

5-4 プログラムⅣ

1. 実績及び現状

(1) 全体計画

1) 概況

プログラムⅣの協力目的は、国立家内工業訓練センター（NACIDAのCITC）において、木工、竹工及び籐加工の技術指導教官、技能指導員の養成とともに4ヶ所の地方技術センターの設立に関する協力が主な業務である。

このため、PHRDCのマスタープランに技術職員（カウンターパート（C/D））の訓練計画を設定し、58年度末から実施の予定であったが、

- ① 訓練センター庁舎改修工事の完成が59年2月になったこと。
- ② この間、旧機械の搬出及び地方技術センターへの移送準備とともに無償供与機械の設置に時間がかかったこと。
- ③ 予算の執行の遅延とともにCITC事務局の訓練計画の準備作業に認識が低かったこと。

等から全体の訓練実施計画書の作成が遅れていた。（別紙-1参照）

このため、58年4月日本から長期専門家の着任後、PHRDC事務局（プログラムⅠ）の協力を得て、日本側専門家及びCITC幹部技術職員と共同で検討を重ねながら木工技術、竹工技術及び籐加工の教科書、技術ノート並びにカリキュラム等の作成を行った。

しかしながら、訓練生の技術レベルが確認出来ないため、教科内容が広範囲な対象となったが、部分改訂を行った。

2) 技術訓練実施計画の基本方針

技術訓練計画については、次の部門別及びクラス別に分けて訓練を実施する。

- ① 木工技術指導者育成
- ② 竹工技術指導者育成
- ③ 籐加工技術指導者育成

またCITCの技術職員の技術の向上を図るための訓練及び地方センターの技術職員の基礎技術から量産化技術までの訓練並びに民間企業から受託訓練の3コースを決め、実施することとしている。

3) 地方技術センター（RCITC）の設置状況等

(A) 地方技術センターの設置計画については、下記の4ヶ所の地方に設置することにしており、そのうち、REGIONⅡは、59年5月に設置した。

なお、3ヶ所については、比側の予算措置を講じており、当該計画年度終了までに全センターの開設に努力している。

RCITC - PHRDC RELATED

REGION I (Laoag City Ilocos Norte)	- Bamboocraft	60年11月	設置予定
REGION II (Tuguegarao, Cagayan)	- Woodworking	59年5月	設置済
REGION X (Cagayan de Oro City)	- Rattancraft	61年3月	設置予定
REGION XI (Davao City)	- Woodworking	設置場所、予算を交渉中	

(B) NACIDA は、当設置計画以外に独自の企画として、NACIDA の地方事務所
の13ヶ所に地方技術センター（当設置計画の4ヶ所を含む。）の設置を計画し、こ
のため、その予定している地方事務所の技術職員をCITCに出向させ、木工、竹工
及び籐加工部門別に訓練し、将来の地方技術センターの技術指導員として配置する方
針で訓練計画を立てている。

別紙 - 1

当初計画と活動の現状

活動	58年度		59年度		60年度		61年度		62年度	
	1年目	2年目	3年目	4年目	5年目	6年目	7年目	8年目	9年目	10年目
経過年次	4/1	4/1	4/1	4/1	4/1	4/1	4/1	4/1	4/1	4/1
R/D	57.9.9									9/8 R/D終了
E/N	58.3.2									
無償機材設置, 庁舎改修工事	契約 7/7 完了 2/16									
木工技術指導者育成	(MP)	11/1 12/3 CITC技術職員	1/3 3/31 CITC技術職員	4/1	4/1	4/1	4/1	4/1	4/1	4/1
竹工技術指導者育成	(MP)		6/2 8/31 CITC技術職員							
藤加工技術指導者育成	(MP)		6/3 8/31 CITC技術職員							
凡例										

(2) 技術訓練計画の実施状況

1) C I T C の技術職員 (C/P) への訓練

59年度の比側の予算執行が大幅に遅れたため、技術訓練に要する予算交付についても年度末の12月になり、このため、C I T Cの標準予算により実施した。

(A) C I T Cの技術職員に対する訓練は、木工、竹工及び籐加工の部門別に分け、日本側専門家と比側技術幹部職員とともに協議しつつ、無償供与の新鋭機械の活用を配慮したカリキュラム、技術テキスト及び技術ノートを作成した後、基礎加工技術から一応量産加工工程に至る技術の教育及び機械操作等の訓練を行い技術の向上を図った。

(B) また、59年10月に木工技術関係及び籐加工関係に関して、日本から短期専門家を招聘し、木工機械操作、家具加工概要並びに量産化を対象とした籐曲げ治具等の製作、要領の作成及び現場指導を行う等、技術の移転を図った。

(C) これらの技術指導は、現在(60年)訓練実施中の各部門の Regional office 技術職員の教材に活用され、技術移転の効果が期待されているところである。

2) R C I T C, 木工技術センターの技術職員の技術訓練の実施

R C I T Cのうち、59年5月に設置した木工技術センター(REGION II) (Tuguegarao, Cagayan) の技術職員4名に対して、木工機械操作を主体とした研修を実施した。

同センターには、C I T Cの旧木工機械を移設しているため、C I T Cで訓練を終了した技術職員(G/T)が同センターにおいて木工機械操作及び補修の基本的知識及び機械操作の技術研修を行っているが、機械部分品の不足等もあり、また、技術員及び訓練予算の不足から研修計画が円滑に進行してない。

なお、60年11月にR C I T C, 竹工技術センターも設置される予定であるが、これらのセンターに対して、今後、C I T Cの技術訓練等を通じて、どのように支援していくか検討する必要がある。

3) 60年度の技術訓練の実施

(A) C I T Cの技術職員に対しては、59年度に修得した技術に応用技術を加味した各部門別カリキュラムを調整、作成するとともに技術テキスト及び技術ノートを改訂し修得技術の習熟訓練を実施する。また、60年採用が予定される専門課程有資格者に対しても各部門ごとに技術訓練を実施し、技術指導員としての技術レベルの向上を図る。

(B) N A C I D A, Regional office の技術職員に対する訓練は、比国全地域の13地方(マニラ首都圏を含む)から木工関係10名、竹工関係11名、籐加工関係11名の計32名が参加し、60年6月3日から8月31日までの3ヶ月研修を実施

している。(別紙-2参照のこと)

訓練生の学歴は、過半数が大卒であり、職歴、経験年数は10年を超える者も居るが、技術レベルは意外と低いため、訓練内容は別記のとおり、基礎知識及び基礎技術を取り入れたカリキュラムで、特に地方の実態に対応した手作業部門に教育時間を充分取っている訓練計画になっている。

木 工

1. 木工基礎	11 日間
2. 機械操作 (1)	12 日間
3. 機械操作 (2) と接着	10 日間
4. 家具製作法 (1)	11 日間
5. 家具製作法 (2)	11 日間
6. 塗装, その他	9 日間

竹 工

1. 竹工技術基礎	7 日間
2. 編組加工	6 日間
3. 竹材加工, 展開その他	19 日間
4. 縁巻加工	8 日間
5. 塗装, 仕上	8 日間
6. 特殊加工機器	14 日間

工場見学

籐 加 工

1. 一般概要, 籐加工	9 日間
2. 曲げ加工	14 日間
3. 組立て加工 〔椅子〕具の応用	15 日間
4. 塗装, 仕上げ	12 日間

(C) 訓練時間; 研修経費等

カリキュラムは、週間単位で作成している。土、日曜日は、原則休日になっており月～金曜日の訓練時間は、8時～10時、10時～12時、13時～15時、15時～17時の1日4教科で運営されている。

NACIDA, Regional office からの訓練生の経費は、NACIDA, PHRDC の訓練予算から支出されており、その内訳は、教材の支給、寄宿舎の宿泊費、食費等が支給されている。訓練生として参加しているが、その内容は地方からのお客様とし

60年度第1回木工,竹工,籐加工部門の参加訓練生リスト
(NACIDA, B Regional officeの技術職員の氏名)

Woodworking	Region
1. Roland R. Castillo	1
2. Mestor V. Zingapan	2
3. Gaspar A. Marcelo	3
4. Pedro R. Morcno	7
5. Francisco A. Paragatos	8
6. Reynaldo F. Guanzon	9
7. Isidro S.LLagat	10
8. Jeremias B. Ramos	11
9. Deguzman D. Abag	12
10. Ildefonso R. Javicr	

Bamboocraft	Region
1. Rex L. Hofilena	1
2. Jaime P. Pascual Jr.	2
3. Angelito T. Cruz	3
4. Eufronio O. Olave	4
5. Beatriz E. Hondido	6
6. Gamalici J. Jamisola	7
7. Alberto V. Monzanarcs	8
8. Romco T. Ramos	9
9. Ramonito O. AcaAc	10
10. Florentino A. Tabliago	11
11. Raul S. Bustamante	12

Rattancraft	Region
1. Benjamin M. Garcia	1
2. Hector C. Corpuz	2
3. Edwin L. Paras	3
4. Vicente C. Bronsal	5
5. George Y. Padillo	7
6. Serapio L. Valdemoro	8
7. Ccsar A. Galvez	9
8. Johnny T. Reyce	10
9. Raul T. de Guzman	11
10. Rodolfo B. Orinion	12
11. Clemente E. Bigtacion	NCR

での優遇を受けている。

寄宿舎の収容人員は、100名程度の収容が出来るので、居住環境は良かったが、空調機器類が装備されていなかった。なお、訓練用図書は、220冊程度が、事務室に保存されている状況である。

- (D) 民間企業の従業員に対する訓練については、60年6月500企業に調査を実施し36.7%の回収があり、訓練希望企業に対して、現在、木工、竹工部門ごとに参加募集を行うことになっている状況である。

実施時期は、60年秋を予定しており、訓練期間は1ヶ月程度の訓練を予定している。

なお、この調査は、今後も継続し実施して行く予定である。

4) 技術訓練による成果、評価方法

- (A) CITC の技術職員に対する技術習熟訓練と平行して、木工部門の量産化製作実習を実施した。

これは、PHRDC, Progown III (Cavite) の事務用木製家具の製作を行ない、家具75点を納入した。

また、産業貿易省次官室 (NACIDA 長官室) の事務室家具を製作し、納入した。

これらの家具製作によって、技術訓練の成果があがりつつある状況としてみるべきかと思われる。

- (B) CITC の技術職員に対する技術訓練の理解度の判定をするため、日本側専門家及び比側技術幹部職員と検討の上、材料、処理方法、機械操作及び加工技術等について各部門ごとの訓練職員に調査を実施した。

一応の C/P の技術理解度の概要を把握し、技術訓練の指導上の参考資料となった。

ただ、このような技術訓練の成果を正式に評価発表をすることは、その職員の離職につながるので、その取扱いに苦慮している現況である。

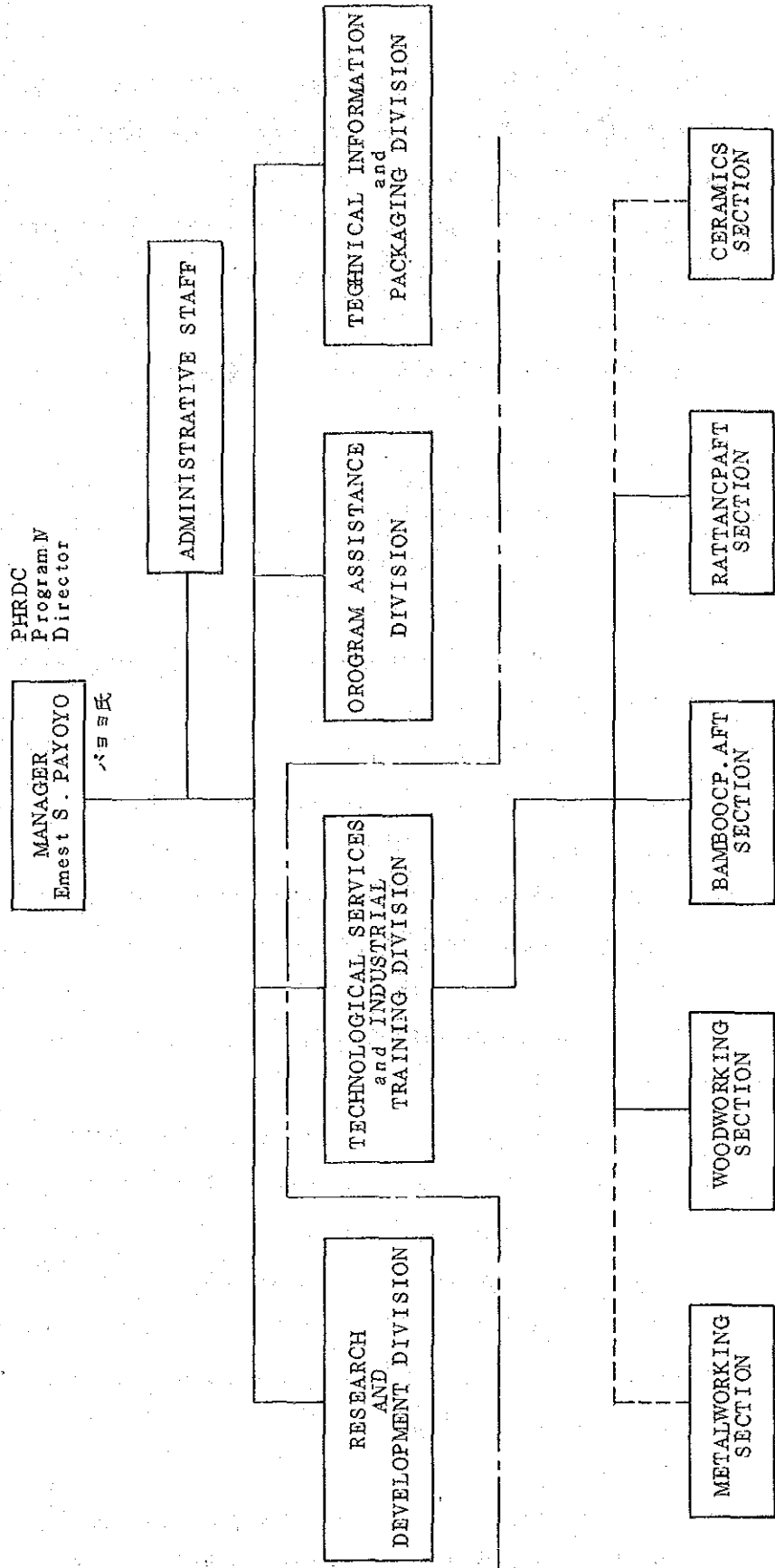
- (C) 現在訓練中の NACIDA, Regional office の技術職員が訓練終了後、各地方において技術指導又は研修を行った内容をモニターチェックをして、その結果を CITC における今後の訓練に使用されるカリキュラム、教科書、訓練等の改善に反映させるモニターシステムを採用し、訓練効果の向上、改善に努力している。

(3) NACIDA, CITC の体制

1) CITC の組織図

プログラム N の実施機関は、NACIDA の CITC が行っており、現在の組織図は別紙-3のとおりでありそれぞれの部門別の組織化は、一応確立していると思われる。

COTTAGE INDUSTRIES TECHNOLOGY CENTER
ORGANIZATIONAL CHART



2) 訓練部門の人員配置

プログラムⅣの訓練部門は、CITCの木工、竹工、籐加工の3部門に事務管理がある。人員配置図は、別紙-4の1、2のとおりであり、技術職員、事務職員及び補助員等を含めると現在は、52名であるが、60年度の採用を含めると60名になり努力していることがわかる。

このうち、技術職員（C/P）25名で、60年度中に8名の採用が予定されており、人員的には、一応充足したと評価するが、責任体制の明確化、事務処理の円滑化等を整備する必要がある。

3) 技術職員（C/P）の資質及び能力

現在、CITCの技術職員は、訓練の統括部長及び各部門の課長クラスは、CITCにおける技術経験10数年のベテランであり、相当の技術レベルに達しているが、後の技術職員は、一般的に技術経験5年未満のものが多く、技術訓練による新技術の習得及び技術向上を図る必要がある。

最近、大学卒、国家試験有資格者が入所してくるところから今後の技術訓練、指導等を継続して実施することにより優秀な技術指導者が育ってくれるものと期待している。

4) 日本からの専門家派遣

プログラムⅣの訓練計画に必要な技術指導及びカリキュラム、教科書及び教材の作成機械操作等の実技指導のため、下記のとおり、専門家を派遣している。

専門家派遣

(1) 実績

57年度（長期 0人、短期 0人）

分野	専門家氏名	派遣期間
なし		

58年度（長期 3人、短期 0人）

分野	専門家氏名	派遣期間
(長期)		
プログラムリーダー	竹内 阪 蔵	58. 4. 1 ~ 61. 3. 31
竹 細 工	八木沢 祐 三	58. 4. 1 ~ 62. 9. 8
木 工	古 川 勲	58. 11. 1 ~ 60. 10. 31
(短期)		

59年度(長期 3人, 短期 2人)

分野	専門家氏名	派遣期間
(長期)		
プログラムリーダー	竹内 阪 蔵	58. 4. 1 ~ 61. 3. 31
竹 細 工	八木沢 祐 三	58. 4. 1 ~ 62. 9. 8
木 工	古 川 勲	58. 11. 1 ~ 60. 10. 31
(短期)		
ラタン細工	堀 江 深 一	59. 10. 11 ~ 59. 12. 21
木工機械	滝 田 周 司	59. 10. 11 ~ 59. 12. 21

5) 日本へ技術研修員の派遣

NACIDA, CITCの技術職員が、プログラムⅣの訓練計画の技術指導者訓練の技術指導を行うので、日本において技術研修を受けたため、別紙-5のとおり、59年度までに12名が、それぞれの部門において日本での研修を終了し、CITCにおいて活動している。

なお、研修中に色々な問題が生じたが、受入側と派遣側との考え方、慣習等の意見の相違があったので、今後は充分な連絡を取り合うことにしたい。

6) 定着状況

CITC及びRCITC等の定着状況は、日本研修の場合は5年間義務、CITCにおける訓練の場合は3年間義務がかせられており、現在のところ、全員が各部門で活躍している。

2. 今後の計画 (61~62年)

(1) CITCの訓練計画

(A) 60年度から訓練計画は、別紙-1のとおり、本格的に訓練が実施されつつあって、また、訓練に要する予算交付も毎月支出されているところから今後も順調に推移するものと思われる。

(B) CITCの技術職員の技術レベルの向上を図るため、引き続き技術習熟訓練に重点を置き実施するとともに新しい技術の習得させるため、カリキュラム、教科書等を作成し技術訓練を実施する。

(C) Regional officeの技術職員及びRCITCの技術職員に対する技術訓練もモニターシステムからの情報を参考として、カリキュラム、教科書等を修正、作成し、地方の状況に対応した訓練を実施する。

CITC の訓練部門の配置図

TRAINING, SERVICES & INDUSTRIAL TRAINING DIVISION

JORGE E. MUNDO
OIC

Manuel Alberto Jr. - Mech. Engr. R 10/1
Elvira J. de Luna - Clerk/Typist C

Pedro T. Eugenio - Actg. Chief	
1. Ferrando Codilla	R
2. Pablo C. de Loon	R
3. Joseleo Reparado 10/1	R
4. Delfin Estremera 10/1, 10/22	R
5. Francisco dela Cruz	R
6. Rodolfo Ramos	R
7. Rafael Ruiz	R
8. Rex Rasgo 8/6	R
9. Melecio delos Reyes	C
10. Reynaldo Demery	C
11. Renato Pamotian	C
12. Dante dela Paz	C
13. Rafeal de Juan	C
14. Crispin Garcia 8/6	C
15. Feliciano Macawili	C
16. Rolando Arcenas, Jr. 2/6	C

Bamboocraft	
Onofre T. Vicencio - Actg. Chief	
1. Francisco Francisco	R
2. Salustia	R
3. Ana Mac	R
4. Lagrimas Murasigan	R
5. Guilleuiw Malam	R
6. Morjetta Go	R
7. Elvin	C
8. Rufina Ramos	C

Rattancraft	
Alfonso S. Atienza - Actg. Chief	
1. Rogelio Falceso	R
2. Amundo Atjenza	R
3. Loreto Mirasol	R
4. Efren Balaong	C
5. Educardo Porjon	C
6. Albert Motus	C

Teodoro I. Ruiz - Actg. Chief	
1. Jose M. Maje	R
2. Juan T. Leal	R
3. Rodolfo Nicholas	R
4. Eduardo Yabut	R
5. Genian Royes	R
6. Cosme Mirasol	R
7. Magdaleno Bobotioc	R
8. Reyregg Duremles	R
9. Alfonso Biscayda	R
10. Renc Delmo	C
11. Francisco Guzman, Jr.	C

1. Elisa Carcin	R
2. Lydia Ramos	R
3. Elena Selastian	R
4. Lolita Isla	R
5. Romulo Monteflor	R
6. Guia Maglankny	R
7. Zonaida Magundayao 10/1	R

カウンターパート (C/P) 及び事務職員の配置

(1) 実績

昭和60年5月現在			昭和60年6月後の採用予定			合計	
C/P	事務職員	小計	C/P	事務職員	小計	C/P	事務職員
25	2	27	8	0	8	33	2
(37)	(15)	(52)				(45)	(15)

()内は技術補助員、事務パートタイマーを含む。

番号	カウンターパート氏名	分野	職位		
1	JORGE E. MUNDO	総括, 木工技術	技術指導部長		
2	Pedro T. Eugenio		木工技術部長		
3	Fernando Codilla	木工技術			
4	Pablo C. de Loon				
5	Joseleo Reparado				
6	Delfin Estromcra				
7	Francisco dela Cruz				
8	Rodolfo Ramos				
9	Rafael Ruiz				
10	Rex Rasgo				
11	Manuel Alberto Jr.				
12	Onofre T. Vicencio			竹工技術	竹工技術課長
13	Francisco Francisco				
14	Salustia Bunifacio				
15	Ana Macaponrs				
16	Lagrimos Muasigan				
17	Marielta Co				
18	Elvin				
19	Rufina Ramos				
20	Alfonso S. Atienza	籐加工技術	籐加工技術課長		
21	Rogelio Falceso				
22	Amondo Ati				
23	Loreto Mirasol				
24	Efren Balaoag				

日本への技術研修員の派遣リスト

(1) 実績

57年度(1人)

分野	研修員氏名	受入期間	帰国後配属先
準高級(管理者)	Mr. E. S. Payoyo	58. 3	NACIDA, CITC 所長

58年度(7人)

分野	研修員氏名	受入期間	帰国後配属先
竹加工	Ms. A. Macapanas	58. 11 ~ 59. 5	竹工技術課 主任
籐加工	Mr. R. Falceso	58. 11 ~ 59. 5	籐加工技術課 主任
籐加工	Mr. A. Atienza	58. 12 ~ 59. 2	籐加工技術課 課長
木工	Mr. P. Eugenio	59. 3 ~ 59. 9	木工技術課 主任
木工	Mr. J. Mundo	59. 3 ~ 59. 5	PHRDC. P. M. 技術部長
木工	Mr. T. Ruiz	59. 3 ~ 59. 5	金属加工技術課長
竹籐加工	Mr. O. Vicencio	59. 3 ~ 59. 5	竹工技術課長

59年度(4人)

分野	研修員氏名	受入期間	帰国後配属先
木工	M. F. Codilla	59. 12 ~ 60. 6	木工技術課
木工機械	M. P. Deleon	59. 12 ~ 60. 6	"
竹加工	M. F. Francisco	59. 12 ~ 60. 6	竹工技術課
籐加工	M. E. Balaong	59. 12 ~ 60. 6	籐加工技術課

60年度(3人)

分野	研修員氏名	受入期間	帰国後配属先
木工	Mr. F. De La Cruz		木工技術課
竹加工	Ms. L. Marasigan		竹工技術課
籐加工	Mr. B. Bicar		籐加工技術課

(D) 民間企業の従業員訓練についても、必要に応じて、今後の訓練を継続して実施する予定である。

(2) RCITC の設置

REGION I～III までは、設置又は設置予定となっているが、REGION IV (Davao) - 木工技術センターの場所、予算が未定であるので、この設置推進を行う必要がある。

(3) 技協への機材供与

60年度の機材供与は、決定しているが、61年度以降の分については、さらにその内容を検討する必要がある。

また、RCITCに移設した中古機械の部品及び加工機械の不足があり、これについても機材供与の要請が予想される。

昭和60年度			昭和61年度			昭和62年度		
主要機材名	数量	金額	主要機材名	数量	金額	主要機材名	数量	金額
1) 電気定温乾燥器 他、測定機器類	4	1,800	1) 機器整備用部品 類	150	3,000	1) 機器整備用部品 類	100	2,000
2) 小型帯鋸機、他 加工機器類	6	1,550	2) 刃物・工具類	200	3,000	2) 刃物・工具類	200	3,000
3) 工具、刃物類	155	3,449	3) 車輛整備用部品 類	50	1,500	3) 車輛整備用部品 類	50	1,500
4) 環境整備機器	3	600						
5) 機器補充部品	26	850						
合計		8,249	合計		7,500	合計		6,500

(4) 日本からの専門家の派遣

61年3月末に任期切れになる竹内リーダーの後任者派遣問題とともに技術の向上を図るため、短期専門家の派遣があり、一応3ヶ月の要請であるが、日本企業又は研究機関等では、この対応は、難かしく、1ヶ月程度の短期が望ましい。

分野	昭和60年度	昭和61年度	昭和62年度
(長期)			
プログラム・リーダー	竹内阪蔵	3/31	9/8
竹材加工技術	八木沢祐三		
木材加工技術	古川 勲	10/31	
(短期)			
塗装技術	8/1 10/31		
椅子貼技術			
家具デザイン	3ヶ月間	8/1 10/31	
旋削加工技術			
製品開発		3ヶ月	6/1 7/31 3ヶ月

(5) 日本への技術研修員の派遣

日本への技術研修の受け入れには、企業内での人的、経費等の負担がかかり、受け入れ企業が限定されている。

このため、木工関係は受け入れが難かしくなっているので、木工関係の設備がととのった労働省所管の職業訓練校の活用が必要である。

竹工、籐加工関係は、専門家との係わりと公設試験機関に依頼するところがある。

昭和60年度			昭和61年度			昭和62年度		
研修科目	人数	研修期間	研修科目	人数	研修期間	研修科目	人数	研修期間
木材加工技術	1人	6ヶ月	木材加工技術	1人	3ヶ月	木材加工技術	1人	3ヶ月
竹材加工技術	1	6	竹材加工技術	1	3	中小工業開発	1	2
籐加工技術	1	6	家具デザイン	1	3	工業標準化	1	2
合計	3人	18ヶ月	合計	3人	9ヶ月	合計	3人	7ヶ月

3. 問題点と対処方針

- (1) C I T C の技術職員の中には、高学歴、技術資質の高い者もいるが、全体的にみると高い水準にあるとは言い難い面がある。

このため、専門家から長期間の技術指導、短期専門家の派遣指導により、当初に比べ技術の進展も見られた。

今後も今まで習得した技術の習熟訓練とともに新技術、応用技術を含めた技術課程に一步進め、技術の高度化が必要である。

また、技術指導者育成に当っては、専門分野での国家試験有資格者の採用を要請したい。

- (2) 当初のカリキュラム、教科書、技術テキスト等の作成にあたっては、PHRDC 事務局 (Program I) の協力、日本側専門家及びC I T C の技術幹部職員との協議、検討の上で作成したが、技術訓練生の技術レベルが確認出来ないため、訓練内容は、広範囲な対象で作成しまった。

このため、技術訓練が実施してから技術レベルが判断できたので、教科書の一部を手直し又は新たにテキストを作成して訓練している状況である。

今後の方針としては、PHRDC 事務局と連携を取りつつ、教科書等については、各部門 (木工、竹工、籐加工) の技術訓練の実態に対応した教科内容にするため、教科書等の整理、編集を検討するとともにRC I T C からのモニターシステムのリターンバックデータを活用して、より有効な教科書等を作成することにする。

また、プログラムIの協力を得て、視聴覚教材の作成、木工、竹工、籐加工の調査統計による実態把握等を依頼する必要がある。

- (3) 今後の技術訓練の実施及びN A C I D A , R C I T C の設置に要する予算の確保をPHRDC及びN A C I D A に対して強く要請する。

(4) 日本の協力体制

- 1) 木工部門については、(社)国際家具産業振興会が業界の受入れ窓口として研修員の受入れを行っている。

比側に対して必要に応じて情報を提供している。

- 2) 竹工及び籐加工については、業界団体として全日本竹製品振興協同組合があるが、業界規模が弱小であり、また受入れ体制が整備されていない。

このため、専門家のでずるに依存している状況であり、公設試験機関では、大分県立別府工芸試験所に受け入れを依頼している状況である。

- 3) また、木工等の研修設備がととのっている労働省所管の職業訓練校の活用について今後の検討課題として必要である。

5-5 カウンターパート研修

▷プログラム I

1. 実績と現状

(1) 帰国研修員の活動、定着状況

過去3年間にわたり13名を本邦研修に受入れており、本研修、短期専門家の現地技術指導を通じて、コンピューターの運用に不可欠なシステムエンジニア、システム・アナリスト、オペレーター、プログラマー等の基礎的レベルは十分に確保できたとしている。又視聴覚関係についても技術水準は高く、各プログラムの活動PRフィルム、視聴覚教材の製作等の業務を積極的に推進している。技術系職員については、3ヶ月の更新雇用契約ではあるが待遇が事務職員と比べかなり良く、又、帰国研修員についてはNEDA規程により3年間の所属先勤務義務が課せられており現在のところ、帰国研修員で離職した者はいない。

(2) 技術系職員人数と配置状況

分野	配属済	採用予定	合計
コンピューター関係	15	} 5	} ※40
視聴覚関係	19		

(※ 事務局長1名を含む)

(3) カウンターパート(C/P)の本邦研修受入実績

57年度(1人)

分野	研修員氏名	受入期間	帰国後配属先
視察	Ms. G. De Vera Fontanilla	58.3	PHRDC 事務局長 Program I Director

58年度(1人)

分野	研修員氏名	受入期間	帰国後配属先
日本語教育	Ms. C. Barrios	59.2 ~ 59.7	Head of Training -Division

59年度(11人)

分野	研修員氏名	受入期間	帰国後配属先
データベース	Mr. E. Dajao	59.5 ~ 59.7	Managing Director, ICSD 注)
システム分析	Mr. L. Rivera	59.5 ~ 59.7	System Programmer, ICSD
システム分析	Mr. J. Son	59.5 ~ 59.7	System Designer, ICSD
ハードメイン	Mr. G. Manansala	59.8 ~ 59.11	Hardware Engineer, ICSD
ビデオ製作	Mr. E. Visconde	59.8 ~ 59.9	Managing Director, MMD
ビデオメイン	Mr. J. Tolentino	59.8 ~ 59.10	Maintenance Engineer, MMD
ビデオメイン	Mr. R. Victor	59.8 ~ 59.10	Vidpo Engineer, MMD
ビデオ製作	Mr. A. Mescallado	59.8 ~ 59.9	Production Assistant (Camera) MMD
ビデオ製作	Ms. R. Libao	59.8 ~ 59.9	Education Technology Specialist, MMD
ビデオ製作	Mr. Hector Lopez	59.8 ~ 59.9	Production Manager, MMD
ビデオ製作	Mr. Nicolas Tayag	59.8 ~ 59.9	Greative Director/Script Writer, MMD

注) ICSD: Integrated Computer Services Division
MMD: Multi-Media Division

2. 今後の C/P 本邦研修計画

昭和60年度			昭和61年度			昭和62年度		
研修科目	人数	研修期間	研修科目	人数	研修期間	研修科目	人数	研修期間
1. コンピュータ	人	月	1. コンピュータ	人	月	1. Communication Engineering	2	2~3
① Instruction Design	1	2	① Systems Development	1	2~3	2. Electronic Moltimedia	2	2~3
② Graphics. & Plotter	1	2	② Computer Operations	1	2~3			
③ Instruction Training	1	2	2. Communication Engineering	2	2~3			
④ Programing Design	1	2	3. Studio Management & Operation	1	2~3			
⑤ Hardware maintenance	1	4	4. Vidoo Technician	1	2~3			
2. 図書情報	1	2	5. ETV Management	1	2~3			
3. 教育TV番組	1	2.5	6. Broodcasling & Programming	1	2~3			
合計	7人			8人				

上記昭和61, 62年度研修科目については、とりあえずの案であり、研修内容については集団コースの参加にて対応が可能なものもあるので、これらの活用を第一に検討するとともに、比側とも充分協議したうえで別途連絡がある予定。

3. 問題点と対処方針

(問題点)

本件プログラムの C/P 養成については、他のプログラムで実施しているような長期専門家を通じての C/P に対する技術移転の形態をとっておらず基本的には短期専門家の派遣、研修員の本邦受入により C/P の育成を図っている。

1の1)で述べたごとく G/P の技術レベルはかなり向上しているものの下記の点が問題点として懸念される。

特に、コンピューター関係部門についてであるが、短期専門家の派遣により保守、運用並びにシステム開発等を手がけているも、専門分野の細分化により派遣される者が同一人物でなく前任者との引継ぎが充分なされていない、又、現地での指導と本邦研修の関連も明確でないなど、プログラムの業務進捗状況、ニーズを全体把握した上での C/P の系統的育成

指導が困難な状況である。本邦での研修内容についても、コンピューター関連に明るい長期専門家が派遣されていないことから、プログラムの進捗状況にあわせたコンピューターの活用、応用等につき専門的見地での全体把握・助言ができない状況であり、研修重点項目が不明瞭となっている。

(対処方針)

- (1) 「比」側はコンピューターに係る保守・運用上で問題が発生した場合、現地 NEC 関連会社を通じ技術指導・助言がもらえる体制を整えつつあり、本ルートで問題が解決できない時のみ日本側より協力を得たいと自助努力が見られる。
- (2) 本邦での研修内容を明確にするため、研修調書により短期専門家等を通じての C/P に対する指導内容、技術習熟度、業務遂行上のコンピューター活用意図等を詳細に調査し、これをベースに本邦での研修重点項目を明記してもらいよう要望。尚、コンピューター、視聴覚関係両部門とも保守・運用面ではかなりのレベルに達しているが、今後は、特に、教育的観点からの人材育成、教材開発、番組製作等を進めたいとしており、これらの分野については集団コースを活用する余地が充分あるのでこれらのコースの参加につき助言。
- (3) 上記(2)の研修調書の他に C/P の本邦研修の位置付・レベルを具体的に把握するため、下記事項を調査依頼しており別途報告がある予定。
 - (a) 協力期間中の事業目標達成に向けての C/P 育成計画
 - (b) 上記 C/P 育成計画・目標と本邦研修との関連
 - (c) 本邦研修に伴う現地技術レベルアップ度合

4. 日本側の協力計画

- (1) 昭和 61, 62 年度の C/P 本邦研修については、集団コースの参加が可能なものにつき集団コースと個別研修の組合せで対応する予定。
- (2) マルチメディア分野での第三国研修を将来希望しているところ、日本側の対応につき要検討。

▷プログラム II

1. 実績と現状

(1) 帰国研修員の活動・定着状況

過去3年間に4名を本邦研修に受入れたが、1名については管理職に昇格したためあまり実務に携っていないものの、他の者は帰国後各部門の責任者として活躍している。又、NEDAによる帰国後の継続勤務義務が課せられており離職等の問題はない。

(2) 技術系職員人数と配置状況

分 野	配 属 済	採 用 予 定	合 計
漁 場 環 境	6	3	9
カ キ 養 殖	9	2 ~ 3	11 ~ 12
浄 化	8	2	10

現在、23名の技術系職員が配属されており、研究、開発の人的体制は一応整いつつある。

(3) C/P の本邦研修受入実績

57年度(1人)

分 野	研 修 員 氏 名	受 入 期 間	帰 国 後 配 属 先
視 察	Mr. Macadangdang	58. 3	

58年度(0人)

分 野	研 修 員 氏 名	受 入 期 間	帰 国 後 配 属 先

59年度(0人)

分 野	研 修 員 氏 名	受 入 期 間	帰 国 後 配 属 先
カキ環境調査	Mr. R. Garcia	59. 7 ~ 59. 10	環境調査科長
カキ養殖技術	Mr. B. Fontanilla	59. 7 ~ 59. 11	プログラムマネージャー
浄化製品管理	Ms. E. Palpallatoc	60. 1 ~ 60. 2	浄化製造科長

2. 今後の C/P 本邦研修計画

昭和60年度			昭和61年度			昭和62年度		
研修科目	人数	研修期間	研修科目	人数	研修期間	研修科目	人数	研修期間
環境調査	1人	5~6ヶ月	環境調査	1人	3ヶ月	環境調査	1人	3ヶ月
カキ養殖	2人	4~6ヶ月	カキ養殖	1人	3ヶ月	カキ養殖	1人	3ヶ月
浄化製造	2人	4~6ヶ月	浄化製造	1人	3ヶ月	浄化製造	1人	3ヶ月
合計	5人		合計	3人		合計	3人	

上記昭和61、62年度の枠については最低限不可欠な人数であり、三分野とも優先順位は付け難いとしている。

3. 問題点と対処方針

(問題点)

- (1) 技術者職員として、大学で水産学科、海洋生物学を専攻した者で最低2年以上の実務経験を有していることを条件で採用しているものの、カキ養殖等の試験・研究の実務経験を有しているものはほとんどいない状況である。このため、長期専門家は初歩的段階からの幅広い技術指導を強いられている。又、専門家とC/Pの間で研究に対する考え方に相違がある。特に、C/Pの研修につき専門家の考えでは現地での指導内容を再度本邦で繰返すこと等により技術の熟練、研究手法の習得、応用技術の向上はもちろん、研究者としての姿勢をも理解させその道の専門家としての育成を望んでいるが、C/Pは専門分野につき幅広く、又、数多くの現場視察等を希望するなど知識の習得に関心が強いようである。
- (2) 現在、2名の長期専門家が23名のC/Pに対して技術指導をしているも、全員を対象とした指導には限界が感じられる。

(対処方針)

- (1) 専門家とC/Pとの日常の研究業務指導の際に充分の意志疎通を要望。又、研修員の本邦での研修内容についてもその生じないよう専門家と充分協議の上、要請書(A₂、A₃、フォーム)を作成するよう「比」側に要請。
- (2) 現地でのC/Pに対する指導内容、習熟度等を詳細に明記し本邦で重点的に行ってもらいたい研修項目・内容を研修調書をもって報告してもらおうよう要望。本邦研修期間として「比」側は7週間程度で充分であるとしており専門家の要望と相違いがあるが、上記研修

調書をもとに受入れ期間については日本側で最終的に決定する予定。

(3) 今まで本邦に受入れた研修員は、本プロジェクトに採用されてまもない者ばかりで現地で専門家を通じての C/P 指導が充分できない状況であったため、本邦研修に伴う技術レベルアップの度合を計るのは困難であるが、派遣専門家より次項の通り回答あり。

4. 日本側の協力計画

協力期限内での事業目標達成のためには、環境調査、カキ養殖、浄化・製造の三分野で最低限各1名の C/P を昭和61、62年度に受入れてもらいたいとしており、研修調書等をもとに研修員枠の確保につき要検討。

Programme II リーダー 竹内卓三

1985年7月2日

研修課目 (Subjects)	A. 協力期間中の現地でのC/P 育成計画及び目標 (Goal and plan of Training Counterpart Personel at the through the Cooper- ation Term)	B. 後 C/P 育成計画, 目標と 本邦研修との関連 (Systematically linkage between A and Training personel in Japan)	C. 本邦研修に伴う現地技術レ ベルアップの度合 (Contribution of up- grading Techniques through B)
1. 環境調査	(1) 漁場環境観測技術 (2) 水質, 底質分析技術	(1) A(1)の技術向上 (2) A(2)の技術向上 特に手分 析技術の向上 (3) 漁場調査計画の立て方, デ ータの解析の仕方	(1) 観測技術の正解度合の向上 (2) 分析の速度, 技術の正確度 合の向上 (3) C/P 独自での計画, 取り まとめ技術の向上
2. カキ養殖 技術	(1) 海でのカキ採苗・技術 カキの付着時期調査 (浮遊幼生と付着稚貝) (2) カキ種苗の成長抑制技術 強いカキの育成, 付着過多 の種カキの間引き (3) カキ養成技術 カキ養殖施設作製技術 カキ養成技術 (4) カキ養殖試験計画とデー タのまとめ方技術	(1) 海でのカキ付着時期の調査 技術 (2) カキ養殖試験等の試験計画 の立て方, データの解析技 術 (3) 先進国のカキ養殖実態調査 (4) 応用技術の向上	(1) カキ採苗技術の向上 (2) 試験計画の立て方, 取まと め技術の向上 (3) 視野の拡大 (4) 応用技術の向上
3. カキ浄化 製造	(1) 海水中の細菌検査技術 試水の取り方と細菌検査の 仕方 (2) カキ浄化技術 (3) カキの細菌検査技術 (4) カキの冷凍技術	(1) A(1)の正確な技術の習得 (2) カキ浄化の基礎技術の習得 (3) A(3)の正確技術の習得 (4) A(4)の技術の習得	(1) 細菌検査の仕方, 技術の向 上, 正確度合の向上 (2) 応用技術の向上 (3) 細菌検査の技術の正確度合 の向上 (4) 製品の良質化

▷プログラム III

1. 実績と現状

(1) 帰国研修員の活動・定着状況

過去3年間にわたり16名を本邦研修に受入れた。現在、建設技術指導教官養成コースを5月13日より3ヶ月間にわたり技術系大学・高専等の教官、民間企業や離職中の技術者を対象に6コースを実施しており、帰国研修員全員が各部門の訓練担当責任者として活躍している。又、今のところ離職者もいない。

(2) 技術系職員人数と配置状況

分 野	配 属 済	採 用 予 定	合 計
建設機械整備	4	}	}
建設機械運転	2		
電 気	3		
溶 接	3		
鉄 骨	2		
鉄 筋	2		
ブ ロ ッ ク	3		
配 管	2		
		7	※ 30

※ プログラム・ダイレクター、プログラム・マネージャ各1名を含めた人数。

(3) C/P の本邦研修受入実績

57年度(1人)

分 野	研修員氏名	受入期間	帰国後配属先
視 察	Mr. S. Dapul	58. 3	Program III Director

58年度(8人)

分 野	研修員氏名	受入期間	帰国後配属先
建設機械保守	Mr. A. Tadiaman	58. 5 ~ 58. 11	}
建設機械保守	Mr. J. Agabe	59. 5 ~ 59. 11	
鉄筋	Mr. F. Algarate	59. 1 ~ 59. 7	
鉄骨	Mr. G. Delfinado	59. 1 ~ 59. 7	
溶接	Mr. D. Navarro	59. 1 ~ 59. 6	
溶接	Mr. G. Santos	59. 1 ~ 59. 6	
電気	Mr. R. Reves	59. 1 ~ 59. 6	
電気	Mr. F. Sison	59. 1 ~ 59. 6	
			Construction Manpower Development Center

59年度(7人)

分野	研修員氏名	受入期間	帰国後配属先
建設機械運転	Mr. R. Fernandes	59. 5 ~ 59. 11	Construction Manpower Development Center
建設機械運転	Mr. R. Menguita	59. 5 ~ 59. 11	
鉄骨工事	Mr. H. Padue	59. 10 ~ 60. 4	
配管工事	Mr. E. Arcenas	59. 8 ~ 60. 2	
配管工事	Mr. R. Entendez	59. 8 ~ 60. 2	
ブロック	Mr. E. Domingo	60. 1 ~ 60. 7	
ブロック	Mr. M. Abad	60. 1 ~ 60. 7	

2. 今後のC/P本邦研修計画

昭和60年度			昭和61年度			昭和62年度		
研修科目	人数	研修期間	研修科目	人数	研修期間	研修科目	人数	研修期間
整備	2人	6ヶ月	運転	2人	6ヶ月	整備	1人	6ヶ月
電気	1	6	配管	2	6	鉄筋	1	6
溶接	1	6	ブロック	1	6	鉄骨	1	6
鉄筋	1	6				電気	1	6
						溶接	1	6
合計	5人		合計	5人		合計	5人	

- (1) 研修の内容に、教科指導法、施工計画・工程、品質管理の考え方も含めての指導を要望。
- (2) 雇用契約更新時の居残り率を50%と仮定し61年、62年度とも各5名のC/Pの本邦研修が必要であるとしている。
- (3) 協力期限内にC/Pに対し効率的に技術移転を図るため61年度には62年度予定枠の前だおし(3名分)で、8名の受入れを要望するかもしれない旨専門家より発言あり。

3. 問題点と対処方針

(問題点)

建設関連人材養成センター(CMDC)の拘束期間が3年間(本邦研修後の勤務義務を含む)であるところ、給与が民間と比べ著しく低いこと、予算上の定員枠、関連企業からの派遣者である等の理由から雇用契約満期後の定着率については楽観できない状況である。各部門ごとに長期専門家、必要に応じ短期専門家の派遣によりC/Pの育成指導がなされているものの、上述のごとく原則としてC/Pの拘束期間は3年間であるので契約更新で居残る率が低くなればC/Pを通じての技術移転にも問題が生じてくる。

(対処方針)

上記雇用契約制度は R/D 締結時に、有能な C/P を配属すべく手段として、日一比双方了承済のものであり、C/P の専属化並びに定着化への努力を「比」側に期待。

4. 日本側の協力計画

- (1) 協力期限内に C/P に対する技術移転が充分行なえるよう C/P の離職率を考慮の上、本邦研修の枠につき要検討。
- (2) 比国の当該技術分野のレベルに即応した本邦での研修カリキュラムをアレンジすることが望ましいので、当プログラムで実施している技術指導教官、技能指導員養成コースの内容、レベルを把握すべくこれらのカリキュラム等を入手。又、派遣専門家に対し C/P 育成計画・目標、本邦研修との関連、本邦研修に伴う現地技術レベルアップ度合の調査を依頼しており、これらをもとに本邦での研修内容充実が計れるものと思料する。

▷プログラム IV

1. 実績と現状

(1) 帰国研修員の活動・定着状況

過去3年間にわたり12名を本邦研修に受入れており、夫々が技術指導者として活躍している。帰国研修員は NACIDA の規程により5年間所属先での勤務が義務付けられており、本邦研修、派遣専門家を通じての C/P に対する技術移転は充分期待できるものと考えられる。

(2) 技術系職員人数と配置状況

分 野	配 属 者	採 用 予 定	合 計
木 工 技 術	11	4	15
竹 加 工 技 術	8	2	10
籐 加 工 技 術	5	2	7

訓練実施に伴う教官については一応充足され、又、60年度本邦研修を終えたものも加わり指導面の強化が一段と図られている。尚、技術補助員を含めると協力期間中に45名の職員を確保したいとしている。

(3) C/P の本邦研修受入実績

57年度(1人)

分 野	研 修 員 氏 名	受 入 期 間	帰 国 後 配 属 先
視 察	Mr. E. S. Payoyo	58. 3	NACIDA. CITC 所 長

58年度(7人)

分野	研修員氏名	受入期間	帰国後配属先
竹加工	Ms. A. Macapanas	58.11 ~ 59.5	竹工技術課 主任
籐加工	Mr. R. Falceso	58.11 ~ 59.5	籐加工技術課 主任
籐加工	Mr. A. Atienza	58.12 ~ 59.2	籐加工技術課 課長
木工	Mr. P. Eugenio	59.3 ~ 59.9	木工技術課 主任
木工	Mr. J. Mundo	59.3 ~ 59.5	PHRDC. PM 技術課長
木工	Mr. T. Ruiz	59.3 ~ 59.5	金属加工技術課長
竹籐加工	Mr. O. Vicencio	59.3 ~ 59.5	竹工技術課長

59年度(4人)

分野	研修員氏名	受入期間	帰国後配属先
木工	M. F. Codilla	59.12 ~ 60.6	木工技術課
木工機械	M. P. Deleon	59.12 ~ 60.6	#
竹加工	M. F. Francisco	59.12 ~ 60.6	竹工技術課
籐加工	M. E. Balaong	59.12 ~ 60.6	籐加工技術課

2. 今後のC/P本邦研修計画

昭和60年度			昭和61年度			昭和62年度		
研修科目	人数	研修期間	研修科目	人数	研修期間	研修科目	人数	研修期間
木材加工技術	1人	6ヶ月	木材加工技術	1人	3ヶ月	木材加工技術	1人	3ヶ月
竹材加工技術	1	6	竹材加工技術	1	3	中小工業開発	1	2
籐加工技術	1	6	家具デザイン	1	3	工業標準化	1	2
合計	3人	18ヶ月	合計	3人	9ヶ月	合計	3人	7ヶ月

60年度までに籐、竹材加工技術分野についてはC/Pに対し一応の技術移転ができるとし、新しい分野・技術レベルの習得を本邦研修で勉強させたいとしている。尚、対象者としては、3~5年程度の実務経験を有している若い技術系職員が予定されている。

3. 問題点と対処方針

(問題点)

- (1) 協力期間中を通じての各分野ごとの技術レベルの達成目標がかならずしも明確になされておらず、又、C/Pに対する技術指導が系統的に実施されていないので一考を要する。
- (2) 訓練の総括部長並びに各部門の課長は、夫々CITCにおける技術経験10数年のベテ

ランであるが、他の職員は一般に技術実務経験5年未満の者が多い。

(対処方針)

- (1) 今後とも技術指導を継続実施することにより優秀な技術指導員の育成が必要である。
尚、C/Pの技術指導後の理解度の判断として、材料、処理方法、機械操作及び加工技術等について調査を実施し各人の技術理解度の概要把握に努めているとのことである。
- (2) C/Pの育成計画、目標、本邦研修との関連、本邦研修に伴う現地技術レベルアップ度合の調査を派遣専門家に依頼しており本件回答をもとにC/Pの系統的指導が考慮されるものとする。

4. 日本側の協力計画

- (1) 61、62年度の本邦研修内容で集団コースの活用が図られるものは集団コースと個別の組合せを検討してもらうよう助言。
- (2) 本邦研修に対する国内支援体制の確立について……本プログラムの国内支援機関は通産省になっており、木材加工技術分野については同省関連の国際家具振興協会を通じて受入れ先の開拓、受入れ企業のアレンジを行っているところである。今般の巡回指導チームに合せての同協会事務局長のプログラム・サイト来訪により、現地での木材加工レベル、プログラムⅣのC/Pの資質についても把握できたとし、研修員の受入れにつき同協会の積極的な協力を、必要であれば通産省のサポートも充分期待できる素地が出来たと考える。一方、竹材加工、籐加工技術についてもこれまで派遣専門家の身内、当該関連の企業の好意で研修員の受入れを実施しているが、大分県別府産業工芸試験所他多数が候補企業として考えられる由であり、通産省を通じた新規受入れ先への打診ルートにつき要検討。

6. 資 料

6-1 プログラム I 関連資料

1) SKILLS INVENTORY SYSTEM

SKILLS INVENTORY SYSTEM

I. BACKGROUND INFORMATION

Skills Inventory System (SIS) is an information system that will generate data related to the skills of trainees and resource persons (trainors) and their overall profile to serve as input in the human resources development effort of PHRDC.

SIS is being developed by the Information and Computer Services Department (ICSD) of Program I, as their support to the data banking and computer processing requirements of the Center and the Technical Services Department.

The system will have two (2) subsystems namely: Trainee Information Subsystem and Resource Person Subsystem.

SIS will have the following features:

- 1) maintenance of an updated file on PHRDC trainees and resource persons,
- 2) capability of generating statistical information related to the profile of human resources development activities of PHRDC,
- 3) capability of generating reports on employment status, detailed data listing and whereabouts of trainees and resource persons, and
- 4) provides information related to the training efforts of PHRDC.

II. PROCESS FLOW OF SIS

For the implementation of SIS various offices and units in PHRDC will be involve, they are:

- 1) Office of the Secretary-General
- 2) Technical Services Department
- 3) Information & Computer Services Department
- 4) Program Offices
- 5) Training units of the Center and the programs

The details of the procedural flow of the two subsystems are provided in the section on BASIC PROCESS DESIGN.

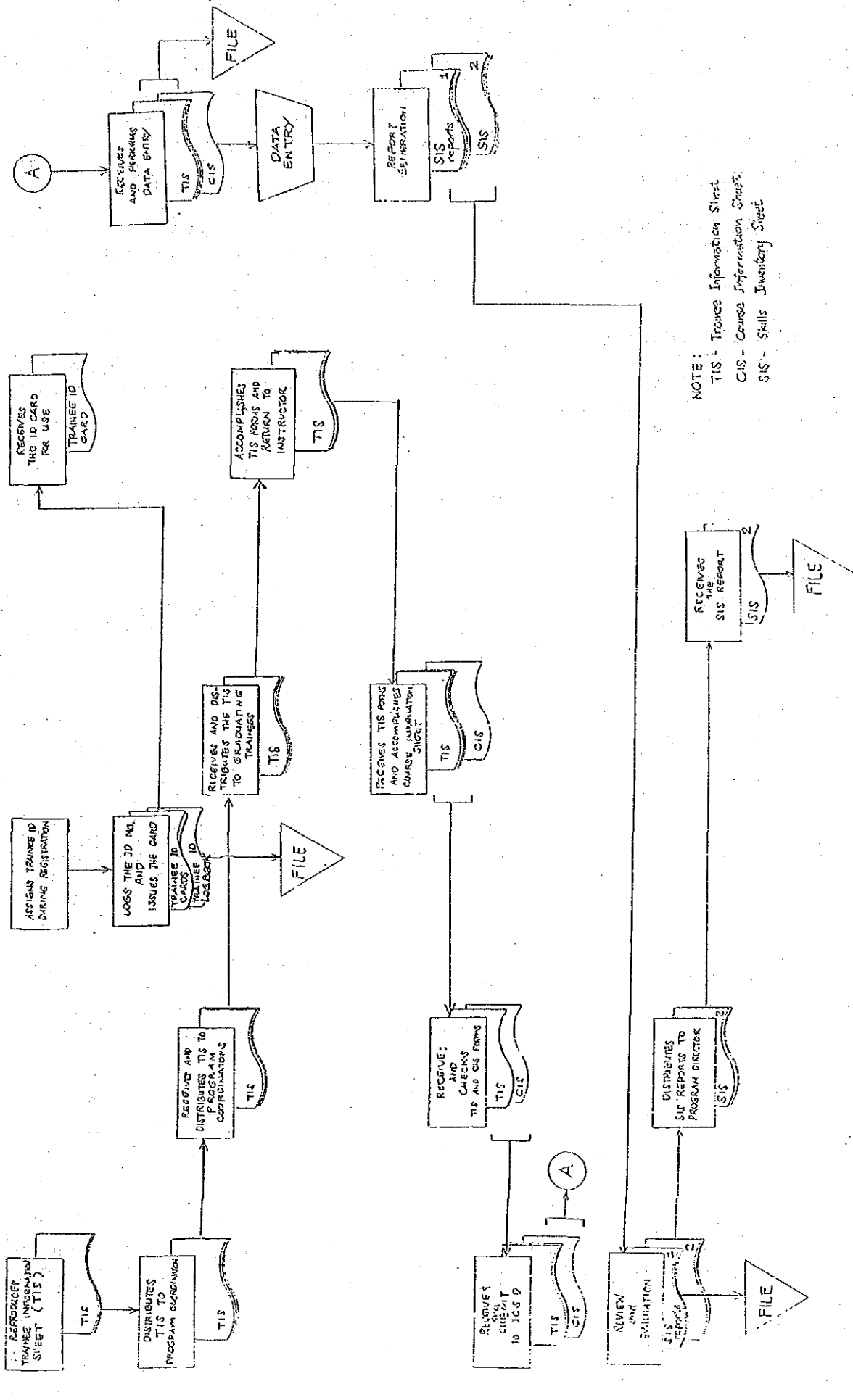
With regards to the other pertinent information about SIS, such as code design, input design, and output design, please refer to their respective sections in this manual.

TRAINEE INFORMATION SUBSYSTEM
PROCEDURAL FLOW

Unit	Activity/Guidelines
Technical Services Dept.	Reproduces the Trainee Information Sheet (TIS) and prepares the copies for distribution to program coordinators.
Program Coordinators	Distributes the Trainee Information Sheets to Program Coordinators.
Program Office	Assigns a trainee ID card to trainees during registration. Logs the trainee ID number in a log book and issues the trainee ID card.
Trainees	Receives the trainee ID card for use.
Program Office	Receives from Program Coordinators the Trainee Information Sheets and distributes these to graduating trainees only.
Trainees	Accomplishes the TIS forms and returns it to the instructors.
Program Office	Upon receipt of the TIS forms, the instructor fills up a Course Information Sheet.
Program Coordinator	Receives and checks the Course Information Sheet and Trainee Information Sheet to ensure all pertinent data is obtained.
Technical Services Dept.	Receives from the Program Coordinator copies of TIS and CIS, these are then submitted to ICSD.
ICSD	Receives the TIS and CIS forms and prepares these for data entry. Raw data from these forms are processed to produce SIS Reports.
Technical Services Dept.	Reviews and evaluates pertinent information of SIS Reports. A copy of the report is retained for filing. The other copy is forwarded to the respective Program Coordinators
Program Coordinator	Upon receipt of the SIS Report, it is distributed to the Program Office director.
Program Office	Receives a copy of SIS Report.

Note : REFER TO TRAINEE INFORMATION SUBSYSTEM PROCEDURAL FLOW CHART FOR A GRAPHICAL REPRESENTATION OF THE SUBSYSTEM

TECHNICAL SERVICES DEPARTMENT PROGRAM COORDINATOR REGISTRAR PROGRAM MANAGER INSTRUCTOR DIRECTOR TRAINEES I C S D



NOTE:
 TIS - Trainee Information Sheet
 CIS - Course Information Sheet
 SIS - Skills Inventory Sheet

RESOURCE

PERSON INFORMATION SUBSYSTEM
PROCEDURAL FLOW

UNIT	ACTIVITY/GUIDELINES
TECHNICAL SERVICES DEPARTMENT	Reproduces the Resource Person Information Sheet and prepares the copies for distribution.
TECHNICAL SERVICES DEPARTMENT OFFICE OF THE SECRETARY GENERAL PROGRAM OFFICES	Identifies potential resource persons and distributes to them the Resource Person Information Sheet.
RESOURCE PERSONS	Accomplishes and returns the RIS forms to the unit who gave the form.
OFFICE OF THE SECRETARY GENERAL PROGRAM OFFICE	Receives and endorses the RIS forms accomplished by the resource persons then forwards these to the Technical Services Department.
TECHNICAL SERVICES DEPARTMENT	Acknowledges the receipt of RIS forms and endorses these. The RIS forms are then collected and forwarded to ICSD.
ICSD	Upon receipt of the RIS forms, preparations are made for data entry. Raw data taken from the RIS forms are processed to produce the SIS Reports.
TECHNICAL SERVICES DEPARTMENT	SIS Reports from ICSD are reviewed and evaluated, after which a copy is retained and filed. A copy of the SIS report will be forwarded to the Program Offices.
PROGRAM OFFICES	A copy of the SIS Report is received and held for filing.

NOTE : REFER TO RESOURCE PERSON INFORMATION SUBSYSTEM PROCEDURAL FLOWCHART FOR A GRAPHIC REPRESENTATION OF THE SUBSYSTEM.

LIST OF CODES

EDUCATIONAL ATTAINMENT - Refers to the highest education
 ----- the person has acquired.

None	A
Elementary Level	B
Elementary Graduate	C
High School Level	D
High School Graduate	E
Vocational Level	F
Vocational Graduate	G
College Level	H
College Graduate	I
Post-Graduate	J

EDUCATION LEVEL - Refers to the type of education
 ----- the person has received in a particular school.

Elementary	E
High School	H
College	C
Vocational	V
Post-Graduate	P

TYPE OF TRAINEE

New	N
Old	O

CLASSIFICATION OF TRAINEE

PHRDC Scholar	S
Government Sponsored	G
Private Sponsored	P
Self-Financed (Individual)	I

SEX

Male	M
Female	F

CIVIL STATUS

Single	1
Married	2
Separated	3
Widower	4
Divorced	5

PROGRAM CODE : (0-4) refers to the Program which sponsored the training.
0 - CENTER
1 - PROGRAM I
2 - PROGRAM II
3 - PROGRAM III
4 - PROGRAM IV
SEQUENCE NUMBER : (0001-9999) sequence number

RESOURCE PERSON IDENTIFICATION NUMBER

- the resource person identification number shall have the following format :

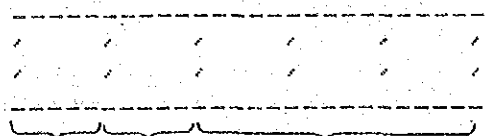


PROGRAM SEQUENCE NUMBER
CODE

PROGRAM CODE : (0-4) refers to the Program which sponsored the training.
0 - CENTER
1 - PROGRAM I
2 - PROGRAM II
3 - PROGRAM III
4 - PROGRAM IV
SEQUENCE NUMBER : (0001-9999) sequence number

PROFESSION CODE - Refers to the individual's career used in making a living.

- the profession code shall have the following format :



CODE CODE SEQUENCE NUMBER
INDICATOR

CODE INDICATOR : (P) stands for profession
CODE : (A-Z) Alphabetic
Example:

ACCOUNTANT => A
ENGINEER => E

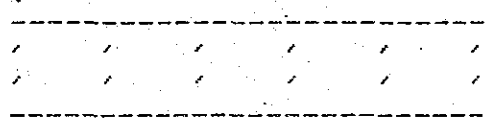
SEQUENCE NUMBER : (001-999) Initially assigned with an increment of ten to Profession with the same alphabetic code

Example:
ACCOUNTANT => 010
ARCHITECT => 020

* See Attachment B for a list of professions

SPECIALIZATION CODE - Applied skills related to career

- the specialization code shall have the following format :



CODE CODE SEQUENCE NUMBER
INDICATOR

CODE INDICATOR : (S) stands for specialization
CODE : (A-Z) Alphabetic
Example:

ACCOUNTANT => A
CARPENTER => C

SEQUENCE NUMBER : (001-999) Initially assigned with an increment of ten to Specialization with the same alphabetic code

Example:
WOOD CARVING => 010
WOOD LAMINATION => 020

* See Attachment C for a list of specialization

PROPOSED CODING SCHEME FOR PHRDC TRAINING COURSES

FIELD OF TRAINING	TRAINING CODE	TOPIC NO.	TRAINING DESCRIPTION
<u>A. CENTER</u>			
1. Orientation	CENT	10-19	General Orientation
		20-29	Pre-Departure Orientation
2. Human Resources Training and Management	-RTM	10-19	Courseware Development
		20-29	Training Administration
3. Language	LANG	10-19	Japanese Language
<u>B. PROGRAM 1</u>			
1. Multi-Media	MULT	10-19	Multi-Media Equipment Operations and Maintenance
		20-29	Multi-Media Production
		30-39	Instructional Media Production
2. Computer	COMP	10-19	Basic Concepts and Appreciation Training
		20-29	Microcomputer Training
		30-39	Languages
		40-49	Systems Analysis, Design and Management
		50-59	Computer Audit and Security
		60-69	Advanced Topics - Data Communications, Operating Systems and Architecture

FIELD OF TRAINING	TRAINING CODE	TOPIC NO.	TRAINING DESCRIPTION
<u>C. PROGRAM II</u>			
1. Seafarming	SEAF	10-19	Orientation
		20-29	Oyster Cultivation
		30-39	Environmental Survey
		40-49	Laboratory Equipment Operation and Maintenance
<u>D. PROGRAM III</u>			
1. Heavy Equipment Training	HEEP	10-19	Heavy Equipment Operation
		20-29	Heavy Equipment Maintenance
2. Construction	CONS	10-19	Masonry
		20-29	Pipe Fitting, Plumbing
		30-39	Industrial Electricity
3. Steel Work	STWK	10-19	Erection
		20-29	Rebar Work
		30-39	Welding
<u>E. PROGRAM IV</u>			
1. Wood	WOOD	10-19	Basic Training
		20-29	Advanced Training
		30-39	Trainer's Training

FIELD OF TRAINING	TRAINING CODE	TOPIC NO.	TRAINING DESCRIPTION
2. Bamboo	SAMB	10-10	Basic Training
		20-20	Advanced Training
		30-30	Trainer's Training
3. Rattan	RATN	10-10	Basic Training
		20-20	Advanced Training
		30-30	Trainer's Training

LIST OF PROFESSIONS

PROFESSION CODE	PROFESSION NAME
PA020	ACCOUNTANT
PA060	ADMINISTRATIVE OFFICER
PA080	ARCHAEOLOGIST
PA100	ARTIST
PA120	ART DIRECTOR
PA140	AUDITOR
PS020	BIOLOGIST
PS040	BOOKKEEPER
PS060	BUDGET PERSONNEL
PS120	BUILDING ADMINISTRATOR
PC020	CAMERAMAN
PC040	CAMERA TECHNICIAN
PC060	CASH DISBURSEMENT OFFICER
PC080	CASHIER
PC100	CLERK
PC120	CONSTRUCTION COORDINATOR
PC160	COURSE WRITER
PC220	CURRICULUM WRITER
PD020	DRIVER
PE020	EDUCAT'L TECHNICAL SPECIALIST
PE040	ELECTRICIAN
PE060	ENGINEER
PE080	ENGINEERING DIRECTOR
PG020	GARDENER
PH020	HATCHERY TECHNICIAN
PJ020	JANITOR
PL020	LIBRARIAN
PM020	MAINTENANCE ENGINEER
PM040	MAINTENANCE TECHNICIAN
PM060	MANAGER
PM080	MANAGING DIRECTOR
PM100	MARICULTURE AIDE
PM120	MARICULTURIST
PM140	MESSENGER
PM160	MICROBIOLOGIST
PM180	MONITORING OFFICER
PO020	OCEANOGRAPHER
PO040	OCEANOGRAPHIC AIDE
PF020	PHOTOGRAPHER
PF040	PHOTO LABMAN
PP060	PLANNING OFFICER
PP080	PROCUREMENT OFFICER
PP100	PRODUCTION ASSISTANT
PP120	PRODUCTION MANAGER
PP140	PROGRAM COORDINATOR
PP160	PROGRAM MANAGER

PROFESSION CODEPROFESSION NAME

PP190	PROGRAMMER
PP200	PROJECT ASSISTANT
PQ020	QUARTERMASTER
PR020	RECORDS OFFICER
PR040	RESEARCHER
PR060	RESOURCE LIBRARIAN
PS020	SCRIPTWRITER
PS040	SECRETARY
PS060	SECRETARY-GENERAL
PS080	STUDIO DIRECTOR
PS100	SUPPLY OFFICER
PS120	SYSTEMS ANALYST
PS140	SYSTEMS PROGRAMMER
PT020	TECHNICAL RESEARCHER
PT040	TECHNICIAN
PT060	TRAINING ASSISTANT
PT080	TRAINING COORDINATOR
PT100	TRAINING DESIGNER
PV020	UTILITY MAN
PV040	VIDEO ENGINEER
PV060	VTR TECHNICIAN

LIST OF SPECIALIZATIONS

SPECIALIZATION CODE	SPECIALIZATION NAME
SA020	AQUA CULTURE
SA040	AUDIO SPECIALIST
SB020	BOOKKEEPING
SC020	CARTOGRAPHY
SC040	COOKING
SC200	COMPUTER OPERATIONS
SC220	COMPUTER PROGRAMMING
SC240	CONCEPT GRAPHS
SC260	COPY EDITING
SC280	CREATIVE WRITING
SD020	DATA ANALYSIS
SD040	DATA BASE MANAGEMENT
SD060	DATA COMMUNICATION
SD080	DATA GATHERING
SD120	DATA INPUTTING
SD220	DATA TRANSCRIPTION
SD240	DEBUGGING
SD260	DESIGNING
SD300	DIRECTING
SD320	DRAFTING
SD340	DRAWING
SE020	EDITING
SE040	EDITORIAL WRITING
SE060	ELECTRICAL INSTALLATION
SE080	EQUIPMENT MANAGEMENT
SF020	FABRICATION
SF040	FEATURE WRITING
SF060	FILM DEVELOPING
SH020	HARDWARE ENGINEERING
SH040	HUMAN RELATIONS
SI020	INTERVIEWING
SJ020	JOURNALISTIC WRITING
SK020	KEYPUNCHING
SL020	LAYOUTING
SL040	LEGAL WRITING
SL060	LETTERING
SL080	LIGHT SPECIALIST
SL100	LITERARY WRITING
SN020	NEWS WRITING
SP020	PHOTOGRAPHY
SP040	PIPE LAYING/FITTING
SP060	PRINT ADVERTISING
SP080	PROGRAMMING
SP100	PROJECT MANAGEMENT
SP140	PROJECT STUDY PREPARATION
SP160	PROOFREADING

SPECIALIZATION CODE

SPECIALIZATION NAME

SR020	RADIO-VIDEO ADVERTISING
SR040	REPORT WRITING
SR060	RESEARCH ANALYSIS
SS020	SCHEDULING/MONITORING
SS040	SCIENTIFIC RESEARCH
SS060	SCUBA DIVING
SS080	SKETCHING
SH100	SOFTWARE ENGINEERING
SS120	SWIMMING
SS160	SYSTEMS DEVELOPMENT
SS180	SYSTEMS ENGINEERING
SS200	SYSTEMS PROGRAMMING
ST020	TECHNICAL WRITING
SV020	VTR OPERATION

TRAINEE & RESOURCE PERSON INFORMATION SHEET

FILL-UP GUIDE

PERSONAL DATA

* TYPE OF TRAINEE

[: O] OLD - CHECK OLD IF TRAINEE HAS PASSED ANY PHRDC COURSE.

[: N] NEW - CHECK NEW IF TRAINEE HAS NOT PASSED OR TAKEN ANY PHRDC COURSE.

* CLASSIFICATION OF TRAINEE

[: S] PHRDC SCHOLAR - CHECK S IF TRAINEE IS SPONSORED BY PHRDC.

[: G] GOV'T SCHOLAR - CHECK G IF TRAINEE IS SPONSORED BY GOVERNMENT AGENCY OR OFFICE EXCEPT PHRDC.

[: P] PRIVATE SPONSORED - CHECK P IF TRAINEE IS SPONSORED BY A PRIVATE AGENCY, CORPORATION, OR OFFICE.

* NAME

EXAMPLE.

SANTOS	PEDRO	D

(LAST NAME)	(FIRST NAME)	(MIDDLE NAME)

* BIRTHDATE

MONTH	MONTH
JAN - 01	JUL - 07
FEB - 02	AUG - 08
MAR - 03	SEP - 09
APR - 04	OCT - 10
MAY - 05	NOV - 11
JUN - 06	DEC - 12

EXAMPLE.

FEBRUARY 14, 1960 ---) DAY MONTH YEAR
: : :

MONTH DAY YEAR I 14 I I 02 I I 60 I

* BIRTHPLACE

EXAMPLE SAN JUAN ASTRO MANILA

* HEIGHT

1 FT = 12 IN
1 IN = 2.54 CM.

EXAMPLE 5'2" ---> 157 CM.

5 X 12 = 60 IN. + 2 IN. = 62 IN.
62 X 2.54 = 157 CM.

* SEX

[/ : M] MALE ---> CHECK M, IF MALE

[/ : F] FEMALE ---> CHECK F, IF FEMALE

* CIVIL STATUS

EXAMPLE

IF SINGLE

[/ : 1] SINGLE [: 3] SEPARATED [: 5] DIVORCED

[: 2] MARRIED [: 4] WIDOW

* OCCUPATION

[: 1] SELF EMPLOYED - IF THE PERSON OWNS THE COMPANY HE'S WORKING FOR.

[: 2] EMPLOYEE - IF THE PERSON WORKS FOR ANOTHER IN RETURN FOR A SALARY, WAGE OR OTHER CONSIDERATION.

[: 3] EMPLOYER/ BUS. PROP. - IF THE PERSON HIRES WORKMEN, SERVANTS ETC. FOR WAGES.

[: 4] UNEMPLOYED - IF THE PERSON HAS NO OCCUPATION OUT-OF-WORK OR JOBLESS.

[: 5] STUDENT - IF THE PERSON IS ENGAGED IN A COURSE OF STUDY.

- [: 6] OUT-OF-SCHOOL - IF THE PERSON HAS NOT FINISHED ANY DEGREE, ISN'T PRESENTLY EMPLOYED & BELOW 21.
- [: 7] HOUSEWIFE - IF THE PERSON IS A MARRIED WOMAN WHO MANAGES THE AFFAIRS OF HER OWN HOUSEHOLD AS A FULL-TIME OCCUPATION.
- [: 8] RETIRED - IF THE PERSON IS WITHDRAWN FROM ACTIVE SERVICE, BUSINESS, OFFICE OR PUBLIC LIFE.

* * * FOR ALL DATES FOLLOW THE FORMAT OF BIRTHDATE * * *

II EDUCATIONAL BACKGROUND

* EDUCATIONAL CODE

- [E] ELEMENTARY - GRADE ONE TO GRADE GRADE SIX OR GRADE SEVEN DEPENDING UPON THE SCHOOL CURRICULA.
- [H] HIGH SCHOOL - FIRST YEAR TO FOURH YEAR.
- [C] COLLEGE - 4 TO 5 YEAR(S) COLLEGIATE COURSE DEPENDING UPON THE COURSE YOU HAVE TAKEN.
- [P] POST GRADUATE - COURSES TAKEN AFTER COLLEGE, LEADING TO MASTERS DEGREE OR DOCTORATE.

EXAMPLE MBA, MA, PHD.

III EMPLOYMENT HISTORY

* STATE FROM EARLIEST TO LATEST *

- [: 1] CASUAL
- [: 2] CONTRACTUAL - IF THE PERSON IS REQUIRED TO ABIDE BY AN AGREEMENT OR CONTRACT TO FINISH A JOB FOR A PERIOD OF TIME FOR A CERTAIN COMPENSATION.
- [: 3] DETAILED - IF THE PERSON IS SELECTED & SENT

OFF FOR A SPECIAL SERVICE, DUTY,
ETC.

[: 4] PROBATIONARY - IF THE PERSON IS STILL UNDER A
PERIOD OF TESTING HIS
QUALIFICATION, CHARACTER, ETC.
BEFORE BECOMING A REGULAR
OR PERMANENT EMPLOYEE.

[: 5] REGULAR - PERMANENT EMPLOYEE.

FORM NO. PHILIPPINE HUMAN RESOURCES DEVELOPMENT CENTER
 TRAINEE INFORMATION SHEET

ADD
 CHANGE
 DELETE

INSTRUCTIONS: 1. PRINT CLEARLY IN INK. 2. CHECK THE APPROPRIATE BOX.
 3. USE ADDITIONAL SHEET IF NECESSARY.

PERSONAL DATA

TRE OF TRAINEE: 10. OLD 11. NEW
 CLASSIFICATION OF TRAINEE: 15. PRIVATE SCHOLAR 16. GOVERNMENT SCHOLAR 17. PRIVATE SPONSORED 18. SELF-FINANCED (INDIVIDUAL)

RAINEE ID. NO. (LEAVE BLANK) NAME: (LAST) (FIRST) (MIDDLE INITIAL)

F. MARRIED, STATE MAIDEN NAME (LAST) (FIRST) (MIDDLE INITIAL)

DATE: DAY MONTH YEAR BIRTHPLACE: HEIGHT: CM. WEIGHT: KG.

SEX: 1. MALE 2. FEMALE CIVIL STATUS: 1. SINGLE 2. SEPARATED 3. DIVORCED 4. NAME OF SPOUSE: 5. MARRIED 6. WIDOW

OCCUPATION: 1. EMPLOYED 2. UNEMPLOYED 3. STUDENT 4. RETIRED 5. OTHER

PROFESSION: (REFER TO THE INDIVIDUAL'S CAREER USED IN MAKING A LIVING, E.G. DOCTOR, PROGRAMMER, ACCOUNTANT, ETC.) PROFESSION CODE (LEAVE BLANK)

HIGHEST EDUCATIONAL ATTAINMENT: 1. NONE 2. VOCATIONAL LEVEL 3. ELEMENTARY LEVEL 4. ELEMENTARY GRADUATE 5. HIGH SCHOOL LEVEL 6. HIGH SCHOOL GRADUATE 7. COLLEGE LEVEL 8. COLLEGE GRADUATE 9. POST-GRADUATE

RESIDENTIAL ADDRESS: (ST./AREA) (CITY/TOWN) (PROV.) TELEPHONE: (AREA) (NUMBER)

PROVINCIAL ADDRESS: (ST./AREA) (CITY/TOWN) (PROV.) TELEPHONE: (AREA) (NUMBER)

BUSINESS ADDRESS: (ST./AREA) (CITY/TOWN) (PROV.) TELEPHONE: (AREA) (NUMBER)

EDUCATIONAL BACKGROUND

DATE FROM EARLIEST TO LATEST OR EDUCATIONAL CODE: 1. ELEMENTARY 2. HIGH SCHOOL 3. COLLEGE 4. VOCATIONAL 5. POST-GRADUATE (WRITE LETTER ONLY)

SCHOOL NAME	SCHOOL CODE	COURSE / DEGREE	DATE OF COMPLETION / GRADUATION	REMARKS
		ELEMENTARY	DAY MONTH YEAR	
		HIGH SCHOOL	DAY MONTH YEAR	
			DAY MONTH YEAR	
			DAY MONTH YEAR	

TRAINING / SEMINARS COMPLETED

TITLE / SUBJECT OF TRAINING	TRAINING INSTITUTION AND PLACE	SPONSORED BY	DATE OF TRAINING	REMARKS
			DAY MONTH YEAR	
			DAY MONTH YEAR	
			DAY MONTH YEAR	

TITLE FIELD OF TRAINING	TRAINING INSTITUTION & PLACE	SPONSORED BY	DATE OF TRAINING				REMARKS
			FROM		TO		
			MO	YR	MO	YR	

EMPLOYMENT HISTORY

EMPLOYER BASIS (DIRECT, INDIRECT)

STATUS OF EMPLOYMENT (REGULAR, SEASONAL, TEMPORARY, PART-TIME, CONTRACTUAL, OTHER)

EMPLOYMENT DATE		POSITION	NAME OF EMPLOYER	GRADE OR EMP. CLASS.	SALARY
FROM	TO				
MO	YR	MO	YR		

FIELD OF SPECIALIZATION

APPLICABLE ONLY (RELATED TO CAREER, E.G., DIESEL MECHANIC, DIESEL MECHANIC, ETC.)

FIELD OF SPECIALIZATION	CREDENTIALS		FIELD OF SPECIALIZATION	CREDENTIALS	
	TYPE	DATE		TYPE	DATE

DATE OF ENTRY INTO SERVICE	DATE OF ENTRY INTO SERVICE
----------------------------	----------------------------

COURSE OF INFORMATION

FILL-UP GUIDE

COURSE CODE

EXAMPLE

I C I O I M I I I O I S I 4 I A I

COURSE TITLE

EXAMPLE

I BASIC COMPUTER I

I PROGRAMMING I

SCHEDULE

EXAMPLE

HH ---> HOURS FROM I 0 1 : 0 0 I TO I 0 5 : 0 0 I
 MM ---> MINUTES FROM I 1 2 : 0 0 I TO I 0 3 : 0 0 I

DURATION

DD ---> DAY MONTH MONTH
 MM ---> MONTH
 YY ---> YEAR JAN - 01 JUL - 07
 FEB - 02 AUG - 08
 MAR - 03 SEP - 09
 APR - 04 OCT - 10
 MAY - 05 NOV - 11
 JUN - 06 DEC - 12

EXAMPLE

FROM SEPT, 5, 1984 TO OCT, 5, 1984

FROM I 0 5 I 0 9 I 8 4 I TO I 0 5 I 1 0 I 8 4 I

DC MM YY DC MM YY

INSTRUCTOR

EXAMPLE

I MR. JIMMY SIN SON I

TRAINING SITE

EXAMPLE

I PHRDC BLDG., UL COMPLEX I

I PASIG, METRO MANILA I

NO. OF PHRDC SCHOLARS

- TOTAL NO. OF TRAINEES SPONSORED BY PHRDC.

EXAMPLE I 1 0 I

NO. OF GOV'T SPONSORED

- TOTAL NO. TRAINEES SPONSORED BY ANY GOV'T OFFICE OR AGENCY EXCEPT PHRDC.

NO. OF PRIVATE SPONSORED

- TOTAL NO. TRAINEES SPONSORED BY ANY PRIVATE OFFICE, AGENCY OR CORPORATION.

NO. OF SELF FINANCED

- TOTAL NO. TRAINEES WHO ARE FINANCING THEMSELVES.

NO. ENROLEES

- TOTAL NO. OF TRAINEES ENROLLED IN THE COURSE.

NO. OF STUDENTS PASSED

- TOTAL NO. OF TRAINEES WHO PASSED THE COURSE.

INSTRUCTIONS: PRINT CLEARLY IN INK. USE ADDITIONAL SHEET IF NECESSARY.

COURSE INFORMATION

COURSE CODE

COURSE TITLE

SCHEDULE FROM HOUR MINUTE TO HOUR MINUTE

DURATION FROM DAY MONTH YEAR TO DAY MONTH YEAR

INSTRUCTOR

TRAINING SITE

TRAINING REGION NO. OF PRIVATE SPONSORED NO. OF GOVERNMENT FINANCED

NO. OF PARTICIPANTS NO. OF SELF-FINANCED FILED UP BY

NO. OF GOVERNMENT OFFICIALS NO. OF EMPLOYEES PRINT NAME AND SIGN ABOVE

LIST OF REPORTS

TRAINEE INFORMATION :

1. RSISP010 - TRAINEE PROOFLIST BY CLASS
2. RSISL010 - TRAINEE LIST BY COURSE
3. RSISL020 - TRAINEE LIST BY TRAINING FIELD
4. RSISS010 - FREQUENCY DISTRIBUTION OF TRAINEES BY EDUCATIONAL ATTAINMENT, SEX, TYPE, CLASSIFICATION, CIVIL STATUS & COURSE
5. RSISS020 - FREQUENCY DISTRIBUTION OF TRAINEES BY REGION & COURSE
6. RSISS030 - FREQUENCY DISTRIBUTION OF TRAINEES BY OCCUPATION & COURSE
7. RSISS040 - FREQUENCY DISTRIBUTION OF TRAINEES BY TRAINING FIELD
8. RSISS050 - FREQUENCY DISTRIBUTION OF TRAINEES BY PROFESSION & REGION

RESOURCE PERSON INFORMATION :

1. RSISP020 - RESOURCE PERSON PROOFLIST
2. RSISL030 - RESOURCE PERSON LIST BY SPECIALIZATION & REGION
3. RSISS060 - FREQUENCY DISTRIBUTION OF RESOURCE PERSONS BY SPECIALIZATION & REGION
4. RSISS070 - FREQUENCY DISTRIBUTION OF RESOURCE PERSONS BY SPECIALIZATION, OCCUPATION & REGION
5. RSISS080 - FREQUENCY DISTRIBUTION OF RESOURCE PERSONS BY PROFESSION & REGION

OTHERS :

1. RSISL040 - LIST OF SPECIALIZATION
2. RSISL050 - LIST OF PROFESSION

REPORT NAME

DESCRIPTION

RSISF010

PROOFLIST OF TRAINEE INFORMATION BY CLASS.

PROVIDES THE FOLLOWING INFORMATION ABOUT A CLASS :

1. COURSE CODE
2. SCHEDULE
3. INSTRUCTOR
4. TRAINING SITE & REGION

PROVIDES THE FOLLOWING INFORMATION ABOUT THE TRAINEES OF A CLASS :

1. PERSONAL INFORMATION
 - 1.1 TYPE OF TRAINEE - IF OLD OR NEW
 - 1.2 ID NUMBER
 - 1.3 NAME
 - 1.4 BIRTHDATE & BIRTHPLACE
 - 1.5 HEIGHT & WEIGHT
 - 1.6 SEX
 - 1.7 CIVIL STATUS & NAME OF SPOUSE
 - 1.8 OCCUPATION CODE
 - 1.9 PROFESSION & PROFESSION CODE
 - 1.10 EDUCATIONAL ATTAINMENT CODE
 - 1.11 ADDRESS
 - 1.11.1 RESIDENTIAL
 - 1.11.2 PROVINCIAL
 - 1.11.3 BUSINESS
2. EDUCATIONAL BACKGROUND
 - 2.1 SCHOOL
 - 2.2 EDUCATIONAL CODE
 - 2.3 COURSE / DEGREE
 - 2.4 DATE OF COMPLETION
 - 2.5 REMARKS
3. TRAINING DATA
 - 3.1 FIELD OF TRAINING
 - 3.2 INSTITUTION & PLACE
 - 3.3 SPONSOR
 - 3.4 DATE OF TRAINING
 - 3.5 REMARKS
4. EMPLOYMENT HISTORY
 - 4.1 DATE OF EMPLOYMENT
 - 4.2 POSITION
 - 4.3 NAME OF EMPLOYER
 - 4.4 STATUS OF EMPLOYMENT
 - 4.5 SALARY

REPORT NAME

DESCRIPTION

5. FIELD OF SPECIALIZATION

AT THE END OF THE REPORT, THE FOLLOWING
INFORMATION ARE GIVEN :

1. NO. OF PHRDC SCHOLARS
2. NO. OF GOVERNMENT SPONSORED
3. NO. OF PRIVATE SPONSORED
4. NO. OF SELF-FINANCED
5. NO. OF ENROLEES
6. NO. OF STUDENTS WHO PASSED

NUMBER OF COPIES TO BE GENERATED : 1
TO BE GIVEN TO : ICSD

REPORT NAME

DESCRIPTION

RSISL010

LIST OF TRAINEE INFORMATION BY COURSE.

PROVIDES THE FOLLOWING INFORMATION ABOUT A COURSE:

1. COURSE CODE
2. COURSE TITLE

PROVIDES THE FOLLOWING INFORMATION ABOUT THE TRAINEES OF A COURSE :

1. TRAINEE CODE - TRAINEE'S BIRTHDATE IN THE
FORMAT DDDMMYY
2. NAME
3. PHONE NUMBER
4. SEX
5. AGE
6. CIVIL STATUS
7. TYPE OF TRAINEE
8. RESIDENTIAL ADDRESS

NUMBER OF COPIES TO BE GENERATED : 2
TO BE GIVEN TO : TECHNICAL SERVICES
DEPARTMENT
: PROGRAM OFFICE

REPORT NAME

DESCRIPTION

RSISL020 LIST OF TRAINEE INFORMATION BY TRAINING FIELD.

PROVIDES THE FOLLOWING INFORMATION ABOUT THE TRAINEES :

1. TRAINEE CODE - TRAINEE'S BIRTHDATE IN THE
FORMAT DDMYY
2. NAME
3. PHONE NUMBER
4. SEX
5. AGE
6. CIVIL STATUS
7. EDUCATIONAL ATTAINMENT
8. OCCUPATION
9. COURSES TAKEN
10. PROFESSION
11. RESIDENTIAL ADDRESS

NUMBER OF COPIES TO BE GENERATED : 2
TO BE GIVEN TO : TECHNICAL SERVICES
DEPARTMENT
PROGRAM OFFICE

REPORT NAME

DESCRIPTION

RSISS010 FREQUENCY DISTRIBUTION OF TRAINEES BY EDUCATIONAL
ATTAINMENT, SEX, TYPE, CLASSIFICATION, CIVIL
STATUS & COURSE.

PROVIDES THE FOLLOWING INFORMATION :

1. COURSE CODE
2. COURSE TITLE
3. NO. OF TRAINEES WHO PASSED THE COURSE
4. PERCENTAGE OF THE TRAINEE'S HIGHEST
EDUCATIONAL ATTAINMENT
5. PERCENTAGE OF MALE & FEMALE TRAINEES
6. PERCENTAGE OF OLD & NEW TRAINEES
7. PERCENTAGE OF THE TRAINEES' CLASSIFICATION
(PHROC, GOVERNMENT, PRIVATE SCHOLARS OR SELF-
FINANCED)
8. PERCENTAGE OF THE TRAINEE'S CIVIL STATUS

* PERCENTAGES ARE BASED ONLY ON THE NUMBER OF
TRAINEES WHO PASSED

NUMBER OF COPIES TO BE GENERATED : 2
TO BE GIVEN TO : TECHNICAL SERVICES
DEPARTMENT
PROGRAM OFFICE

REPORT NAME

DESCRIPTION

RSISS028 FREQUENCY DISTRIBUTION OF TRAINEES BY REGION &
COURSE

PROVIDES THE FOLLOWING INFORMATION :

1. COURSE CODE
2. COURSE TITLE
3. NO. OF TRAINEES RESIDING IN THE DIFFERENT
REGIONS

NUMBER OF COPIES TO BE GENERATED : 2
TO BE GIVEN TO : TECHNICAL SERVICES
DEPARTMENT
: PROGRAM OFFICE

REPORT NAME

DESCRIPTION

RSISS030

FREQUENCY DISTRIBUTION OF TRAINEES BY OCCUPATION AND COURSE.

PROVIDES THE FOLLOWING INFORMATION :

1. COURSE CODE
2. COURSE TITLE
3. NO. OF TRAINEES WHO PASSED THE COURSE
4. PERCENTAGE OF TRAINEES UNDER DIFFERENT OCCUPATIONS

* PERCENTAGES ARE BASED ONLY ON THE NUMBER OF TRAINEES WHO PASSED

NUMBER OF COPIES TO BE GENERATED : 2
TO BE GIVEN TO : TECHNICAL SERVICES
DEPARTMENT
PROGRAM OFFICE

REPORT NAME

DESCRIPTION

RSISS040 FREQUENCY DISTRIBUTION OF TRAINEES BY TRAINING
FIELD.

PROVIDES THE FOLLOWING INFORMATION :

1. TRAINING FIELD
2. NO. OF TRAINEES IN A PARTICULAR TRAINING
FIELD, RESIDING IN THE DIFFERENT REGIONS.

NUMBER OF COPIES TO BE GENERATED : 1
TO BE GIVEN TO : TECHNICAL SERVICES
DEPARTMENT

REPORT NAME	DESCRIPTION
RSISS050	<p>FREQUENCY DISTRIBUTION OF TRAINEES BY PROFESSION & REGION.</p> <p>PROVIDES THE FOLLOWING INFORMATION :</p> <ol style="list-style-type: none"> 1. PROFESSION 2. NO. OF TRAINEES WITH A PARTICULAR PROFESSION RESIDING IN THE DIFFERENT REGIONS.

NUMBER OF COPIES TO BE GENERATED : 1
 TO BE GIVEN TO : TECHNICAL SERVICES DEPARTMENT

REPORT NAME

DESCRIPTION

RSISFM20 PROOFLIST OF RESOURCE PERSON INFORMATION BY ID
NUMBER

PROVIDES THE FOLLOWING INFORMATION ABOUT THE
RESOURCE PERSON :

1. PERSONAL INFORMATION
 - 1.1 ID NUMBER
 - 1.2 NAME
 - 1.3 BIRTHDATE & BIRTHPLACE
 - 1.4 HEIGHT & WEIGHT
 - 1.5 SEX
 - 1.6 CIVIL STATUS & NAME OF SPOUSE
 - 1.7 OCCUPATION CODE
 - 1.8 PROFESSION & PROFESSION CODE
 - 1.9 EDUCATIONAL ATTAINMENT CODE
 - 1.10 ADDRESS
 - 1.10.1 RESIDENTIAL
 - 1.10.2 PROVINCIAL
 - 1.10.3 BUSINESS
2. EDUCATIONAL BACKGROUND
 - 2.1 SCHOOL
 - 2.2 EDUCATIONAL CODE
 - 2.3 COURSE / DEGREE
 - 2.4 DATE OF COMPLETION
 - 2.5 REMARKS
3. TRAINING DATA
 - 3.1 FIELD OF TRAINING
 - 3.2 INSTITUTION & PLACE
 - 3.3 SPONSOR
 - 3.4 DATE OF TRAINING
 - 3.5 REMARKS
4. EMPLOYMENT HISTORY
 - 4.1 DATE OF EMPLOYMENT
 - 4.2 POSITION
 - 4.3 NAME OF EMPLOYER
 - 4.4 STATUS OF EMPLOYMENT
 - 4.5 SALARY
5. SPECIALIZATION
 - 5.1 FIELD OF SPECIALIZATION
 - 5.2 SPECIALIZATION CODE
6. MAJOR ACCOMPLISHMENTS

NUMBER OF COPIES TO BE GENERATED : 1
TO BE GIVEN TO : 1080

REPORT NAME

DESCRIPTION

RSISL030

LIST OF RESOURCE PERSON BY SPECIALIZATION AND REGION

PROVIDES THE FOLLOWING INFORMATION ABOUT RESOURCE PERSONS

1. RESOURCE PERSON CODE
2. NAME
3. AGE
4. SEX
5. CIVIL STATUS
6. PHONE NUMBER
 - 6.1 RESIDENTIAL
 - 6.2 BUSINESS OR/ COMPANY
7. ADDRESS
 - 7.1 RESIDENTIAL
 - 7.2 BUSINESS OR/ COMPANY
8. COMPANY (EMPLOYER) NAME
9. OCCUPATION
10. POSITION

NUMBER OF COPIES TO BE GENERATED : 2
TO BE GIVEN TO : TECHNICAL SERVICES
DEPARTMENT
PROGRAM OFFICE

REPORT NAME

DESCRIPTION

RSISS060 FREQUENCY DISTRIBUTION OF RESOURCE PERSONS BY
SPECIALIZATION & REGION.

PROVIDES THE FOLLOWING INFORMATION :

1. SPECIALIZATION
2. NO. OF RESOURCE PERSONS WITH A PARTICULAR
SPECIALIZATION, RESIDING IN THE DIFFERENT
REGIONS

NUMBER OF COPIES TO BE GENERATED : 1
TO BE GIVEN TO : TECHNICAL SERVICES
DEPARTMENT

REPORT NAME

DESCRIPTION

RSISS079

FREQUENCY DISTRIBUTION OF RESOURCE PERSONS BY
SPECIALIZATION, OCCUPATION & REGION
& REGION.

PROVIDES THE FOLLOWING INFORMATION :

1. SPECIALIZATION
2. NO. OF RESOURCE PERSONS WITH A PARTICULAR
SPECIALIZATION ENGAGED IN THE DIFFERENT
OCCUPATIONS AND RESIDING IN THE DIFFERENT
REGIONS.

NUMBER OF COPIES TO BE GENERATED : 1
TO BE GIVEN TO : TECHNICAL SERVICES
DEPARTMENT

REPORT NAME

DESCRIPTION

RSISS080

FREQUENCY DISTRIBUTION OF RESOURCE PERSONS BY
PROFESSION & REGION.

PROVIDES THE FOLLOWING INFORMATION :

1. PROFESSION
2. NO. OF RESOURCE PERSONS WITH A PARTICULAR
PROFESSION, RESIDING IN THE DIFFERENT
REGIONS.

NUMBER OF COPIES TO BE GENERATED : 1
TO BE GIVEN TO : TECHNICAL SERVICES
DEPARTMENT

REPORT NAME	DESCRIPTION
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RSISL040	LIST OF SPECIALIZATIONS PROVIDES A LIST OF SPECIALIZATION & THEIR CORRESPONDING CODES
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NUMBER OF COPIES TO BE GENERATED : 5
 TO BE GIVEN TO : TECHNICAL SERVICES
 DEPARTMENT
 : PROGRAM I
 : PROGRAM II
 : PROGRAM III
 : PROGRAM IV

2) PERSONNEL INFORMATION SYSTEM

PERSONNEL INFORMATION SYSTEM DIRECTORY

1.0 LIST OF COBOL REPORTS.

- | | | |
|------|-----------|--|
| 1.1 | CPISRG011 | Employee Data Masterfile. |
| 1.2 | CPISRG021 | Profession Data Masterfile. |
| 1.3 | CPISRG031 | Department Data Masterfile. |
| 1.4 | CPISRG051 | Specialization Data Masterfile. |
| 1.5 | CPISRG061 | Provident Membership Masterfile. |
| 1.6 | CPISRG071 | Listing of Employees by
Government Examination Taken. |
| 1.7 | CPISRG072 | Summary Listing by Government
Examination Taken. |
| 1.8 | CPISRG081 | Listing of Employees by
Highest Educational Attainment. |
| 1.9 | CPISRG082 | Summary Listing by
Highest Educational Attainment. |
| 1.10 | CPISRG091 | Listing of Employees by
Effectivity of Appointment. |
| 1.11 | CPISRG092 | Summary Listing by Effectivity
of Appointment. |
| 1.12 | CPISRG101 | Listing of Employees by Status
of Appointment. |
| 1.13 | CPISRG102 | Summary Listing by Status of
Appointment. |
| 1.14 | CPISRG111 | Listing of Employees by
Required Specialization. |
| 1.15 | CPISRG112 | Summary Listing by Required
Specialization. |
| 1.16 | CPISRG121 | Employee Salary Listing by
Program. |
| 1.17 | CPISRG122 | Summary Listing by Total Salary. |
| 1.18 | CPISRG131 | Employee Salary Listing by
Program (Restricted). |
| 1.19 | CPISRG132 | Summary Listing by Total Salary
(Restricted). |

REPORT NAME	DESCRIPTION
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CPISRG011 Employee Data Masterfile

The Report provides the complete employee data listing of all PHRDC personnel. It is arranged in ascending order of program, division, section, and employee number. An employee data masterlist provides the necessary personal information about an individual's personal data, addresses, training/seminars attended, and provident memberships. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Provides the following information about the Employee Data Masterlist:

1. Date the report was created.
2. Program Code.
3. Program Name.
4. Division Name.
5. Section Name.
6. Employee Number.
7. Employee Name.
 - 7.1 Last Name.
 - 7.2 First Name.
 - 7.3 Middle Initial.
8. Personal Data.
 - 8.1 Birthdate.
 - 8.2 Birthplace.
 - 8.3 Height.
 - 8.4 Weight.
 - 8.5 Sex.
 - 8.6 Citizenship.
 - 8.7 Religion.
 - 8.8 Civil Status.
 - 8.9 Profession.
 - 8.9 Educational Attainment.
9. Address.
 - 9.1 Residential.
 - 9.1.1 Street/Area.
 - 9.1.2 City/Town.
 - 9.1.3 Province.
 - 9.1.4 Region.
 - 9.1.5 Telephone Number.

- 9.2 Provincial.
 - 9.2.1 Street/Area.
 - 9.2.2 City/Town.
 - 9.2.3 Province.
 - 9.2.4 Region.
 - 9.2.5 Telephone Number.
- 10. Family Background.
 - 10.1 Dependents/Relatives' Name.
 - 10.2 Relationship.
 - 10.3 Occupation.
 - 10.4 Birth Date.
 - 10.4.1 Day (DD).
 - 10.4.2 Month (MMM).
 - 10.4.3 Year (YY).
- 11. Educational Background.
 - 11.1 School Name.
 - 11.2 Educational Code.
 - 11.2.1 E = Elementary
 - 11.2.2 H = High School
 - 11.2.3 V = Vocational
 - 11.2.4 P = Post Graduate
 - 11.3 Course/Degree
 - 11.4 Date of Graduation.
 - 11.4.1 Day (DD).
 - 11.4.2 Month (MMM).
 - 11.4.3 Year (YY).
 - 11.5 Remarks.
- 12. Training/Seminars Attended.
 - 12.1 Field/Place of Training.
 - 12.2 Date of Training:
 - 12.2.1 Date Started.
 - 12.4.1.1 Day (DD).
 - 12.4.1.2 Month (MM).
 - 12.4.1.3 Year (YY).
 - 12.2.2 Date Finished.
 - 12.4.2.1 Day (DD).
 - 12.4.2.2 Month (MM).
 - 12.4.2.3 Year (YY).
 - 12.3 Name of Sponsor.
- 13. Government Examinations Taken.
 - 13.1 Title of Examination.
 - 13.2 Rating Obtained (%).
 - 13.3 Date TAKEN.
 - 13.3.1 Day (DD).
 - 13.3.2 Month (MM).
 - 13.3.3 Year (YY).
 - 13.4 Place of Examination.
- 14. Employment History (Outside PHRDC).
 - 14.1 Status of Employment.
 - 14.1.1 1 = Casual
 - 14.1.2 2 = Contractual
 - 14.1.3 3 = Probationary
 - 14.1.4 4 = Detailed
 - 14.1.5 5 = Regular

- 14.2 Employment Date.
 - 14.2.1 Date Started.
 - 14.2.1.1 Day (DD).
 - 14.2.1.2 Month (MM).
 - 14.2.1.3 Year (YY).
 - 14.2.2 Date Ended.
 - 14.2.2.1 Day (DD).
 - 14.2.2.2 Month (MM).
 - 14.2.2.3 Year (YY).
- 14.3 Position.
- 14.4 Name of Employer.
- 14.5 Status of Employment.
- 14.6 Salary.
- 15. Field of Specialization.
 - 15.1 Name of Specialization.
 - 15.2 Specialization Code.
- 16. Personal Provident Membership.
 - 16.1 Membership Code.
 - 16.2 Membership Name.
 - 16.3 Date of Membership.
 - 16.3.1 Day
 - 16.3.2 Month
 - 16.3.3 Year
 - 16.4 Membership Number.
- 17. Personnel Action (Within PHRDC).
 - 17.1 Status of Employment.
 - 17.1.1 1 = Casual
 - 17.1.2 2 = Contractual
 - 17.1.3 3 = Detailed
 - 17.1.4 4 = Probationary
 - 17.1.5 5 = Regular
 - 17.1.6 6 = Trainee
 - 17.2 Employee Classification Code.
 - 17.2.1 1 = Rank and File
 - 17.2.2 2 = Supervisory or Mangerial.
 - 17.3 Program Code.
 - 17.4 Program Name.
 - 17.5 Division Code.
 - 17.6 Division Name.
 - 17.7 Section Code.
 - 17.8 Section Name.
 - 17.9 Position.
 - 17.10 Status of Employment.
 - 17.11 Employment Date.
 - 17.12 Salary.
 - 17.13 Employment Classification.

REPORT NAME	DESCRIPTION
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CPISRG021

Profession Data Masterfile

The Report provides the complete listing of Profession codes and Profession names of all PHRDC personnel. It is arranged in ascending order of profession codes. Profession refers to the individual's career used in making a living. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Provides the following information about the Profession Masterlist:

1. Date the report was created.
2. Profession Code.
3. Profession Name.

CPISRG031

Department Data Masterfile

The report provides the complete listing all Programs, Divisions, and Sections with its corresponding Codes and Names within PHRDC. Department is a specialized division of an organization. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350. Every type of program starts from a new page.

Provides the following information about a Department.

1. Date the report was created.
2. Program Code.
3. Program Name.
4. Division Code.
5. Division Name.
6. Section Code.
7. Section name.

REPORT NAME	DESCRIPTION
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CPISRG071	Listing of Employees by Government Examination Taken
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The Report provides the complete listing of all Government Exams taken by all PHRDC personnel. It is arranged in ascending order of program and employee number. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Government Exams are sets of questions designed to test knowledge in their own field of professions by the government to regulate and set levels of proficiency. Provides the following information about the List of Government Exams taken by PHRDC Employees.

1. Date of last Update of Listing.
2. Date the report was created.

The Government Exam Title provides information about the different titles of government exams.

Under the government Exam Title, the information per program provides the following:

1. Program Name.
2. Employee Number.
3. Employee Name.
4. Rating of Exam (%).
5. Date Taken (DD-MM-YY).
6. Place of Exam.

REPORT NAME	DESCRIPTION
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CPISRG051

Specialization Data Masterfile

The Report provides the complete listing of Specialization codes and Specialization names arranged in ascending order of specialization codes. Profession refers to individual's career used in making a living. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Provides the following information about the Profesion Masterlist:

1. Date the report was created.
2. Specialization Code.
3. Specialization Name.

CPISRG061

Provident Membership Masterfile

The Report provides the complete listing of Provident Membership codes and Membership names arranged in ascending order of provident membership codes. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Provides the following information about the Provident Membership Masterlist:

1. Date the report was created.
2. Provident Membership Code.
3. Provident Membership Name.

REPORT NAME	DESCRIPTION
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CPISRG072	Summary Listing by Government Examination Taken
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The Report provides the summary listing of all Government Exams taken by all PHRDC personnel. It is arranged in ascending order of Examination title and by program, division and section. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Government Exams are sets of questions designed to test knowledge in their own field of professions by the government to regulate and set levels of proficiency. Provides the following information about the Summary Listing of Government Exams taken by PHRDC Employees.

1. Date of last Update of Listing.
2. Date the report was created.

The Government Exam Title provides information about the different titles of government exams.

Under the titles of government exams, the information per program provides the following:

1. Program Name.
2. Division Name.
3. Section Name.
4. Total number of personnels per Section.
5. Percentage (item 4 / item 6).
6. Total number of personnels per Program.
7. Total number of personnels per Division.
8. Total number of personnels per Type of Government Exam.

REPORT NAME : DESCRIPTION

CPISRG081 Listing of Employees by Highest Educational Attainment.

The Report provides the complete listing of Employees by Highest educational Attainment of all PHRDC personnel. It is arranged in ascending order of program and employee number. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Highest Educational Attainment is the ultimate accomplishment acquired through studies in the teaching or learning process. Provides the following information about the Highest Educational Attainment Listing of Employees.

1. Date of Last Update of Listing.
2. Date the report was created.

The Educational Background provides information about the Levels of Educational Attainment.

Under each educational background, the information per program provides the following:

1. Program Name.
2. Employee Number.
3. Employee Name.
4. School Name/Course.
5. Date Completed (DD-MM-YY).
6. Remarks.

REPORT NAME	DESCRIPTION
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CPISRG0082

Summary Listing by Highest Educational Attainment

The Report provides the total summary listing of all the Educational Backgrounds of all PHRDC personnel. It is arranged in ascending order of program and section. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Highest Educational Attainment is the ultimate accomplishment acquired through studies in teaching or learning process. Provides the following information about the Summary Listing of Employee's Highest Educational Attainment.

1. Date of last Update of Listing.
2. Date the report was created.

The Educational Background provides information on the different levels of Educational attainment.

Under each educational background, the information per program provides the following:

1. Program Name.
2. Division Name.
3. Section Name.
4. Total number of personnels per Section.
5. Percentage (item 4 / item 6).
6. Total number of personnels per Division.
7. Total number of personnels per Program.
8. Grand Total of personnels per Educational Background.

REPORT NAME	DESCRIPTION
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CPISRG091	Listing of employees by Effectivity of Appointment.
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The Report provides the complete listing of all Employee Appointments of PHRDC personnel per quarter of each year. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Provides the following information about the Listing of Employee Appointment.

1. Date of last Update of Listing.
2. Date the report was created.

Effectivity of Appointment refers to the office of position to which one is appointed, becomes active. The Effectivity of Appointment provides information on the following:

1. Quarter of Appointment.
2. Year of Appointment.

Under each quarter and year, the information per program provides the following:

1. Program Name.
2. Employee Number.
3. Employee Name.
4. Position.
5. Classification.
6. Date of Appointment.

REPORT NAME	DESCRIPTION
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CPISRG092

Summary Listing by Effectivity of Appointment

The Report provides the complete listing of the Total Quarterly Employee Appointment by Year of all PHRDC personnel. It is arranged in ascending order of quarter and year. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Provides the following information about the Summary Listing of Employee Appointment.

1. Date of last Update of Listing.
2. Date the report was created.

Effectivity of Appointment refers to the office or position to which one is appointed becomes active. The Effectivity of Appointment provides information on the following:

1. Quarter of Appointment.
2. Year of Appointment.

Under each quarter and year, the information per program provides the following:

1. Program Name.
2. Division Name.
3. Section Name.
4. Total number of personnels per Section.
5. Percentage (item 4 / item 6).
6. Total number of personnels per Division.
7. Total number of personnels per Program.
8. Grand Total of personnels per Quarter of each year.

REPORT NAME	DESCRIPTION
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CPISRG101

Listing of Employees by Status of Appointment

The Report provides the complete listing of Employees by Status of Appointment of all PHRDC personnel. It is arranged in ascending order of program and employee number. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

The Status of Appointment is the state, condition, or rank, a certain individual is appointed in office. Provides the following information about the List of Employee Appointment Status.

1. Date of last Update of Listing.
2. Date the report was created.

Under the types of status of appointments, the information per program provides the following:

1. Program Name.
2. Employee Number.
3. Employee Name.
4. Position.
5. Classification.

REPORT NAME	DESCRIPTION
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CPISRG102

Summary Listing by Status of Appointment

The Report provides the summary listing of Status of Appointment of all PHRDC personnel. It is arranged in ascending order of program, division and section. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

The status of appointment is the state, condition or rank a certain individual is appointed in office. Provides the following information about the Summary Listing of Appointment Status.

1. Date of last Update of Listing.
2. Date the report was created.

Under the types of status of appointments, the information per program provides the following:

1. Program Name.
2. Division Name
3. Section Name.
4. Total number of personnels per Section.
5. Percentage (item 4 / item 6).
6. Total number of personnels per Program.
7. Total number of personnels per Division.
8. Total number of personnels per Status of Appointment.

REPORT NAME

DESCRIPTION

CPISRG111

Listing of Employees by Required Specialization

The Report provides the complete listing of Employees by Specialization of all PHRDC personnel. It is arranged in ascending order of type of specialization, program and employee number. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Specialization refers to applied skills related to career. Provides the following information about the Required Specialization Listing of Employees.

1. Date of last Update of Listing.
2. Date the report was created.

Under the types of Specialization, the information per program provides the following:

1. Program Name.
2. Employee Number.
3. Employee Name.
4. Position.
5. Classification.

REPORT NAME

DESCRIPTION

CPISRG112

Summary Listing by Required Specialization

The Report provides the summary listing of Required Specialization for PHRDC personnel. It is arranged in ascending order of Specialization and by program, division and section. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Specialization refers to applied skills related to career. Provides the following information about the Summary Listing of Specialization.

1. Date of last Update of Listing.
2. Date the report was created.

Under the types of specialization, the information per program provides the following:

1. Program Name.
2. Division Name
3. Section Name.
4. Total number of personnels per Section.
5. Percentage (item 4 / item 6).
6. Total number of personnels per Program.
7. Total number of personnels per Division.
8. Total number of personnels per Type of Specialization.

REPORT NAME

DESCRIPTION

CPISRG121

Employee Salary Listing by Program

The Report provides the complete Employee Salary Listing of PHRDC in ascending order of program and employee number. The Salary listing provides actual salaries for employees at the Rank and File. However, figures for Managerial salary is placed as confidential. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Provides the following information about the List of Employee Salaries of different programs.

1. Date of last Update of Listing.
2. Date the report was created.

The information per program provides the following:

1. Program Name.
2. Employee Number.
3. Employee Name.
4. Position.
5. Classification.
6. Salary.

REPORT NAME

DESCRIPTION

CPISRG122

Summary Listing by Total Salary

The Report provides the summary listing of Total Salaries for PHRDC personnel. It is arranged in ascending order of program, division and section. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Provides the following information about the Summary Listing of Salaries.

1. Date of last Update of Listing.
2. Date the report was created.

The information per program provides the following:

1. Program Name.
2. Division Name
3. Section Name.
4. Total Salary per Section (in pesos).
5. Percentage (item 4 / item 6).
6. Total Salary per Division (in pesos).
7. Total Salary per Program (in pesos).

REPORT NAME	DESCRIPTION
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CPISR6131	Employee Salary Listing by Program (Restricted)
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The Report provides the restricted Employee Salary Listing of PHRDC in ascending order of program and employee number. Salaries for both at the rank and file and for managerial levels are shown in actual figures. Access for such files are for ICSD manager and ICSD Operations manager only. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Provides the following information about the List of Employee Salaries of different programs.

1. Date of last Update of Listing.
2. Date the report was created.

The information per program provides the following:

1. Program Name.
2. Employee Number.
3. Employee Name.
4. Position.
5. Classification.
6. Salary.

REPORT NAME : DESCRIPTION

CPISRG132 Summary Listing by Total Salary
(Restricted)

The Report provides the restricted summary listing of Total Salaries for PHRDC personnel. It is arranged in ascending order of program, division and section. The last Date of Update is the date entered in the console as the latest update of the listing. The date of the report is automatically entered by the program from the computer register of NEC SYSTEM 350.

Provides the following information about the Summary Listing of Salaries.

1. Date of last Update of Listing.
2. Date the report was created.

The information per program provides the following:

1. Program Name.
2. Division Name
3. Section Name.
4. Total Salary per Section (in pesos).
5. Percentage (item 4 / item 6).
6. Total Salary per Division (in pesos).
7. Total Salary per Program (in pesos).

3) LIBRARY INFORMATION SYSTEM

LIBRARY INFORMATION SYSTEM

1.0 INTRODUCTION

LIS is a computer-based information system designed to make searching and retrieval of library materials by a Resource Person or a researcher easier. The system authorizes the Center Librarian, aside from the Project Manager, as the only one who can use the system. This project is a joint undertaking between the PHRDC Library and the Information and Computer Services Division (ICSD). Its objective is to create a Data Base containing all the materials (books, journals, etc.) found in the PHRDC Library.

The system runs on a main frame environment from a software package known as the Information Retrieval System (IRS-4). IRS-4 is designed to do a variety of applications concerning retrieval operations. Its three subsystems (Data Storage and Maintenance, Retrieval, and Index Listing subsystems) and three utility programs (Data Conversion, User Registration, and User Profile Registration programs) makes it a general purpose retrieval system. It is currently running on the NEC S350.

As far as the librarian is concerned, he does not need any programming background to use the system. The purpose of this documentation manual is to guide and acquaint the librarian in the utilization of LIS. Careful understanding of this manual can orient the librarian to effectively utilize the system towards his own gains.

The library is a collection of resource materials. Going through all the cards in the card catalogue for a query of a Resource Person can be a very arduous job. The Library Information System would be an effective tool as far as this task is concerned. It can even produce several reports that can serve as additional information in the management of the library's resources.

2.0 INPUT AND OUTPUTS OF THE SYSTEM

2.1 Input Document

The System uses the Library Material Information Sheet (LMIS) (SEE Exhibit I) as the means for capturing data. This source document is composed of all the relevant data needed to process a certain library material.

2.2 Outputs (REPORTS)

2.2.1 LIST OF BOOKS - a listing of books, regardless of its location will be generated into a report. This way the librarian would know what books are in the Central Library. (Subfilename-IS011)

2.2.2 LIST OF JOURNALS - this report prints not only all the journals, but also all the serials and periodicals in the library. It is usually generated every 3 months. (Subfilename-IS012)

2.2.3 LIST OF PAMPHLETS AND BROCHURES - this report prints all the pamphlets and brochures in the Central Library. (Subfilename-IS013)

2.2.4 LIST OF DOCUMENTARY HOLDINGS - this report pertains to a listing of all documentaries that the library possesses. (Subfilename-IS014)

2.3 Capabilities and Limitations of the System

2.3.1 Capabilities

2.3.1.1 ON-LINE Processing

Retrieval - the system can search for any library material. The output of the search can either be flashed on screen or printed in a continuous form through the terminal printer.

Update - the librarian can update any data he wishes; to update means to use any of the following functions: add, delete, insert, cancel or replace in units of data items or records.

2.3.1.2 Reports Generation

A total of four major reports can be used by the librarian as part of the package of this system.

2.4.1 Limitation

The system allows up to 50 inquiries for every search operation.

ACTIVITY PLAN OF ICSD

1985

1. TECHNICAL COOPERATION ON SYSTEM DEVELOPMENT

a) SKILLS INVENTORY SYSTEM (SIS)

- This project shall establish a data base of all trainees produced by PHRDC and other accredited institution, and a data base of trainers or resource persons for a particular skills area. Phase I shall develop an on-line data entry and information retrieval on trainee information. Phase II shall develop an off-line data entry and on-line information retrieval on resource person information.

b) PERSONNEL INFORMATION SYSTEM (PIS)

- This project shall establish a data base of all personnel of the PHRDC. It aims to develop on-line data entry and information retrieval system using NEC-350 Versatile Information System (VIS) and Relational Information Query System (RIQS).

c) LIBRARY INFORMATION SYSTEM (LIS)

- This project shall develop a data base for all print and non-print materials in the Central and Resource Libraries of PHRDC. LIS will provide information on library materials as to their location, date acquired, no. of copies, subject area, author, title, publisher, cost and acquisition source.

d) OVERSEAS TRAINING

- This activity shall train PHRDC Counterpart Computer Personnel on the following areas:
 - 1) Computer Aided Instruction Design
 - 2) Instructor Training on Computer
 - 3) Graphics Design & Programming
 - 4) Advanced Data Base Programming & Design
 - 5) NEC System 350 & PC-8801 Hardware Maintenance

e) ON-THE-JOB-TRAINING

- This project shall train existing and new ICSD Staff on use of the NEC System 350 Softwares. The training will be conducted by the ICSD Staff who have undergone Overseas Training who will be supported by JICA Short-Term Experts on Computer.

f) CONDUCT OF A STUDY TOWARDS A SKILLS MATCHING SYSTEM

- This study shall provide as an output, detailed information requirements and instructional linkage in the development and implementation of a Skills Matching System in 1986.

2. PHRDC - SYSTEM DEVELOPMENT PROJECT

a) EQUIPMENT INVENTORY AND MAINTENANCE SYSTEM (EIMS)

- This project shall develop a computerized inventory system for all PHRDC's equipment. This system shall provide various information on PHRDC's equipment, as to their location, type, quantity, description, condition, cost, and acquisition type. Preventive maintenance scheduling shall also be included in the system.

b) SUPPLIES INVENTORY SYSTEM (SIS)

- This project develop a computerized inventory system for all the supplies of PHRDC. It shall be used to monitor and manage the usage and stocking of supplies. The system shall provide various information on supply utilization by project, units or activities; inventory stocking level and ordering point for regular office supplies, and other information for management and accounting requirements.

c) ENVIRONMENTAL INFORMATION SYSTEM (EIS)

- This project shall develop a computerized system to facilitate the processing and storage of environmental data as required by the Research and Development activities of the Environmental Survey Unit of PHRDC Program II. This system shall produce a data base on Environmental Information related to Sea Farming and Predict or Forecast the Feasibility of Sea Farming Activities.

d) COMPUTER RESOURCE NETWORKING

- This project shall establish a Networking System of all computer installations under the Ministry of Human Settlements and those under the other Ministries undertaking Human Resources Development activities, in order to facilitate Data Processing Information Flow and Data Storage. This project will optimize computer utilization of PERDC and other agencies.

e) DATA NETWORKING WITH IMPLEMENTING AGENCIES OF PHRDC

- This project shall establish a Networking System to facilitate flow and access of information from one unit/agency to PHRDC, and vice-versa. This project shall reduce cost of getting information among the implementing agencies and PHRDC.

f) TRAINING EVALUATION SYSTEM (TES)

- This project shall develop a computerized Training Evaluation System wherein evaluations made by participants/trainees, trainers and training coordinators will be processed by the computer to produce vital information as to the over-all success of a training. Output information will be in the form of Statistical Data, Trainers/Trainees Performance, and Quality of Materials, Topics and Visual Aids.

g) PROJECT MANAGEMENT SYSTEM (PMS)

- This project shall establish a computerized Project Management System for PHRDC. The system shall provide information to PHRDC Management in terms of Project Schedule, Cost, Manpower Requirements, Facilities Requirements and Statistics on Over-all Status of the Conduct of any project.

3. COMPUTER TRAINING

a) INTRODUCTION TO COMPUTER TECHNOLOGY

- This course is offered to acquaint the non-computer programs of PERDC with Fundamental Data Processing Concepts and System. It also aims to enable the participants to understand and know more about computers and their applications.

b) SOFTWARE DEVELOPMENT TRAINING

- This course is designed to train the participants on the areas of Programming Concepts and Techniques, Structured Programming Concepts and Techniques, Systems Analysis and Design, and Software Development Methodologies. The target participants will come from PHRDC Personnel.

1. TECHNICAL COOPERATION ON SYSTEM DEVELOPMENT

a) DATA BANKING OF ACCREDITED TRAINING INSTITUTION

- This project shall capture information about the PHRDC accredited training institution. It will provide access to data regarding an institution's facilities, location, trainers, trainees and courses. These information shall be made available to interested government agencies or private organizations.

b) SKILLS MATCHING SYSTEM (SMS)

- This project shall develop a computer-based Skills Matching System. The system will provide information on available skilled workers and skilled workers requirement of various industries. It will be capable of matching skilled labor force, and identify skill areas which needs training to supply industry demands.

c) OVERSEAS TRAINING

- This activity will train PHRDC Counterpart Computer Personnel provided by the Technical Cooperation with Japan.

2. PHRDC - SYSTEM DEVELOPMENT PROJECT

a) SYSTEMS MAINTENANCE AND UPGRADING

- This project shall investigate, evaluate, and perhaps the following systems developed in 1985:

1. Skills Inventory System
2. Personnel Information System
3. Library Information System
4. Equipment Inventory & Maintenance System
5. Environmental Information system
6. Data Networking
7. Computer Resource Networking
8. Supply Inventory System

The purpose of such activity is to see if the information/output requirements of the different systems is still useful or applicable. Revisions/additions to the systems whenever necessary.

b) COMPUTERIZATION OF ADMINISTRATIVE SYSTEMS

- This project shall computerized Administrative Systems, so that efficient and timely information can be provided to PHRDC Management. These systems are:

1. Accounting System
2. Trip Ticket Accounting system
3. Budget System
4. Payroll System
5. Publication System

c) DATA MAPPING

- This project aims to plot environment information as captured in the Environmental Information Sytem using the Graphics and Plotter Softwares of NEC System 350 Computer.

d) DATA BANKING OF COTTAGE INDUSTRY SUPPLIERS

- This data base shall provide information regarding business establishments that provide cottage industry requirements. It include a list of materials, manpower and/or equipment; the terms of payment they are willing to give their clients, and conditions they set to warrant a specific supply, etc.

e) DATA BANKING OF ACCREDITED HANDICRAFT COMPANIES

- This data base shall provide both Government and Private Agencies information on Handicraft Companies. It will provide listings of companies specializing on a specific handicraft. It will also provide information on hadicrafts developed by a particular company in a region and the materials used.

f) DATA NETWORKING WITH IMPLEMENTING AGENCIES

- Continuation of activity started in 1985.

g) COMPUTER RESOURCE NETWORKING

- Continuation of activity started in 1985.

3. COMPUTER TRAINING

a) MICROCOMPUTER COURSE

- This training will be conducted to increase awareness and knowledge of MicroComputer

capabilities. It will also familiarize the participants on how to use the equipment efficiently and maximize its utilization.

b) DATABASE PROGRAMMING AND DESIGN

- This training aims to discuss: The Data Bases that allow the most efficient management and use of data; and the information systems that focus on the use of DataBases. It is designed to enlighten the trainees on the Data Base usage, design and programming.

c) SYSTEMS ANALYSIS AND DESIGN

- This training shall provide the participants knowledge in Computer-based Systems Analysis and Design.

d) NEC ACOS-4 PROGRAMMING

- This training aims to enhance the knowledge of the existing staff. It will concentrate Data Base Programming, Graphics/Plotter Programming and Systems Analysis and Design.

e) NEC ACOS-4 OPERATION

- This training shall provide necessary know-how of computer in new ICSD Staff on the areas of:

1. ACOS-4 Concepts
2. Batch Programming
3. DataBase Programming
4. Word Processing

f) INTRODUCTION TO COMPUTER TECHNOLOGY

- Same as the one conducted in 1985.

g) SOFTWARE DEVELOPMENT TRAINING

- Same as the one conducted in 1985.

1. TECHNICAL COOPERATION ON SYSTEM DEVELOPMENT

a) INSTITUTIONAL (TRAINING) NETWORKING

- This project aims to provide a linkage among training institutions, in terms of exchange of technical information on courses, resources/facilities, and trainers of a particular institution.

b) SKILLS MONITORING SYSTEM

- This project shall develop a Data Base capturing information on the status of Skills Development in the country, as well as the employment status of skilled workers.

2. PHRDC - SYSTEM DEVELOPMENT PROJECT

a) SYSTEM MAINTENANCE AND UPGRADING

- This activity aims to evaluate systems developed in 1985 and 1986 and identify possible revisions/additions, as well as, making necessary revisions/additions to ensure continuous usage of those systems.

b) COMPUTER RESOURCE NETWORKING

- Continuation of activity started in 1985.

c) COMPUTER-AIDED STRUCTURAL DESIGN

- This project aims to develop a Computer-Aided Design System for Structural Design. With this system, Structural Design can be made, revised/modified with minimum time requirement. It will reduce time and cost in making Structural Design.

d) COMPUTER-AIDED PATTERN DESIGN FOR COTTAGE INDUSTRY

- This project shall develop a Computer-Aided Design System on Pattern-Making of Cottage Industry Products. It shall reduce cost and time requirement in making patterns.

e) COMPUTERIZED DESIGN COSTING

- This project shall develop a computer-based system to estimate cost of a specific design.

It will calculate cost in terms of manpower requirement, time, quantity and materials used. This system will be for Program III and IV.

3. COMPUTER TRAINING

a) GRAPHICS/COMPUTER-AIDED DESIGN TRAINING

- This training aims to train personnel on the use of Graphics and Computer Aided Design Softwares.

b) INTRODUCTION TO COMPUTER TECHNOLOGY

- Same as the one conducted in 1986.

c) SOFTWARE DEVELOPMENT TRAINING

- Same as the one conducted in 1986.

d) USE OF MICROCOMPUTERS

- Same as the one conducted in 1986.

e) DATA BASE PROGRAMMING

- Same as the one conducted in 1986.

f) SYSTEMS ANALYSIS AND DESIGN

- Same as the one conducted in 1986.

g) NEC ACOS-4 PROGRAMMING

- Same as the one conducted in 1986.

h) NEC ACOS-4 OPERATIONS

- Same as the one conducted in 1986.

REQUEST OF EDUCATION TECHNOLOGY EXPERT FOR 1986

Background

As part of the mandate of the Information and Computer Services Department of the PHRDC, the provision of computer education is one of the projects being continuously undertaken starting 1985. ICSD-PHRDC believes that computer literacy or awareness is a worthwhile contribution in the area of human resources development in the Philippines which will bridge closer the technology gap between developed and developing countries especially in the computer technology.

The Thrust

Current activities of ICSD towards computer education deal with curriculum development and conduct of pilot courses. Initially, these pilot courses touch on the basics of computers and the fundamentals of creating programs. Training methodology, however, is still the conventional method.

Realizing the new developments in computer education to hasten the learning process, it is the objective of this request to acquire the service of an Educational Technology Expert which will guide and teach us in the optimum use of computer resources towards better computer education programs, to upgrade computer literacy in the Philippines.

Planned Activities

It is envisioned that by 1986 we should be able to start developing curriculum and computer programs which would compliment each other. We wish to explore the technology of computer-aided instructions (CAI) and computer managed learnings (CML), aside from the conventional method, to make computer education programs more effective.

The Computer Education Technology Expert

With the above, we need an expert who shall be able to assist us in the following activities:

- 1) how to develop curriculum for computer courses or subjects in an easy-to-understandf manner.
- 2) how to manage and operate an organization providing computer education.
- 3) how to develop and operate computer-aided instruction (CAI) and computer-managed learning softwares and systems.
- 4) how to make use of computer resources to facilitate the education process.

8/

MMD Projects in Print

1. PHRDC Brochure

A brochure containing an overview of the PHRDC Project, its goals, beneficiaries, and the people behind its implementation. The brochure also contains a general description of the four program areas of the PHRDC.

2. PHRDC Program II Hand-out

A mini-brochure presenting an overview of the PHRDC Project's commitment to man's development in the Philippines and the ASEAN. It highlights on the PHRDC's Seafarming Research and Development Center (Program II) through a short discussion of the program's role as a catalyst of the Oyster Industry in the Philippines, its beneficiaries, implementation strategy, facilities and services.

3. Basic VTR Operation and Maintenance

An introductory manual on the technical aspects of video production intended for prospective Multi-media Department staff, as well as trainees from other programs who will be involved in video production.

4. Basic Multi-Media Production Techniques

A handbook designed for the regular training courses conducted by the PHRDC Multi-Media staff. It is not intended to be a comprehensive guidebook, but rather, as an introductory manual on the basic aspects related to the making of media-based communication materials, specifically print production, audio-visual production, and video production.

5. Basic Bamboocraft

A manual produced through the collaboration of Mr. Yuzo Yagisawa, bamboocraft expert, Mr. Onofre Vicencio, CIRC bamboocraft training officer, PHRDC Program I MMD, and the Center's Technical Services Division. It is divided into 5 modules which constitute the following areas of consideration on bamboocraft:

- MODULE 1: Characteristics and varieties of bamboo; uses of popular and indigenous species.
- 2: Fundamentals of drafting as a prerequisite for craft design.
- 3: Requirements of bamboo craft in terms facilities, tools and equipment.
- 4: Procurement, handling, management and treatment of bamboo.
- 5: Weaving patterns and bamboo materials processing activities.

6. Basic Woodworking

A compilation of the most common yet often neglected techniques on Philippine woodworking as written by Isao Furukawa, JICA woodworking expert, with the able support of Mr. Manalo, Mr. Eugenio, and Mr. De la Cruz, NACIDA woodcraft specialists, and the PHRDC Program I-MAD. The text is intended for the use of the woodworking section of the Cottage Industry Training Center of NACIDA (PHRDC Program IV), and contains the following seven major parts:

- PART 1: Wood drying.
- 2: Kinds and uses of Japanese carpentry tools.
- 3: Safety guidelines on woodworking.
- 4: Basic woodworking machines
- 5: Joining wood.
- 6: Finishing.
- 7: Supplementary portion on sample projects and teaching techniques.

7. Pre-Departure Orientation Handbook

This handbook is designed to serve as a guide for the staff members of PHRDC and its various programs who are being sent for counterpart training in Japan. The handbook details everything the trainee needs to know about life in Japan, what to expect and what is expected of him/her, as well as the important and interesting places to see. It also contains simple Nippongo phrases that will prove useful for the trainee.

SPECIAL EVENTS DOCUMENTATION:

1. PHRDC-Kumagai Gumi Contract Signing at Malacanang. November 4, 1983. reels 1 and 2.
2. PHRDC Groundbreaking Ceremonies. January 20, 1984. reels 1,2 and 3.
3. PHRDC Inaugural Rites. January 11, 1985. reels 1 and 2.
4. Closing Ceremonies, COCI (Committee on Culture and Information). December 14, 1984. reels 1 and 2.
5. PHRDC Turn-over Ceremonies. December 18, 1984. reels 1 and 2.
6. Pilot Teacher Training, Program III: Closing Ceremonies. reels 1 and 2.
7. Program III Blessing. February 8, 1985. reel 1.
8. Program II Inauguration (roving). February 25, 1985. reel 1.
9. Introduction to Computer Technology Course: Opening Ceremonies. May 7, 1985. reel 1.
10. Regular Teacher-Trainer Program: Opening Ceremonies. May 14, 1985. reels 1 and 2.
11. Opening Ceremonies: Training on Woodworking, Bamboocraft, Rattancraft for Regional Personnel. June 3, 1985. reels 1 and 2.
12. Program III Opening Ceremonies Coverage. June 14, 1985. reels 1 to 7.
13. The First Lady and the Japanese Mission's visit to the University of Life Complex. May 10, 1985. reels 1 and 2.
14. Visit of Japanese Technical Mission to the Construction Manpower Development Center in Cavite. June 1, 1985. reel 1.
15. Japan-ASEAN Friendship Programme for the 21st Century Orientation and Observation of PHRDC. May 10, 1985 and June 21, 1985. reels 1,2 and 3.

VIDEO ORIENTATION MATERIALS

1. Center Video Briefer

A general presentation of the objectives, activities and implementing agencies of the Philippine Human Resources Development Center and its four program areas.

Running time: 13 minutes 36 seconds

2. Program II Video Briefer

A general description of the objectives, activities, and implementing agencies of the Sea-farming Research and Development Center in Dagupan City, Pangasinan.

Running time: 9 minutes 55 seconds

3. Program III Video Briefer

An overview of the objectives, projects and implementing agencies of the Construction Manpower Development Center in Dasmariñas Cavite.

Running time: 7 minutes 27 seconds

4. Talabalita - PHRDC Kaunlaran sa Kaalaman

A prototype studio production of a discussion on oyster technology, its beneficiaries and the role of the PHRDC Program II in its implementation. Host: Vicky Suba. Guest: Mr. Benjamin Fontanilla, Managing Director of Program II.

5. Basic Multi-Media Production Techniques

A video module that serves as a primer on the basic techniques of multi-media namely: print, audio-visual and video.

Running time: 19 minutes 21 seconds

6. Good Morning Manila One-on-one interview.

A one-on-one interview between Good Morning Manila host Baby O'Brien and PHRDC Chief Advisor Mr. Hideo Takei dealing with topics concerning the roles of JICA and the PHRDC, specifically of the Construction Manpower Development Center.

Running time: 16 minutes

7. PHRDC Report 85-1

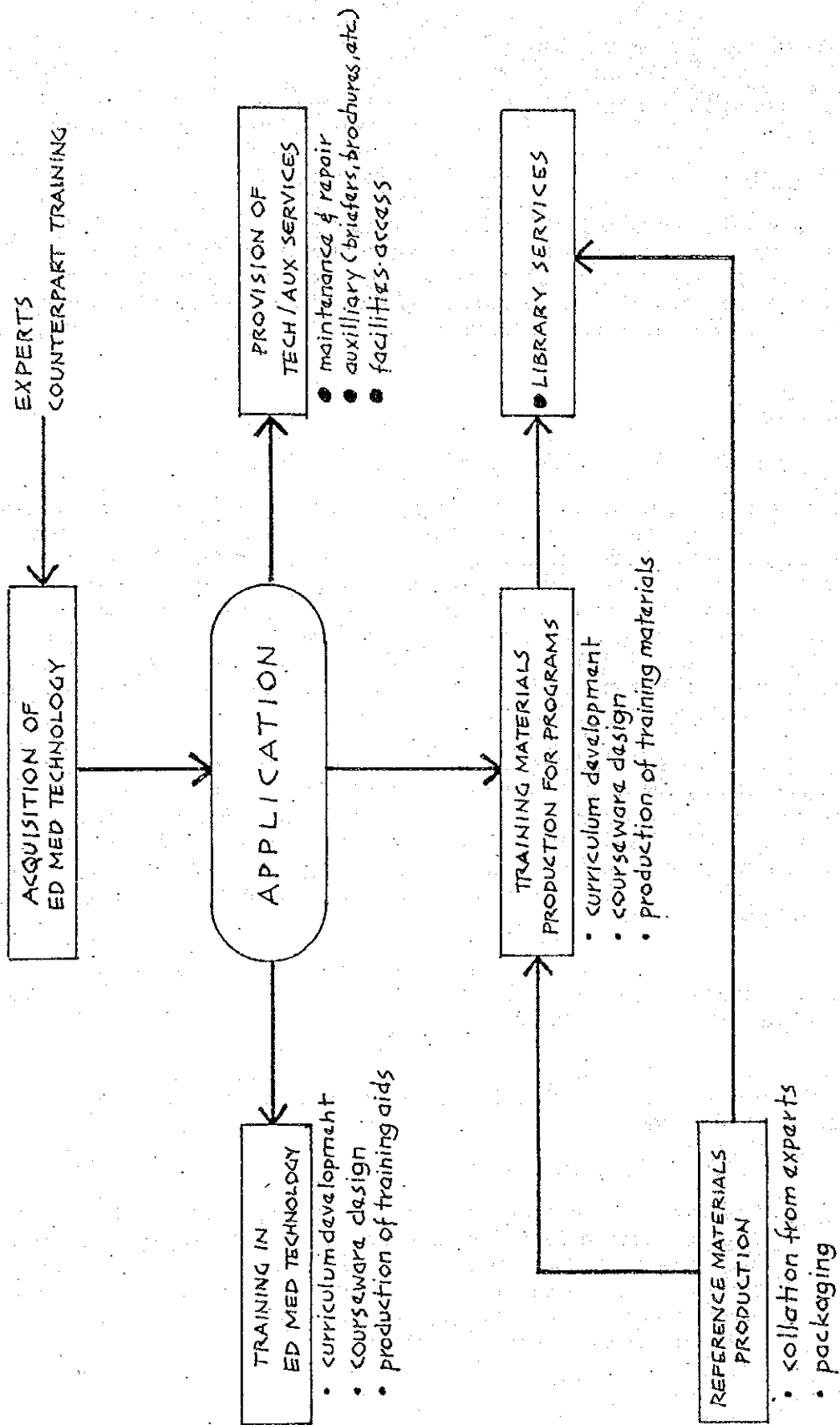
A first quarter summary of the activities undertaken by the PHRDC, namely: the Cottage and Light Industries Program Inauguration, the Opening of the National Center by the First Lady, the Seafarming Research and Development Center Inauguration, and the Opening of the Training Programs on Multi-media and Construction.

Running time: 11 minutes 7 seconds

RAW FOOTAGES

1. Program I Video Briefer Footages
2. Program II Video Briefer Footages. reels 1 to 4.
3. Program III Video Briefer Footages. reels 1 to 8.
4. Video Briefer Footages: Center/Program III.
reel 1.
5. Program IV Video Briefer Footages. reels 1 to 4.
6. Grace de Vera-Fontanilla/Mr. Takei interviews for
video briefer inserts. reel 1.
7. Multi-media department Graphics. reel 1 and 2.
8. Program III Training: Opening Day Footages.
reel 1.
9. Raw Footages: Still Pictures Construction.
reel 1.
10. Raw Footages: Cainta Junction Floodway Construction.
reel 1.
11. Raw Footages: Program II Stills/Shots of Roxas
Boulevard. reel 1.
12. Raw Footages: Cavite Oyster Farms. reel 1
13. Raw Footages: Shots of Idle Youth. reel 1.
14. Independence Day Parade Coverage. reel 1
15. Introduction to Computer Technology Course Footages.
16. Multi-Media Apprenticeship Program. reel 1.
17. COCI Apprenticeship Program Footages. reels 1 and 2.
18. Talabalita Recording Master. reel 1.
19. Good Morning Manila One-on-one interview. Recording
Master. reels 1 and 2.

MMD / Prog. I PROJECTS IMPLEMENTATION STRATEGY



PROPOSAL FOR THE REDESIGNING
OF THE VIDEO SYSTEM OF THE
PHRDC MULTI-MEDIA DIVISION

BACKGROUND

With the full operationalization of the various programs of PHRDC, the demand for the services of MMD has correspondingly increased. Based on the scope of requirements of these various programs and the needs as perceived by the MMD, the following proposed measures must be taken in order to enhance the efficiency and productivity of the MMD:

PROPOSALS

A. Establishment of separate editing facilities:

The existing set-up combines the studio video/audio recording system and the editing system together in one room. This may be ideal if there is only one project at a time. However, considering the bulk of activities now on-going in which sometimes simultaneous projects require the use of both systems at the same time, there is a need to separate the two systems and to house the editing system in a separate room. As it is right now, only one function can be done at a time. With the proposed separation of the system, one group can record at the studio/central room while another can edit another program in the editing room.

As part of this editing facility, we are also considering the establishment of a separate BETA format editing system. The reason for this being that all video equipment now being used by the various PHRDC programs are in the BETA format. This means that all video footages produced by them are in the same format, while at MMD, all editing equipment are for U-matic tapes. With a BETA editing system, the MMD can meet the needs of the various programs faster.

In view of the above, the MMD is requesting through the Technical Cooperation Plan additional equipment for 1985 so as to enable it to provide faster and better services for the programs of PHRDC.

Basically, per our request for additional 1985 Technical Cooperation equipment, the MMD proposes the establishment of the editing system to be as follows:
(see figures 1 and 2)

B. Expansion of EFP capability

1. The effectiveness of the existing set up being utilized by MMD for production is being hampered by the inadequacy of equipment for "field production". As projects being offered to the Programs (or services required by the Programs) become more and more complex, the need for better Electronic Field Production (Outside studio) equipment arises.

2. As a complement to the existing studio equipment therefore, we are proposing to strengthen our outside production capability through additional video and audio equipment which we plan to install in our existing production van. This additional equipment will help the MMD make better video productions in the field considering that these other programs being serviced by MMD are of great distances from the Center, the provision for a production van carrying a more complete set of field production equipment will result in a more efficient production of technology and training materials as required by the three different Programs of the PHRDC Project.

3. As reflected in our request for additional 1985 TC equipment, we are proposing the following system for our production van.
(see fig. 3)

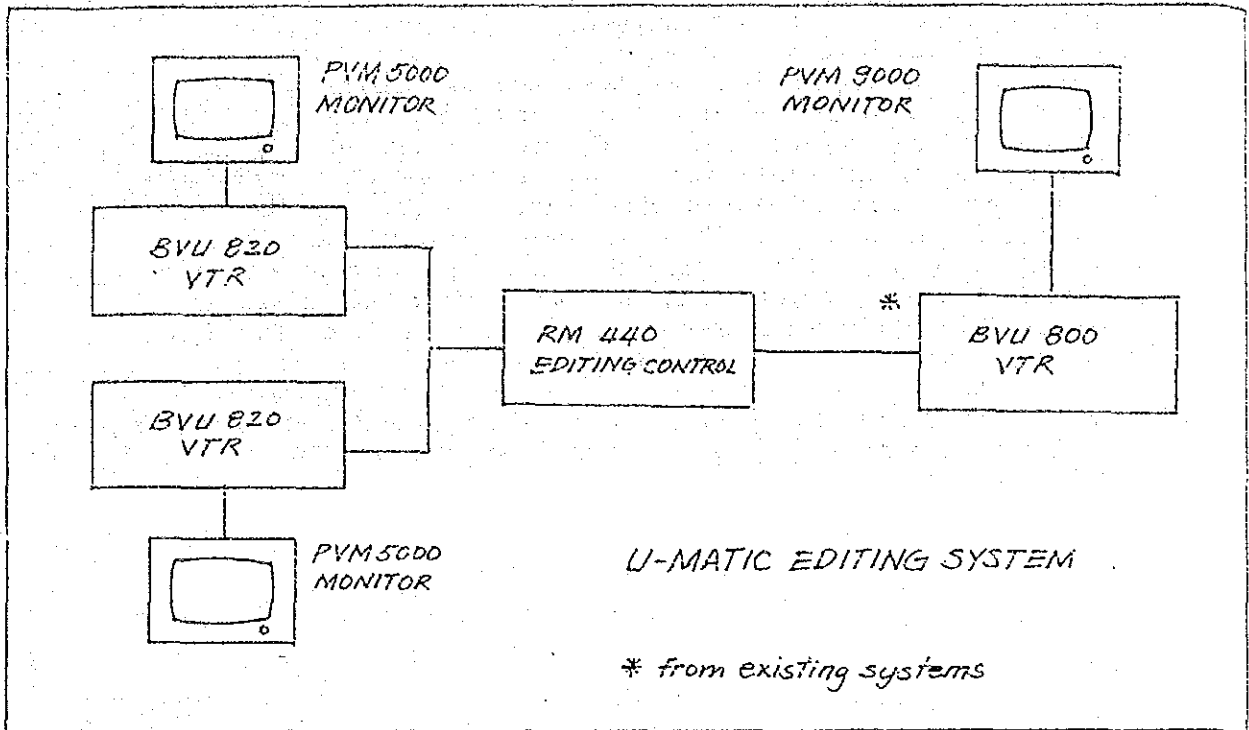


FIG. 1

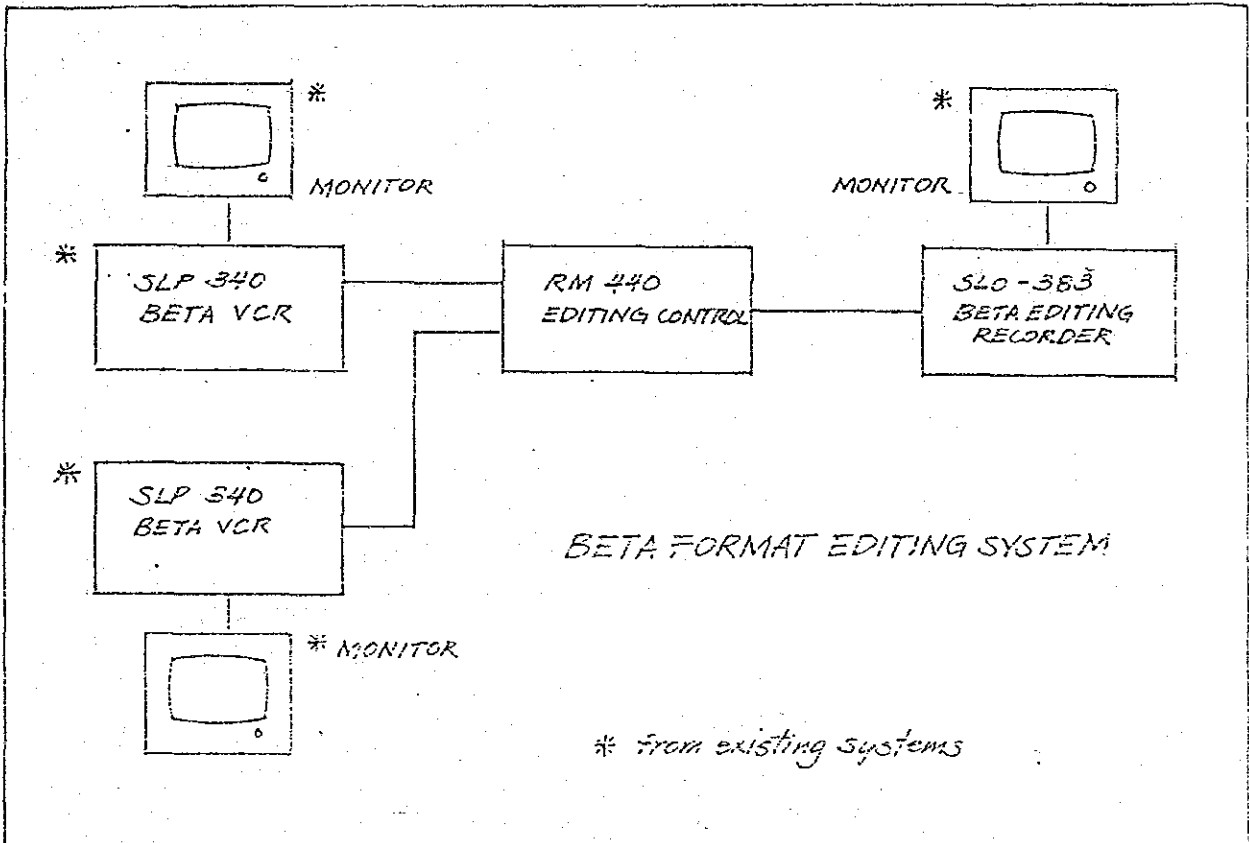


FIG. 2

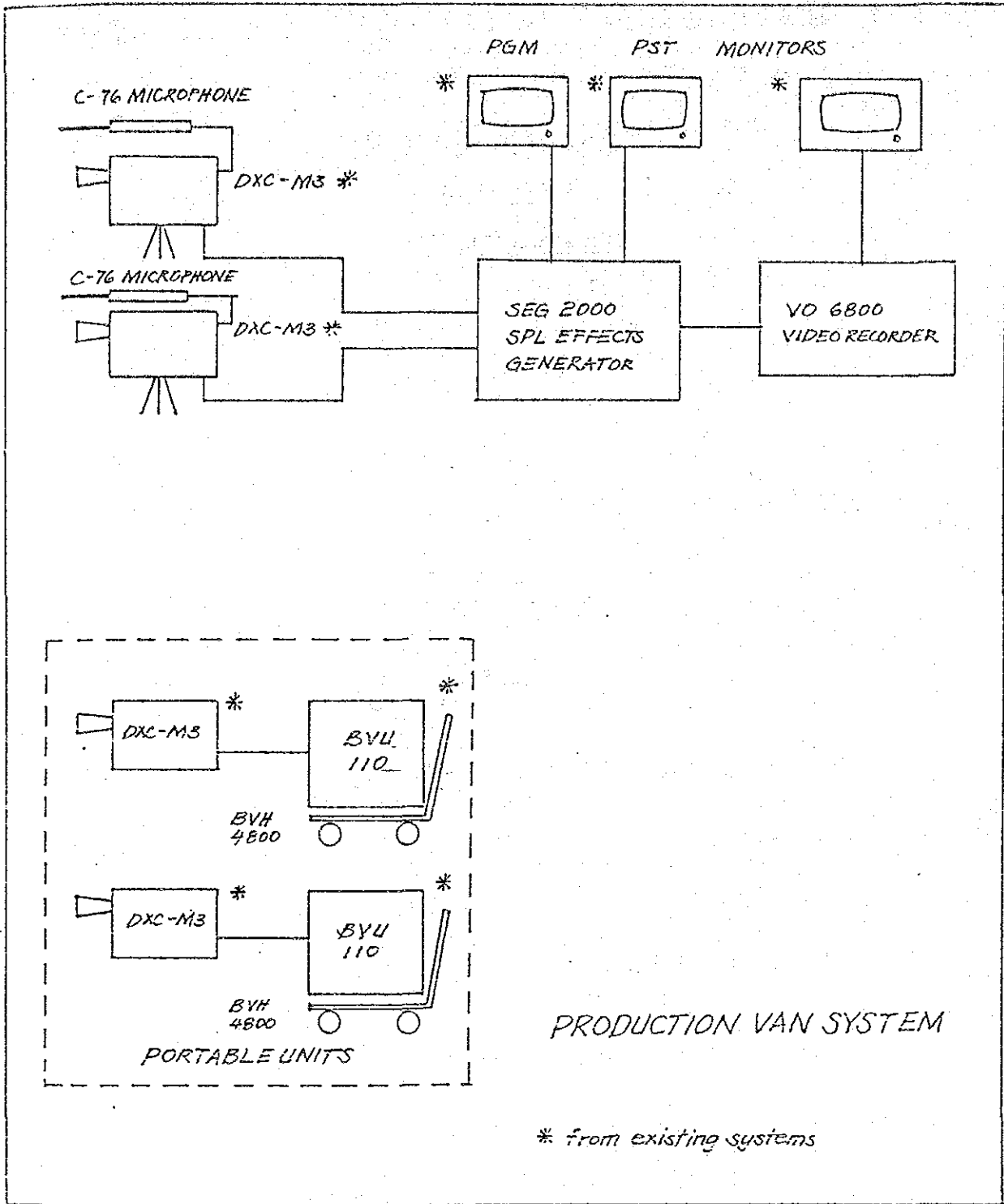


FIG. 3

1-1-7 視聴覚分野における第3回研修のフィリピン側提案

FOCUSSED TRAINING PROGRAM IN

MULTI-MEDIA

FOR ASEAN COUNTRIES

Submitted by:

Multi-Media Division
Program I
Philippine Human
Resources Development Center

PROGRAM DESCRIPTION

: The Philippine Human Resources Development Program through Program I has designed a Training Program in Multi-Media that makes use of the facilities and staff of its Multi-Media Division.

The training courses being offered are as follows:

Course 1: VTR Operation & Maintenance

This course aims to impart basic knowledge and skills & attitude in the use and upkeep of VTR systems equipment. The methodology will be heavily hands-on, supplemented by lecture/discussion sessions.

Course 2: Multi-Media Production Techniques

Designed to teach the basic techniques in the production of print materials, audio-visual, slide and video programs. It provides theoretical and hands-on courses in the preparation and production of media-based materials focused on educational technology applications.

Course 3: Advanced Equipment Operation & Maintenance

Aims to provide skill development in the operation of complex video systems equipment such as those used in television broadcast stations. It is designed to upgrade the knowledge and competence of the participant in VTR operation and maintenance.

Course 4: Advanced Multi-Media Production Techniques

Designed as a follow-up course for Course 2, it aims to upgrade and refine the basic skills and knowledge in various aspects of multi-media production. Areas of training are: studio direction, scriptwriting, animation, advanced editing techniques, video camerawork. The manner of training will be tutorial. Each area of learning will be experienced thorough exercise and hands-on approach.

II. Project Proposal

: As recipient of a Grant Aid and Technical Cooperation from the Government of Japan in the field of educational media technology as one of the program areas of cooperation, the PHRDC aims to diffuse the acquired technology by providing the above training Program in Multi-Media to other ASEAN countries.

This training will be conducted at the PHRDC National Center at the UL Complex, where the training facilities are located.

Target

Initially, the program will target selected information officers of the government agencies and individuals involved in human resources training in the said countries.

Budget

The training cost will be \$50,000.00 for each course or a total of \$200,000. for the 4 courses. This is inclusive of the multi-media materials needed for hands-on training as well as food (lunch and snacks) and local transportation allowance.

Course 1

Basic VTR Equipment Operation and Maintenance

Objectives

General Objectives

The training program on basic VTR equipment operation and maintenance aims to develop the knowledge, skills and attitude of the participants in the use and upkeep of VTR systems equipment. The course basically includes:

1. Introduction of general principles and mechanism of videotape recording
2. Identification of equipment type/formats, parts and functions
3. Demonstration on equipment operation, basic handling procedures and preventive maintenance techniques
4. Hands-on training in technical operation of EFP and Studio consoles

Specific Objectives

At the end of the five-day training program, the participants are expected to:

1. Identify the family system/type, parts and functions of EFP and studio systems equipment
2. Explain/discuss the general principles and mechanism of video recording
3. Get familiarized with the setups of EFP and studio consoles
4. Demonstrate the proper techniques in handling VTR equipment
5. Apply the basic procedures of equipment handling and maintenance in short EFP and studio exercises

Course Outline

- I. General Principles and Mechanism of Video Tape Recording
 - A. Image Formation: The Video Camera
 - B. Video Recording: The Video Tape Recorder
 - C. Image Re-formation: The Monitor
 - D. Color and the Video Camera
- II. VTR Systems Equipment
 - A. VTR Terminologies
 - B. VTR and Tape Formats
 - C. Basic Equipment Parts and Functions
- III. Equipment Familiarization
 - A. EFP Equipment
 1. Setups and operation
 - a. Connectors
 - b. Cables
 - c. Preparations and operations for camera recording
 - B. Studio Console
 1. System equipment
 - a. Capabilities
 - b. Connections
 - c. Preparations and operations for studio recording
- IV. Hands-on Equipment Operation/Handling and Maintenance
 - A. EFP Recording/Playback
 - B. Studio Production Exercises
 - C. Do's and Dont's in Camera/VTR Handling
 - D. Basic Preventive Maintenance Techniques

Methodology

The suggested teaching-learning strategies of this training program have been carefully selected to ensure that the identified skills and knowledge to be developed in the participants will be achieved at the end of the course. Having considered the essential factors that will best result to effective teaching, the following methods will be adopted:

1. Lecture/Discussion

This is a direct approach of transmitting information to the learners. The lecture enables the instructor to share or impart his vast knowledge and expertise while the discussion allows the participants to react, give comments or raise questions on topics that they require further explanations.

Through this interaction, the teacher gains a rough assessment of his approach by identifying the weak points of his lecture as reflected in the questions of the audience.

2. Demonstration

This involves the presentation of facts and information on the subject matter as well as the skills employed in the actual application of the concepts taught.

Demonstration is indispensable in any lesson requiring skill development. Therefore it includes step-by-step presentation of the techniques which facilitates perception. By doing so, learning becomes organized as tasks are performed from the simplest to the most complex ones.

3. Hands-on /Workshop

This portion crystalizes the total training goals and objectives. The learner's performance in the actual application of learned concepts and skills reveals what and how much have been assimilated.

The instructor provides guidance in the execution of the tasks to be able to conduct remedial measures for slow learners and enrichment/reinforcement activities for advance or fast learners.

Prior to hands-on training, the instructor will discuss basic production terms and jargon. A VTR program on production techniques can be shown in order to briefly discuss basic camera techniques which prepares the participants to the short studio production exercise.

Course 2

BASIC MULTI-MEDIA PRODUCTION TECHNIQUES AND APPROACHES

Objectives

General Objectives

This curriculum on basic techniques in print, audio-visual and video programs production aims to:

1. Provide theoretical and hands-on courses in print media, audiovisual materials preparation and video software production focused on educational technology applications
2. Develop basic knowledge, skills and positive attitude in the utilization and production of educational media-based materials
3. Upgrade/Establish software production capability of participating entities in their respective fields through subsequent application of the competence gained from the training.

Specific Objectives

With the provision of learning elements, at the end of the training course, the participants are expected to:

1. Produce instructional/educational materials in print, audiovisual and VTR forms
2. Make observations on the processes, strategies and practices of existing production groups in Metro Manila particularly educational media oriented institutions
3. Apply correct equipment operation/handling techniques in actual production projects
4. Undertake/supervise production, pre-production and post-production activities with competence and mastery
5. Evaluate/provide feedback on production experiences and outputs

Course Content

The training program is divided into three sub-courses: print materials production, audiovisual and VTR software production.

Print, considered one of the basic media used in instruction and communication is the prime concern of Sub-course A. This provides facts and principles in print production strategies such as conceptualization, copywriting, layouting and printing. Carefully selected and designed learning tasks are focused mainly on the technical processes in the preparation of layout as well as the various techniques in printing.

The second sub-course, Sub-course B on soundslide production gives the participants theories and mechanism of audiovisual projection and utilization. It also includes skill development in the operation of AV equipment such as projector, programmer and other peripheral console. However, the emphasis is on appropriate and practical approaches in AV from pre-production to post-production stage. To upgrade the exposure of the learners in multi-vision formats, multi-projection techniques will be introduced.

More novel than the first and second is Sub-course C which renders new and advanced learning experience in video production. It touches on the fundamentals of video that explain image formation and re-formation, principles of color and color camera and video recording. Before the actual involvement in production, the participants are given hands-on training in equipment operation and handling. The course involves exercises in EFP system and studio production system that make the participants learn and apply cinematography, lighting and sound recording techniques and post-production steps such as audiobed lay-in and audio-video assembly.

Embedded in the curriculum are subjects that discuss human communication which are vital in understanding the foundation of media development. This broadens the concepts and perspectives of the learners on effective communication via multi-media approach.

Course Outline

- I. Fundamentals of Human Communication
 - A. The Medium
 - B. The Message
 - C. The Receiver
 - D. Feedback
- II. Introduction to Print
 - A. Brief History and Classification
 - B. Planning and Pre-Production Considerations
 1. Conceptualization
 2. Copywriting
- III. Print Material Production
 - A. Layouting
 1. Basic Layout Techniques
 - a. Headline
 - b. Copyline
 - c. Logo
 - d. Illustration
 - B. Visual Preparation
 1. Basic Photography
 2. Color Principles
 - C. Printing Processes
 1. Typesetting
 2. Printing Supervision
 3. Color Separation
- IV. Introduction to AV
 - A. General Principles and Mechanism of AV
 1. Single Projection Format
 2. Single screen/Multi-projector
 3. Multi-screen/Multi-projector

- B. Pre-production and Planning
 - 1. Considerations in Planning
 - 2. Conceptualization
 - 3. Scriptwriting, Visualization and Storyboarding
- V. Audiovisual Materials Production
 - A. Artwork Preparation
 - B. Flat Field Photography
 - C. Audiobed Lay-in
 - 1. Voice-over
 - 2. Musical Scoring
 - D. Post-Production Techniques
 - 1. Editing
 - 2. Programming
- VI. Introduction to VTR
 - A. General principles and mechanism of Video Recording
 - 1. The VTR
 - 2. The Video Camera
 - 3. The TV Monitor
 - B. Pre-Production and Planning Strategies
 - 1. Production Management Plan
 - 2. Conceptualization and Visualization
 - 3. Scriptwriting and Storyboarding
- VII. VTR Production Techniques
 - A. Video Graphics Preparation
 - B. Video Cinematography
 - C. Lighting and Sound Recording
 - D. Post-Production
 - 1. Soundtrack re-recording
 - 2. Audiobed lay-in
 - 3. Editing
 - 4. Video-Audio Assembly

Methodology

The teaching-learning strategies that will best support the stated objectives of the course have been discreetly identified and focused on the assessed needs of the participants. The approaches are geared to instructional media production with the integration of some applicable commercial practices.

With emphasis on the effectiveness and value of team efforts in production rather than individual proficiency approach, the activities are designed to allow the participants to assume varied responsibilities and perform different tasks throughout the course. For direct dissemination of facts and theories, lecture-discussion with supplementary handouts is adopted. Lecture-demonstration is employed in teaching step-by-step techniques particularly in skill development areas of the program. Less teacher-centered approaches such as group interaction, workshops and hands-on exercises reinforce and support the demonstration activities. As enrichment device that enhances perception of actual processes mocked up in the training rooms, the program includes observation tours to production houses in Metro Manila

Course 3

ADVANCED EQUIPMENT OPERATION AND MAINTENANCE

Objectives

General

This course provides skill development in the operation of complex video systems equipment such as those used in television broadcast systems. As a means of upgrading the knowledge and competence in basic VTR operation, this training program aims to:

1. Provide advanced knowledge and skills in multi-camera production setups and automatic camera chains operation
2. Equip the participants with upgraded techniques in studio systems equipment handling such as camera control units, transmitter remote controls, editing consoles and automatic camera procedures
3. Develop further by keeping the learners abreast of new technology in VTR systems the maintenance and repair capabilities towards optimum utilization of video machines

Specific

At the end of the training course, each participating individual must be able to:

1. manipulate with accuracy and competence studio equipment such as:
 - 1.1 Automatic Camera Controls
 - 1.2 Special Effects Generator
 - 1.3 Telecine Console
 - 1.4 Editing Machines
 - 1.5 Peripheral Equipment
2. Explain the principles and mechanism of multi-camera setups and automation in image expansion and variations

3. Name and describe the parts and functions of the studio systems equipment and peripheral machines
4. Discuss and explain advanced preventive maintenance techniques of the given equipment
5. Analyze common studio equipment troubles and ailments
6. Undertake troubleshooting and repair of defective VTR machines

Course Content

The Maintenance Engineers and technicians of the MMD will conduct lecture, discussions, demonstration and hands-on training to participants who have basic knowledge and skills in VTR systems operation and maintenance. Teaching methods will be focused on the trends of television broadcasting technology which are directed towards improved equipment capabilities with compactness and convenience in operation. Though the course topics and subject matter sound too technical to not well-advanced students, the training course also deals with the basics of equipment operation and handling of studio console. Unlike the basic equipment operation course, this starts with the principles and operation techniques of television studio camera chain. The system includes automatic controls and switches that provide for multi-camera production and make image expansion possible through variations in techniques and employment of special effects.

The theoreticals and hands-on in maintenance and repair procedures quite include technical concepts and activities. Hence, this course is primarily designed for participants who know basic electronics and have had previous experience in troubleshooting and repair of electronic equipment although not necessarily VTR equipment.

Course Outline

- I. General principles in Multi-camera and Special effects
 - A. Image Expansion
 - B. Multi-camera setups
 - C. Editing variations

- II. Studio Systems Equipment
 - A. Studio Cameras
 - 1. Handling procedures
 - 2. Setups for multi-camera production
 - B. 3/4 inch Recording Machines
 - 1. Capabilities and functions
 - 2. Operation for Recording, playback
 - C. Special Effects Generator
 - 1. Chroma Keyer
 - 2. Wipe Pattern Extender
 - 3. Overlays
 - 4. Teletypewriter
 - D. Camera Control Unit/Camera Switcher
 - 1. Parts and Functions
 - 2. Operation

- III. Machine Operation for Tape Transfers
 - A. Tape to tape transfer
 - B. Multi-tape Transfer
 - C. Telecine Operation

- IV. The Editing Console
 - A. Setups
 - B. Editing Controller/Switcher
 - 1. Capabilities
 - 2. Operation

- V. Advanced Maintenance and Repair Procedures
 - A. Introduction to Television Broadcast Systems
 - B. The TV Studio Camera Chain
 - 1. Monochrome Camera Lens/
 - 2. The Camera Tubes
 - 3. Color Light-Splitting Optics
 - 4. Video Processing
 - 5. Automatic Camera Chains
 - C. The Synchronizing Generator, Pulse Distribution and System Timing
 - 1. The Sync Generator
 - 2. The Color Sync Timing System
 - 3. System Timing
 - 4. System Phase for Color Sync
 - 5. The pulse-cross Monitor
 - D. Video and Audio Signal Distribution
 - 1. Source and Line Video Distribution
 - 2. Video Switcher Basics
 - 3. Automation Switchers
 - 4. The TV Audio System
 - E. Preventive and Repair Maintenance Techniques of:
 - 1. Studio Color Cameras
 - 2. Camera Control Unit
 - 3. Studio Monitors
 - 4. Peripheral Equipment

Course 4

Advanced Multi-Media Production Techniques

This course consists basically of topics and activities included in Course 2, Basic Multi-Media Production Techniques and Approaches. However, the mode of upgrading and refining previous skills and knowledge is tutorial in nature.

The learners will receive general concepts and practices in multi-media production techniques in addition to the basic principles and concepts they previously obtained. These are mainly on:

1. Studio Direction
2. Scriptwriting
 - 2.1 Writing for documentaries
 - 2.2 Drama
 - 2.3 Motivational plugs
 - 2.4 Animation
3. Animation
 - 3.1 Artwork Preparation Techniques
 - 3.2 Shooting Techniques
4. Advanced Editing Techniques
 - 4.1 Insert Edit
 - 4.2 Special Effects
5. Video Cinematography
 - 5.1 Special Camera Effects
 - 5.2 Multi-Camera Techniques
 - 5.3 Color and Lighting for Special Effects

After the general topics have been delivered to the whole class, groups will be formed according to the field of specialization or interest of the participants, such that scriptwriters who want to concentrate in advanced scriptwriting techniques go in a group. Each area will be expounded in detail and exercises through hands-on approach will be provided adequately. At the end of the course each individual may be required to present his/her own production, or production outputs can be the projects of production teams.