




Human Resources Department

Training Policy

Document No. [HRTMD-PP-2024-002]

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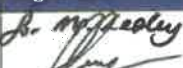

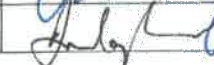
Document Preparer

Name	Position	Department	Prepared Date
Ms. Agnes de Guzman	Senior Manager, HR-TM&D	Human Resources	04/26/2024

Document Reviewer

Name	Position	Department	Reviewed Date
Ms. Joey Ng	Lead of Culture	Human Resources	30 Oct 2024
Ms. Diana Beleno	Business Manager Process	Office of the President	NOV 4, 2024
Atty. Christian Pangilinan	Legal Counsel	Legal and Compliance	For Atty. Christian Pangilinan for Atty. Roberto Palma

Document Approver

Name	Position	Signature	Approved Date
Ms. Lesley K.	Chief Human Resources Officer		9 Oct 2024
Atty. Kristine Delos Reyes	Department Head		11/08/2024
Mr. Andy T.	President		11/8/2024



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1. Purpose

The Training Policy aims to foster a culture of continuous learning and professional growth within the organization. It aims to provide employees access to relevant training, resources, and opportunities that enhance their knowledge and capabilities. By investing in employee development, the policy seeks to improve overall performance, boost employee engagement and retention, and ensure the organization remains competitive and adaptable in a rapidly evolving business industry.

2. Scope

This policy is applicable to all Full Time Employees (FTE) of the organization, across levels and departments, ensuring equal access to learning opportunities. It covers various learning initiatives, both technical and soft skills, while also ensuring effectiveness through feedback and improvement mechanisms.


3. Policy and Procedure

Human Resources' Talent Management and Development Team (HR-TM & D) shall be responsible in developing, managing, and monitoring the overall training programs across DigiPlus, its subsidiaries, and affiliates. Departments with dedicated Training Teams shall ensure their policies and procedures are aligned with this policy. Shall there be any difference, Human Resources Department (HRD) and Management approval is required.

To have a wholistic approach and be able to effectively address the diverse learning needs in DigiPlus, trainings will be categorized based on the following:

General – Training courses that are universally applicable across various job roles

- **Core** – Refers to the foundational or essential skills and knowledge that are necessary for all employees within an organization. It focuses on core and basic competencies such as communication, teamwork, problem-solving, and workplace ethics.
- **Mandated** – Refers to trainings required either by law or the company, or is a license requirement.

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Leadership - This refers to trainings which develops the abilities of individuals in managerial or leadership roles. It focuses on skills such as strategic thinking, decision-making, team management, and inspiring others to achieve organizational goals.

Skills Specific – These trainings are essential for the development of advanced skills and in-depth knowledge required for employees to perform proficiently in their designated roles. These programs include department-specific trainings tailored to the needs of their employees.

- **Functional** - Trainings that are specific to a particular job or department within the organization. It aims to enhance the skills and expertise required to perform job-specific tasks effectively.


For example, functional training for recruiters might focus on behavioral interviewing workshop.

- **Technical/Certification** - This involves learning specialized skills and knowledge related to a specific technical field or industry. It may include training in software usage, machinery operation, technical troubleshooting, and other technical skills required for specific job roles.

Aside from the training categories, company-wide trainings will be categorized based on the following training programs:

- **ElevateU** – a general employee development program with focus on developing the skills and competencies empowering the individuals to reach their full potential in their careers
- **DIGILead** – a development program for the top talents and People Managers of the organization that aims to enhance the participants' leaderships skills, knowledge, and abilities empowering them to become more effective and influential in their teams
- **DIGIExcel (DigiPlus Executive Excellence)** - a specialized development program for Senior Leaders and Executives that equips them with the necessary knowledge and tools to lead their organizations successfully and drive long-term growth and success

Departments and Business Units (BU) may also develop other training programs to support the career development of the employees.

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3.1 Process

A. Learning Curriculum and Budget Approval

1. Every third quarter of the year, HR – TM & D shall conduct a Learning Needs Analysis together with the Department Learning Specialist, Head of Departments and HR Business Partners. The identified trainings, if approved, shall be implemented in the next applicable year.
2. The identified learning gaps or development learning shall be submitted to HR – TM & D, along with the recommended training program details (target employees, schedule, logistics, and budget).
3. All training needs shall be consolidated and reviewed by HR – TM & D and approved by the Head of HR. Only approved trainings will be included in the submission for the Top Management’s budget approval.
4. All approved trainings and budget will be shared to the respective Departments/Business Units as these shall be part of their cost.
5. Budget requests and payment processing shall be made by the respective Department/BU, except for Core and Leadership Trainings to be processed by HR – TM & D.
6. Any new or additional training requests shall undergo the same process.

B. Administration

Core and Leadership Trainings across the organization

HR – TM & D shall be responsible in the overall training process. This includes finalizing the list of training attendees based on identified and agreed eligibility criteria depending on the specific goals of the training program, enrollment, logistic needs, etc.

Core and Leadership Trainings specific to the Department, Mandated, Functional and Technical Trainings


- Internal – Department and Business Unit shall be responsible in the overall training process. HR – TM&D will act as support to guide the Department/BU. For recurring sessions, HR – TM&D will support up to 2 sessions. Any request for extension is subject to Head of HR’s approval.
- External - Department and Business Unit shall be responsible in shortlisting the Training provider, vendor account creation, processing of payment, and finalizing the list of attendees based on the agreed selection criteria.

Support to Employee Ratio:

For general logistics and technical support: 1 for every 20 to 30 Participants

For more interactive or hands-on training: 1 for every 10 to 20 Participants



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Any additional manpower support shall be approved by HR.

3.2 Requirements

1. Reporting Managers are expected to ensure immediate return of investment (ROI) by assigning projects or learning output relevant to the training to the employee. Employees attending external trainings are also REQUIRED to cascade their learnings via email or short session to their colleagues, whichever is more suitable, within two (2) weeks from the training schedule. HR - TM & D will monitor trainings managed by them while Department managed will be monitored by their Managers or assigned employee.
2. Employees attending external trainings are REQUIRED to submit a copy of the (a) Training Certificate and (b) training manuals/materials to HR – TM & D within one (1) week from the training completion date.
3. Based on Management’s discretion, employees may be asked to submit a [Training Application Plan \(TAP\)](#) to validate if learning and skills gained from training are implemented and applicable to the employees’ responsibilities and organization’s interest.

3.3 Service Agreement

At the discretion of Management, employees who participate in selected external training or certification programs costing **Php 50,000.00 (Approximately 850 USD) or more** will be required to enter into a Training Bond Agreement. This agreement obligates the employee to remain with the company for a specified period following the completion of their training, ensuring that the company's investment in their professional development benefits both parties. If the employee resigns voluntarily or is dismissed for misconduct before completing the specified period, they may be required to reimburse a prorated portion of the training costs, as outlined in the **Affidavit of Undertaking (Annex A)**.


Number of Months of Service from Completion Date of Training:	Percentage of Re-payment
Months 0-6	100%
Months 7-12	75%
Months 13-18	50%
Months 19-24	25%
Months 24 above	0%



3.4 Eligibility Criteria

- For Trainings worth Php 50,000.00 and above, employee must be a **Full Time Employee (FTE)** and in **good standing**, unless the training is initiated by the



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Department/Business Unit. Good standing is defined as an employee meeting all the requirements, a **Solid Contributor** and keeping a positive behavior.

- Generally, eligibility criteria may be identified depending on the specific goals of the training program such as:
 - a. **Job Role and Department** – Targeted towards a specific function
 - b. **Experience Level** – Targeting either new or tenured employees depending on the focus
 - c. **Performance Metrics** – Based on a certain performance rating
 - d. **Future Potential** – Selected employees identified as hi-potential talents
 - e. **Specific Skill Set** – Skills set that need a refresher, updating or upgrading
 - f. **Regulatory Compliance** – Necessary for certain employees to meet legal requirements or standards
 - g. **Succession Planning** – Prioritized employees who are under the Succession plan for Critical roles
 - h. **Voluntary sign-ups** – Open to employees showing interest and potential to improve themselves

List of eligible employees shall be approved by their respective HODs/BU Heads.

3.5 Training Enrollment

To become part of the training, employees may either be identified via two (2) ways, whichever is applicable based on the training program:

1. **By Nomination** – Names to be provided by the Managers and approved by HODs.
2. **By Application** – Employees to apply or signify intent to join the announced training. HODs/BU Heads may or may not be asked to approve the application of the employee.


3.6 Meals and Miscellaneous budget allocation

Only trainings lasting for more than 4 hours may request for meals budget following Finance's process. Budget shall be approved by the Head of Department.

3.7 Participants and Internal Training Teams:

Item	Internal Per Head	External Per Head
Meals	Whole day (minimum of 6 hours)	Php 1,500
	Half-day (Minimum of 4 hours)	Php 750
	NHOs	N/A
	Php	Php
Materials and Prizes	Php 200.00	Php 200.00



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Transportation	Travel by Air Per Head	Travel by Land Per Head (Only if from airport or office base is at least 10 KM away from training venue)
Job Grade Level 15 - 20	Business Class	<ul style="list-style-type: none"> • Use of company service • If not available, use of public transportation subject to actual expense for reimbursement. Taxi or grab use or external shuttle service is subject to HOD's approval.
Job Grade Level 9 - 14	Economy Flex	
Job Grade Level 1 - 8	Economy	

Accommodation	Hotel per Night	Room (Maximum)	Type
Job Grade Level 15 - 20	Minimum of 3 stars; capped at \$150	Suite / 1 pax / room	
Job Grade Level 12 - 14	Up to 3 stars; capped at \$100	Deluxe / 1 pax / room	
Job Grade Level 9 - 11	Up to 3 stars; capped at \$100	Deluxe / 2 pax / room	
Job Grade Level 1 - 8	Up to 3 stars; capped at \$100	Standard / 4 pax / room	


Remarks: Per diem shall not apply / adjusted if the cost has been covered by the training or accommodation. Room capacity shall be maximized for Group events.

External Trainers/Parties and members from other Departments shall be budgeted separately.

Departments are expected to review their budgets and look for areas where expenses can be minimized to ensure efficient use of company funds.

3.8 Evaluation

HR – TM&D or Departments/Business unit shall conduct Training evaluations for trainings lasting for 2 hours or more to assess its effectiveness and impact.

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HR – TM&D or Departments/Business unit shall try its best to achieve the percentage response rate stated below for a more reliable result:

1. Large Groups (100+ attendees): 20% or higher
2. Medium Groups (30-100 attendees): 40% or higher
3. Small Groups (Less than 30 attendees): 70% or higher


4. Responsibilities

Synergy between Human Resources, Managers and Employees is important in fostering a culture of continuous learning and development. Each group plays a significant role in ensuring the success of the Training Programs.

Roles	Responsibilities
HR Talent Management and Development (TM&D)	<p>Together with the Management, Department Leaders and HR Business Partners, is responsible for creating training programs, Managing the logistics and tracking the success.</p> <p>The HR Training Management and Development Team shall spearhead bi-annual training and development activities specifically designed for all dedicated trainers across DigiPlus. These activities aim to enhance the trainers' competencies and align their methodologies with international standards, ensuring consistent and high-quality training delivery across all Business Units and Departments.</p>
Managers	Work together with the Department Leaders, HR Business Partners and TM & D in identifying training needs and ensure the training is used effectively.
Employees	Actively participate and apply their learnings. They are also responsible for providing feedback to help improve the Training Programs.

5. Awareness

The HRD shall publish the Policy in Lark and send out an email to all employees for awareness.

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6. Interpretation and Discretion

The interpretation of any clause in this agreement shall be at the sole discretion of HR and the Management. They reserve the right to make any determinations, decisions, or interpretations it deems necessary or appropriate, which shall be final and binding.

7. Repealing Clause

All existing policies inconsistent with this policy are hereby repealed, modified, or amended accordingly.

8. Effectivity

This policy shall take effect immediately after its email announcement.

9. Review

This Training Policy will be reviewed annually or when there is a change to DigiPlus business function or process, requirements of the standard, and/or legal and regulatory requirements.


10. Communication

This Training Policy will be communicated across the organization once reviewed and approved by the HR Training Management & Development and the Management to ensure employee awareness on the Training Policy.

11. Compliance

The compliance with this Training Policy must be monitored by the HR – Talent Management & Development through regular reviews, audits, assessments and/or the use of monitoring tools. Findings from these activities must be actioned to ensure continual improvement and to maintain compliance to this Training Policy.



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Appendix A Affidavit with Undertaking

Republic of the Philippines)

) S.S.

AFFIDAVIT WITH UNDERTAKING

I, <Name>, of legal age, with postal address at _____, under oath states that:

1. I am an employee of <Company> and holding the position of <Position/Designation>.
2. I will shall be participating in a seminar/training on <date> for <purpose> which shall last for <number of days>.
3. **That the said training will be provided by [Training Provider's Name] or conducted by [Company Name] at a significant cost to the company, amounting to approximately [Amount in words and figures], inclusive of training fees, materials, travel expenses, accommodations, and other related costs;**
4. **That in consideration of the company's investment in my professional development, I agree to enter into a Training Bond Agreement with [Company Name], wherein I agree to continue rendering my services to the company for a period of [Specify the period of the bond, e.g., 1 year, 2 years] from the completion of the said training;**
5. **That in the event I voluntarily resign or terminate my employment with the company within the agreed bond period, I will be required to reimburse the company the full amount of the training costs, or a prorated amount depending on the length of service rendered after the training based on the Training Policy;**
6. **That I fully understand and accept the terms of this Agreement, and I hereby commit to abide by its stipulations, including but not limited to the payment of training costs should I fail to complete the bond period;**
7. I am executing the *Affidavit with Undertaking* freely and voluntarily.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ in _____

<Full Name>
Affiant

SUBSCRIBED AND SWORN to personally before me this _____ in _____, affiant exhibiting to me _____ as competent evidence of identity.

Doc. no.: _____;
Page no.: _____;
Book no.: _____;
Series of 20 ____.

