



Transco

**Training and Development
Programmes**

Section 35. Employees

Every employee of TransCo is encourage to –

- (a) Remember that the biggest stakeholder is the Government;
- (b) Share the vision of TransCo;
- (c) Be accountable to the public
- (d) Listen and learn from his/her co-employees;
- (e) Think and act as a team;
- (f) Focus on the customers and strive for customer satisfaction
- (g) Respect others;
- (h) Communicate with stockholders and customers;
- (i) Deliver results and celebrate success; and
- (j) Protect the reputation of TransCo.

There should be employee development discussions and structured training programs for continuing personal and professional development for employees.



Training and Development Programs for TransCo Employees

TransCo pursues the merit and fitness principle by adopting performance management systems and training programs that develop and sustain your career in the Corporation, which are mandated by the Civil Service Commission.

Personnel training needs shall be based on the Standard Training Requirements of the position, duly approved by the Functional Group Head.



In-house Training Programs

Training and development programs designed and facilitated by the Human Resource *Division (HRD)* or customized by third-party service providers for HRD



External Training Programs

Local and foreign training and development programs which external training institutions, organizations or associations conduct as public seminars

These include conventions, conferences and similar activities.

For local external training programs, only those personnel holding plantilla positions shall be authorized to attend such programs.