



# PERSONNEL OFFICERS ASSOCIATION OF THE PHILIPPINES, INC.

**A Civil Service Commission (CSC)-Accredited Learning and Development Institution** Unit D, No. 9 Biscayne Street, Brgy. West Fairview, Capitol Site, Quezon City  
1118 [poap\\_org@yahoo.com](mailto:poap_org@yahoo.com) (02)8373-3468  
CP Nos. Smart (0949-8892016) and Globe (0917-8614273)  
Website: [www.poap.org.ph](http://www.poap.org.ph)

---

February 3, 2026

Dear Mr./Ms.,

The Board of Directors of the Personnel Officers Association of the Philippines (**POAP**) is pleased to present its **2026 Training Calendar**. Mindful of the topics relevant to our goals of achieving improved productivity and effective delivery of services in the bureaucracy, this year's lineup of training programs and seminars has been carefully crafted. The selection of topics is based, in part, on the results of the **2025 Training Needs Analysis (TNA)**.

We are pleased to invite you to attend our upcoming trainings. It would be a great honor to have you join us for this event.

For your reference, we have attached the following documents:

- The **2026 POAP Training Calendar**, detailing the topics, schedules, and venues for each training session/seminar. Please note that all activities, including the Annual National Conference, will be **LIVE-OUT** events.
- The **Guidelines for Nomination** and other relevant information concerning the participation of your employees in these training programs.

We also encourage you to share this invitation and its attachments with your colleagues. Should you wish, we would be happy to extend invitations to other government offices or organizations you may recommend.

Additionally, we would be glad to offer **in-house training programs** that can be customized to suit your agency's specific training needs. Please feel free to contact us should this be of interest.

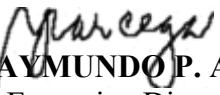
For more details, you may reach us through the following:

- Telephone: (02) 373-3468
- SMS: 0949-8892016 (Smart) / 0917-8614273 (Globe)
- Email: [poap\\_org@yahoo.com](mailto:poap_org@yahoo.com)
- Website: [www.poap.org.ph](http://www.poap.org.ph)

We look forward to the participation of your employees in our upcoming programs. At POAP, we remain committed to building capacity for improved employee performance and enhanced organizational productivity.

**Very truly yours,**

*For the POAP Board of Directors*

  
**DR. RAYMUNDO P. ARCEGA**  
Executive Director

  
**RONALDO V. DE CASTRO**  
POAP President

## **GUIDELINES ON NOMINATION AND PARTICIPATION IN POAP TRAINING PROGRAMS/SEMINARS AND ANNUAL NATIONAL CONFERENCE**

1. Please register in advance in our Google Form provided in our website @ [www.poap.org.ph](http://www.poap.org.ph) to enable POAP to determine in advance the participants' needs such as training kits and materials, meals, size of the seminar hall and other arrangements.
2. The legal basis for attendance and cost was based on National Budget Circular 596 dated January 20, 2025.
3. The training fee of Nine Thousand Pesos (**P9,000.00**), inclusive of tax, will cover the following:
  - 3.1 Participation in the training program/seminar and City Tour in the afternoon of Day 4, from 1:30 – 5:30 PM; (**except BORACAY**)
  - 3.2 Training kit and soft copy of the resource person/s' presentations;
  - 3.3 Meals: three (3) servings of lunch and six (6) servings of snacks;
  - 3.4 Certificate of Appearance; and
  - 3.5 Certificate of Participation.

Please note that Registration will start promptly at 8:30 in the morning on Day 1 and the Training proper will start at 1:30 in the afternoon on the same day and officially end at 12:00 noon on Day 4.

4. POAP reserves the right to cancel or merge programs which do not meet the required minimum number of participants. In case the programs are merged, the program with the lower number of confirmed participants will be cancelled. Due notice of cancellation/merger of programs will be given to those who have already signed up or submitted their registration and announcement will be posted at the POAP Website and Facebook Page.
5. Pursuant to the new POAP Articles of Incorporation/By-Laws, the initial POAP membership fee is P500.00. Annual due is P300.00 while lifetime membership fee is P3,000.00. Seminar participants are invited to be members while existing POAP members are encouraged to renew their membership by paying an annual due of P300.00. A member in good standing enjoys certain rights, privileges and prerogatives particularly, discount on registration fees for trainings and conferences, and the right to vote and be voted upon in the elections held during the annual conference.
6. Payment of seminar fees, membership fees and annual dues may be made upon receipt of this communication at the POAP office or via inter-branch deposit at a local Land Bank of the Philippines (POAP-LBP Savings Acct. No. (0231-1743-03), or Philippine National Bank (POAP-PNB Current Account Number (105270004904) or at the venue before the start of the seminar from 8:30 a.m. to 12:00 noon on Day 1 or from 8:00 a.m. to 12:00 noon on Day 2.
7. Priority will be given to participants who have already paid before the start of the training program/seminar, i.e. reserved seats, kits and meal stubs. However, to be included in the priority list, please send a copy of your receipt thru e-mail: [poap\\_org@yahoo.com](mailto:poap_org@yahoo.com), NOT LATER THAN TWO WORKING DAYS BEFORE THE START OF THE SEMINAR. This will ensure that you have reserved seats and training kits.

## POAP TRAINING CALENDAR 2026

PROGRAM TITLE		DATE	VENUE
1	STRATEGIC ROLE OF HUMAN RESOURCES IN ORGANIZATION	MARCH 24 - 27	BAGUIO CITY
2	THE ROLE OF LEADERSHIP IN SHAPING CULTURE		
3	MANAGING WORKPLACE HARASSMENT	APRIL 7 - 10	LEGAZPI CITY
4	DEFINING EXCELLENT CUSTOMER SERVICE		
5	HR TECHNOLOGY AND ANALYTICS	APRIL 21-24	BORACAY, AKLAN
6	PUBLIC SERVICE EXCELLENCE		

PROGRAM TITLE		DATE	VENUE
7	AI IN THE WORKPLACE	MAY 5- 8	PUERTO PRINCESA CITY, PALAWAN
8	CHANGE MANAGEMENT		
9	MANAGING EMPLOYEE RECORDS AND DATA PRIVACY	MAY 19 - 22	TACLOBAN CITY
10	BUILDING A POSITIVE WORKPLACE CULTURE		
11	CAREER DEVELOPMENT AND GROWTH OPPORTUNITIES	JUNE 9 - 12	CEBU CITY
12	FOSTERING COLLABORATION AND TEAMWORK		
13	HRs ROLE IN LEGAL COMPLIANCE	JUNE 23 - 26	ILOILO CITY
14	COMPETENCY-BASED HUMAN RESOURCES MANAGEMENT		

PROGRAM TITLE		DATE	VENUE
23	MEASURING TRAINING EFFECTIVENESS		
24	BUILDING AN EFFECTIVE EMPLOYER BRANDMANAGING UNDERPERFORMANCE	SEPTEMBER 8 - 11	TAGAYTAY CITY
25	MANAGING UNDERPERFORMANCE		
26	DIGITAL HR TRANSFORMATION	SEPTEMBER 22 - 25	ZAMBOANGA CITY
27	FUTURES THINKING		
28	INCLUSIVE WORKPLACE	OCTOBER 6 - 9	DAVAO CITY
29	E-LEARNING AND ONLINE TRAINING PLATFORMS		
30	BUILDING TRUST BETWEEN EMPLOYEES AND MANAGEMENT	OCTOBER 20 - 23	QUEZON CITY

PROGRAM TITLE		DATE	VENUE
31	THE ROLE OF HR IN EMPLOYEE RELATIONS		
32	CREATING A LEARNING CULTURE	NOVEMBER 10 - 13	CLARK, PAMPANGA
33	51ST POAP NATIONAL CONFERENCE	DECEMBER 1 - 4	NCR

As part of our upcoming 2026 training programs, please see the registration links below for the 2026 POAP Trainings.

**MARCH 24-27, 2026 in BAGUIO CITY**

1. STRATEGIC ROLE OF HUMAN RESOURCES IN ORGANIZATION

<https://forms.gle/fkdV9h76bbqmGDFE8>

2. THE ROLE OF LEADERSHIP IN SHAPING CULTURE

<https://forms.gle/xkjHcm9HGeRk48mm6>

**APRIL 7-10, 2026 in LEGAZPI CITY**

3. MANAGING WORKPLACE HARASSMENT

<https://forms.gle/hz1t7zEqFMEKpBY9A>

4. DEFINING EXCELLENT CUSTOMER SERVICE

<https://forms.gle/51ZvQLqb4NKXHx1H7>

**APRIL 21-24, 2026 in BORACAY, AKLAN**

5. HR TECHNOLOGY AND ANALYTICS

<https://forms.gle/rNjDiMNsxBYfEGqL7>

6. PUBLIC SERVICE EXCELLENCE

<https://forms.gle/bnrm2f3W2eHNQM2C7>

**MAY 5-8, 2026 in PUERTO PRINCESA CITY, PALAWAN**

7. AI IN THE WORKPLACE

<https://forms.gle/FR2ot2jy143mnE3P8>

8. CHANGE MANAGEMENT

<https://forms.gle/ynGZhgPD1yk3gYmL6>

**MAY 19-22, 2026 in TACLOBAN CITY**

9. MANAGING EMPLOYEE RECORDS AND DATA PRIVACY

<https://forms.gle/jC28k7k5zXASnvtt5>

10. BUILDING A POSITIVE WORKPLACE CULTURE

<https://forms.gle/JraoZNcW8J2cUemMA>

**JUNE 9-12, 2026 in CEBU CITY**

11. CAREER DEVELOPMENT AND GROWTH OPPORTUNITIES

<https://forms.gle/A74xdsHVvZZan2JF7>

12. FOSTERING COLLABORATION AND TEAMWORK

<https://forms.gle/Fs7dL2zRXXi fDLNo7>

**JUNE 23-26, 2026 in ILOILO CITY**

13. HRs ROLE IN LEGAL COMPLIANCE

<https://forms.gle/WiL8kv n2fLKei wNt5>

14. COMPETENCY-BASED HUMAN RESOURCES MANAGEMENT

<https://forms.gle/7g3oqW3Ps7fCrLDbA>

**JULY 7-10, 2026 in DUMAGUETE CITY**

15. GLOBAL HUMAN RESOURCES

<https://forms.gle/9TXnxX8KypfMvMuw8>

16. WORKPLACE CULTURE AND WELL-BEING

<https://forms.gle/K4q8pkHmKX4rLARm8>

**JULY 21-24, 2026 in BACOLOD CITY**

17. THE PSYCHOLOGY OF EMPLOYEE ENGAGEMENT

<https://forms.gle/ahc4npEYGCW4JhxK6>

18. LINKING PERFORMANCE TO COMPENSATION

<https://forms.gle/6YjbUtuEpeSEn7RZ9>

**AUGUST 4-7, 2026 in CAGAYAN DE ORO CITY**

19. WORKPLACE BULLYING AND ITS IMPACT ON CULTURE

<https://forms.gle/tmR7LzHKMcMANYtJ6>

20. PUBLIC SERVICE EXCELLENCE THROUGH QUALITY ASSURANCE

<https://forms.gle/tyPRjcs4NT3DnKB18>

**AUGUST 18-21, 2026 in PANGLAO, BOHOL**

21. CELEBRATING WORKPLACE DIVERSITY

<https://forms.gle/5nLUceEvyRfrog8y9>

22. RECOGNIZING AND PREVENTING BURNOUT

<https://forms.gle/e6S7V1NgNyrVE9K88>

**SEPTEMBER 8-11, 2026 in TAGAYTAY CITY**

23. MEASURING TRAINING EFFECTIVENESS

<https://forms.gle/zzW3x3CFF24CvVSc6>

24. BUILDING AN EFFECTIVE EMPLOYER BRAND

<https://forms.gle/9ZSc9BPJLwpVqH3UA>

**SEPTEMBER 22-25, 2026 in ZAMBOANGA CITY**

25. MANAGING UNDERPERFORMANCE

<https://forms.gle/iKKsqKev3w2WT7XRA>

26. DIGITAL HR TRANSFORMATION

<https://forms.gle/8Dyzrde7vCwkkfLC8>

**OCTOBER 6-9, 2026 in DAVAO CITY**

27. FUTURES THINKING

<https://forms.gle/Y7AQ9ppJmWHMdUBu7>

28. INCLUSIVE WORKPLACE

<https://forms.gle/C67vg66su6hoN3ga7>

**OCTOBER 20-23, 2026 in QUEZON CITY**

29. E-LEARNING AND ONLINE TRAINING PLATFORMS

<https://forms.gle/z1gDgpNm6xTVo2fRA>

30. BUILDING TRUST BETWEEN EMPLOYEES AND MANAGEMENT

<https://forms.gle/yhrNddd7yfrLBoZo6>

**NOVEMBER 10-13, 2026 in CLARK, PAMPANGA**

31. THE ROLE OF HR IN EMPLOYEE RELATIONS

<https://forms.gle/hu2FqkqGAmYCi9fCA>

32. CREATING A LEARNING CULTURE

<https://forms.gle/cUvGzNrQ65jX1gZW8>

**DECEMBER 1-4, 2026 in NCR**

33. 51ST POAP NATIONAL CONFERENCE

<https://forms.gle/Be67K2UbXqXcBYAs8>

Should you have any questions or require further information, please do not hesitate to contact us. We look forward to your participation in our 2026 POAP Trainings.