

In-House and Internal Training Programs for CY 2026

L&D PROGRAM	OBJECTIVES	PARTICIPANTS	TRAINING HOURS
PhilHealth Employee Orientation	This program aims to develop/enhance knowledge and skills of new employees' Orientation on the PhilHealth Mandate, Vision, Mission and Values (VMV) as well as relevant policies and standards for human resource management and development and other office regulations such as Information Security Management, Risk Management among others.	All newly hired employees (Original and re-appointment)	16 orientation hours
Training on Quality Management System	This training is designed to provide participants with a solid understanding of the principles and practices of a Quality Management System (QMS) and its role in achieving consistent, high-quality organizational performance. It focuses on establishing, implementing, maintaining, and continually improving processes in line with recognized quality standards and organizational requirements.	Head Office and PhilHealth Regional Offices VII, XI	16 training hours
Training on Completed Staff Work	This training is designed to develop participants' ability to prepare and present Completed Staff Work (CSW)—well-analyzed, thoroughly prepared recommendations that enable leaders to make informed decisions efficiently. It emphasizes accountability, critical thinking, and professional judgment in staff-level work.	Head Office and PhilHealth Regional Offices VII, NCR, III, IVB, VI	16 training hours
Training on Data Mastery from Fundamentals to Advanced Techniques	This training is designed to equip participants with essential to advanced skills in Microsoft Excel for effective data management, analysis, and reporting. It provides a structured learning journey, starting from core Excel functions and progressing to advanced techniques that support data-driven decision-making.	Head Office and PhilHealth Regional Offices IVA, IVB, VII, VIII, X, II, NCR, CAR, V, XII	24 training hours

<p>Training on Cyber Security</p>	<p>This training is designed to increase participants' awareness and understanding of cybersecurity risks and data privacy responsibilities in today's digital environment. It focuses on protecting organizational information, systems, and personal data from cyber threats and unauthorized access.</p>	<p>Head Office and PhilHealth Regional Offices I, VII, VIII,</p>	<p>16 training hours</p>
<p>Training on High Impact Technical Writing</p>	<p>This training is designed to enhance participants' ability to produce clear, precise, and professional technical documents that effectively communicate complex information to diverse audiences. It focuses on developing writing skills that combine technical accuracy with readability, ensuring that reports, manuals, proposals, and other technical materials are impactful and actionable.</p>	<p>Head Office and PhilHealth Regional Offices IVB, VI, VIII, IX, Caraga, CAR, II</p>	<p>24 training hours</p>
<p>Mastering Verbal and Presentation Skills</p>	<p>This training is designed to strengthen participants' verbal communication and presentation abilities to communicate ideas clearly, confidently, and professionally in the workplace. It focuses on delivering messages that are well-structured, engaging, and tailored to different audiences.</p>	<p>Head Office and PhilHealth Regional Offices IVB, VIII, XI, Caraga, II, IVA, VI, VII,</p>	<p>24 training hours</p>
<p>Training on New Government Procurement Act RA 12009</p>	<p>This training is designed to provide participants with a comprehensive understanding of the New Procurement Law (Republic Act No. 12009) and its implications for government procurement processes. It focuses on strengthening compliance, transparency, efficiency, and accountability in the acquisition of goods, infrastructure projects, and consulting services.</p>	<p>Head Office and PhilHealth Regional Offices VIII, NCR, I, VII</p>	<p>16 training hours</p>
<p>Training on Program and Project Management</p>	<p>This training is designed to equip participants with the knowledge and practical skills required to effectively plan, implement, monitor, and close programs and projects within an organization. It focuses on structured management approaches that ensure projects are delivered on time, within scope, and aligned with strategic objectives.</p>	<p>Head Office and PhilHealth Regional Offices I, XII, III,</p>	<p>24 training hours</p>

Training on Policy Development	This training is designed to equip participants with the knowledge and skills needed to develop clear, effective, and enforceable organizational policies. It focuses on translating organizational goals, legal requirements, and operational needs into well-defined policy frameworks.	Head Office	24 training hours
Training on Data Management	The training program aims to equip participants with the knowledge and skills needed to effectively collect, organize, store, protect, and use data in the workplace. The training emphasizes accuracy, consistency, security, and ethical handling of data to support informed decision-making and organizational efficiency.	Head Office and PhilHealth Regional Office IVA	24 training hours
Training on Planning, Budgeting and Forecasting	This training is designed to enhance participants' competence in planning, budgeting, and forecasting to support effective financial and operational management. It focuses on aligning plans and budgets with organizational objectives while ensuring responsible use of resources.	Head Office and PhilHealth Regional Office XI,	24 training hours
Training on Legal Writing	This training is designed to enhance participants' ability to produce clear, accurate, and well-structured legal documents. It focuses on developing strong legal writing skills that support effective communication, sound legal analysis, and professional standards in legal and administrative practice.	Head Office	24 training hours
Training on Customer Relations Management Skills	This training is designed to enhance participants' customer relations skills while aligning service delivery with the principles of the Ease of Doing Business (EODB). It focuses on providing efficient, responsive, and citizen- or client-centered services that improve customer satisfaction and organizational credibility.	Head Office and PhilHealth Regional Offices V, VI, II, III, I, IVB, VII, VIII, IX	16 training hours
Training on Stress and Time Management	As a strategic part of this training program, proper time management shall be introduced to address stress and to maximize the potential of our workforce.	Head Office and PhilHealth Regional Offices NCR, IVA, IVB, VII, VIII, XI, Caraga, BARMM, I, VII	16 training hours

<p>Training on Risk Management</p>	<p>The program is designed for the participants to have a solid understanding of how to identify, assess, and manage risks within PhilHealth. The training is crucial for the corporation to proactively address potential hazards and minimize the likelihood of negative outcomes that could impact operations, safety, finances, or reputation. The training is crucial for the corporation to proactively address potential hazards and minimize the likelihood of negative outcomes that could impact operations, safety, finances, or reputation.</p>	<p>Head Office and PhilHealth Regional Offices IVA, IX, I, II</p>	<p>16 training hours</p>
<p>Training on Managing Up</p>	<p>This training is designed to help participants build effective working relationships with supervisors and senior leaders through proactive communication and professional collaboration. It focuses on understanding leadership priorities and aligning individual contributions with organizational direction.</p>	<p>Head Office and PhilHealth Regional Office XI</p>	<p>16 training hours</p>
<p>Training on Facilitation Skills</p>	<p>This training is designed to develop participants' facilitation skills to effectively guide group discussions, meetings, and workshops toward productive and meaningful outcomes. It focuses on creating inclusive, engaging, and goal-oriented learning and working environments.</p>	<p>Head Office</p>	<p>24 training hours</p>
<p>Basic Life Support – Train the Trainers</p>	<p>This specialized course is designed to train instructors who will then be able to teach others how to perform Basic Life Support techniques. This course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills.</p>	<p>Head Office</p>	<p>40 training hours</p>
<p>Training on Skills Training for Public Relations and Networking</p>	<p>This training is designed to strengthen participants' public relations and networking capabilities to effectively represent the organization and build productive professional relationships. It focuses on managing communication with internal and external stakeholders while enhancing the organization's public image and credibility.</p>	<p>Head Office and PhilHealth Regional Offices VIII, Caraga, XII, IVA</p>	<p>24 training hours</p>

Training on Counselling	This training is designed to equip participants with essential counselling skills to provide appropriate support, guidance, and intervention in workplace and organizational settings. It focuses on effective communication, empathy, and ethical considerations in helping individuals address personal or work-related concerns.	Head Office and PhilHealth Regional Offices VI	24 leadership training hours
Training on Coaching Skills	This training is designed to develop participants' coaching capabilities to effectively support individual and team performance in the workplace. It focuses on building the essential skills needed to guide, motivate, and empower employees through constructive conversations and goal-oriented coaching approaches.	Head Office and PhilHealth Regional Offices VII, IX, NCR, II, III	24 leadership training hours
Training on Mentoring Skills	The leadership training program equips participants with the knowledge, skills, and mindset needed to become effective mentors in the workplace. The training focuses on building strong mentoring relationships, guiding others' growth, sharing expertise, and supporting personal and professional development in alignment with organizational goals.	Head Office and PhilHealth Regional Office VI	24 leadership training hour
Training on Crisis Management	The training program is designed to equip participants with the knowledge, skills, and frameworks needed to effectively prepare for, respond to, and recover from crisis situations. The training focuses on sound decision-making, clear communication, and coordinated action to minimize risks, protect stakeholders, and ensure organizational continuity during emergencies and critical incidents.	Head Office and PhilHealth Regional Offices Caraga, III, VII, BARMM	24 leadership training hours
Training on Strategic Office Management	This training is designed to equip participants with the knowledge and skills required to manage office operations strategically and efficiently in support of organizational goals. It focuses on aligning day-to-day administrative functions with broader strategic priorities to enhance productivity, service quality, and organizational effectiveness.	Head Office and PhilHealth Regional Office I, Caraga	24 leadership training hours

Training on Problem Solving and Decision Making	This training is designed to develop participants' ability to analyze problems systematically and make sound, timely decisions in the workplace. It focuses on practical tools and structured approaches to identify issues, evaluate options, and implement effective solutions	Head Office and PhilHealth Regional Offices V, VII	24 leadership training hours
Training on Transformational Leadership	This training is designed to develop transformational leadership capabilities that inspire, motivate, and empower individuals and teams to achieve high performance and positive organizational change. It focuses on leadership behaviors that foster vision, trust, and continuous improvement.	Head Office and PhilHealth Regional Offices III, IVB, VIII, X	24 leadership training hours
Training on Conflict Management with Negotiation Skills	This training is designed to equip participants with the knowledge and skills to effectively manage workplace conflicts and engage in constructive negotiation. It focuses on understanding the nature of conflict, identifying its root causes, and applying appropriate strategies to address disagreements in a professional and respectful manner.	Head Office and PhilHealth Regional Offices Caraga, NCR	24 leadership training hours
Training on 7 Habits for Government Leaders	This training is designed to strengthen leadership effectiveness in government organizations by applying the principles of the 7 Habits framework. It focuses on personal leadership, accountability, collaboration, and results-oriented public service.	All Executive and Managerial Officers	24 leadership training hours
Training on Change Management	The program develops/ enhances skills of managers and supervisors in change management and communication for them to effectively and positively plan and implement change efforts of the organization.	PhilHealth Regional Offices II, X, NCR	24 leadership training hours
Training on Career Development and Succession Planning	The program is designed for participants to be equipped to build and implement effective career development programs, create comprehensive succession plans, and ensure the organization is prepared for future leadership transitions.	PhilHealth Regional Offices Caraga, XI, IX, VII, NCR	24 leadership training hours

Training on Data Analytics	The program is designed to equip the participants with the necessary skills to analyze data, extract meaningful insights, and make informed decisions based on data. This training typically covers a wide range of data analytics techniques, tools, and methodologies	PhilHealth Regional Offices VII, XII, CAR,	24 training hours
Personality Development & Image Management	This training is designed to enhance participants' personal effectiveness by developing self-awareness, confidence, and a professional presence in the workplace. It focuses on understanding individual personality traits and how these influence behavior, communication, and interpersonal relationships.	PhilHealth Regional Offices NCR, VI, VIII,	16 training hours
Training on 5S and Records Management	The program helps employees learn the fundamental concepts of good housekeeping habits, 5S Implementation and Records Management to help improve quality of work and productivity.	PhilHealth Regional Offices III, IVB, VIII	16 training hours
Training on Office Administration	The program is designed to equip the participants with skills and knowledge on how to become more proactive, effective and efficient in organizing their workspace, managing records and documented information, and prioritizing daily work activities. It also enhanced their appreciation Civility in the Workplace.	PhilHealth Regional Offices VI, VII, X, XI	16 training hours
Training on Economic and Financial Literacy (Managing Finances)	The course will give the participants insights needed in order to make sensible financial decision	PhilHealth Regional Offices VI, XII	16 training hours
Training on Social Health Insurance Education Series	The conduct of SHInES will help deepen the understanding and appreciation of the entire human resource of the Corporation regarding Health Care Financing vis-à-vis Universal Health Care Law. This will also strengthen their roles as vital movers of the organization and as advocates of the Universal Health Care.	Head Office and PhilHealth Regional Offices IVB, VI, VIII, XI,	16 training hours