

PTTC 1988 ACCOMPLISHMENT REPORT AND 1989 PLANS

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PHILIPPINE TRADE TRAINING CENTER

INTERNATIONAL TRADE CENTER COMPLEX -
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1000 CESAR CITY, PHILIPPINES

PHILIPPINE TRADE TRAINING CENTER

1988 ACCOMPLISHMENT REPORT

The year 1988 saw the implementation of course curriculums identified by the Philippine Trade Training Center during the training needs analysis survey conducted in June of 1987. The year saw the first full year's operation of the Center in the new building, which was formally turned over on March 15, 1988. The Center was formally inaugurated by no less than Her Excellency, President Corazon C. Aquino on May 23, 1988.

I. COURSE DEVELOPMENT:

On the basis of the Training Needs Analysis Survey conducted by the Center among Philippine Exporters in June of 1987, the Center developed a total of 36 course curriculums (see Annex A for titles). Of these, 23 were for Trade Business, 11 for Testing and Inspection and 2 for Trade Exhibition.

A total of 33 training material packs were likewise designed in accordance with the curriculum outline for each course module.

The development of the course curriculums and course training materials were undertaken in close consultation with the JICA experts and the corresponding specialized Philippine agencies such as:

- * Philippine Textile Research Institute for garments testing and inspection;
- * Cottage Industry and Technology Center and the Forest Products Research Development Institute in close consultation with the Chamber of Furniture Industries of the Philippines, for wood furniture testing and inspection; and
- * Food Development Center for food testing and inspection.

In conjunction with the on-going course development function of the Center, further Training Needs Analysis surveys were likewise conducted to validate specific recommendations for course outlines and to prepare for the courses to be offered in 1989. In this connection, 5 surveys were conducted: TNA in Tuguegarao for the Regional Seminar to be conducted in the area on December 12-14, 1988; TNA among Garment

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manufacturers and exporters for the Costing and Pricing Seminar for Garment Exporters; TNA among Regional Officers for the Facilitator's Seminar (Seminar for the Regional Trade Officers of DTI) held on November 21-25, 1988; and TNA surveys in Regions III and IV.

II. COURSE IMPLEMENTATION

As of the end of November, 1988, the Center conducted 71 seminars with a total participation of 2,586 existing and would-be exporters as well as government officials involved in export development and promotion. For the month of December, 1988, 6 more seminars are scheduled to be implemented bringing the total number of seminars conducted for 1988 to 77. (see Annex B for Breakdown of courses)

While the bulk of the seminars were held in Manila, the Center serviced the needs of the regions, particularly in the conduct of the Basics of Exporting seminars. Thus of the 19 seminars conducted on Basics of Exporting, 8 were held in the Regions: Region III (Pampanga, Bulacan, Zambales), Region V (Camarines Sur), Region IV (Quezon), Region II (Cagayan), Region VIII (Samar), Region VI (Capiz). In addition, the Center serviced the needs of the Chinese Community in Manila with the conduct of the Basics of Exporting and Export Marketing Management Seminars in ChinaTown of Manila.

The Center also conducted 13 specialized seminars which focused on particular target markets and products. In so doing, the Center coordinated closely with international organizations and agencies in bringing into the country the experts of these markets. The Market Penetration Course on the Japanese market was likewise conducted this year. For this purpose, the Center closely linked with the Japan Chamber of Commerce in the Philippines and JETRO. A total of 84 participants attended the seminar.

For 1989, the Center plans to conduct 122 seminars. In support of the export strategy plan of the Department, the bulk of these seminars will necessarily focus on Market/Product Seminars with particular emphasis on the priority markets identified by the Department's International Trade Group.

III. STAFF DEVELOPMENT

Twelve (12) faculty and key officials of the Center were trained in 1988. Of these, 4 were trained in Japan pursuant to the JICA technical cooperation agreement on the PTTC project. Training under JICA covered areas on: Management of Training Institutes in Japan, International Marketing as practiced in Japan, Audio-Visual production with emphasis on

VCR equipment, and Testing and Inspection of Food.

The balance of 8 full-time faculty were trained in the following fields under the programs of the International Trade Center, Geneva:

- * Basics Export Marketing (Curriculum Development held in Manila)
- * Market Research (Curriculum Development held in Thailand)
- * Case Development held in Indonesia
- * Market Survey of the French Market for Philippine Tropical Food
- * Market Survey of the Middle East Market for Philippine Garments

The training conducted on curriculum and case development were under the ITC project on Strengthening Training Institutes of the Foreign Trade Sector, wherein the PTTC is the Philippine participating institute.

The market surveys conducted were undertaken under the ITC project with the Center. The funds for the project were provided by the Japanese government specifically for the PTTC.

IV. INSTITUTIONAL DEVELOPMENT

Various countries have various cultures which affect their consumers' buying habits. These peculiar consumer behavior must be known and understood by the Filipino exporter in order to successfully penetrate the market.

For this purpose, existing linkages with international organizations were strengthened while new linkages with other organizations were established. In this connection, the Center pursued with these organizations programs which could support the Center's market penetrations, courses and specialized international marketing courses.

Thus, in addition to JICA, the Center established linkages with the following:

1. International Trade Center (Geneva, Switzerland) - PTTC is currently linked with ITC on two projects: the first is the Project on Strengthening of Training Institutes for the Foreign Trade Sector, and the other is the project wherein market surveys for target market

(France for 1988) are undertaken. In 1989, the market surveys will be replaced by a three year training program for PTTC's full-time faculty on the areas of international marketing, curriculum and case development, and teaching techniques.

2. CBI (Center for the Promotion of Imports from Developing Countries - Netherlands) - CBI conducts specific market/product courses. For 1988, CBI conducted a course on Car parts for Netherlands and a training on export marketing for government officials involved in export promotions.
3. IMPOD (Import Promotion Office for Products from Developing Countries - Sweden) - linkages were established for the conduct of specific seminars for exporters desiring to export to Sweden and Europe. IMPOD has conducted 2 seminars (one in Manila and another in Cebu) on Production of Furniture for Sweden and the European Market. PTTC is negotiating with IMPOD for the 1989 Program which will focus on training of private sector as well as PTTC faculty in Sweden on Production, Marketing and Testing and Inspection of Furniture. Seminars on these areas will also be conducted in Manila.
4. CDG (Carl Duisberg Gessellschaft of the Federal Republic of Germany) - a training program on International Marketing of Processed Fruits and Furniture to Germany and Europe has been agreed upon and will be implemented in January, 1989.
5. EEC (European Economic Community)- EEC training program covering 3 modules: curriculum development for international marketing, trade information and market research with special focus on EEC in the year 1992, and Case development with special emphasis on How to Negotiate with European Buyers have been agreed upon. Implementation of the project will be undertaken by CEGOS, as contracted by EEC, in 1989.
6. Trade Facilitation Office of Canada - Market information seminars have been conducted by TFO experts. Seminars conducted in 1988 focused on the Canadian market for Christmas Decor, Furniture, and Non-Critical Garments. For 1989, PTTC has proposed a number of Market Information Seminars in addition to Seminars on the formulation of Market Entry Strategies for specific commodities.
7. JETRO (Japan External Trade Organization) - linkages with JETRO shall be strengthened and assistance for training of exporters particularly with respect to the Japanese market for specific products will be pursued.

For 1988, JETRO assistance in the formulation and implementation of the Market Penetration Course for Japan was secured.

V. ORGANIZATION

Executive order No. 133 which reorganized the Department of Trade and Industry, created the Philippine Trade Training Center as an attached agency of the Department. In 1987, the PTTC's organizational set-up was approved by the Department of Budget and Management, providing the organization with 87 plantilla (regular) items and 14 contractual positions for 1988. Annex C shows the functional organizational chart of the Center.

As approved the Center has 6 major divisions:

1. Plans and Programs Division: The PPD is primarily responsible for designing and conducting the training needs analysis survey which is the basis of the curriculums it shall develop for the Center in coordination with the faculty pool.

PPD is also responsible for:

- * planning the annual training programs of the Center;

- * developing training projects/programs which will support the Center's market/product seminars;

- * planning the overall development of the organization and its assets; and

- * overall monitoring and evaluation of seminars conducted.

2. Finance and Administrative Services Division: The FASD is responsible for securing and making available the necessary financial, human and material resource requirements of the Center and its operations.

3. Publications and Information Division: The PID is responsible for:

- * the production of the training materials of the seminars to be conducted;

- * the promotion of the Center's services and facilities; and

* the operation of the library services

4. Three (3) operations divisions composed of Trade Business Management, Testing and Inspection and Exhibitions: These divisions are responsible for the implementation and marketing of the seminars both in Manila and in the regions.

5. Faculty pool: In close consultation with the JICA experts, the faculty pool is responsible:

* for coordinating with the Plans and Programs Division in developing the curriculums;

* for developing the syllabi for courses identified by Plans and Programs Division.

* for the course content implementation of the course curriculums.

A roster of part-time faculty composed of successful exporters, bankers, brokers has been drawn up by the Center. The part-time faculty are requested to teach the highly specialized topics covered by the curriculum.

Annex D shows the flow of work particularly in the course development and implementation phases.

VI. STAFFING

The Center has a total of 101 position items of which 86 are permanent plantilla items while 15 are contractual under the Foreign Assisted Project.

The Center presently has 76 filled positions: 64 regulars and 12 contractuales.

The Center has 11 full-time faculty: 1 for Trade Exhibition, 2 for Testing and Inspection (food and garments), and 7 for trade business and 1 for Japanese Business Language. The Center is still recruiting 1 for testing and inspection of wood furniture and 1 more for trade business.

Recently, the Center was given approval by the Department of Budget and Management to upgrade 18 regular items to higher paying positions. This will enable the Center to recruit more qualified personnel for its purpose.

Annex E shows the plantilla positions and its status of occupancy.

VII. BUDGET

For 1988, the Center was given a total budget of P18.293 Million: P9.223 Million for the Foreign Assisted Project Component and P9.070 Million for the Regular budget of the agency.

For 1989, the Center has requested that P21.176 Million be approved for its budget. Of this, P9.102 Million is for the Foreign Assisted Project while P12.074^{is} Million is for the Regular budget.

VIII. FACILITIES UTILIZATION:

A. Seminar Rooms Utilization:

PTTC's Seminar Rooms have largely been put into use through the conduct of its own sponsored seminars and workshops and the hosting of industry meetings, seminars of DTI agencies. Utilization rate of rooms for the period July-December are as follows:

1. Seminar Room A: 63% (average)
2. Seminar Room B: 73%
3. Seminar Room C: 67%
4. Seminar Room D: 45%

B. Exhibition Halls Utilization:

From a projected utilization rate of 33%, actual use of PTTC Exhibition Halls was equivalent to 50.30% computed as follows:

253 days - TOTAL DAYS (100%)
(April 15-December 31)

50.6 days- MAINTENANCE PERIOD
(20% of Total days)

202.4 days-TOTAL DAYS AVAILABLE FOR UTILIZATION
(80% of TOTAL DAYS)

102 days- ACTUAL UTILIZATION OF HALLS
(50.39% of Total days available for utilization)

A total of 22 events were held at the PTTC Exhibition halls. These included trade fairs, conventions, seminars, symposia etc.

C. Laboratory Rooms:

The laboratory rooms were used for the testing and

inspection seminars. On this basis, utilization rate was as follows:

- Food - 11% (A total of 4 seminars within the year)
- Garment - 24% (A total of 8 seminars within the year)
- Furniture - 34% (A total of 4 seminars with duration of each seminars good for two weeks)

The utilization rate does not reflect the utilization of the laboratories during the training of the counterpart faculty under the JICA experts, and the testing and inspection of products of private sector outside seminar time.

PHILIPPINE TRADE TRAINING CENTER

1989 PLANS

The Philippine Trade Training Center's plans and programs for 1989 supports the three-year export promotion plan of the International Trade Group (ITG) of the Department of Trade and Industry for 1989-1991. The ITG has identified 30 target market countries to develop and penetrate within the period.

For 1989, the Center has plans of implementing 122 seminars. As a strategic support for the ITG's plans, the Center's training programs within the next three year will increasingly focus on the following:

1. Market/Product Focus Seminars: Based on the 30 identified markets, PTTC shall conduct more seminars which are geared towards a specific market for a specific product. Considering the limited budget the Center is given, the markets shall be prioritized.
2. The Basics of Exporting Seminars shall be brought to the regions. In terms of ratio, more BOE seminars shall be conducted in the regions than in Manila. This is basically to educate the producers and suppliers in the Regions on the nuances of Exports, and to encourage them to assist the export sector as suppliers. Considering the economic sizes of most of the enterprises in the regions, the thrust of the BOE is to prepare the enterprises to supply traders, in the process earn enough to expand their operations and gain the appropriate expertise in exporting before they finally venture into direct exporting.
3. In response to the requests of the other ITG units, seminars in Manila will more and more concentrate on the needs of existing exporters. A new seminar course on Importing for Re-exporting shall be run on a regular basis to educate the existing exporters on the nuances of importing materials which are largely used for producing export products.
5. With respect to the Testing and Inspection Courses, Specific products shall be identified as the focus of the courses. For example in Food, Testing and Inspection shall no longer focus on Marine products in general but shall discuss specifically testing and inspection of shrimps, tuna, and squid. In addition, a basic course shall be developed to increase the awareness of entrepreneurs on the importance of quality control. A more advanced course shall likewise be designed to develop the capability of enterprises to test and inspect their products.

Within the next three years, product coverage of testing and inspection for garments and furniture shall also be expanded to cover other products made of textile materials and other products made of wood.

6. With respect to Trade Exhibitions, in addition to developing courses on principles governing the conduct and participation of trade exhibitions, the seminars shall also focus on the priority products identified for specific markets. A total of 8 seminars for Trade exhibition is being targeted for 1989.

PHILIPPINE TRADE TRAINING CENTER
COURSES DESIGNED FOR 1988

A. TRADE BUSINESS COURSES:

1. Basics of Exporting
2. Export Marketing Management
3. Financing for Exports
4. Costing and Pricing for Exports
5. Costing and Pricing for Processed Food Exports
6. Production Management and Control
7. Production Planning and Control for Garment Producers
8. Market Entry Strategies for Garments in the Middle East
9. Rush Course on Conversational Japanese
10. Training Program for the Department's Export Development Officers (EDO)
11. Sales Offers and Contracts
12. Practical Business Correspondence
13. Market Research
14. Understanding the Japanese Market for Ladies Garments, Processed Food and Furniture
15. Import Procedures for Re-Exports
16. Basics of Exporting for the Regions
17. Facilitator's Workshop on Export Marketing (Training of Regional Trade Officers)
18. Market Information Course on the Canadian Market (in cooperation with Trade Facilitation Office of Canada)
19. Shipping and Transportation
20. Understanding the Generalized System of Preferences
21. Japanese Business Language Level 1
22. Distribution System in the United States for Food
23. Training on Curriculum Development with focus on International Marketing for Marketing Educators and Trainers (in coordination with EEC)

B. TESTING AND INSPECTION

B.1 Garments

24. Basics Classification of Fibers and Yarns (Module 1)
25. Fabric: Its Classification and Usage (Module 2)
26. Basics Testing of Yarns & Fabrics (Module 3)
27. Basic Testing of Fabrics & Quality Inspection (Module 4)
28. Advanced Textile Testing of Fabrics (Module 5)
29. Quality Inspection of Fabrics (Module 6)
30. Testing and Inspection of Fabrics and Garments for Government Sector (Module 7)

B.2. Furniture

31. Testing and Inspection of Wood Furniture for Private Sector
32. Testing and Inspection of Wood Furniture for Government Sector

B.3 Food

33. Quality Testing and Inspection of Fruits and Vegetables Preserved in Sugar
34. Quality Testing and Inspection of Fish and other Marine Products

C. TRADE EXHIBITION COURSES

35. How to Effectively Participate in Trade Fairs
36. Technical and Creative Aspects of Exhibition and Visual Merchandising

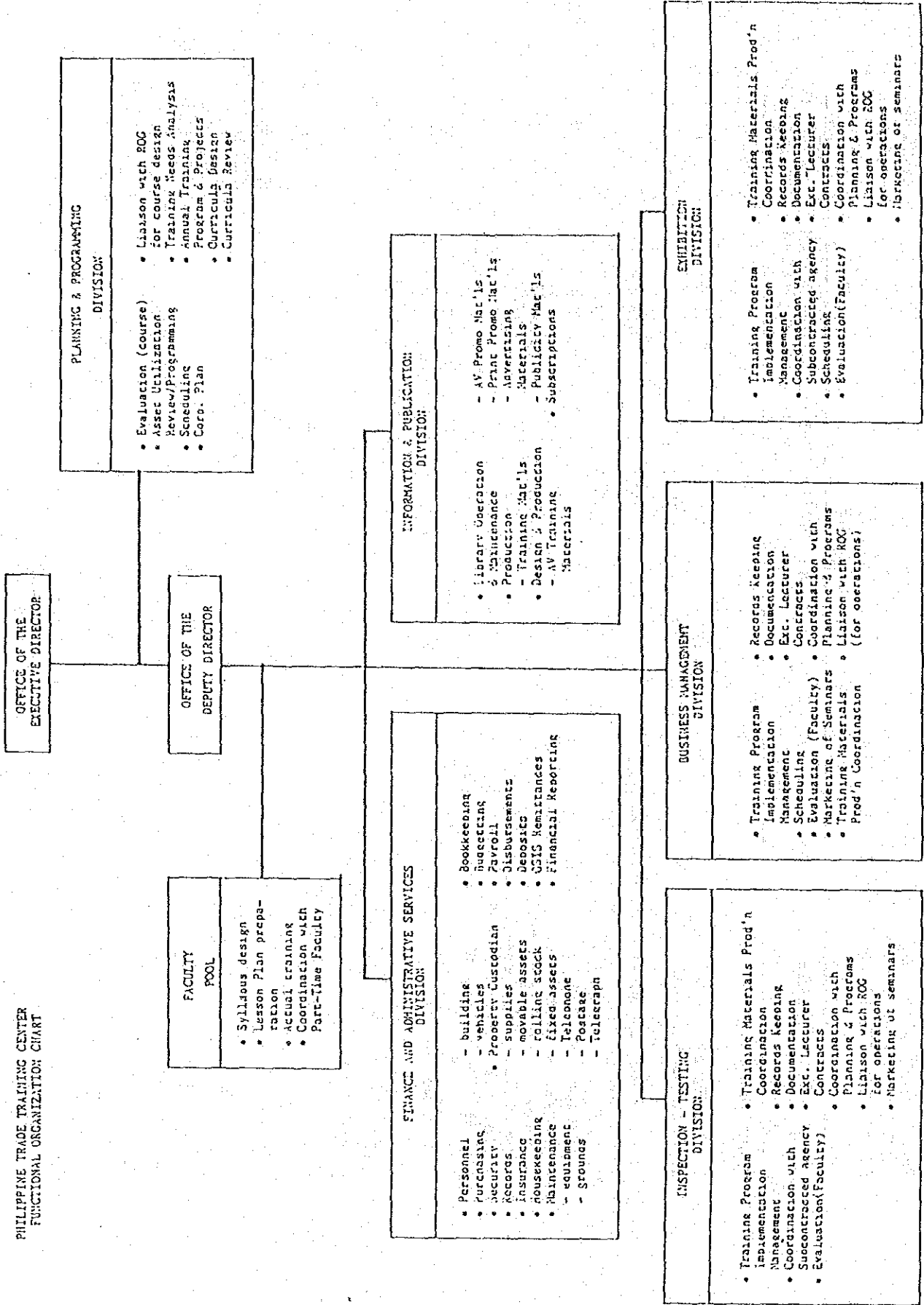
PHILIPPINE TRADE TRAINING CENTER
 BREAKDOWN OF SEMINARS FOR 1988
 ACCOMPLISHMENT AS OF NOVEMBER 30, 1988

ANNEX B

COURSE TITLE	# OF TIMES CONDUCTED	# OF PARTICIPANTS	SCHEDULED FOR BALANCE OF YR.	TOTAL # OF SEM. FOR YR.
TRADE BUSINESS				
1. Basics of Exporting	17	981	2	19
2. Costing & Pricing	3	88	1	4
3. Export Marketing Mgt.	5	148	1	6
4. Generalized System of Preferences	1	15	0	1
5. Financing for Exporters	2	33	1	3
6. Market/Product Seminars	12	743	0	12
7. Production Mgt. & Control	2	36	0	2
8. Market Research	1	22	0	1
9. Sales Offers & Contracts	2	73	0	2
10. Practical Business Correspondence	1	36	0	1
11. Japanese Business Language	4	68	0	4
12. Training of Gov't Personnel	3	94	0	3
Sub-total:	53	2249	5	58
TESTING & INSPECTION				
1. Garments	8	127	0	8
2. Furniture	4	55	0	4
3. Food	4	98	0	4
Sub-total:	16	280	0	16
EXHIBITION				
1. Module 1	1	32	1	2
2. Module 2	1	25	0	1
Sub-total:	2	57	1	3
Total:	71	2586	6	77

N.B. Of the total 77 seminars expected to be conducted by the yearend, 65 shall have been conducted by the Project while 14 shall have been undertaken in coordination with other international organizations

PHILIPPINE TRADE TRAINING CENTER
FUNCTIONAL ORGANIZATION CHART



COURSE DEVELOPMENT AND IMPLEMENTATION PROCEDURES

ANNEX D

MANAGEMENT	PLANS & PROGRAMS/JAPANESE ADVISER	FACULTY/JAPANESE ADVISER	OPERATIONS	PUBLICATIONS & INFORMATION
<p>1) GIVES GENERAL DIRECTION ON CENTER'S PROGRAMS & TRADING: CONSULTANT/ CHIEF (JAPANESE ADVISER)</p>	<p>2) CONDUCTS TWA USING GENERAL DIRECTIONS AS FRAMEWORK DESIGNS QUESTIONNAIRE FORM IMPLEMENTS FIELD SURVEY ROUNDED GROUP DISCUSSION</p>	<p>3) FROM TWA RESULTS, IDENTIFIES TRAINING NEEDS</p>	<p>4-1. UNDERPINES INITIAL RESEARCH FOR DETAILS (SYLLABUS) OF OUTLINE</p>	
<p>5) APPROVES COURSE OUTLINE</p>	<p>4) DESIGNS BASIC COURSE OUTLINE</p>	<p>7) DESIGNS COURSE SYLLABUS (I.E. SELECTION OF TOPICS, PROC. SEQU., FEASIBILITY TO BE USED)</p>	<p>9) REVISES SYLLABUS, IF NEEDED, IF NOT.</p>	
<p>8) APPROVES SYLLABUS</p>	<p>6) REVISES OUTLINE IF NEEDED, IF NOT, PROGRAMS/SCHEDULES SET/ON GIVES COPY OF TWA RESULT APPROVED OUTLINE & DATE OF SET.</p>	<p>7-1. INITIALLY IDENTIFIES, WRITES TRAINING MATERIALS, (HANDOUTS, AV SUPPORT, TRANSPARENCIES)</p>	<p>9-1. PREPARES BOOK REVISION</p>	
<p>10) APPROVES BOOK</p>	<p>11) PREPARES TRAINING MATERIALS, IDENTIFIES SPEAKERS, FINALIZES SEQ., MEETS WITH FACULTY.</p>	<p>11-1. PREPARES TRAINING MATERIALS, IDENTIFIES SPEAKERS, FINALIZES SEQ., MEETS WITH FACULTY.</p>	<p>11-1. COORDINATES PRACTICAL REQUIREMENTS</p>	<p>11-1. PREPARES TRAINING MATERIALS</p>
<p>12) APPROVES TRAINING MATERIALS</p>	<p>14-1. ACTS AS TRAINING COORD. LECTURES</p>	<p>13) MARKETS SEMINAR</p>	<p>14) ACTS AS TRAINING SEC. FACILITATES EVALUATION FORMS</p>	<p>13-1. PREPARES PRESS LITC, POSTERS, AIG</p>
<p>PRE-SEMINAR ACTIVITY</p>	<p>16-1. IDENTIFIES NEW COURSES/ REVISES COURSE PROC.</p>	<p>15) REVISES SYLLABUS, IF NEEDED</p>	<p>15) CONDUCTS SEMINAR EVALUATION; FIG. PREPARES EVALUATION REPORT.</p>	
<p>SEMINAR PROPER</p>				
<p>POST SEMINAR</p>				

PHILIPPINE TRADE TRAINING CENTER

TITLE: POLICY ON COURSE DEVELOPMENT AND IMPLEMENTATION PROCEDURES

DATE: July 15, 1988 VERSION: 1

REVISION: NONE

POLICY STATEMENT: The following procedures on the course development and implementation shall be followed by all units to ensure a coordinated and efficient run of the Center's seminar events.

OFFICES INVOLVED: Management - Executive Director and Deputy Director

Plans & Programs Division

Faculty in coordination with the Japanese Experts

Operations Divisions (Trade Business Division, Testing and Inspection and Exhibition

Publications and Information Division

STATEMENT OF RESPONSIBILITIES:

MANAGEMENT: Shall define the general directions and guidelines of the Center's Programs and thrusts.

PLANS & PROGRAMS: Shall be responsible for the conduct of the Training Needs Analysis, identifying the kinds of seminars/training which the Center should offer to address these needs, developing the general outline of each seminar/course (course development), and scheduling the seminars.

FACULTY: Shall be responsible for:

* developing the details of the course outline (syllabus development, sequencing of the topics to be covered in greater detail including the number of

hours each topic should be covered

- * identifying and developing corresponding training materials (handouts, a/v support, transparencies etc.),
- * identifying the lecturers and resource speakers, and their corresponding responsibilities
- * identifying the most appropriate pedagogical method to use to ensure optimum learning experience (games, role playing, simulations, lectures, field trips, exercises, cases)
- * conducting the actual lectures
- * ensuring that syllabus is followed closely
- * revising the syllabus, if needed

OPERATIONS:

Shall be responsible for :

- * budgeting the seminar's costs
- * marketing the seminar
- * ensuring that the physical requirements of the seminar are provided
- * seminar evaluation report

**PUBLICATIONS &
INFORMATION**

Shall be responsible for:

- * Visual conceptualization of the training materials
- * Production of the training and promotional materials for the seminars

PROCEDURES:

A. PRE-SEMINAR PHASE:

1. Management gives the general direction and framework for the Center's annual program thrusts on the basis of DTI's and ITG's priorities. Consultation with the JICA Team Leader (Chief Advisor) shall be maintained.
2. On this basis, PPD designs the TNA Research Design. In the development of the questionnaire forms, it shall do so in coordination with Faculty and Japanese Experts.
 - 2.1 PPD undertakes the TNA (interviews, focused group discussions, desk research etc.) Faculty and the Japanese Experts shall join the PPD in undertaking this if their time permits.
3. From the TNA results, PPD identifies those needs which can be addressed by training, and those which PTTC can particularly address taking into consideration its mandate.
4. PPD identifies the courses which PTTC can offer and develops the course outline for each (curriculum).
 - 4.1. PPD submits to the Executive Director the TNA Survey result together with its recommendation on what courses to offer and the course outline as each course is developed. A copy of the course outline is given to the Faculty and Japanese Experts for their advance information so that initial researches on the topics could be undertaken.
5. Executive Director approves the course outline.
6. PPD then schedules the conduct of the seminar and gives a copy of the TNA survey result, the approved course outline and the scheduled seminar dates to the faculty. If not, PPD revises the course outline in accordance to Management's directives.
7. Upon receipt of the approved course outline, Faculty designs the details of the course outline (syllabus) including the sequencing of the topics, the number of hours each topic should be handled, the pedagogical techniques to use. It shall do this in consultation with the Japanese Experts. The Faculty then submits the proposed syllabus to the Executive Director for approval.
 - 7.1 In the meantime, faculty may also continue its research for the development of the corresponding

8. Management approves the syllabus.
9. If approved, faculty provides operations group a copy of the seminar schedule and syllabus. The faculty, in consultation with the Japanese experts, then prepares the training materials. If needed, it may do the actual write ups of the handouts and exercises.

If syllabus is not approved, faculty revises the syllabus in accordance to Management's directives.

- 9.a In the meantime, Operations prepares the proposed budget for the seminar taking into consideration the marketing activities it will have to implement. This is then submitted to the Deputy Executive Director for approval.
10. Deputy Executive Director approves the Budget. Revisions to the budget will be undertaken in accordance to the directives of management.
11. On the basis of the approved syllabus, the faculty prepares the training materials, identifies the speakers, finalizes the schedule and meets the resource speakers for the seminar. The faculty shall seek Management's approval on the training materials it will use.

11.a Faculty shall preliminarily coordinate with Operations on the production of the training materials. Final production of the material will be dependent of the approval of Management of the material content and layout.

11.b Operations coordinates with Publications and Information on the production of the materials ensuring that these are delivered on time. It is understood that Publications will seek the advise of the faculty concerned on the correct visual interpretation of whatever materials are being produced.

12. The Executive Director or Deputy Director approves the training materials before actual production.

13. Operations markets the seminar. In so doing, it will have to know the product it is marketing. Thus close coordination with the faculty in this regard is expected.

13.a Operations will also coordinate closely with Publications and Information on the content design and production of promotional materials, press kits, press releases, ad placements etc.

B. SEMINAR PROPER:

14. The faculty shall act as the training coordinator for the entire seminar. As such, he shall be responsible for:

- * ensuring that the schedule and syllabus is closely followed,
- * monitor closely the learning experience of the participants on the basis of results of the exercises and feedback given by operations as culled from the daily evaluation sheets
- * the conduct of his own lectures and workshops

Operations shall act as the Training Secretariat. As such, they shall be responsible for:

- * registration of the participants
- * ensuring that all materials required for the conduct of the seminar are available at the time they are needed
- * ensuring that physical requirements of the participants and faculty are adequately met
- * tabulation of daily evaluation forms. Operations shall give the faculty coordinator a copy of the summary of evaluations everyday.

POST SEMINAR ACTIVITY

15. Operations convenes the post-seminar evaluation meeting. It is important that the faculty coordinator, the Japanese expert/s concerned, a representative of Plans and Programs are present in the meeting.

In the meeting, the total seminar will be evaluated with the faculty providing inputs and their assessment of the seminar content.

On the basis of the results of the meeting, Operations prepares the post-seminar report and submits this to management. The Post-seminar evaluation report will cover the following:

15.1 No. of Participants including their profile

15.2 Summary of Participants' evaluation based on the forms distributed

- 15.3 Copy of the Seminar Program and Course Syllabus
 - 15.4 Financial Report on the Cost of the Seminar
 - 15.5 Minutes of the Post-Seminar Report
 - 15.6 Copies of advertisements/write-ups or press releases on the event
 - 15.7 Evaluation of the faculty coordinator if needed
16. Operations gives a copy of the seminar report to the Faculty for possible revisions and improvements of course syllabus.
17. Operations likewise gives a copy of the seminar report to Plans and Programs for further identification of new training needs and improvements of the Course itself.
18. Operations gives management 3 copies of the report:

18.1 For the Executive Director's Office

18.2 For Undersecretary Raul Boncan

18.3 For Secretary Concepcion

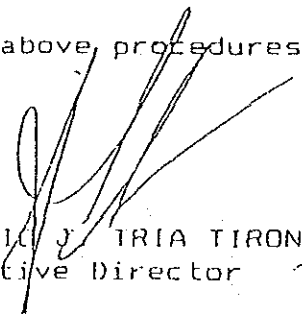
After the Executive Director reviews the report this is forwarded to Operations for file. At the end of each

year, all reports are consolidated and bound to form part of the Center's archives.

Operations shall likewise take note of the courses of actions to be undertaken as a result of the post-seminar evaluation and shall follow-up the various units concerned on this matter.

Attached chart shows the flow of work on the above procedures.

For Compliance.


ANTONIO J. TRIA TIRONA
Executive Director

ANNEX E

PLANTILLA OF PERSONNEL AS OF 1 December 1988

DIVISION	POSITIONS	NO. OF POSITIONS	NO. OF POSITIONS FILLED
OFFICE OF THE EXECUTIVE DIRECTOR	Executive Director	1	1
	Deputy Executive Director	1	1
	Secretary	1	1
	Senior Clerk	1	1
	SUB-TOTAL	4	4
FINANCIAL AND ADMINISTRATIVE SERVICES	Trade & Industry Dev't. Division Chief	1	1
	Trade & Industry Dev't. Asst. Div. Chief	1	1
	Personnel Officer II	1	1
	Chief Accountant II	1	0
	Supply Officer I	1	1
	Disbursing Officer	1	1
	Property Custodian	1	0
	Bookkeeper I	1	1
	Cashier I	1	1
	Building & Grounds Supervisor	1	1
	Sr. Personnel Aide	1	1
	Clerk II	3	3
	Senior Clerk	1	1
	Storekeeper II	1	1
	Telephone Operator	1	1
	Sr. Mechanical Engineer	1	0
	Electrical Engineer	1	0
	Automotive Mechanic II	1	1
	Groundsman Gardener	2	2
	Driver	3	3
	Utilityman	6	6
	Budget Officer III	1	0
	SUB-TOTAL	32	27
PLANNING AND PROGRAMMING DIVISION	Chief Trade and Industry Dev. Specialist	1	1
	Sr. Trade & Industry Dev. Specialist	2	1
	Trade and Industry Dev. Specialist	2	0
	Trade & Industry Dev. Analyst	3	2
	Clerk II	2	2
		SUB-TOTAL	10

DIVISION	POSITIONS	NO. OF POSITIONS	NO. OF POSITIONS FILLED	
PUBLICATIONS & INFORMATION DIVISION	Trade and Industry Dev't Division Chief	1	1	
	Media Specialist II	1	1	
	Media Specialist I	1	0	
	Creative Arts Specialist	1	1	
	Sr. Artist-Illustrator	2	0	
	Feature Writer	2	1	
	Information Editor II	1	0	
	Trade & Industry Dev't. Analyst	1	0	
	Trade & Industry Dev't. Researcher	1	0	
	Production Assistant	3	2	
	Audio-Visual Eqpt. Optr.	1	1	
	Supvg. Photographer	1	1	
	Audio-Visual Technician I	1	1	
	Audio-Visual Technician II	1	1	
	Sr. Audio-Visual Technician	2	0	
	Electronics Engineer	1	0	
	Clerk II	2	2	
		SUB TOTAL	23	12
	INSPECTION AND TESTING DIVISION	Chief Trade & Ind. Dev. Specialist	1	1
		Sr. Trade & Ind. Dev. Specialist	1	1
Trade & Industry Dev. Specialist		1	1	
Trade & Industry Dev. Analyst		1	1	
Clerk II		2	2	
		SUB-TOTAL	6	6
BUSINESS MGT. DIVISION		Chief Trade & Ind. Dev. Specialist	1	1
	Sr. Trade & Ind. Dev. Specialist	1	0	
	Trade & Industry Dev. Specialist	1	1	
	Trade & Industry Dev. Analyst	2	2	
	Clerk II	2	2	
		SUB TOTAL	7	6

DIVISION	POSITIONS	NO. OF POSITIONS	NO. OF POSITIONS FILLED
TRADE EXHIBITION DIVISION	Chief Trade & Ind. Dev't. Specialist	1	0
	Sr. Trade & Ind. Dev't Specialist	1	1
	Trade & Industry Dev't Analyst	1	1
	Clerk II	1	1
	SUB-TOTAL	4	3
TOTAL REGULAR ITEMS		86	64
FACULTY POOL (FAPS BUDGET)	Chief Faculty Coordinator	1	0
	Assistant Chief Faculty Coordinator	1	1
	Sr. Trade & Industry Dev. Specialist	10	8
	Trade & Industry Dev. Specialist	2	2
	Clerk II	1	1
	SUB-TOTAL	15	12
TOTAL REGULAR AND FAPS ITEMS		101	76

「PTTCと関係機関との協定書」

1. FDC (Food Development Center)
2. PTRI (Philippine Textile Research Institute)
3. CITC (Cottage Industry Technology Center)
4. FPRDI (Forest Products Research and Development Institute)

MEMORANDUM OF AGREEMENT

The PHILIPPINE TRADE TRAINING CENTER of the Department of Trade and Industry, a government entity, with office address at the International Trade Center, Corner Roxas Boulevard and Sen. Gil J. Puyat Avenue, Pasay City, duly represented herein by Executive Director Antonio J. Tria Tirona, hereinafter referred to as "PTTC"

and

The FOOD DEVELOPMENT CENTER of the National Food Authority with postal address at FTI Complex, Bicutan, Taguig, Metro Manila, duly represented herein by Director Alicia O. Lustre, hereinafter referred to as "FDC";

WITNESSETH

WHEREAS, Food Inspection and Testing is one of the areas of the training program of PTTC;

WHEREAS, the FDC, a research and development organization, has the expertise and facilities on Food Inspection, Grading, and Quality Control;

WHEREAS, PTTC has requested for FDC's assistance in managing PTTC's Food Inspection and Testing Courses;

NOW, THEREFORE, the PTTC and the FDC in recognition of the above, do hereby agree as follows:

I. DUTIES AND RESPONSIBILITIES OF FDC

The FDC shall:

a) Provide counterpart expertise to the JICA Expert Mission on Food Testing and Inspection Training, particularly in the development of the training course content and the choice of equipment for the training;

b) Make available to the PTTC qualified personnel from its staff to handle the implementation of Food Testing and Inspection Courses;

c) Provide PTTC access to and use of its Food Testing Equipment, not available at PTTC.

d) Develop materials for the training manuals;

e) Conduct for PTTC, at PTTC premises, two types of training courses for two training sessions each covering a period of approximately five days per training session for the current year;

d) Assume responsibility for the relevance of the training course to the local needs and to the overall PTTC objectives of promoting food export trade;

e) Coordinate closely with PTTC to attain the training course objectives;

h) Assist PTTC in screening and in selecting trainers for training to Japan.

II. OBLIGATIONS OF PTTC

In consideration of the performance by FDC of the above-mentioned duties and responsibilities, the PTTC shall:

a) Reimburse FDC for the latter's expenses to the total amount of ONE HUNDRED THOUSAND PESOS payable as follows:

Upon submission of course outlines for two types of training courses	- 30%
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Upon submission of evaluation report and recommendations on the first session	- 20%
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Upon submission of evaluation report and recommendations on the second training session	- 20%
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Upon submission of evaluation report and recommendations on the third training session	- 15%
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Upon submission of evaluation report and recommendations on the fourth training session	- 15%
---	-------

b) Provide FDC with access to and use of the food testing and inspection equipment that PTTC has separately sourced for training purposes from the Japanese Government through the JICA and is installed at PTTC premises;

c) Provide food materials, food samples and other supplies and materials for the conduct of the courses,

d) Provide administrative support, including reproduction of training materials, while FDC is conducting the training sessions for PTTC;

- e) Arrange for the training of trainers to Japan;
- f) Select and screen the participants from both the Private and Government sectors that will undergo training.

III. EVALUATION OF TRAINORS

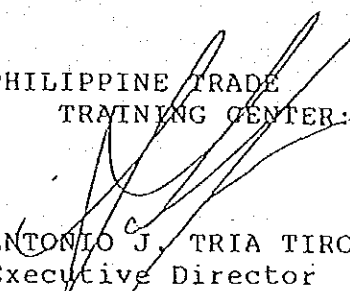
PTTC reserves the right to evaluate the performance and competence of FDC personnel assigned as trainers in the conduct of the training courses, and to request FDC for their replacement.

IV. DURATION OF AGREEMENT


This Memorandum of Agreement shall be for one year, renewable annually at the option of the parties. This agreement may be revised or modified in writing during the period covered upon mutual consent of the parties. Further, this agreement may be terminated by either party upon a 30-day advance notice to the other.

IN WITNESS WHEREOF, the parties hereto have hereunder affixed their signatures, this _____ day of March 1988, at Makati, Metro Manila, Republic of the Philippines.

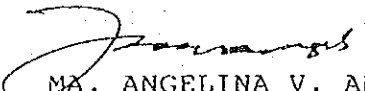
PHILIPPINE TRADE
TRAINING CENTER:

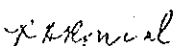

ANTONIO J. TRIA TIRONA
Executive Director

FOOD DEVELOPMENT CENTER


ALICIA O. LUSTRE
Director

SIGNED IN THE PRESENCE of


MA. ANGELINA V. ANGELES
Deputy Executive Director
PTTC


ROSABEL A. RONCAL
Assistant Director

CYNTHIA V. AFALLA
Chief Accountant
Department of Trade and Industry

ACKNOWLEDGMENT

Republic of the Philippines) s.s.
Municipality of Makati)

BEFORE ME, a Notary Public for and in Makati, Metro Manila, this APR 19 1988 day of , personally appeared Executive Director Antonio J. Tria Tirona and Director Alicia O. Lustre , both known to me to be the same persons who executed the foregoing Instrument composed of three pages including this Acknowledgment, and they acknowledged to me that the same are their free and voluntary act and deed. Parties exhibited to me their Residence Certificate Number 2040350 issued at Makati, Metro Manila on May 15, 1987 and Residence Certificate Number 1389031 issued at Metro Manila on February 16, 1988 , respectively.

WITNESS MY HAND AND SEAL at the place and date first above-written.

Doc. No. 247
Book No. xvii
Page No. 56
Series of 1988

Rodolfo B. Gilman
RODOLFO B. GILMAN
NOTARY PUBLIC
UNTIL DEC 1988
PTR # 260388-MLA
1/7-88 TAN-DAM9-K1750-A

MEMORANDUM OF AGREEMENT

The PHILIPPINE TRADE TRAINING CENTER of the Department of Trade and Industry, a government entity, with office address at the International Trade Center, Corner Roxas Boulevard and Sen. Gil J. Puyat Avenue, Pasay City, duly represented herein by Executive Director Antonio J. Tria Tirona, hereinafter referred to as "PTTC"

and

The PHILIPPINE TEXTILE RESEARCH INSTITUTE of the Department of Science and Technology, a government entity, with office address at the Science Community Complex, Bicutan, Taguig, Metro Manila, duly represented herein by Director Eduardo P. Villanueva, hereinafter referred to as "PTRI".

WITNESSETH

WHEREAS, Inspection and Testing of Garments and Textiles is one of the areas of the training program of PTTC;

WHEREAS, the PTRI, a research and development organization, has the expertise and facilities for Testing, Inspection and Quality Control of Textiles,

WHEREAS, PTTC has requested for PTRI's assistance in managing PTTC's Inspection and Testing Courses for Garments and Textiles,

NOW, THEREFORE, the PTTC and the PTRI, in recognition of the above, do hereby agree as follows:

I. DUTIES AND RESPONSIBILITIES OF PTRI

The PTRI shall:

- a) Provide counterpart expertise to the JICA Expert Mission on Textile and Garment Inspection Training, particularly in the development of the training course content and the choice of equipment for the training;
- b) Conduct for PTTC, at PTTC premises (or at an agreed venue in case of regional training) and based on an agreed schedule, one (1) training session each for seven (7) types of training courses on testing and inspection of textile and garments, for a total period of approximately 42 days/ 315 hours over April - December 1988;
- c) Develop materials for training manuals;

- d) Assume responsibility for the relevance of the training course to the local needs and to the overall PTTC objectives of promoting textile and garment export trade;
- e) Coordinate closely with PTTC to attain the training course objectives;
- f) Provide initially one qualified laboratory personnel to operate and maintain PTTC testing and inspection equipment/facilities for textiles and garments, for a continuous period of ten (10) months, or until such time that PTTC has hired said personnel on its own.
- g) As and when necessary, provide PTTC access to and use of PTRI testing equipment which are located at the latter's premises;

II. OBLIGATIONS OF PTTC

In consideration of the performance by PTRI of the above-mentioned duties and responsibilities, the PTTC shall:

- a) Reimburse PTRI for the latter's expenses related to the conduct of training courses, including the development of training materials therefor, and for the provision of laboratory personnel, for a total amount not exceeding EIGHTY-SIX THOUSAND, TWO HUNDRED FIVE PESOS AND SIXTY CENTAVOS payable as follows:

Upon submission of training courses and training materials	- 30 %
Upon submission of evaluation report and recommendations on the first two training sessions	- 20 %
Upon submission of evaluation report and recommendations on the third training session	- 20 %
Upon submission of evaluation report and recommendations on the fourth and fifth training sessions	- 15 %
Upon submission of evaluation report and recommendations on the sixth and seventh training sessions	- 15 %

- b) Provide PTRI with access to and use of the textile and garment testing and inspection equipment that PTTC has separately sourced for training purposes from the Japanese Government through the JICA and which will be installed at PTTC premises;
- c) Arrange for the training of trainers to Japan;
- d) Provide administrative support, including reproduction of training materials, while PTRI is conducting the training sessions for PTTC;
- e) Select and screen the participants from both the Private and Government sectors that will undergo training.

IV. DURATION OF AGREEMENT

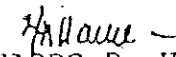
This Memorandum of Agreement shall be effective upon the date of signing of this agreement by both parties and shall be in full force and effect until December 1988, renewable annually for a period of five years thereafter at the option of the parties. This agreement may be revised or modified in writing during the period covered upon mutual consent of the parties. Further, this agreement may be terminated by either party upon a 30-day advance notice to the other.

IN WITNESS WHEREOF, the parties hereto have hereunder affixed their signatures, this 23 day of February 1988, at Makati, Metro Manila, Republic of the Philippines.


PHILIPPINE TRADE
TRAINING CENTER:

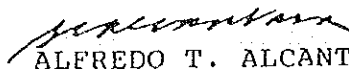

ANTONIO J. TRIA TIRONA
Executive Director

PHILIPPINE TEXTILE
RESEARCH INSTITUTE:


EDUARDO P. VILLANUEVA
Director

SIGNED IN THE PRESENCE of


MA. ANGELINA V. ANGELES
Deputy Executive Director
PTTC

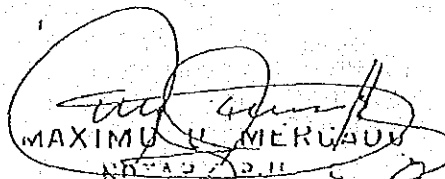

ALFREDO T. ALCANTARA
Supervising Science Research
Specialist
Technical Services Division
PTRI

ACKNOWLEDGMENT

Republic of the Philippines) s.s.
Municipality of Manila Makati)

BEFORE ME, *J. J.* Notary Public for and in ~~CITY OF MANILA~~ Manila, this *7th* day of *Jan*, 1988 personally appeared Executive Director Antonio J. Tria Tirona and Director Eduardo P. Villanueva, both known to me to be the same persons who executed the foregoing Instrument composed of four pages including this Acknowledgment, and they acknowledged to me that the same are their free and voluntary act and deed. Parties exhibited to me their Residence Certificate Number 2040350 issued at Makati, Metro Manila on May 15, 1988 and Residence Certificate Number 1762851 issued at Metro Manila on February 24, 1988, respectively.

WITNESS MY HAND AND SEAL at the place and date first above-written.


MAXIMINO MERCAON
NOTARY PUBLIC

UNTIL DECEMBER 31, 1988
PTR NO. *W38941*
ISSUED AT *Manila*
ON *9-9-88*

Doc. No. *8782*
Book No. *112*
Page No. *16*
Series of 1988

MEMORANDUM OF AGREEMENT

The PHILIPPINE TRADE TRAINING CENTER of the Department of Trade and Industry, a government entity, with office address at the International Trade Center, Corner Roxas Boulevard and Sen. Gil J. Puyat Avenue, Pasay City, duly represented herein by Executive Director Antonio J. Tria Tirona, hereinafter referred to as "PTTC"

and

The COTTAGE INDUSTRIES TECHNOLOGY CENTER, a government entity under the Department of Trade and Industry with office address at No. 20 Russet Street, SSS Village, Marikina, Metro Manila, duly represented herein by Officer-in-Charge Ronaldo A. Sanares, hereinafter referred to as "CITC".

WITNESSETH

WHEREAS, Furniture Inspection and Testing is one of the areas of the training program of PTTC;

WHEREAS, CITC is equipped with the necessary expertise and facilities for testing, inspection and quality control of furniture;

WHEREAS, PTTC has requested for CITC's assistance in conducting and administering PTTC's Inspection and Testing Courses for Furniture;

NOW, THEREFORE, the PTTC and the CITC, in recognition of the above, do hereby agree as follows:

I. DUTIES AND RESPONSIBILITIES OF CITC

The CITC shall:

- a) Assist in the formulation and preparation of training course modules on furniture inspection and testing scheduled for the current year, with emphasis on the local needs and the overall PTTC objectives of Furniture Export Trade Promotion;
- b) Develop the necessary training materials on joinery, and machine operation, including course handouts and other materials for audio-visual aids needed for the conduct of the seminars;
- c) Prepare or fabricate samples of raw materials, wood joints, furniture products, as well as tools or jigs, required in preparation for or related to the conduct of

furniture testing and inspection courses, as may be specified by PTTC, based on estimates of material and delivery costs submitted to and approved by PTTC;

- d) Provide qualified CIRC personnel as training staff, lecturers, resource persons, or facilitators for the conduct of seminars at PTTC premises or at any other venue as may be selected;
- e) Assist PTTC in screening and in selecting trainers for training to Japan.

II. OBLIGATIONS OF PTTC

In consideration of the performance by CIRC of the above-mentioned duties and responsibilities, the PTTC shall:

- a) Pay the honoraria of CIRC personnel designated as trainers in the conduct of forty five-day testing and inspection course scheduled during the year for a total amount not to exceed FOURTEEN THOUSAND NINE HUNDRED PESOS (P14,900) payable after completion of the course based on actual number of training hours rendered ;
- b) Pay CIRC the cost of materials and delivery of the samples and other items specified by PTTC, the total cost for which is estimated at TEN THOUSAND PESOS (P10,000) covering PTTC requirements for the dry-run and actual conduct of four training courses payable after presentation of statement of account on a per job order basis;
- c) Provide administrative support, including reproduction of training hand-outs, and production of audio-visual aids for the conduct of the training courses;
- d) On a reciprocal basis, allow CIRC access to and use of furniture testing and inspection equipment that PTTC has separately sourced for training purposes from the Japanese Government through the JICA and which will be installed at PTTC premises;
- e) Arrange for the training of trainers to Japan;
- f) Select and screen the participants from both the Private and Government sectors that will undergo training.

III. EVALUATION OF TRAINORS

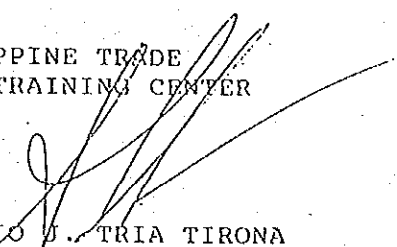
PTTC reserves the right to evaluate the performance and competence of CIRC personnel, assigned as training staff, lecturers, resource persons or facilitators in the conduct of PTTC seminars, and to request for their replacement, if warranted.

IV. DURATION OF AGREEMENT


This Memorandum of Agreement shall be effective upon the date of signing of this agreement by both parties and shall be in full force and effect until December 1988, renewable annually for a period of five years thereafter at the option of the parties. This agreement may be revised or modified in writing during the period covered upon mutual consent of the parties. Further, this agreement may be terminated by either party upon a 30-day advance notice to the other.

IN WITNESS WHEREOF, the parties hereto have hereunder affixed their signatures, this day of May 1988, at Makati, Metro Manila, Republic of the Philippines.


PHILIPPINE TRADE
TRAINING CENTER

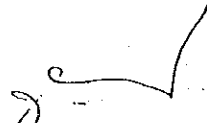

ANTONIO J. TRIA TIRONA
Executive Director

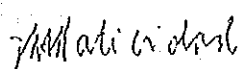
COTTAGE INDUSTRIES
TECHNOLOGY CENTER


RONALDO A. SANARES
Officer-in-charge

SIGNED IN THE PRESENCE of


MA. ANGELINA V. ANGELES
Deputy Executive Director
PTTC


Mr. JORGE E. MUNDO
Chief, Technical Information
Packaging Division, CITC


MARITES V. NATIVIDAD
Accountant, PTTC

ACKNOWLEDGMENT

Republic of the Philippines) s.s.
Municipality **CITY OF MANILA**)

BEFORE ME, a Notary Public for and in Makati, Metro Manila, this **JUN 03 1988** day of , personally appeared Executive Director Antonio J. Tria Tirona and Officer-in-Charge Ronaldo A. Sanares, both known to me to be the same persons who executed the foregoing Instrument composed of four pages including this Acknowledgment, and they acknowledged to me that the same are their free and voluntary act and deed. Parties exhibited to me their Residence Certificate Number 2040350 issued at Makati, Metro Manila on May 15, 1988 and Residence Certificate Number 13642306 issued at Cavite City on February 4, 1988 , respectively.

WITNESS MY HAND AND SEAL at the place and date first above-written.

M. Gilbanu
RODOLFO B. GILBANU
NOTARY PUBLIC
UNTIL DEC. 1988
PTR # 760384 - MLI
1-17-88 TAN-GAM9-K1750-A

Doc. No. 142
Book No. XVIII
Page No. 2b
Series of 1988

MINISTRY OF TRADE & INDUSTRY
OFFICE OF THE AUDITOR
RECEIVED *Apr 5-13*
RELEASED: _____
DATE: _____

MEMORANDUM OF AGREEMENT

The PHILIPPINE TRADE TRAINING CENTER of the Department of Trade and Industry, a government entity, with office address at the International Trade Center, Corner Roxas Boulevard and Sen. Gil J. Puyat Avenue, Pasay City, duly represented herein by Executive Director Antonio J. Tria Tirona, hereinafter referred to as "PTTC"

and

The FOREST PRODUCTS RESEARCH AND DEVELOPMENT INSTITUTE of the Department of Science and Technology, a government entity, with office address at College, Laguna, duly represented herein by Director Florentino O. Tesoro, hereinafter referred to as "FPRDI".

WITNESSETH

WHEREAS, Furniture Inspection and Testing is one of the courses of the training program of PTTC;

WHEREAS, the FPRDI a research and development organization, has the expertise and facilities for Testing, Inspection and Quality Control for Furniture;

WHEREAS, PTTC has requested for FPRDI's assistance in conducting PTTC's Furniture Inspection and Testing Courses;

Now, THEREFORE, the PTTC and the FPRDI, in recognition of the above, do hereby agree as follows:

I. DUTIES AND RESPONSIBILITIES OF FPRDI

The FPRDI shall:

a) Assist in the formulation of and preparation of training course modules in furniture inspection and testing scheduled for the current year, with emphasis on the local needs and the overall PTTC objectives of furniture export trade promotion;

b) Develop the necessary training course hand-outs and recommend to PTTC the production/preparation of relevant audio-visual aids to be used in the conduct of the training courses, particularly in the areas of wood preparation, and raw material and finished product testing;

c) Provide available information materials which may be useful as reference materials or as training hand-outs;

d) Prepare specified testing samples to be used during the training courses;

e) Provide lecturers or trainers for the conduct of the four training courses at PTTC scheduled for 1988 as follows : three short-term courses for a duration of approximately 12 days each; and one intensive course for a duration of approximately 45 days;

f) In connection with the above, submit to PTTC the names and qualifications of lecturers or trainers to handle specific topics assigned to FPRDI within the training modules;

g) On a reciprocal basis, provide PTTC access to and use of FPRDI testing equipment;

h) Assist PTTC in the screening and selection of trainers for training in Japan;

II. OBLIGATION OF PTTC

In consideration of the performance by FPRDI of the above-mentioned duties and responsibilities, the PTTC shall:

a) Pay FPRDI for the latter's expenses related to the conduct of training courses, including the development of training materials to the total amount of THIRTY EIGHT THOUSAND ONE HUNDRED PESOS, (P38,100.00) payable as follows:

Upon submission of the training materials for the short-term course	- 15%
Upon submission of evaluation report and recommendations on the first short-term training session	- 15%
Upon submission of evaluation report and recommendations on the second short-term training session	- 15%
Upon submission of evaluation report and recommendations on the intensive training course	- 40%
Upon submission of evaluation report and recommendations on the third short-term training session	- 15%

c) Provide administrative support, including reproduction of training materials and provision of supplies and materials for the preparation of testing samples, for the conduct of the training courses;

d) Provide FPRDI access to and use of the furniture testing and equipment that PTTC has separately sourced for training purposes from the Japanese Government through the JICA and which are installed at PTTC premises;

e) Select and screen the participants, both from the government and private sectors, to attend the training courses;

f) Arrange for the training of trainers in Japan;

III. EVALUATION OF TRAINORS

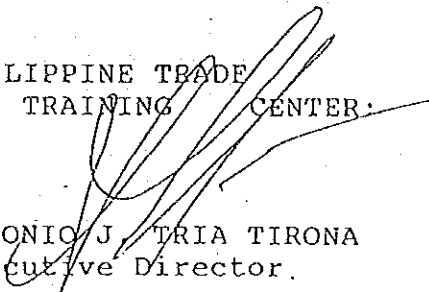
PTTC reserves the right to evaluate the performance and competence of FPRDI personnel assigned as lecturers in the conduct of the training courses, and to request for their replacement if warranted.

IV. DURATION OF AGREEMENT

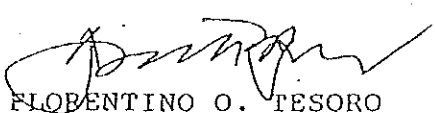
This Memorandum of Agreement shall be effective upon the date of signing of this agreement by both parties and shall be in full force and effect until December 1988, renewable annually for a period of five years thereafter at the option of the parties. This agreement may be revised or modified in writing during the period covered upon mutual consent of the parties. Further, this agreement may be terminated by either party upon a 30-day advance notice to the other.

IN WITNESS WHEREOF, the parties hereto have hereunder affixed their signatures, this day of April 1988, at Makati, Metro Manila, Republic of the Philippines.


PHILIPPINE TRADE
TRAINING CENTER:

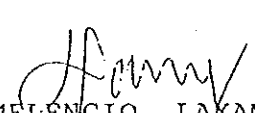

ANTONIO J. TRIA TIRONA
Executive Director.

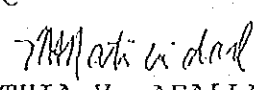
FOREST PRODUCTS RESEARCH
AND DEVELOPMENT INSTITUTE:


FLORENTINO O. TESORO
Director

SIGNED IN THE PRESENCE OF


MA. ANGELINA V. ANGELES
Deputy Executive Director
PTTC


MELENCIO LAKAMANA
Supervising Science Research
Specialist
Furniture Program, FPRDI


CYNTHIA V. AFALLA
Chief, Accountant, DTI

ACKNOWLEDGEMENT

Republic of the Philippines) s.s
Municipality of Makati)

BEFORE ME, a Notary Public for and in Makati, Metro Manila, this 10th day of May 1987, personally appeared Executive Director Antonio J. Tria Tirona and Director Florentino O. Tesoro, both known to me to be the same persons who executed the foregoing instrument composed of four pages including this Acknowledgement, and they acknowledged to me that the same are their free and voluntary act and deed. Parties exhibited to me their Residence Certificate Number 2040350 issued at Makati, Metro Manila on May 15, 1987 and Residence Certificate Number 10085004 issued at Los Baños, Laguna on March 2, 1988, respectively.

WITNESS MY HAND AND SEAL at the place and date first above-written.

Doc. No. 788
Book No. I
Page No. 96
Series of 1988

Reynaldo N. Elarm
ATTY. REYNALDO N. ELARM,
NOTARY PUBLIC
UNTIL DEC. 1987
PTR NO. 27337
ISSUED AT Makati

JICA