



Republic of the Philippines  
**APO PRODUCTION UNIT, INC.**  
2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,  
Metro Manila, Philippines 1128



## **PERSONNEL TRAINING AND DEVELOPMENT**

[Reference: APO Production Unit, Inc. Policy Manual Chapter 3 Section 1](#)

**3.1.1** Manpower is one of our most important resources. As such, it shall be the policy of the Company to develop its employees to their fullest and to offer them opportunities for growth. In carrying out this policy, top management shall provide a continuing training and development program and require the Company's key officers to train understudies and to adopt a career development program.

**3.1.2 In-House Training.** The Personnel Administration office shall, in collaboration with heads of the various departments, develop an in-house training program for each year which shall fill both the present and long-range training needs of the company. Such training programs may include on-the-job training and/or lectures to be given by qualified company or outside lecturers invited for the purpose.

**3.1.3 Outside Seminars.** Deserving regular employees and supervisory personnel may be recommended to attend seminars which management considers will redound to the further improvement of the employees' capabilities in carrying out their respective work assignments provided that the topics in such seminars are not covered in the regular in-house training programs.

**3.1.3.1 Procedure.** Department heads will recommend to the Division Manager concerned who among his employees would require training in an outside seminar. In his letter of recommendation, the department head shall indicate for each employee selected the course to be attended, the benefits he hopes to derive and the cost of the seminars. Before approving any such recommendations, the Division Manager concerned shall secure from the Personnel Administration office a certification as to the previous seminars attended, the suitability of the course with respect to the employee's job, and possible duplication of such a course to any planned in-house courses, and from the Accounting Department a certification of budget provision and availability of funds.



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**3.1.4 Training Abroad.** Management may send a regular employee abroad for special training, formal schooling or observation tour as may be necessary for the operations of the business.

**3.1.4.1 Minimum Qualification.** Only deserving employees with at least two (2) years of service with the company shall qualify for training abroad.

**3.1.4.2 Service Contracts.** An employee offered the opportunity to train abroad must agree, through a service contract, to render service for the Company upon his return for a period of six (6) months or twice the length of his training whichever is longer. If the employee chooses to resign upon his return or at any time before the term of the service contract expires, he will reimburse to the Company all the expenses incurred by the Company for his training abroad including salaries and benefits paid to him for the same period.

**3.1.4.3 Approval.** Final approval of application for training abroad shall be vested in the President of the Company.

**3.1.5 Training Expenses.** All expenses attendant to Company sponsored training whether it be in-house training, outside seminar or training abroad, shall be borne by the Company including the payment of an employee's salary while in training. However, no overtime pay shall be allowed for training conducted or attended after office hours.

**3.1.6 Training Records.** The Personnel Administration Office shall keep a record of all training and seminars attended by employees. Upon completion of outside seminars or training abroad, the employee concerned shall be required to submit a terminal report on the course attended for his 201 file.

**3.1.7 Self-Improvement.** When an employee decides to enroll in a school or training course because of his own desire for self-improvement, he may do so at his own expense provided it does not conflict with his work schedule. In all cases, all courses attended must be reported to the Personnel Administration Office for recording in the employee's 201 file.