the PRA Career Development Plan for CY 2013, containing the following:

- (a.) Names of Employees
- (b.) Title/name of seminar/courses to be attended by each employee
- (c.) Date/Schedule
- (d.) Venue
- (e.) Fees/Costs of the seminar/course
- (f.) Sponsoring Agencies/Entities
- (g.) Allotted Budget

For purposes of budget for 2013 trainings/seminars the following criteria were adopted:

- a. Each employee is entitled to attend a maximum of two (2) seminars each but only one (1) thereof may be out-of-town seminar.

- b. An annual budget of P21,000.00 per employee which does not include foreign trainings/seminars has been allocated for disbursement as follows:
- (b.1) P 5,000.00 for each local seminar; and
 - (b.2) P 16,000.00 for each out-of-town
- c. The said annual budget for the year 2013 may be increased depending on the importance of the requested training in relation to employee's job/work assignment and subject to approval of the General Manager Chief Executive Officer.
- d. The disbursement of the foregoing budget shall be in accordance with National Budget Circular No. 442 dated March 29, 1995 as amended by National Budget Circular No. 486 dated March 26, 2003 and Executive Order No. 298 dated March 23, 2004.

H. FUNDING

The PRA's Career Development Plan Fund shall be charged against the Personnel Training and Improvement Fund of the Corporation, which shall be included in the total annual budget of PRA to be submitted to the DBM for approval.

- Original Signed -

PETER ANTHONY A. ABAYA
General Manager and CEO

15 July 2013

