



# COMPENDIUM OF 2003 HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS FOR SMEs

Compiled by the  
**PHILIPPINE TRADE TRAINING CENTER**  
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## COMPENDIUM OF 2003 HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS FOR SMEs

*The compendium of 2003 HRD and Entrepreneurship Training Programs for SMEs being offered by government training institutions is done in support of the National SME Development Agenda, a priority program of H.E. President Gloria Macapagal Arroyo. The Department of Trade and Industry is the lead government agency tasked to implement the Agenda and provide SMEs with seamless access to government agencies. HRD and Entrepreneurship Training is one of five core elements of the Agenda including financing, marketing, product development and technological intervention, and advocacy for an enabling environment.*

### OBJECTIVES:

The training and entrepreneurship development programs of the National SME Agenda seek to provide existing and potential entrepreneurs with the necessary skills and knowledge to become competitive players in the local or global market. It also seeks to create a pool of SME trainers, advisors and counselors who can effectively assist SMEs nationwide.

Training programs in this compendium are classified into categories and their coverage are as follows:

1. **Business Technology and Livelihood Skills** courses include food preparation and processing, plant propagation, seed production, fish culture, metal works and fabrication, animal husbandry, handicrafts, fabric and textile, technology, weaving, garments, embroidery, gifts, furniture making, ceramics and pottery, microbiology, holiday decor, garments, toys housewares, product packaging, diagnostics and analyses, calibration and instrumentation, construction and allied activities (e.g. carpentry, masonry, concrete works and electricals) equipment handling, maintenance and services, operation, etc.
2. **Entrepreneurship** courses include start your own business, appreciation seminar/ training on entrepreneurship development and franchising.
3. **Finance** courses include financial management for SMes, credit management, business taxation, financial planning and budgeting, record keeping and accounting systems management.
4. **General Management** courses include manager's strategic planning, organizational development, customer service/relations management, purchasing management, and business language courses.
5. **Human Resources** courses include small business counselling and consulting management, team building, values re-orientation and enhancement.

6. **Information Technology** courses include e-business, e-commerce, computer-aided design, webpage design and development.
7. **Marketing** courses include strategic marketing, how to export, selling techniques, market research, product costing and pricing, negotiation skills, and sales promotion.
8. **Production, Quality and Productivity** courses include production management, instrumentation and process control, programmable logic controller, factory automation as used by the various industry sectors, materials and inventory management, waste management, environmental management systems, (ISO 1400, cleaner production, energy audit), time and motion study, ergonomics or working conditions, total quality management, 5s of Good Housekeeping, statistical process control, and quality management systems (ISO 9000, GMP, HACCP, Halal).

**For more information and updates to the compendium, please see [WWW.dti.gov.ph](http://WWW.dti.gov.ph)**

# Implementing Training Institutions

## **DEVELOPMENT ACADEMY OF THE PHILIPPINES (DAP)**

**The Development Academy of the Philippines (DAP)** was established in June 1973. Its mandate has been to assist in the country's development efforts in two ways: as change catalyst and as capacity-builder. Remaining constantly focused on this two-fold mission, it has assisted in shaping new government policies, crafting innovative development programs, and modernizing the management of government agencies and private enterprises.

The DAP-Center for Quality and Competitiveness (CQC) is one of the operating units of the Academy that promotes quality and productivity in the business sector for enhancing competitiveness. The CQC was created through Special Order No. 2002-067 issued on August 1, 2002 and was approved by the DAP BOT during its meeting on October 23, 2002.

The DAP-Center for Quality and Competitiveness works with key stakeholders for the enhancement of productivity towards business excellence and economic growth through the following:

- Continuous upgrading of the quality of workforce.
- Effective application of Productivity and Quality (P&Q) systems throughout the value chain.
- Adoption and promotion of best practices and international standards.
- Promotion of a culture of excellence as a way of life.
- Networking for the development and promotion of new approaches for enhancing productivity and competitiveness.

To contribute to the national productivity and development, DAP-CQC carries out:

- Productivity and Development Program for SMEs.
- Program for Industry Competitiveness
- Services Quality Improvement Program
- Agriculture Productivity Enhancement Program
- Productivity Advocacy and Institutional Linkage Development

DAP-CQC provides information, knowledge, and solutions for performance excellence. It generates information, develops capabilities, and helps identify innovative approaches in dealing with organization's specific needs.

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Mr. Arnel D. Abanto**  
**Asst. Vice President**  
**Address** : **San Miguel Avenue, Pasig City**  
**Tel No.** : **631-2137**  
**Fax No.** : **631-2123**  
**Website** : **<http://www.dap.edu.ph>**

## **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (DOLE-TESDA)**

Section 2 of RA 7796, the law creating TESDA specifies its state policy to provide relevant accessible, high quality and efficient technical education and skills development in support of the development of high quality Filipino middle level manpower.

TESDA is the leading partner in the development of the Filipino workforce with world-class competence and positive work values.

TESDA provides direction, policies, programs and standards towards quality technical education and skills development.

TESDA believes in demonstrated competence, institutional integrity, personal commitment and deep sense of nationalism. Its objectives are:

- Promote and strengthen the quality of technical education and skills development programs to attain international competitiveness.
- Focus technical education and skills development on meeting the changing demands for quality middle-level manpower.
- Encourage critical and creative thinking by disseminating the scientific and technical knowledge base of middle-level manpower development programs.
- Recognize and encourage the complementary roles of public and private institutions in technical education and skills development and training systems.
- Inculcate desirable values through the development of moral character with emphasis on work ethic, self-discipline, self-reliance, and nationalism.

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Ms. Agrifina Zafra**  
**Executive Director**  
**Address** : **East Service Road, South Luzon Expressway,**  
**Taguig, Metro Manila**  
**Tel. Nos.** : **817-4076 to 82**  
**Fax No.** : **817-9040**  
**Website** : **<http://www.tesda.gov.ph>**

# INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

## Department of Science and Technology (DOST-ITDI)

### *OUR BUSINESS IS INDUSTRY.....*

The Industrial Technology Development Institute (ITDI) is the flagship R&D agency under the Department of Science and Technology (DOST), generating the largest pool of technologies in seven major areas namely: chemical and mineral, food processing, fuels and energy, environmental, materials science, electronics and process control, and microbiology and genetics; through a competent technical manpower expertise and up-to-date line of facilities and laboratories.

The Institute also renders a variety of technical services to local industries, enabling the Institute to carry on its role as one of the active leaders in the country's industrialization program as evident in its Vision statement.

### **VISION**

Excellence in propelling development as provider of technologies and services for the industry.

### **MAJOR FUNCTIONS AND SERVICES**

- Research & Development (R&D)
- Tests, analyses & calibration
- Technology transfer
- Contract projects
- Technical information
- Industry training & skills development
- Use of laboratories/pilot plant facilities
- Technology business incubators
- Design and fabrication

The Institute also offers the following Seminar/Training courses upon request:

- Packaging and Labeling Requirements
- Cleaner Production Assessment Training
- Processing of Carrageenan Seaweeds
- Processing of Agar-Agar from Seaweeds
- Formulation of Hair Shampoo, Lotion, Cream and Liquid Soap
- Quality Assessment of Essential Oil
- Spray Dried, Instant Fruit Juices
- Vegetable Processing
- Testing
  - Banaba Tea in Bags
  - Fish Processing (Smoked Fish & Canned Sardines)
  - Accelerated Vinegar Production
  - Integrated Calamansi Processing
  - Banana Processing
  - Coconut Mini-Oil Milling and Refining
  - Good Manufacturing Practices (GMP) for Food Manufacturing
  - Hazard Analysis Critical Control Points (HACCP)
  - Thermal Processing of Food Products
  - Capability Building on Shelf-Life of Food Products
  - Training on Food Processing & Plant Audit for TSDCs & PSTOs

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Ernesto P. Lozada, Ph.D.**  
**Director**  
**Address** : **DOST Compound, Gen. Santos Ave., Bicutan, Taguig, M. M.**  
**Tel. Nos.** : **837-3167/837-2071 to 82 loc. 2215**  
**Fax No.** : **837-3167**  
**Website** : **<http://mis.dost.gov.ph/itdi>**

## **METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER (DOST-MIRDC)**

The **Metals Industry Research and Development Center**, an agency of the Department of Science and Technology, is the sole government entity directly supporting the metals and engineering industry with services designed to enhance its competitive edge.

Its mandate is to provide the government and private sectors in the metals and engineering industry with professional management and technical expertise on training engineers and technicians; information exchange; trade accreditation services; quality control and testing of metal products; research and development; and business economics advisory services.

MIRDC's thrusts include research, prototyping and short series experimental production; industrial training; testing and quality control; technology transfer and commercialization; technology business incubation; technology promotion; and technical consultancy and extension services.

The Center's ISO 9001 certified training section designs and implements relevant training modules which continuously upgrade and update the Filipino entrepreneurs, engineers, and technicians on the demands of local and international markets. Its ISO 9001 mark was awarded by the TUV Management Product Services, Asia on 15 May 2001.

Its compendium of training programs covers the following subjects;

- Metalworking Technology
- Metalcasting Technology
- Analysis and Testing
- Engineering/Production Planning
- Quality Assurance
- Productivity
- Trainer's Training
- High Machining Technology

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Engr. Rolando T. Vilorio**  
**Executive Director**  
**Address** : **Gen. Santos Ave., Bicutan, Taguig, Metro Manila**  
**Telephone No.** : **837-0431 to 38/837-0613**  
**Fax No.** : **837-0613**  
**Website** : **<http://www.mirdc.dost.gov.ph>**

## **PHILIPPINE TEXTILE RESEARCH INSTITUTE (DOST-PTRI)**

The **Philippine Textile Research Institute (PTRI)**, a line agency of the Department of Science and Technology (DOST), is the sole government textile institute created to undertake a comprehensive program of research and service activities that will contribute to the growth and development of the textile and allied industries.

Specifically the Institute is mandated to perform the following functions:

- Conduct applied research and development for the textile industry;
- Undertake the transfer of completed researches to end-users or via linkage units of other government agencies; and
- Undertake technical services and provide training programs.

The technical services offered to the garments, textile and allied industries are on physical and chemical testing, textile standards formulation, textile processing, information and library services and manpower skills training.

The technology-based training courses include sericulture; textile research; fibers, yarns and fabric testing and evaluation; spinning; weaving; knitting and finishing.

Aside from the regular training programs conducted in-house and in the regions, customized textile-related courses may be developed upon request.

**Agency Head** : **Dr. Carlos C. Tomboc**  
**Director**  
**Address** : **Gen. Santos Ave., Bicutan, Taguig, Metro Manila**  
**Tel Nos.** : **837-1325/ 837-2071 to 82 local 2360**  
**Telefax No.** : **837-1325**  
**Website** : **<http://www.ptri.dost.gov.ph>**

## **TECHNOLOGY APPLICATION AND PROMOTION INSTITUTION (DOST-TAPI)**

The **Technology Application and Promotion Institute (TAPI)** was created by virtue of Executive Order No. 128 which reorganized the National Science and Technology Authority (NSTA) into the Department of Science and Technology (DOST) on 30 January 1987.

As one of the DOST's service agencies, TAPI's major thrust is to promote the transfer and commercialization of technologies and market the services of other operating units/agencies of the Department.

TAPI facilitates sound implementation of various and relevant programs and projects through its institutionalized divisions and units: Planning and Management, Technology Packaging and Promotion, Enterprise Development, Consultancy Services, Applied Communication and Finance and Administrative, under the leadership and guidance of the Office of the Director.

TAPI's mission is to accelerate economic growth through the application of science and technology, particularly in the countryside thereby encouraging the establishment of productive technology-based enterprises.

In line with the above mission statement, TAPI is mandated to:

- Undertake contract research at the pilot and semi-commercial stages;
- Provide technical consultancy services including engineering design, patenting and
- Provide grants, and/or venture financing for new and/or emerging projects;
- Assist technology generators, inventors and researchers avail of the laboratories and other facilities of research and development institutes including DOST Regional offices; and
- Accredite and recognize inventors' organization and societies.

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Engr. Ma. Lourdes P. Orijola**  
**Director**  
**Address** : **DOST Compound, Bicutan, Taguig, Metro Manila**  
**Tel No.** : **837-6188**  
**Telefax No.** : **837-2933**  
**Website** : **[www.tapi.dost.gov.ph/about\\_us.htm](http://www.tapi.dost.gov.ph/about_us.htm)**

## **BUREAU OF PRODUCT STANDARDS (DTI-BPS)**

The **Bureau of Product Standards (BPS)** is the National Standards Body of the Philippines established by Republic Act No. 4109 and Executive Order No. 133. The BPS is a governmental agency under the Department of Trade and Industry (DTI).

BPS is mandated to develop, implement, and coordinate standardization activities in the Philippines. It is primarily involved in standards development and standards implementation/promotion. Its objectives are:

- To upgrade the quality of Philippine products to enable them to qualify and be competitive in both domestic and foreign markets;
- To protect and safeguard the interest of consumers and the public; especially in matters of health and safety;
- To promote concern for the environment and efficient use of natural resources; and
- To instill standards and quality consciousness among the Filipino people.

BPS provides technical trainings on Product Standards (PNS) Product Certification, Laboratory Management Systems (PNS/ISO 17025), Environmental Management Systems (PNS/ISO 9000). Aside from the regular trainings offered in cooperation with PTTC stated in this compendium, BPS also offers technical trainings upon request. These trainings can be designed to tailor fit client's specific needs.

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Mr. Jesus L. Motoomull**  
**Director**  
**Address** : **3<sup>rd</sup> Floor DTI Bldg.**  
**361 Sen. Gil Puyat Ave., Makati City**  
**Tel No.** : **890-49651/890-5129**  
**Fax No.** : **890-48521/890-4945**  
**Website** : **<http://www.dti.gov.ph/bps>**

## **BUREAU OF SMALL AND MEDIUM ENTERPRISE DEVELOPMENT (DTI-BSMED)**

The **Bureau of Small and Medium Enterprise Development** is mandated to:

- Promote the development of small businesses in the country with the help and support of local and international partners in SME Development
- Initiate and implement SME programs to address the needs in areas concerning entrepreneurship and enterprise development, and institutional development; and
- Review policies and strategies geared towards the advancement of MSMEs.

Special Courses Offered: Training of Trainers on Competency Based Economies through the Formation of Entrepreneurs (CEFE) and Business Expense Savings Training (BEST) Game.

Training programs can be designed to tailor-fit a client's specific needs upon request.

**Contact Person** : **Ms. Rhodora M. Leño**  
**Executive Director**  
**Address** : **3<sup>rd</sup> Floor, OPPEN Bldg.**  
**349 Sen. Gil Puyat Avenue, Makati City**  
**Tel Nos.** : **890-4968 / 897-7596**  
**Telefax No.** : **896-7916 or 897-1680**  
**Website** : **<http://dti.gov.ph/bsmbd>**

## **CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES (DTI-CIAP)**

The **Construction Industry Authority of the Philippines (CIAP)** is an attached agency to the Department of Trade and Industry mandated to promote, accelerate, and regulate the growth and development of the construction industry in conformity with national goals. It operates through its four (4) implementing arms namely:

- Philippine Contractors Accreditation Board (PCAB)
- Philippine Overseas Construction Board (POCB)
- Philippine Domestic Construction Board (PDCB)
- Construction Industry Arbitration Commission (CIAC)

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Ms. Katherine Josephine Dela Cruz**  
**Officer-in-Charge**  
**Address** : **4<sup>th</sup> Floor Jupiter 1 Bldg., 56 Jupiter St.**  
**Bel-Air, Makati City**  
**Tel Nos.** : **895-4424/ 897-9313**  
**Fax No.** : **897-9336**  
**Website** : **<http://www.dti.gov.ph/ciap>**

**CENTER FOR INDUSTRIAL COMPETITIVENESS-NATIONAL INDUSTRIAL  
MANPOWER AND TRAINING COUNCIL (DTI-CIC/NIMTC)**

Aims to sustain leadership in the promotion and implementation of sustainable programs to achieve industrial harmony, quality, and productivity.

As a member of the DTI family, the Center is also involved in the identification of necessary interventions, in terms of policies and programs, relative to the human resource requirements of different sectors and industries.

**Training programs can be designed to tailor-fit a client's specific needs upon request.**

**Agency Head** : **Mr. Virgilio P. Fulgencio**  
**Executive Director**  
**Address** : **3<sup>rd</sup> Floor Trade and Industry Buidling**  
**361 Sen. Gil J Puyat Avenue, Makati City**  
**Tel. No.** : **890-4889; 890-4911 loc. 463, 464, 465**  
**Fax No.** : **897-5554**  
**Email Address** : **VirgilioFulgencio@dti.gov.ph**

## **COTTAGE INDUSTRY TECHNOLOGY CENTER (DTI-CITC)**

The **CITC** is a service-oriented government owned and controlled corporation (GOCC) attached to the Department of Trade and Industry (DTI). It was created by virtue of R.A. 3470 or the Cottage Industries Development Act of 1962 as revised by E.O. 133 series 1986.

Its mission is to encourage and promote the establishment of Micro Cottage Small Enterprises to improve product quality and productivity towards becoming globally competitive and thereby generate employment and livelihood opportunities and contribute to building a reliable supply base for exports of Furniture, Gifts & Housewares, Fine Jewelry Footwear and Leathergoods.

CITC is a world class technology center run by committed, service-oriented and highly competent people, effectively and efficiently addressing the production needs of micro, cottage, small and medium industries nationwide.

To achieve this commitment, CITC shall provide skills training, technical consultancy and common facility services in close partnership with private industry. In doing so, it shall operate efficiently and effectively with integrity, competence and dedication, all for love of God and country.

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees

<b>Agency Head</b>	<b>: Mr. Franklin Bunoan Executive Director</b>
<b>Address</b>	<b>: 20 Russet St., SSS Village, Marikina City</b>
<b>Tel No.</b>	<b>: 941-4561; 948-2875</b>
<b>Fax No.</b>	<b>: 942-0107</b>
<b>Website</b>	<b>: <a href="http://www.dti.gov.ph/citc">http://www.dti.gov.ph/citc</a></b>

## **CONSTRUCTION MANPOWER DEVELOPMENT FOUNDATION (DTI-CMDF)**

The **Construction Manpower Development Foundation (CMDF)** is an attached agency of the Department of Trade and Industry. It is mandated to oversee the development of human resources of the construction industry, to include the following: craftsmen, engineers, supervisors, managers, and contractors. Its vision is to develop the GLOBALLY COMPETITIVE FILIPINO CONSTRUCTION PERSON.

### **Mission Statement**

We are to the creation of an environment for the development and improvement of human resources of the construction industry and to develop construction services here and abroad with the highest standards of performance. We shall formulate, promote, and implement integrated policies, systems, and training programs for human resource development in partnership with the government and private sectors. We bind ourselves to the highest level of personal and professional growth and to the optimum utilization of our resources.

### **Key Functions**

- Productivity Training
- Supervisory Certification

### **Training Focus**

- Quality
- Productivity
- Livelihood
- Management Competence
- Training Capability Build-up

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Mr. Florencio G. Sison**  
**Executive Director**  
**Address** : **7<sup>th</sup> Floor, Prudential Bank Building,**  
**2182 Chino Roces Avenue, Makati City**  
**Tel Nos.** : **815-1151, 815-6880, 759-2312**  
**Tel./Fax No.** : **815-1152**  
**Website** : **<http://www.mydestiny.net/~cmdf>**

**PHILIPPINE TRADE TRAINING CENTER  
(DTI-PTTC)**

Established in 1987 as an attached agency of the Department of Trade and Industry, the Philippine Trade Training Center supports the government's thrust in improving the country's export performance by providing integrated and continuing education services to the Filipino exporter. PTTC aims to breed World Class Exporters who can compete effectively in the international market.

To achieve this goal, PTTC conducts year-round training programs focusing on the key principles and strategies of international marketing: Export Management, Entrepreneurship Development, Quality and Productivity Improvement, Exhibition Management and Participation, International Business Languages and Information Technology.

Aside from the regular courses the Center offers specific training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Ms. Adelaida L. Inton**  
**Executive Director**  
**Address** : **Sen. Gil Puyat Ave. corner Roxas Blvd.,**  
**Pasay City**  
**Tel Nos.** : **834-1341, 834-1344-49 local 331 or 333**  
**Fax No.** : **834-1343**  
**Website** : **<http://www.dti.gov.ph/pttc/>**

## **TECHNOLOGY AND LIVELIHOOD RESOURCE CENTER (TLRC)**

The **Technology and Livelihood Resource Center (TLRC)** is a government corporation operating under the Office of the President of the Philippines. Created on February 23, 1977 by virtue of Presidential Decree 1097, TLRC operates under its own Charter.

It is mandated to create livelihood opportunities through the delivery of technology, multi-media livelihood materials, training, funding assistance and other related services.

TLRC, through the Training and Information Services Group (TISG), pioneered in the development and conduct of livelihood and business technology training aimed at providing would-be and practicing entrepreneurs with the skills and techniques in putting up as well as managing and sustaining a business. To date, TISG has developed some 200 courses in agri-aqua business, food processing, chemical-based business, crafts and garments. Basic courses in business management are also provided.

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Mr. Federico Laxa**  
**Director-General**  
**Address** : **8<sup>th</sup> Floor CityState Centre Building**  
**709 Shaw Blvd., Pasig City**  
**Tel Nos.** : **637-4018 to 22; 637-4108 to 12 loc. 602, 607**  
**Fax No.** : **633-5928**  
**Website** : **<http://www.tlrc.gov.ph>**

## **UP INSTITUTE FOR SMALL SCALE INDUSTRIES (UP-ISSI)**

The **UP Institute for Small Scale Industries** is a training, research and development institution assisting and promoting the development institution assisting and promoting the development of small enterprises in the Philippines.

The greater part of training resources has been placed on the development of potential and existing entrepreneurs, managers, supervisors, trainers, extension officers, consultants, and other “change agents” who will be able to hasten the development process.

Pushing beyond national boundaries, the UP ISSI has offered its expertise and facilities to other countries similarly engaged in their small enterprise base. Thus, it has emerged as a center for “entrepreneurship training and development” in the region.

The UP ISSI links with private and public institutions here and abroad for two reasons: to draw support for its activities and to share its experiences and knowledge in small enterprise development programs. Prominent among its linkages is the Small Enterprises Research and Development Foundation (SERDEF).

Training programs may be developed and conducted upon request of agencies, firms, and organizations to address specific needs. For details on customized program and public offerings, please contact:

Training programs can be designed to tailor-fit a client's specific needs at reasonable fees.

**Agency Head** : **Prof. Ernesto P. Pineda**  
**Director**  
**Address** : **University of the Philippines-Institute for Small Scale Industries (UP ISSI), Virata Hall, UP Campus Diliman, Quezon City**  
**Tel No.** : **28-7076 to 79**  
**Telefax:** : **920-6923**  
**Website** : **[www.up.edu.ph/~issi](http://www.up.edu.ph/~issi)**

Matrix 1 - Sectoral Coverage of Courses Offered to SMEs by Training Agencies

Agency/Sector	DAP	TLLRC	TESDA	UP- ISSI	DOST ITDI	DOST MIRDC	DOST PTRI	DOST TAOI	DTI- BSMED	DTI- BPS	DTI- CIAO	DTI- CITC	DTI- CMDF	DTI- PTTC
Business Technology & Livelihood		✓	✓		✓	✓	✓	✓			✓		✓	✓
Entrepreneurship	✓	✓	✓	✓					✓					✓
Finance				✓										✓
General Management	✓			✓		✓						✓		✓
Human Resource				✓		✓								✓
Information Technology														
Marketing		✓	✓	✓		✓								
Production, Quality & Productivity	✓			✓	✓	✓				✓			✓	✓

Matrix 2 - Regional Coverage of Course Offered to SMEs

Region/Sector	NCR	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	CAR	CARAGA	ARMM	SOCSARGEN
Business Technology & Livelihood	✓	✓		✓	✓	✓	✓			✓		✓	✓	✓			
Entrepreneurship	✓	✓			✓	✓						✓	✓	✓			
Finance	✓	✓		✓	✓	✓				✓		✓	✓	✓			
General Management	✓	✓		✓	✓	✓						✓	✓	✓			
Human Resource Development	✓	✓		✓	✓	✓				✓		✓		✓			
Information Technology	✓	✓		✓		✓											
Marketing	✓	✓		✓	✓	✓	✓					✓	✓	✓			
Production, Quality & Productivity	✓	✓		✓	✓	✓	✓					✓	✓	✓			

# Business Technology and Livelihood Skills

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b><u>AIRBRUSH PAINTING</u></b></p> <p><b>Airbrush Painting</b></p> <p><i>Material and equipment, requirement, production processes, costing and pricing.</i>  <i>Hands-on: Airbrush painting using different techniques as blending and shading, 3D effect, Blow-up, freek drops, star glow and sunbursts.</i></p>	TLRC	Twice a year	TLRC	P 1,540
<p><b><u>ANALYTICAL/MICRO-BIOLOGICAL/CALIBRATION/RELATED ADVANCED COURSES</u></b></p> <p><b>Analytical/Microbiological/Calibration/Related Advanced Courses</b></p>	DOST-IV Los Baños, Laguna	April-Sept.	DOST-IV	
<p><b><u>ANIMAL BREEDING</u></b></p> <p><b>Dog Breeding with Buy-Back Scheme (in cooperation with BIO-Research)</b></p> <p><i>Breeds and breeding methods, nutritional requirements, caring and grooming techniques, basic health management practice and buy-back procedures.</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Duck Raising</b></p> <p><i>Lectures-discussions basic concepts on the native, peking and cherry valley duct raising, breeds and breeding, characteristics of each breed, site selection, housing facilities and equipment; cost and return analysis (6hrs.); feed and feeding methods (3hrs.) pest and disease management (3hrs.); Field trip.</i></p>	TLRC	Twice a year	TLRC	P 2,475
<p><b>Gamefowl Breeding and Conditioning</b></p> <p><i>Breeding techniques and program, nutrition, health management, and conditioning for cockfighting.</i></p>	TLRC	Twice a year	TLRC	P 1,980

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Goat and Sheep Raising</b></p> <p><i>Lectures-discussions the future industry, breeds and breeding, herd management, housing facilities and equipment, feeds and feeding practices, pest and disease control, processing of goat meat an milk production; cost and return analysis; field trip.</i></p>	TLRC	Monthly	TLRC	P 1,980
<p><b>Honeybee Culture</b></p> <p><i>Role of bees in improving crop yield and plant species, different species of honeybees, caste differentiation, colony, breeding, feeding techniques, control. Of pests and disease, harvesting marketing, cost and return analysis (with fieldtrip).</i></p>	TLRC	Once every 2 months	TLRC	P 1,980
<p><b>Integrated Cattle Production</b></p> <p><i>Discussions include topics on ranching, cow-calf raising, backyard and commercial feedlot fattening, housing facilities and equipment, herd management, general management practices, feeds and feeding, health management, pasture and forage development, marketing, financing; cost and return analysis (with fieldtrip).</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Managing, Caring for, and Breeding Parakeets and Love Birds</b></p> <p><i>Status of cage birds in the Philippines, marketing aspect, market sources cultural practices in breeding, caring and managing cage birds or herd nutritional requirements.</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Poultry Broiler Production</b></p> <p><i>Lectures-discussions include broiler production, different breeds of broilers, housing facilities and equipment, stock management,</i></p>	TLRC	Monthly	TLRC	P 2,475

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>contract growing schemes, cost &amp; return analysis (6hrs.) nutrition, feeds and feeding (3hrs.), pest &amp; disease control (3hrs.). Field trip.</i></p> <p><b>Poultry Health Management (Broilers, Layers, Quails and Ducks)</b></p> <p><i>Different diseases, disease prevention and control measures for poultry.</i></p>	TLRC	Monthly	TLRC	P 2,475
<p><b>Poultry Layer Production</b></p> <p><i>Lectures-discussion include layer production, different breeds of layers, housing and equipment, stock management, contract growing schemes, cost and return analysis (6hrs.), nutrition, feeds and feeding (3hrs.), pest and disease control (3hrs.) Field Trip.</i></p>	TLRC	Monthly	TLRC	P 2,475
<p><b>Quail Raising</b></p> <p><i>Lectures-discussions on the Japanese seattle quail; breeding, housing facilities and equipment, feeds and feeding, pest and disease management; cost and return analysis.</i></p>	TLRC	Once every	TLRC	P 1,100
<p><b>Swine Production</b></p> <p><i>Lectures-discussion include breeding and piglet production; basic requirement in starting a piggery, reproductive physiology, breeds and breeding, selection and culling, housing facilities and equipment, feeds and feeding, health management; cost and return analysis; field trip. Record Keeping Analysis and Interpretation cost and return analysis.</i></p>	TLRC <b>Bulusan National Technical School</b>	Monthly  8 hrs. duration	TLRC  TESDA	P 2,970

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b><u>BAMBOO</u></b>				
<b>Bamboo Novelty Items Making</b>  <i>The course will enable the participants to acquire skills in the systematic production of quality bamboo furniture. This includes appropriate curing, treatment and preservation, material selection and preparation, cutting and assembly, use of bamboo furniture machines and processing of jigs as well as various types of joint and factor affecting joint strength.</i>	<b>CITC</b>	<b>March 10-14 July 14-18 October 6-10</b>	<b>DTI-CITC</b>	<b>P 350.00</b>
<b>Bamboo Production</b>  <i>Lectures on the growth and distribution of bamboo's, supply and demand analysis, plantation establishments and maintenance, propagation methods, harvesting, nursery management, techniques of shaping bamboo poles to fit of your choice, cost and return analysis.</i>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 1,980</b>
<b>Integrated Bamboo Basketry w/Abaca Woven Items</b>	<b>Natonin Paracella</b>	<b>2nd Quarter-4th Quarter 3rd Quarter-4th Quarter</b>	<b>DTI-CAR</b>	
<b>Skills Training on Decorative Bamboo Mats for Ceiling &amp; Wall</b>	<b>Bao, Camarines Sur</b>	<b>April</b>	<b>DTI-Region V</b>	
<b>Skills Training on Knock-down Bamboo Garden Accessories</b>	<b>Cabusao and Libmanan Camarines Sur</b>	<b>April</b>	<b>DTI-Region V</b>	
<b>Skills Upgrading on Bamboocraft Making</b>	<b>Nasugbu, Batangas</b>	<b>August</b>	<b>DTI-Batangas</b>	
<b><u>BOOKBINDING</u></b>				
<b>Bookbinding</b>  <i>Overview, materials and equipment requirement techniques in bookbinding and finishing,</i>	<b>TLRC</b>	<b>Monthly</b>	<b>TLRC</b>	<b>P 2,200</b>

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>classification of materials, costing and pricing, quality control and marketing; Hands-on: Hard bound books with sewing and paste-up.</i></p> <p><b><u>CAR CARE</u></b></p> <p><b>Car Care Products</b></p> <p><i>Formulation of standard car care products, material specification, packaging costing, market trends. Hands-on: Car wax, radiator cleaner, radiator coolant, oil conditioner, gasoline conditioner; car freshener battery terminal protector.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b><u>CARTOONS/KOMIKS ILLUSTRATION</u></b></p> <p><b>Cartoons Making</b></p> <p><i>the art of exaggerating drawings with an execution of balance, anatomy, perspectives, proportion, expression and shot or viewing of the scene. Learn also to draw your favorite cartoon character.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Komiks Illustration</b></p> <p><i>Art of creating drawing with an execution of balance, anatomy, perspective, proportions, expression and shot or viewing of the scene. Learn to consider yourself as actor/actress and director based on the script which are categorized as comedy, drama, action and adventure.</i></p>	TLRC	Twice a year	TLRC	P 800.00
<p><b><u>CHEMICALS</u></b></p> <p><b>Industrial Preventive Maintenance Chemicals</b></p> <p><i>How to start a Chemical Business, material specification, Industry Practices, Product Formulation, Costing, Market Trends. Hands-on:</i></p>	TLRC	Twice a year	TLRC	P 1,100

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>Degreasers-Safety solvent, Water Soluble Degreasers, Emulsifiable Degreaser; metal cleansers-Rust Remover, Rust Converter, Rust preventive Compound, Penetrating Oil, Anti-Moisture; Others-Carbon Remover, paint Remover, Desealer, Silicone Compound.</i></p> <p><b>Modern Household Cleaners</b></p> <p><i>How to start a chemical business, material specification, industry practices, product formulation, costing, market trends. Hands-on: Liquid cleaner, dishwashing compound, laundry bleach disinfectants.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b><u>CNC MILLING</u></b></p> <p><b>CNC Milling</b></p>	DOST-MIRDC	March 10-14	DOST-MIRDC	P 6,000
<p><b><u>COCONUT OIL</u></b></p> <p><b>Training on Coco Oil Mill Equipment Maintenance</b></p>	Dolores, Eastern Samar	To be announced	DOST-VIII	
<p><b>Coconut Mini-Oil Milling and Refining</b></p> <p><i>Discussions to include milling processes: conventional (copra), wet-dry (from fresh nuts), wet (gata) and quick-dry; oil refining.</i></p>	TLRC	Monthly	TLRC	P 2,250
<p><b><u>CONSTRUCTION</u></b></p> <p><b>Concrete Hollow Block and Decorative Cement Tile Production</b></p> <p><i>Industry profile, product standards and specifications, raw material composition, water composition, water cement ration, curing development of design mixes, pilot production layout, cost and return analysis. Hands-on: Hollow Block processing.</i></p>	TLRC	Twice a year	TLRC	P 1,980

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<i><b>CIAP-Construction Industry Arbitration Commission (CIAC)</b></i>				
<b>Quarterly Orientation Seminar on Construction Industry Arbitration Commission</b>	<b>CIAP Conference Room 9:00 AM-5:00 PM</b>	<b>March 21/ July 18/ October 17/ December 19</b>	<b>DTI-CIAP</b>	
<b>Mid-year Symposium on Construction Industry Arbitration Commission</b>	<b>Gen. Santos City</b>	<b>May 31</b>	<b>DTI-CIAP</b>	
<b>2nd International Conference on Construction Industry Arbitration Commission</b>	<b>New World Hotel 8-5 PM</b>	<b>June 20</b>	<b>DTI-CIAP</b>	
<b>Year-End Symposium on Construction Industry Arbitration Commission</b>	<b>Laog City</b>	<b>November 29</b>	<b>DTI-CIAP</b>	
<b>Seminar Workshop on the implementing Rules and Regulations of PD 1594 and Uniform Guidelines on the Blacklisting</b>	<b>Depends on the requesting party</b>	<b>All seminars are being offered only on the request basis. Seminar fee and venue hall depend on the arrangement made by the</b>	<b>DTI-CIAP</b>	
<b>Seminar Workshop on the Accreditation of constructors Performance Evaluators (CPECs) Pursuant to Constructor Performance Evaluation System (CPES)</b>				
<b>Orientation Seminar on the Constructors Performance Evaluation System (CPES)</b>				
<b>Module 1 (Construction Licensing)</b>			<b>DTI-CIAP</b>	
<b>RA 4566</b>				
<b>Type of License</b>			<b>DTI-CIAP</b>	
<b>Qualification for License</b>			<b>DTI-CIAP</b>	
<b>License Classification</b>			<b>DTI-CIAP</b>	
<b>Categorization Criteria</b>			<b>DTI-CIAP</b>	
<b>Application Requirements</b>			<b>DTI-CIAP</b>	
<b>Causes for Disciplinary Action</b>			<b>DTI-CIAP</b>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Module 2 (Registration of Constructors for Gov't Project)</b></p> <p><b>Guidelines for Registration of Constructors for Government Projects</b></p> <p><b>Qualification Requirements</b></p> <p><b>Project Kind</b></p> <p><b>Size &amp; Range</b></p> <p><b>Application Requirements for Registration</b></p> <p><b>Module 3 (Decentralization Program Updates)</b></p> <p><b>Background in Decentralization</b></p> <p><b>Discussions on Decentralization Phases</b></p> <p><b>Phase 1-Prescreening</b>  <b>Phase 2-Evaluation</b>  <b>Phase 3-Verification</b></p> <p><b>Procedures on Filing of Applications</b></p> <p><i>Construction Management Seminars (Designed in line with the needs of the construction managers certification program of the construction industry with reference to the Project Management Body of Knowledge of USA)</i></p>	<p><b>Depends on the requesting party</b></p>	<p><b>All seminars are being offered only on the request basis. Seminar fee and venue hall depend on the arrangement made by the requesting party</b></p>	<p><b>DTI-CIAP</b></p> <p><b>DTI-CIAP</b></p> <p><b>DTI-CIAP</b></p> <p><b>DTI-CIAP</b></p> <p><b>DTI-CIAP</b></p> <p><b>DTI-CIAP</b></p> <p><b>DTI-CIAP</b></p> <p><b>DTI-CIAP</b></p> <p><b>DTI-CIAP</b></p> <p><b>DTI-CIAP</b></p>	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Construction Project Management</b>	<b>CMDF/ In Company</b>	<b>January 15-17- April 14-16- July 9-11 (15 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 3,600</b>
<b>Construction Project Cost Management</b>	<b>CMDF/ In Company</b>	<b>January 29-30- April 24-25 October 21-22 (10 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 2,500</b>
<b>Construction Project Quality Management</b>		<b>February 13-14- May 15-16 August 14-15 (10 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 2,500</b>
<b>Construction Project Time Management</b>	<b>CMDF/ In Company</b>	<b>February 26-27 May 27-28 November 25-26 (10 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 2,500</b>
<b>Construction Project Contract &amp; Risk Management</b>	<b>CMDF/ In Company</b>	<b>March 13-14- June 10-11 September 11-12 (10 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 2,500</b>
<b>Construction Project Environmental &amp; Safety Management</b>	<b>CMDF/ In Company</b>	<b>March 26-27- June 26-27 December 11-12 (10 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 2,500</b>
<i>Construction Safety Seminars (Accredited by the DOLE-Bureau of Working Conditions)</i>				
<b>Construction Safety &amp; Health</b>	<b>CMDF/ In Company</b>	<b>January 20-24- March 17-21 May 19-23- July 14-18 September 15-19- November 17-21 (40 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 3,000</b>
<b>Heavy Equipment Safety</b>	<b>CMDF/ In Company</b>	<b>Open (8 hrs.)</b>	<b>CMDF</b>	<b>Sub-sidized</b>
<b>Safety Program Development</b>	<b>CMDF/</b>	<b>Open (8 hrs.)</b>	<b>CMDF</b>	<b>Sub-sidized</b>
<b>Orientation on Safety for Workers</b>	<b>CMDF/</b>	<b>Open (8 hrs.)</b>	<b>CMDF</b>	<b>Sub-sidized</b>
<b>Safety Committee Seminar</b>	<b>CMDF/</b>	<b>1 day open for reservation</b>	<b>DTI-CMDF</b>	<b>Sub-sidized</b>
<i>Construction Supervisory Training &amp; Seminars</i>				
<b>Road Construction (Aligned with the DPWH Knowledge &amp; Skills Requirements)</b>	<b>CMDF/ In Company</b>	<b>June 3-4- September 2-3 (16 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 2,000</b>

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Material Engineer's Course</b> (Aligned with the DPWH Knowledge & Skills Requirements)	CMDF/ In Company	June 17-20- November 4-7 (8 hrs.)	DTI-CMDF	P 2,000
<b>Value Engineering in Construction</b>	CMDF/ In Company	February 5- May 5-July 1 (8 hrs.)	DTI-CMDF	P 1,200
<b>Work Study in Construction</b>	CMDF/ In Company	March 5-August 5 (8 hrs.)	DTI-CMDF	P 1,200
<b>Rebar Detailing</b> <i>Engineering Student Training and Seminars</i>	CMDF/ In Company	April 26- October 7 (8 hrs.)	DTI-CMDF	P 1,200
<b>Rebar Works (Fabrication, Installation, &amp; Testing)</b>	CMDC In School	1 day open for reservation ( 8 hrs.)	DTI-CMDF	Subsidized
<b>Concrete Works (Design Mix, Testing)</b>	CMDC/ In School	1 day open for reservation (8 hrs.)	DTI-CMDF	Subsidized
<b>Electrical Works (Piping, Wiring, Fixtures)</b>	CMDC/ In School	1 day open for reservation	DTI-CMDF	Subsidized
<b>Masonry Works (Blocklaying, Plastering)</b>	CMDC/ In School	1 day open for reservation (8 hrs.)	DTI-CMDF	Subsidized
<b>Road Construction (Concrete &amp; Asphalt)</b>	CMDC/ In School	1/2 day open for reservation (4 hrs.)	MDF	Subsidized
<b>Heavy Equipment (Familiarization, Manipulation)</b>	CMDC/ In School	1 day open for reservation (8 hrs.)	CMDF	Subsidized
<b>Various Technology Seminars</b> <i>Construction Skills Training (Aligned with TESDA's Skills Standard Requirement)</i>	CMDC/ In School		DTI-CMDF	Subsidized
<b>Heavy Equipment Maintenance (Upgrading Course)</b>				
<b>Electrical System</b>	CMDC/ In Company	Open/month (16 hrs.)	DTI-CMDF	P 700.00
<b>Fuel System</b>	CMDC/ In Company	Open/month (16 hrs.)	DTI-CMDF	P 850.00

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Engine Overhauling</b>	<b>CMDC/ In Company</b>	<b>Open/month (16 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 700.00</b>
<b>Hydraulic System</b>	<b>CMDC/ In Company</b>	<b>Open/month (16 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 850.00</b>
<b>Heavy Equipment Operations (Upgrading Course)</b>				
<b>Bulldozer</b>	<b>CMDC/ In house</b>	<b>Jan.-May/Sept- Dec. (16 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 1,600</b>
<b>Motorgrader</b>	<b>CMDC/ In house</b>	<b>Jan.-May/Sept- Dec. (16 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 1,600</b>
<b>Wheel Loader</b>	<b>CMDC/ In house</b>	<b>Jan.-May/Sept- Dec. (16 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 1,600</b>
<b>Hydraulic Excavator</b>	<b>CMDC/ In house</b>	<b>Jan.-May/Sept- Dec. (16 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 1,600</b>
<b>Plumbing Works</b>	<b>CMDC/ In house</b>	<b>April 23-24- July 19-20</b>	<b>DTI-CMDF</b>	<b>P 800.00</b>
<b>Building Electrical Works</b>	<b>CMDC/ In house</b>	<b>December 2-4 (16 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 850.00</b>
<b>Shielded Metal Arc Welding (SMAW)</b>	<b>CMDC/ In house</b>	<b>March 25-27- June 17-19- September 16-18 November 18-20 (21 hrs.)</b>	<b>DTI-CMDF</b>	<b>P 1,100</b>
<b>Shielded Metal Arc Welding (SMAW)</b>	<b>CMDC/ In house</b>	<b>Open for reservation</b>	<b>DTI-CMDF</b>	<b>P 850.00</b>
<i>Skills Trade Testing &amp; Certification (Accredited by TESDA for their Skills Certification Program)</i>	<b>CMDC/ In house</b>	<b>June 17-19 September 16-18</b>	<b>DTI-CMDF</b>	<b>P 850.00</b>
<b>Carpentry/Masonry</b>	<b>CMDC/ In School</b>	<b>Open (16 hrs.)</b>	<b>DTI-CMDF</b>	<b>Open for neg.</b>
<b>Heavy Equipment Maintenance</b>	<b>CMDC/ In house</b>	<b>Open</b>	<b>DTI-CMDF</b>	<b>Open for neg.</b>
<b>Heavy Equipment Operation</b>	<b>CMDC/</b>	<b>OPen (16 hrs.)</b>	<b>DTI-CMDF</b>	<b>Open for neg.</b>

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b><u>DYEING</u></b>				
<b>Bleaching and Dyeing Techniques</b>	Talobatib, Labo Camarines Norte	February 5-7	DTI-Region V	
<b>BST on Fabric Dyeing Using Natural Dye</b>	Labo, Camarines Norte	July	DTI-Region V	
<b>Dyeing of Cellulosic Fibers (ramie, cotton, jute, rayon, etc.)</b>  <i>Lecture and practicum on fabric pre-treatment; classification of dyes; dyeing process; conditions that should be maintained for best dyeing results, and dyeing machines.</i>	PTRI	April 2-3 August 19-20 (16 hrs.)	DOST-PTRI	P 680.00
<b>Dyeing of Indigenous Fibers (buntal, abaca, nito, sagisi, etc.)</b>  <i>Lecture &amp; practicum on pre-treatment of fibers, dyeing techniques, factors affecting good exhaustion.</i>	PTRI	February 18-19 June 25-26 October 7-8 December 9-10 (16 hrs.)	DOST-PTRI	P 615.00
<b>Dyeing Technique &amp; Color Matching Training</b>	DTI-Region V	February 26-28	DTI-Region V	
<b>Extraction and Application of Natural Dyes</b>  <i>Involves extraction of the dyes from indigenous plant sources and their application to yarn, fiber and/or fabric, pre-treatment, mordating, and actual dyeing of the material.</i>	PTRI	May 21 October 22 (98 hrs.)	DOST-PTRI	P 575.00
<b>Re-echo Training on Bleaching and Dyeing</b>	Camarines Norte	July	DTI-Region V	
<b>Tie Dyeing</b>  <i>Learn and appreciate the art and science of tie-dyeing. This 1-day course shall enable the participants to create beautiful patterns like marble, pleats, circles, and woven effect on scarves and T-shirt. Materials,</i>	CITC	May 14 8:00 AM-5:00 PM (8 hrs.)	DTI-CITC	P 300.00

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>tools and equipment include cloth, thread, dyes, textile chemicals and auxiliaries, and stove.</i></p> <p><b>Tie Dyeing Technology</b></p> <p><i>Lecture and practicum on pre-treatment of textile materials; dyeing techniques and designing.</i></p>	PTRI	<p>May 27-28 July 29-30 September 23-24 November 25-26 (16 hrs.)</p>	DOST-PTRI	P 680.00
<p><b>Tie Dyeing Techniques</b></p> <p><i>Material requirements, dyes and fabric manipulation, production processes, techniques and designs, marketing, costing and pricing. Hands-on: techniques in tie-dyeing-pegs &amp; clips, binding &amp; gathering, marbling, twisting and knotting, rolling, wrapping, round bases, sandwiching &amp; clamping, folding &amp; pleating; circular, chevrons &amp; diamonds, squares, tritik.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b><u>ELECTROPLATING</u></b></p> <p><b>Electroplating</b></p> <p><i>Principle of the electrode position process and its application to home and industry, market potentials and sourcing of equipment and materials; maintenance of plating solutions and proper disposal of waste materials Hands-on: training in conductive electroplating and non-conductive materials using different chemical for home an industrials applications. (Module I-VI)</i></p>	TLRC	Monthly	TLRC	P 2,300
<p><b><u>ESSENTIAL OIL</u></b></p> <p><b>Extraction and Utilization of Essential Oil</b></p>	ITDI-Bicutan,	July 22-24	DOST-ITDI	P 1,700

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Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>Provides participants with knowledge and skill in the extraction and utilization of essential oil.</i></p> <p><b>Extract and Process Essential Oils</b></p> <p><i>Training in producing and extracting essential oils from ilang-ilang, sampaguita, lemon grass, patcholi (kabling) and moras plants. Lectures-discussions on the status of the industry, mini-plant operations and laboratory-scale extraction, techniques employed for a high recovery rate of essential oils, product development consisting of blending and compound of various essence into perfume and cologne.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>FARMING</b></p> <p><b>Bio Dynamic Farming of Crops</b></p> <p><i>Lectures-discussions on bio-dynamic agriculture as an alternative to chemical-intensive farming, brief history, similarities and differences between bio-dynamic and organic farming, natural and bio-dynamic foods, breakthrough in raining season vegetable farming, production techniques and farm management.</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Comprehensive Mushroom Growing</b></p> <p><i>Raw materials and equipment requirements, cultural production and management practices, housing, pests and disease control and management, cost and return analysis.</i></p>	TLRC	Monthly	TLRC	P 2,640
<p>Rice Seed Production Seminar</p>	Bulusan National Vocational Technical School	8 hrs. duration	TESDA	

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Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Tiger Grass Production</b>	Sorsogon City	August 7	DTI-Region V	
<b><u>FASHION ACCESSORIES</u></b>				
<b>Beadworks (purse, bracelet, necklace)</b>  <i>This course will teach participants to create expensive looking fashion bags, cellphone and ballpen cases, jewelries and other projects made out of acrylic bead. They will be introduced to such materials like the Kreinik metallic thread and the swarovski crystals as well a to tools one of which is the coiling gizmo. Sourcing of tools and material included in the discussion.</i>	CITC	July 7-8	CITC	P 500.00
<b>Beadwork</b>  <i>Material sourcing, costing, pricing and interpretation of pattern; Hands-on: charming accessories, jewelry and novelty items made of beads.</i>	TLRC	Twice a year	TLRC	P 2,200
<b>Bead Embroidery</b>  <i>Material sourcing, designs and trends, costing and pricing; Hands-on: production of garment decoration, edging, counted accessories (similar to cross stitch).</i>	TLRC	Twice a year	TLRC	P 2,200
<b>Fashion Accessories (Macrame leather Strip Belt)</b>	CITC	March 12 8:00 AM-5:00 PM (8 hrs.)	DTI-CITC	P 200.00
<b>Hair Accessories for Export</b>  <i>Materials and tools needed, market demands, trends and designs, costing and pricing. Hands-on: Children's and ladies accessories.</i>	TLRC		TLRC	P 2,200

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Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Trendy Children and Teen Fashion Accessories 2000</b></p> <p><i>Material sourcing, costing and pricing. Hands-on: Children's accessories (insects barrete, character headband, dragonfly bead necklace, pompon ponytail, fruity French clip) and teen's and ladies' hair accessories (beaded wire flower headband, sequined and beaded barrete, merry-go-round bead necklace, distorted flower bead bracelet and feathered French clip).</i></p>				
<b><u>FERTILIZERS-COMPOSTING</u></b>				
<b>Bio Composting</b>	Flora, Apayao	2nd Quarter	DTI-CAR	
<b>Compost Fertilizer Production</b>	Bontoc Southern Leyte	June	DOST-VIII	
<b>Fertilizer Management</b>	Flora, Apayao	1st Quarter	DTI-CAR	
<b>Fertilizer &amp; Pest Management</b>	Flora, Apayao	1st Quarter	DTI-CAR	
<b>Organic Fertilizer Production</b>	Lasam,	To be announced	DOST-CAR	
<b><u>FIBERGLASS</u></b>				
<b>Fiberglass Products</b>	TLRC	Twice a year	TLRC	P 3,000
<i>Production of polyester figurines (decors and novelty items), rubber moulding, encapsulation and lamination, production of coulded fiberglass products (car accessories, chassis, boats, water and chemical tanks, flat and corrugated sheets, gutters and downspout), raw material sourcing, shop tool requirements, proper training handling of chemicals, cost and profitability estimates.</i>				
<b>Fiber Glass Polyresin Techniques</b>	DOST Conference Room, Banilad, Cebu City	April 10-11	DOST-VII	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b><u>FIBERS</u></b>				
Training on Product Development of Maguay Fibers	BIPC Training Rm. Tagbilaran City	April 23-24	DOST-VII	P 13,000
Fiber Woven Craft	Natonin	3rd Quarter	DTI-CAR	
Fibrouse Materials into Finished Products	Tiwi, Albay	May	DTI-Region V	
<b><u>FOOD</u></b>				
Advanced Food Processing	Lagawe	June	DTI-CAR	Tentative
Advanced Food Technologies	DOST IV Los Baños, Laguna	April-June	DTI-IV	
Benchmarking on Food Industries in Manila	Manila	April	DTI-Region V	
BFAD Briefing	In Company	To be announced	DTI-Nueva Ecija	
Certification Program in GMP/HACCP for the Food Industry	Bacolod City	May 23-24	DTI-BETP	
	Project Site Batangas	May-June	DOST-IV	
	BIPC Trng. Room Tagbilaran City Bohol	May	DOST-VII	
Coco Food Processing	Bulusan Nat' Vocational Technical School	8 hrs. duration	TESDA	
Coco Food Processing II	Bulusan Nat'l Vocational Technical School	8 hrs. duration	TESDA	
Current Good Manufacturing Practice for the Food Industry  <i>Adopt good manufacturing practices and avoid rejects or complaints from your internal and external customers.</i>	PTTC	February 19-21	DTI-PTTC 8:30 AM-5:00 PM (22.5 hrs.)	

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Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)	
Essentials in Food Business Seminar	Legazpi City	April	DTI-Region V	Sub-sidized	
Food Processing	ARC Agrarian Reform Community Iba, Zambales	Open for reservation	DTI-CARP		
		June	DTI-Olongapo		
Food Processing (Fruit, Vegetables and Meat)	YWCA Baguio City	May 21-23	DOST-CAR		
Food Processing (spicy dilis making, shrimps coated, binurong isda, bagoong making, smoked fish)	Minanga, Macanaya	May	DOST-II		
	Maura, San Antonio		DOST-II		
	Punta, Aparri Cagayan		DOST-II		
	Cabucgayan Biliran, Samar	June	DOST-VIII		
Food Packaging and Labeling	PTTC	April 23-25 June 18-20 August 20-22 December 3-5 8:30 AM-5:00 PM (22.5 hrs.)	DTI-PTTC		P 2,000
<i>Enhance your product's performance by integrating packaging into your marketing mix. Find out the latest in packaging trends and manufacturing processes.</i>	Sorsogon City Bulusan	February 20-21 April 22	DTI-Region V		
	DTI-Region V	March 18-19	DTI-Region V		
	Tayabas, Quezon	APRIL	DTI-Quezon		
Food Packaging and Labeling	Lucban, Quezon	April	DTI-Quezon		
	Dagupan City	2nd Quarter	DTI-Dagupan		
	DTI-Region V	June 25-26	DTI-Region V		
	Koronadal City	July	DTI-Region 12		
	San Isidro Casiguran	July 9/July 16	DTI-Region V		
	DTI-Region V	September 16-17	DTI-Region V		

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Hazard Analysis Critical Control Points</b>  <i>Learn how to identify and assess where hazards in the food production process might occur and be able to put in place appropriate control measures to prevent such hazards from occurring.</i>	PTTC	March 26-28 June 4-6 November 26-28 8:30 AM-5:00 PM (15 hrs.)	DTI-PTTC	P 2,000
<b>Meat, Root Crops, Food Processing</b>	Lal-lo, Cagayan	June	DOST-II	
<b>Orientation on BFAR/BFAD Regulation</b>	Gen. Santos City	April	DTI-South Cotabato	
<b>Product Design and Packaging</b>	In Company	To be announced	DTI-Nueva Ecija	
	BIPC Trng. Rm. Cebu City	June 20	DOST-VII	
<b>Packaging and Labelling of Meat Products</b>	Bulusan Nat'l Vocational Technical School	8 hrs. duration	TESDA	
<b>Packaging Strategies for SMEs</b>	Provincial Training Center	July 18	DTI-Region	XII
<b>Product Packaging and Labeling</b>	Sancagulis,ARC/ Sancagulis-Bayambang	1st Quarter	DTI-Dagupan	
	Maligaya ARC, Labuan, San Quintin	2nd Quarter	DTI-Dagupan	
	Tabuk	July	DTI-CAR	Tentative
	Bontoc	3rd Quarter	DTI-CAR	Tentative
	Koronadal City	July	DTI-South Cotabato	
	Catbalogan Samar	June	DOST-VIII	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>of Halal and Halal Requirement for Food, USA Labeling, Generic, HACCP, and Seminar for Fruit Juices, Purees, and Dried Fruits Market Trends of Food Products</b></p> <p><b>Skills Training on Coco-based Food Processing</b></p>	<p>Del Gallego, Camarines Sur</p>	<p>March</p>	<p>DTI-Region V</p>	
<p><b>International Cuisine</b></p> <p><i>Oriental Cuisine (Chinese, Japanese and Thai), European Cuisine (Italian, French and Spanish). Lecture and hands-on on the different food preparations form soup to main course.</i></p>	<p>TLRC</p>	<p>Twice a year</p>	<p>TLRC</p>	<p>P 2,200</p>
<p><b>Regional Cookery</b></p> <p><i>Preparation of different popular dishes served by the Ilocano, Pampango, Talaglog, Bicolano, Visayan and Mindanao.</i></p>	<p>TLRC</p>	<p>Twice a year</p>	<p>TLRC</p>	<p>P 2,750</p>
<p><b>Advanced Cake Decorating</b></p> <p><i>Cake top arrangements, scrolls, different designs for wedding cakes, sugar roses, daisies, chrysanthemum; gum paste paneling, painting and landscaping of birthday cakes, 3 layered lighted wedding cake, flower bouquet, free hand cattleya and roses.</i></p>	<p>TLRC</p>	<p>Once every 4 months</p>	<p>TLRC</p>	<p>P 2, 200</p>
<p><b>Affordable Bakery (Pang “masa”) using Recycled Breads (Pre-requisite: Basic Knowledge in Baking)</b></p> <p><i>Monay putok, pinagong, kababyaan, kalihim, asukarada, everlasting cookies, ube bar, ogoy-ogoy/favorita, galletas de patatas, pilipit, torta, pita</i></p>	<p>TLRC</p>	<p>Once every</p>	<p>TLRC</p>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>biscuit, coconut biscuit, slice mammon, banana cake, banana "simple" and hopiang baboy. (with fieldtrip to supplier of materials and equipment including bakery).</i></p> <p><b>Assorted Brownies, Cookies and Bars</b></p> <p><i>Black and white brownies, fudge brownies, pudding bar, butterscotch and bar, maple walnut bar, brownie cookies, chocolate krinkle, choc mocha chip cookies, coconut walnut bars, choco caramel; bars, raisin cookies, ginger snaps and choc-chop cookies.</i></p>	TLRC	Once every 3 months	TLRC	P 2,200
<p><b>Assorted Pies</b></p> <p><i>Mixing methods and formulation, material sourcing pricing and costing. Hands-on: pineapple, cream cheese, apple, buko and walnut pie.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Baked Christmas Goodies</b></p> <p><i>Assorted tarts, pies, cookies, fruit cake and pound cake. Bring calculator, apron, handtowels and canisters.</i></p>	TLRC	Every last quarter of the year	TLRC	P 2,200
<p><b>Bakery Christmas Giveaways</b></p> <p><i>Product formulation, quality control guidelines, materials and equipment requirement, costing and pricing. Hands-on: Fruit cakes (varieties), German stolen, Sweet Dough, Bread basket, Kris Kringle, Molasses cookies and butter cookies.</i></p>	TLRC	Every last quarter of the year	TLRC	P 1,870
<p><b>Baking and Flour Utilization</b></p>	NVSIT-Nueva Vizcaya	To be announced	DOST-II	

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<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Basic Bakery Maintenance</b></p> <p><i>Preventive maintenance for building, equipment and other materials; maintenance of shop and storage areas and during operations, and costing of a bakery maintenance program with field trip.</i></p>	TLRC	Twice a year	TLRC	P 1,650
<p><b>Basic Baking (cakes)</b></p> <p><i>The course will enable the participants to bake simple cakes. They will be introduced to the utensils and equipment generally used in baking as well as to how and where they would be able to source the ingredients, utensils and equipment.</i></p>	CITC	<b>March 21 8:00 AM-5:00 PM (8hrs.)</b>	DTI-CITC	P 400.00
<p><b>Basic Cake Decorating</b></p> <p><i>Hands-on training in producing sugar flowers, boiled and royal icing; lettering and bordering, techniques, basket weave design, wedding cake decorations and basic gumpaste decors for special occasions.</i></p>	TLRC	<b>Once every 3 months</b>	TLRC	P 2,200
<p><b>Cake Decoration</b></p> <p><i>This course will introduce the participants to the different cake icings and cake decoration techniques. Sourcing of tools, utensils and ingredients is indeed n the discussions.</i></p>	CITC	<b>October 7 8:00 AM-5:00 PM (8hrs.)</b>	DTI-CITC	P 400.00
<p><b>Breadmaking</b></p>	<b>Calubian Nat'l Vocational School</b>	<b>Short-term program</b>	TESDA	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Character and Cartoon Cake Designs</b></p> <p><i>Preparing fun cakes with character and cartoon designs, toy figurines and landscapes, preparation and application of different icings. Bring apron and hands towels.</i></p>	TLRC	Twice a year	TLRC	P 3,300
<p><b>Cheesecakes</b></p> <p><i>(Bake and no bake cheesecake) Pineapple cheese squares, chocolate marble, blueberry and strawberry cheesecakes.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Commercial/BreadMaking and Bakery Management</b></p> <p><i>Functions of ingredients, proportion ad product formulation, equipment and materials sourcing, costing &amp; pricing bakery management.</i></p>	TLRC	January 11-14 January 20-23 January 30- February 2 4 days (30hrs.)	TLRC	P 2,970
<p><b>Elegant Fondant Cakes</b></p> <p><i>Rolled fondant, ribbon insertion, embroidery designs braided fondant, ruffles and drapes, including assembly of wedding cakes.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Frozen Dough Technology</b></p> <p><i>Principle technology, product formulation, material and equipment requirement, packaging and costing. Hands-on: pandesal, tasty, buns, croissants, French bread, Danish pastry, muffins, pizza and cakes. Bring apron and hand towels.</i></p>	TLRC	Twice a year	TLRC	P 2,200

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Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Health Breads</b></p> <p><i>Health breadmaking process, product formulation, material and equipment requirement, packaging and costing. Hands-on: rye bread, potato bread and carrot cake.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Homebakeshop</b></p> <p><i>Classification of cakes: mixing methods and formulations; functions of ingredients, sourcing of materials and equipment, costing and sanitation. Hands-on: chiffon cake, sponge cake, pies; filling; and cookies (hand, bagged-out and spritz).</i></p>	TLRC	Monthly	TLRC	P 3,300
<p><b>International Pastries and Desserts</b></p> <p><i>Oriental Cuisine (Chinese, Japanese and Thai), European Cuisine (Italian, French and Spanish). Lecture and hands-on on the different food preparation form soup to main course.</i></p>	TLRC	Twice a year	TLRC	P 2,530
<p><b>Microwave Cooking and Baking</b></p> <p><i>Microwave baking and cooking techniques, misconceptions, do's and don'ts. Hands-on: Chicken estofado, seafood surprise, spinach teriyaki, tropical cream delight, pinakbet, French onion soup, quickest sinigang spareribs, easy adobong manok with century eggs, bistikk tagalong, mango cream layer and chocolate mousse.</i></p>	TLRC	Twice a year	TLRC	P 2,200

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<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>No-Bake Cakes</b></p> <p><i>The participants will be able to prepare cakes without the use of an oven. They will be introduced to some ingredients, which are usually used for specialty cakes. Sourcing of materials and packaging of finished products are included in the course.</i></p>	<b>CITC</b>	<b>March 17 8:00 AM-5:00 PM (8hrs.)</b>	<b>DTI-CITC</b>	<b>P 250.00</b>
<p><b>Popular Chinese Pastries</b></p> <p><i>Function of ingredients formulations, procedures, casting, equipment requirement and utensils used in the preparation. Hands-on training includes the following: I. Filling-salted mungbean paste, red bean &amp; mungbean paste Pastry-salty flaky pastry, moon cake &amp; Chinese coconut pastry II. Hopia (baboy/mongo), hopiang hapon, diced hopia, steamed cake w/cheese and steamed bread.</i></p>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 2,200</b>
<p><b>Specialty Cakes and Pastries</b></p> <p><i>Materials and equipment specifications, function of ingredients, product formulation, costing and pricing; Hands-on: Mousse Cake, Black Forest, Crema de Fruta, San Rival, Apple Pie, Lemon Meringue Pie, Swiss Rolls, Cream Puff, Ube Cake, Puff and Danish Pastry Varieties.</i></p>	<b>TLRC</b>	<b>Monthly</b>	<b>TLRC</b>	<b>P 2,200</b>
<p><b>Chocolate and Assorted Candies</b></p> <p><i>Caramel chocolate house, chocolate lollipop, chocolate crunchies, truffles, rocky road, hard candy lollipop, marshmallow.</i></p>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 2,200</b>

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Chocolate Candies</b>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 2,200</b>
<i>General guidelines to chocolate candy making, do's and don'ts in chocolate bars, chocolate truffles, mocha truffles, heart box, lollipops, choc chip, eggnog ball, crunchy chocolate squares, cashew, cluster.</i>	<b>CITC</b>	<b>March 13 July 9 8:00 AM-5:00 PM (8hrs.)</b>	<b>DTI-CITC</b>	<b>P 200.00</b>
<b>Coco Candy Processing</b>	<b>Matnog/ Sorsogon City</b>	<b>April 7/8</b>	<b>DTI-Region V</b>	<b>P 500.00</b>
<b>Ice Cream Making</b>	<b>CITC</b>	<b>May 9 8:00 AM-5:00 PM (8hrs.)</b>	<b>DTI-CITC</b>	<b>P 2,420</b>
<i>In this course the participants will be taught how to make homemade ice cream. Sourcing of tools and equipment and ingredients is included in this course.</i>				
<b>Ice Cream Making (French Style)</b>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 2,200</b>
<i>Lecture and hands-on preparation of classic ice cream favorites like Rocky Road Chocolate Copu, Macapuno Sundae, Vienna Ice Coffee, Marble Chocolate Ice Cream, Halo-Halo Mega, Mango Holiday, Black Forest Ice Cream and Coup Marco Polo.</i>				
<b>Sorbetes: Commercial Production</b>	<b>TLRC</b>	<b>Monthly</b>	<b>TLRC</b>	
<i>Basic technology of ice cream production, material and equipment requirements, product formulation and costing. Demonstration: ice cream on stick preparation (pinipig crunch and other flavors). Hands-on: ice cream with assorted flavors. (with fieldtrip to an ice cream plant.) Bring apron and hand towels.</i>				
<b>Technology Demonstration of Soya (and other) Ice Cream</b>	<b>Sipsipin Jalajala Rizal</b>	<b>To be announced</b>	<b>DOST-IV</b>	

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<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Lard and Margarine</b></p> <p><i>Material and equipment sourcing, processing, quality control guidelines, marketing, packaging, cost and return analysis; Hands-on: using industry standard equipment.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Mayonnaise, Spreads and Dressings</b></p> <p><i>Preservation technology, product formulation, processing techniques, quality control guidelines, material and equipment requirements, packaging and cost-return analysis. Hands-on: Processing of mayonnaise, sandwich spreads (regular and cheese flavor), and salads dressing (regular, French and thousand Islands).</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Pastillas Making</b></p> <p><i>Production processes, material sourcing, costing and pricing; Hands-on: pastilles de ube, langka, macapuno, kasuy, mani, pili, yema and sampaloc flavored pastilles and polvoron.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Polvoron Making</b></p> <p><i>The participants will learn several delicious recipes of polvoron, which are Filipino delicacies. Sourcing of utensils and ingredients is included in the course.</i></p>	CITC	May 6 8:00 AM-5:00 PM (8hrs.)	DTI-CITC	P 200.00

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<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Native Kakanin</b></p> <p><i>The course will introduce participants o the ways of cooking or preparing traditional Filipino snacks or dessert also called native "kakanin" They will be given a basic recipe or each kakanin to get them started in the "kakanin" business. Sourcing of utensils, tools and ingredients included in the discussions.</i></p>	CITC	<p>March 11 May 12 8:00 AM-5:00 PM (8hrs.)</p>	DTI-CITC	P 300.00
<p><b>Native Kakanin</b></p> <p><i>Kalamay, Pichi-Pichi, Puto, Kutsinta, Maja Rainbow, Espasol, Inangit, Suman sa Lihya and Puto Bumbong</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Coconut Food Products</b></p> <p><i>Product formulation, processing techniques, quality control guidelines, materials and equipment sourcing, cost and return analysis; Hands-on: coco ganola bar, macaroons, cookies, bukayo, coco jam, macapuno preserves.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Coco Sapal Products</b></p> <p><i>Product formulation, processing guidelines, raw material requirement, and cost &amp; return analysis. Hands-on: coco-burger, coco-kroepack, coco candy and bukayo.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Nutritional Snacks</b></p> <p><i>Production processes, material requirements, costing and pricing; Hands-on: empanaditas, Donut, Siopao, Puto pao, Hopia, sesame ball and seamed cke. Bring apron and hand towels.</i></p>	TLRC	Twice a year	TLRC	P 2,200

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Pancit Dishes</b></p> <p><i>Production processes, material requirements, costing and pricing; Hands-on: pancit ng Malabon, luglog, canton, miki, bihon, La Paz Batchoy, lomi, and mami. Bring apron, and hand towels.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Pasta and Noodles</b></p> <p><i>Technology formulation and processing techniques, raw material and equipment quality control and packaging; Hands-on: Siomai wrapper, miki, canton &amp; wanton, spaghetti, lasagna and fettucini.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Peanut Processing</b></p> <p><i>Do's and don'ts in peanut processing, processing techniques and formulations, product variations and innovations, quality control, packaging. Finished products consist of roasted and spicy peanuts, peanut brittle, turrone de mani, peanut butter and peanut sauce.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Pickle and Chutney</b></p> <p><i>Principles, quality control, material and equipments sourcing, cost and return analysis. Hands-on: processing of pickled cucumber, tomato, radish and tropical fruit/ chutney.</i></p>	TLRC	Twice a year	TLRC	P 1,100

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Professional Culinary Arts (a cooking based on international standards)</b></p> <p><i>Kitchen organization, culinary dictionary, methods of cooking, kitchen equipment and their usage, hygiene and sanitation, menu planning, innovation and menu developments. Hands-on: soup, salad, main course, vegetable side dishes, pasta and desserts.</i></p>	TLRC	Twice a year	TLRC	TLRC
<p><b>Snackfood (Curls) Production from Rice-Mongo</b></p> <p><i>Mechanism of the system, technical process and product formulation, quality assurance, packaging and marketing opportunities. Hands-on: preparation of rice-mongo curls with different flavors.</i></p>	TLRC	Twice a year	TLRC	TLRC
<p><b>Soup and Salads</b></p> <p><i>On the different food preparation-unusual kinds of soups from clear to cream (pollo Bisque Austin, Crabmeat Chowder Sopa, goulash and many more...) making of feast of salad and mouthwatering coketails (Cappriciosa Au Parissiene, Peach Salad mould, Cocktail Anna-Karin and more...)</i></p>	TLRC	Twice a year	TLRC	TLRC
<p><b>Upgrading Training on Pilinut Processing</b></p>	Bulusan, Casiguran, Sorsogon City	March 13-14 August 12-13 August 14-15	DTI-Region V	DTI-Region V
<p><b>Balot Making</b></p>	Quezon Nat'l Agricultural School	Short-term program	TESDA	TESDA

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Bighead Carp: Cultural Production and Surimi Processing</b></p> <p><i>Cultural production and management of bighead carp in grow-out pond, pen and cage systems and market potential. Hands-on: home-based processing/production of surimi developed from bighead carp.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Black Tiger Prawn Production</b></p> <p><i>Site selection, pond and cage construction, feeds and feeding, nursery operation and management, cost and return analysis (with field trip).</i></p>	TLRC	Twice a year	TLRC	P 2,475
<p><b>Breeding and Culture of Freshwater Aquarium Fishes</b></p> <p><i>Facilities requirement for backyard and commercial scale production. Hatchery and nursery operation of freshwater aquarium fishes including culture of natural food, marketing and transport. The course also includes grow-out of Hammerhead Shark (<i>Pangasius sutchi</i>) and the South American Red Pacu (<i>Colossomabidens</i>) as an alternative crop of freshwater food fish production (with field trip).</i></p>	TLRC	Every quarter	TLRC	P 1,980
<p><b>Catfish Culture and hatchery Operation</b></p> <p><i>On hatchery and nursery management (induced spawning), grow-out culture, postharvest handling and marketing practices (with field trip).</i></p>	TLRC	Twice a year	TLRC	P 1,980

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Current Options for Intensive Prawn Farming</b></p> <p><i>Adoption of current environment-friendly technologies to raise prawn intensively using probiotics, immunostimulants and recirculating systems. Pro-biotic involve beneficial bacteria to fight harmful bacteria in the pond. Beta-glucan as immunostimulants increases defense mechanism of prawn against microbial disease. Recirculating systems involve integration of effluent management in water treatment system.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Eel Culture</b></p> <p><i>Habitat, life cycle and stages, feeding habits, catching live eels, breathing habits, transport techniques of live eels, water quality management, tank/pond construction and maintenance, modular method of eel culture, size hierarchy/short fry effect, disease prevent, harvesting, processing cost and return analysis (with field trip covering methods of transporting live eels, construction of vermiculture pit, preparation of formulated fee).</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Fermented Food Products</b></p> <p><i>Industry profile, present market demands, raw material sourcing, quality control and processing guidelines, sanitation and storage tips, cost-return analysis; Hands-on: Fish and shrimp paste (bagoong isda and alamang), patis, soy sauce and nata de coco.</i></p>	TLRC	Twice a year	TLRC	P 2,200

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Fermentation, Drying and Smoking of Aquatic Products</b></p> <p><i>Post-harvest handling and preparation of raw materials to ensure prime quality finished products, processing/preservation technology, packaging, quality control/assurance, waste management, plant layout and equipment, personnel and plant hygiene and sanitation; Hands-on: bagoong, alamang, cold and hot smoked products for domestic and export markets.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Fish Processing</b></p> <p><i>Processing guidelines and formulations, quality control and sanitation procedures, packaging, raw material and equipment requirements, sourcing and cost-return analysis. Hands-on: training in processing different fish product: bottled and canned sardines, spicy dillis, fish kropeck, fish balls and squid balls.</i></p>	<p>TLRC</p> <p>Bulan Magallanes,</p> <p>Quezon National Agricultural School</p> <p>Calubian National Vocational School</p> <p>DOST-Conference Room, Banilad Cebu City</p>	<p>Twice a year</p> <p>February 25-28 April 10-11 June 19-20</p> <p>Short-term program</p> <p>Short-term program</p> <p>April 3-4</p>	<p>TLRC</p> <p>DTI-Region V</p> <p>TESDA</p> <p>TESDA</p> <p>DOST VII</p>	P 2,200
<p><b>Fish Snack Products</b></p> <p><i>Post-harvest handling and preparation of raw materials, processing/preservation technology with emphasis on maximum recovery, quality control assurance, personnel and plant hygiene, sanitation, plant layout and equipment, waste management, return-on-investment and packaging. Hands-on: Shrimp kroepck, fish balls, squid balls, crispy dillis, fish burger, squid rings and seasoned squid.</i></p>	TLRC	Twice a year	TLRC	P 2,200

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>High Density Culture of Milkfish</b></p> <p><i>Lectures on grow-out pond management, natural and artificial food production, formulations and water quality management, nursery and grow-out culture.</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Intensive Culture of Tilapia in Tanks</b></p> <p><i>Production system, water quality management, feeds and feeding requirement, harvesting.</i></p>	TLRC	Monthly	TLRC	P 1,980
<p><b>Intensive (High Stock Density) Culture of Tilapia in Cages</b></p> <p><i>Cage construction, higher stocking density, and nutrition, artificial feeding and cost return analysis.</i></p>	TLRC	Monthly	TLRC	P 1,980
<p><b>Lapu-Lapu Culture</b></p> <p><i>General overview of lapu-lapu production and industry, site selection, grow out culture in ponds, nursery operation in ponds cages; cost and return analysis (with fieldtrip).</i></p>	TLRC	Twice a year	TLRC	P 1,980

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Managing Tilapia Aquaculture</b></p> <p><i>Introduces and examines the various elements necessary to increase awareness of the management parameters involved in an aquaculture operation. Key issue and needs of the startup of this venture are discussed to gives the entrepreneur/businessman an increased likelihood of success within a dynamic economic environment. It provides tools and techniques to positively influence the aquaculture management. Participants should have taken a basic course or has some experience in tilapia grow-out.</i></p>	TLRC	Twice a year	TLRC	P 1,650
<p><b>Marine Finfish Hatchery Operation</b></p> <p><i>Induced and natural breeding, larval rearing, hatchery design, natural food culture.</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Mud Crab (Alimango) Juvenile Rearing, Fattening and Grow-Out Culture</b></p> <p><i>Industry potentials, site selection, pond construction and maintenance, feeds and feeding, harvesting and marketing.</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Seaweed Culture</b></p> <p><i>Overview of the industry, seaweed characteristics and economic importance, site selection, farming procedures, drying, marketing, audio-visual on harvesting, pre-processing of seaweed, cost and return analysis.</i></p>	TLRC	Twice a year	TLRC	P 1,980

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Semi-Intensive Culture of Milkfish (Bangus)</b></p> <p><i>Grow-out pond management, natural and artificial food production, formulation and water quality management, nursery an grow-out culture with fieldtrip.</i></p>	TLRC	Monthly	TLRC	P 1,980
<p><b>Tilapia Culture</b></p> <p><i>Hatchery system and management (open pond, hapa method pond, cage and tank methods and tank systems), grow-out culture and management (cage, earthen pond and pen culture), population control in farmed tilapias, feeding and nutrition, cost and return analysis.</i></p>	TLRC	Monthly	TLRC	P 2,475
<p><b>Boneless Bangus Processing</b></p>	Malita, D.S.	June	DTI-Davao del Sur	Cost sharing w/LGU
<p><b>Commercial Scale Processing of Deboned Bangus</b></p> <p><i>Post-harvest handling and preparation of raw materials, processing/preservation technology with emphasis on maximum recovery, quality/control assurance, personnel and plat hygiene, sanitation, plant layout and equipment, waste management, return on investment, and packaging. Hands-on: variation in the preparation and product of smoke d boneless bangus such as daing (marinated), flavored smoked boneless bangus.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Skills Upgrading Training on Bangus Deboning</b></p>	DTI-Region V	May 7-9	DTI-Region V	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Skills Upgrading Training on Fish Processing</b>	DTI-Region V	July 16-18	DTI-Region V	
<b>Technologies on Fish Processing</b>	Maitum	February 12	DTI-Region 12	
<b>Tilapia Processing</b> <i>Processing guideline techniques, product formulation, material and equipment sourcing, cost-return analysis. Hands-on: tilapia stick, noodle and cake.</i>	TLRC	Twice a year	TLRC	P 2,200
<b>Surimi form Big Head Carp</b> <i>Uses of surimi, species utilized, production, processing and market potential; Hands-on: Fabricated foods.</i>	TLRC	Twice a year	TLRC	P 2,200
<b>Basic Skills Training (BST) on Bottled Fish Processing</b>	Kiamba	22-May	DTI-Region 12	
<b>Upgrade Skills Training (UST) on Bottled Fish Processing</b>	Kiamba	August 8	DTI-Region 12	
<b>High Value Added Fish Products</b> <i>Discusses the different method of processing food into value added fishery products.</i>	ITDI-Bicutan, NCR	June 17-18 (16hrs.)	DOST-ITDI	P 1,500
<b>Kropeck Processing</b> <i>Product formulation, processing guidelines, raw material requirement, cost and return analysis; Hands-on: fish, shrimp and crab kropeck processing.</i>	TLRC	Twice a year	TLRC	P 2,200

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Meat Processing (Advanced)</b></p> <p><i>Preparation of different types of meat products, quality control marketing, packaging and canning. Finished products include: Chicken burger, relleno, siomai, salemetti, embutido, quekiam, luncheon meat, meat loaf and bologna.</i></p>	<p>TLRC</p> <p>Bulusan Nat'l Vocational Technical School</p>	<p>Once every 3 months</p> <p>8 hrs duration</p>	<p>TLRC</p> <p>TESDA</p>	P 2,200
<p><b>Meat Processing (Basic)</b></p> <p><i>Technology of meat presentation, production and quality, control guidelines, packaging, handling and storage, new trends in the busines</i></p>	<p>TLRC</p> <p>Bulusan National Vocational Technical School</p>	<p>Monthly</p> <p>16hrs. duration</p>	<p>TLRC</p> <p>TESDA</p>	P 2,200
<p><b>Meat Processing</b></p>	<p>Southern Isabela College of Arts &amp; Trade</p> <p>Calubian Nat'l Vocational School</p> <p>DTI-Region V QSC-Diffun Quirino</p> <p>Pinamalayan Oriental Mindoro</p>	<p>Outreach program</p> <p>Short-term program</p> <p>August 28-29 To be announced</p> <p>To be announced</p>	<p>TESDA</p> <p>TESDA</p> <p>DTI-Region V DOST-CAR</p> <p>DOST-IV</p>	
<p><b>Meat Processing &amp; Duck Egg Processing</b></p>	<p>Quezon Nat'l Agricultural School</p>	<p>Short-term program</p>	<p>TESDA</p>	
<p><b>Meat Processing (Skinless longanisa)</b></p>	<p>Calubian Nat'l Vocational School</p>	<p>Short-term program</p>	<p>TESDA</p>	
<p><b>Meat Processing (Tocino making)</b></p>	<p>Calubian Nat'l Vocational School</p>	<p>Short-term program</p>	<p>TESDA</p>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Processing of Chicharon and Other Pork Products</b></p> <p><i>Principle involved, processing guidelines, packaging and costing. Hands-on: pork chicharon pellets, fresh and dried casing, liver spread and chicharon bulaklak.</i></p>	TLRC	Every quarter	TLRC	P 2,200
<p><b>Skills Upgrading on Tocino &amp; Longanisa Making</b></p>	Basud Camarines Norte	April	DTI-Region V	
<p><b>Meat Shop Management and Meat Cutting</b></p> <p><i>Meat industry analysis, slaughtering techniques for hogs and cattle, pork cutting and beef cutting, cost analysis of fabricated meats and retail cuts, utilization of excess meat for value added products, packaging applications for display, store lay-out, storage facilities, meat handling and hygiene, equipment requirement, cost and return analysis.</i></p>	TLRC	January 27-28 2 days (15hrs.)	TLRC	P 1,980
<p><b>Ham &amp; Bacon Making</b></p> <p><i>Focuses on the step-by-step process of chicken, and pork ham and bacon</i></p>	ITDI-Bicutan NCR	November 4-5 (16hrs.)	DOST-ITDI	P 1,500
	CITC	October 13 8:0 AM-5:00 PM (8hrs.)	DTI-CITC	P 200.00
<p><b>Hotdog Production and Pilot Plant Processing Operation (on-site)</b></p> <p><i>Materials and equipment requirement, production processes, quality control, packaging, costing and pricing. Hands-on: Hotdog making</i></p>	TLRC	Twice a year	TLRC	P 1,100

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Culinary Herbs and Spices</b></p> <p><i>Profile of the herbs and spices industry, cultural requirements, business prospect and utilization of culinary herbs and spices and hands-on culinary preparations.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Dried and Dehydrated Fruits</b></p> <p><i>Prospect of the industry, export potentials, processing techniques, quality control guidelines, packaging equipment requirements, raw materials servicing and financial aspect in setting-up a business. Hands-on exercises include the processing of dried mango, buko, pineapple, melons, langka and ube (ube powder &amp; halaya).</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Fruit and Vegetable Carving with Basic Appetizer Preparation</b></p> <p><i>Fruit and vegetable in season, cod cuts, sandwiches and canapés.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Fruit Flavored Concentrates</b></p> <p><i>Product formulation, processing guidelines, material requirement, cost and return analysis; Hands-on: processing of fruit-flavored concentrates.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Integrated Fruit Processing</b></p> <p><i>Focuses on the step-by-step processing for dried mango, calamansi concentrate and jelly; banana chips and sauces.</i></p>	ITDI-Bicutan NCR	May 20-22 (24hrs.)	DOST-ITDI	P 2,200
<p><b>Training on Fruit Processing (Rambutan, Durian, Coconut, Calamansi)</b></p>	Victoria-Oriental Mindoro	June	DOST-IV	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Banana Processing</b></p> <p><i>Principles and processing guidelines, raw material serving, packaging, quality control, and cost-return analysis. Hands-on exercises include the processing of banana pure, banana in syrup, banana catsup and banana chips.</i></p>	<p><b>TLRC</b></p> <p><b>QSC-Diffun Quirino</b></p>	<p><b>Twice a year</b></p> <p><b>June</b></p>	<p><b>TLRC</b></p> <p><b>DOST-II</b></p>	<p><b>P 1,100</b></p>
<p><b>Production of Banana Paste, Banana Catsup and Other Banana Processed Products</b></p>	<p><b>Conner, Apayao</b></p>	<p><b>June 24-26</b></p>	<p><b>DOST-CAR</b></p>	
<p><b>Buko/Macapuno Processing</b></p> <p><i>Processing technology, production and quality control guidelines, packaging, handling and storage, new trends in the business. Hands-on: buko fruit cocktail, buko juice, buko and macapuno in syrup, buko pie, buko yema and candied macapuno.</i></p>	<p><b>TLRC</b></p>	<p><b>Twice a year</b></p>	<p><b>TLRC</b></p>	<p><b>P 2,200</b></p>
<p><b>Calamansi Processing</b></p> <p><i>Principle/technology involved, product formulation, material and equipment requirement, packaging and costing. Hands-on: processing of juice, nectar concentrate, jelly, candy, marshmallow, calamansi flavor in oil.</i></p>	<p><b>TLRC</b></p>	<p><b>Once every 4 months</b></p>	<p><b>TLRC</b></p>	<p><b>P 2,200</b></p>
<p><b>Coconut Processing</b></p> <p><i>Significance of coconut processing, coconut facts and figures, processing principles, product formulation, quality control and market opportunities.</i></p>	<p><b>TLRC</b></p>	<p><b>Twice a year</b></p>	<p><b>TLRC</b></p>	<p><b>P 2,200</b></p>

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Coconut Water Processing</b></p> <p><i>Product formulation, processing guidelines, raw material requirement, and cost &amp; return analysis. Hands-on: coco-burger, coco kroepack, coco candy and bukayo.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Mango Processing</b></p> <p><i>Prospect of the industry export potentials, processing techniques, quality control guidelines, raw material servicing and financial considerations / setting up the business. Hands-on exercises include the preparation of the following: mango puree, scoop, nectar and juice, mango jam, chutney, pickled mango, marmalade jelly.</i></p>	<p>TLRC</p> <p>DTI-Region V Koronadal City</p> <p>Digos City, Davao del Sur</p> <p>QSC-Diffun Quirino</p>	<p>Twice a year</p> <p>June 17-20</p> <p>June</p> <p>June</p> <p>May</p>	<p>TLRC</p> <p>DTI-Region V</p> <p>DTI-South Cotabato</p> <p>DTI-Davao del Sur</p> <p>DOST-II</p>	<p>P 2,200</p> <p>Cost Sharing with/LGU</p>
<p><b>Mango Production (with Improved Flower Induction) and Post-harvest Handling &amp; Storage Technology</b></p> <p><i>Industry profile, cultural production practices, orchard management, flower induction techniques, high-density planting, rejuvenation old trees, harvesting and post-harvest handling production techniques to increase the harvest and production economics.</i></p>	TLRC	Monthly	TLRC	P 2,475
<p><b>Mango Production &amp; Marketing</b></p>	Digos City, D.S.	July	DTI-Davao del Sur	Cost Sharing w/ LGU

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Melon Processing</b> <i>Material and equipment sourcing and requirement, quality control guidelines, product formulation, fortification, packaging, marketing and cost-return analysis. Hands-on: melon balls in syrup, melon figs (dried), melon chutney, pickled musk melon.</i>	TLRC	Twice a year	TLRC	P 1,100
<b>Pineapple Processing</b>	NVISIT-Nueva Vizcaya	April	DOST-CAR	
	QSC-Diffun Quirino	June	DOST-II	
<b>Skills Training on Mango Production</b>	In Company	To be announced	DTI-N. Ecija	
<b>Flavored and Fortified Juice</b> <i>Material and equipment sourcing and requirements, quality control guidelines, product formulation, fortification, packaging, marketing and cost-return analysis. Hands-on: juice drinks with different flavors.</i>	TLRC	Monthly	TLRC	P 1,100
<b>Basic Skills on Coffee Production</b>	Pilar	March	DTI-Region V	
<b>BST on Coffee Berry Harvesting and Processing</b>	Labo, Camarines Norte	September	DTI-Region V	
<b>BST on Coffee Harvesting and Processing</b>	Basud, Camarines Norte	November	DTI-Region V	
<b>BST on Integrated Management of Coffee Pests and Diseases</b>	Basud, Camarines Norte	September	DTI-Region V	
<b>Coffee Harvesting and Berries Processing</b>	Juban	September 12	DTI-Region V	
<b>Ground Coffee Processing</b>	Tabuk	June	DTI-CAR	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Bottled Preserves</b></p> <p><i>Principles and processing guidelines, equipment, raw material requirements, quality control at the productions line, sanitation practices. Hands-on activities include production of bottled kaong, red and white beans, macapuno balls and strings, mixed fruits preserved (halu-halo) and nata de coco.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Food Preservatives and Additives</b></p>	DOST Conference Room, Banilad Cebu City	June 10-11	DOST-VII	
<p><b>Flavored Nata de Coco in Sachet</b></p> <p><i>Material sourcing, quality control guidelines, product formulation, flavoring (vanillas, melon, mango, strawberry, orange), packaging, marketing, costing-return analysis with Hands-on activity.</i></p>	TLRC	Monthly	TLRC	P 1,100
<p><b>Carrageenan Production</b></p> <p><i>Principle/technology involved, product formulation, material and equipment requirement, packaging and costing. Hands-on: production of semi-refined carrageenan with product application.</i></p>	TLRC	Twice a year	TLRC/DOST-ITDI	P 2,200
<p><b>Iodized Salt Production</b></p> <p><i>Salt Iodization technology, total quality assurance and control and the plant level; Hands-on: Salt iodization (by manual operation and by the use of machine).</i></p>	TLRC	Twice a year	TLRC	P 2,200

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Sauces and Ketchups</b></p> <p><i>Principles and methods of processing, quality control, material and equipment sourcing, cost and return analysis. Hands-on: fruit sauces; banana, mushroom and tomato ketchups.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Sauces and Marinades</b></p> <p><i>Formulation, production, principle/preservation technology, material requirements, packaging and costing. Hands-on: lechon sauce, barbeque sauce, chili sauce, teriyaki marinade, herb-seasoned marinade and Armania-herb marinade.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Duck Egg Processing</b></p> <p><i>Lectures on the structure and classification of duck eggs, identification of fertile eggs, standard of quality for freshness, general methods of duck egg preservation, balutan or hatchery design and construction; processing technologies and costing for balut, penoy, salted, pickle an century egg. (with fieldtrip).</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Mushroom Processing</b></p> <p><i>Product formulation, material and equipment requirements, processing guidelines and cost requirements. Hand-on: bottled mushroom, mushroom burger, mushroom sauce, mushroom fries, mushroom kroepeck and pickled mushroom.</i></p>	TLRC	Twice a year	TLRC	P 2,200

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Nata de Coco Processing</b></p> <p><i>Material and equipment requirements, quality control guidelines, product formulations, packaging and costing. Hands-on: preparation of raw and processed nata de coco.</i></p>	<p>TLRC</p> <p>QSC Diffun, Quirino</p>	<p>Twice a year</p> <p>April May</p>	<p>TLRC</p> <p>DOST-CAR DOST-II</p>	<p>P 1,100</p>
<p><b>Seaweed Processing</b></p> <p><i>Industry profile and product demands, financial consideration in setting up the business, new production formulations and processing techniques. Hands-on: preparation of gulaman bars, jam, candy, baby food and pickled seaweeds.</i></p>	<p>TLRC</p> <p>Borongon, Eastern Samar</p>	<p>Twice a year</p> <p>To be announced</p>	<p>TLRC</p> <p>DOST -VIII</p>	<p>P 2,200</p>
<p><b>Soybean Processing</b></p> <p><i>Product formulation, processing guidelines, quality control and sanitation practices, storage tips, packaging, costing, raw material sourcing and equipment requirements. Hands-on: taho, tokwa, soy sauce, soy mil, soy hamburger and soy flan.</i></p>	<p>TLRC</p>	<p>Once every 3 months</p>	<p>TLRC</p>	<p>P 2,200</p>
<p><b>Tomato Processing</b></p> <p><i>Principles and processing guidelines, raw material servicing, packaging, quality control, and cost-return analysis. Hand-on exercises include the processing of tomato sauce, pickled tomato, bottled whole tomato in brine, tomato jam &amp; tomato catsup.</i></p>	<p>TLRC</p>	<p>Twice a year</p>	<p>TLRC</p>	<p>P 1,100</p>

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Ube Processing</b></p> <p><i>Preservation technology, product formulation, processing techniques, quality control guidelines, material and equipment requirements, packaging and cost-return analysis. Hands-on: processing of ube jam, dried/powdered ube, instant dried halayang ube, and ube halaya.</i></p>	<b>TLRC</b>	Twice a year	<b>TLRC</b>	<b>P 2,200</b>
<p><b>Technologies on Coco wine Processing</b></p>	<b>Gian</b>	<b>April 30</b>	<b>DTI-Region 12</b>	
<p><b>Technology Upgrading on Wine Making</b></p>	<b>Sagada</b>	3rd Quarter	<b>DTI-CAR</b>	
	<b>Bauko</b>	3rd Quarter	<b>DTI-CAR</b>	
<p><b><u>FURNITURE</u></b></p>				
<p><b>Jig Making Technology</b></p> <p><i>The course provides necessary know how and capability to design, construct and use jigs and templates for precise operation and manufacturing.</i></p>	<b>CITC</b>	<b>October 6-10</b>	<b>DTI-CITC</b>	<b>P 1,500</b>
<p><b>Advance Furniture Finishing</b></p> <p><i>This 4-day training course aims to enhance the participant's expertise in furniture finishing including skills and knowledge in the establishment of high performance finishing lines, matching of colors and finishes, and the application of transparent</i></p>	<b>PTTC</b>	<b>June 23-26 November 17-20 8:30 AM-5:00 PM</b>	<b>DTI-PTTC</b>	<b>P 1,750</b>
<p><b>Advance Training on Furniture Finishing</b></p>	<b>Tabaco City</b>	<b>April</b>	<b>DTI-Region V</b>	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Basic Furniture Finishing Techniques</b></p> <p><i>This 4-day course aims to equip participants not only with the skills and knowledge on basic finishing processes and techniques but also the capability on how to properly set up a finishing shop, the design of airline systems, and the use and maintenance of finishing equipment.</i></p>	<b>PTTC</b>	<b>September 22-25 8:30 AM-5:00 PM (7.5 hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,750</b>
<p><b>Furniture Finishing</b></p>	<b>CITC</b>	<b>May 5-9/July 14-18 8:00 AM-5:00 PM</b>	<b>DTI-CITC</b>	<b>P 400.00</b>
<p><b>Furniture and Builders Woodwork Technology</b></p> <p><i>The course is designed to develop the capabilities and competencies of the participants in terms of skills and knowledge in identification and selection of materials, interpretation of design and specification, operate stationary woodworking machines, able to design and construct jigs and templates for various machining operation to improve safety, accuracy and efficiency.</i></p>	<b>CITC</b>	<b>March 10-21 8:00 AM-%:00 PM</b>	<b>DTI-CITC</b>	<b>P 3,100</b>
<p><b>Furniture Production Management</b></p>	<b>PTTC</b>	<b>July 16-18 8:30 AM-5:00 PM (22 hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,750</b>
	<b>CMDC</b>	<b>Open for reservation</b>	<b>DTI-CMDF</b>	<b>Open for neg.</b>
<p><b>Mix-Media Furniture Making</b></p> <p><i>Learn about the mix-media furniture, materials selection, familiarization on the tools/gadgets/equipment used such as welding machine and power tools, process future component like bending and</i></p>	<b>CITC</b>	<b>May 5-9 8:00 AM-5:00 PM</b>	<b>DTI-CITC</b>	<b>P 1,000</b>

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>jig making construction, different types joints, fabrication and assembly of mix-media furniture making using the techniques of overlaying and combining different materials such as rattan, leather and marble over wood or iron materials as core. Surface preparation for finishing was also introduced to the participants by grinding joints, using of anti rust before applying finishing materials.</i></p> <p><b>Production Management for the Furniture Industry</b></p> <p><i>This seminar will equip you with the production management tools essential in ensuring efficient and cost effective production and prompt delivery of your products.</i></p>	PTTC	April 23-25 (8:30 AM-5:00 PM)	DTI-PTTC	P 1,750
<p><b>Quality Management for the Furniture Industry</b></p> <p><i>Establish a reputation as a reliable and quality-oriented furniture manufacturer through the development and implementation of a quality management system in your furniture production.</i></p>	PTTC	May 21-23 8:30 AM-5:00 PM	DTI-PTTC	P 1,750
<p><b>Skills Upgrading on Furniture Making</b></p>	Kiblawan, Davao del Sur	August	DTI-Davao del Sur	Cost Sharing w/LGU
<p><b>Wood Kin Operation &amp; Other Furniture Machine Maintenance</b></p>	Tabaco City, Albay	May	DTI-Region V	
<p><b>Cane Weaving (solihiya)</b></p> <p><i>This course is designed to enable the participants to gain knowledge and skills in cane weaving (solihiya) which is very</i></p>	CITC	March 10-14 May 5-9 July 14-18 October 6-10 8:00 AM-5:00 PM (40hrs.)	DTI-CITC	P 350.00

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>useful in our construction or repair of our furniture item that have a cane weaving design. The participants will enable to know the material selection and processing, perform tools and equipment operation and assembly techniques.</i></p> <p><b>Finishing Carpentry</b></p>	CITC	July 14-25 8:00 AM-5:00 PM (8 hrs.)		
<p><b>Leather Appreciation</b></p> <p><i>This course teaches the student to identify different types of leather, its animal origin and suitable applications to a type of footwear. The course will discuss leather defects its possible remedies, and what types of components could be cut into these defects. The student also get information on local and international sourcing of leather materials.</i></p>	CITC	October 7 8:00 AM-5:00 PM (8 hrs.)	DTI-CITC	P 400.00
<p><b>Skills Upgrading on Cococraft</b></p>	Malalag, Davao del Sur	August	DTI-Davao del Sur	Cost sharing w/LGU
<p><b>Techno Training on "Tibagnol" Infestation</b></p>	Digos City, Davao del Sur	June	DTI-Davao del Sur	Cost sharing w/LGU
<p><b>Basic Interior Design</b></p> <p><i>Elements and principles of design, freehand drawing of furniture, color theory, mechanical drawing and perspective on bedroom; with seatwork and homework training approach.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Home Décor</b></p> <p><i>Materials needed, sourcing, trends and designs, production processes, costing and pricing. Hands-on: exercises include painting on T-shirt, scart, cotton and silk materials.</i></p>	TLRC	Twice a year	TLRC	P 1,650

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b><u>GARMENTS/FABRIC</u></b>				
<b>Basics Skills Training (BST) on Fabric Designing</b>	Labo, Camarines Norte	July	DTI-Region V	
<b>Handpainting on Fabrics</b> <i>Different designs and techniques in fabric painting, color combination, material sourcing, costing and pricing. Hands-on: flower making and production home decors.</i>	TLRC	Twice a year	TLRC	P 2,200
<b>Chemical Testing and Evaluation of Fabrics</b> <i>Lecture and demonstration on fiber composition, colorfastness(CF) to rubbing, CF to perspiration, CF to washing, moisture content evaluation.</i>	PTRI	October 28-30 (24hrs.)	DOST-PTRI	P 945.00
<b>Color Merchandising</b> <i>This seminar discusses the guideline to better purchasing, receiving, handling, storage and processing of materials evaluation and inventory to be highlighted during the practical workshop.</i>	PTTC	April 8 November 26 8:30 AM-5:00 PM (7.5hrs.)	PTTC	P 1,500
<b>Clothing Machinery Repair and Maintenance</b>	CITC	July 16	DTI-CITC	P 1,500
<b>Dressmaking</b> <i>The course is designed to teach participants the basic steps involved in dressmaking. The participants will learn about pattern making, pattern drafting body measurement, cutting and sewing of dresses.</i>	CITC	July 7-12	DTI-CITC	P 2,000
	PTTC	June 2-4 8:30 AM-5:00 PM (22.5hrs.)	DTI-PTTC	P 1,750
<b>Fabric Sourcing</b> <i>This seminar aims to develop the sourcing expertise of</i>	PTTC	April 28-29 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	P 1,750

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>garment manufacturers by equipping them with the knowledge on the specifications, characteristics, and usage of various fabrics and the technical considerations involved in processing fabric orders.</i></p> <p><b>Fabric Sourcing for the Garments Industry</b></p>	In-Company	To be announced	DTI-Bacolod	
<p><b>Fabric and Thread: Selection and Usage</b></p> <p><i>Plan your garment and purchases confidently with a thorough understanding of fabric and thread composition. Develop your expertise in recognizing the different types of fibers and fabrics as well as their individual characteristics and usage.</i></p>	PTTC	May 21-23 8:30 AM-5:00 PM (22.5hrs.)	DTI-PTTC	P 1,750
<p><b>Fashion Merchandising</b></p> <p><i>Determining fashion direction from various sources of information; creating a style/line strategy, producing a professional product line presentation.</i></p>	PTTC	March 25-27 September 24-26 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	P 1,750
	In-Company	to be announced	DTI-Bacolod	
<p><b>Garment Production Management</b></p>	PTTC	Oct. 22-24	DTI-PTTC	P 1,750
<p><b>Patternmaking</b></p>	PTTC	May 5-9 November 3-7 8:30 AM-5:00 PM (37.5hrs.)	DTI-PTTC	P 1,750
	In-Company	To be announced	DTI-Bacolod	
<p><b>Physical Testing and Evaluation of Fabrics</b></p> <p><i>Lecture and demonstration on evaluating fabric weight, fabric width; thread count in fabrics,</i></p>	PTRI	October 14-17 (32hrs.)	DOST-PTRI	P 3,420

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>pilling resistance, dimensional stability, breaking strength, abrasion resistance, Colorfastness( CF) to light, wrinkle recovery and bursting strength.</i></p> <p><b>Threading</b></p> <p><i>This course will enable the participants to know the definition and symbols of the parts of a thread, and the terms used in connection with making thread parts. Learn about proper calculation, measurement, shapes and sized of thread. They will be taught on gearing a lathe for threading sharpening of a tool bit.</i></p>	CITC	October 7-9 8:00 AM-5:00 PM (24hrs.)	DTI-CITC	P 750.00
<p><b>Trainer's Training on High Speed Sewing</b></p>	In-Company	To be announced	DTI-Bacolod	
<p><b><u>GLASS</u></b></p> <p><b>Glass Etching and Sandblasting</b></p> <p><i>Different techniques in glass etching, market potentials, equipment requirements and sourcing of supplies; hands-on training on various methods of applying protective resist on glass including screen preparation by photo-stenciling.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b><u>GLAZE</u></b></p> <p><b>Glaze Formulation and Preparation</b></p> <p><i>Provides the participants with basic knowledge and skills on glaze formulation and preparation.</i></p>	ITDI-Bicutan, NCR	June 23-27 (40hrs.)	DOST-ITDI	P 3,500

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>GTH</b>				
<b>* Bag</b>				
<b>Skills Training on Bag and Mat Weaving</b>	DTI-Region V	May 20-23	DTI-Region V	
<b>Skills Training on Bankuan Bag Making</b>	DTI-Region V	Feb. 19-21/ Nov. 13-14	DTI-Region V	
<b>Skills Upgrading on Kenya Bag Making</b>	Barcelona	March 27-28	DTI-Region V	
<b>BST on Industrial Rag Making</b>	Alabel	March 28	DTI-Region 12	
<b>• Basket</b>				
<b>Product Designing on Basketry/PROVED</b>	Balbalan	January	DTI-CAR	
<b>• Candle</b>				
<b>Aromatic and Decorative Candle Making</b>	TLRC	Twice a month	TLRC	P 2,200
<i>Technology on candle making, types of candle, sources of raw materials, use of special type of moulds moulding chemicals, capital requirement in setting up a small-scale candle making shop, costing inclusion of aromatic oils into candles for different settings. Hand-on: mould making using plaster of paris for decorative scented candle (different designs), dipping method for making aroma oil scented candles.</i>				
<b>Candle Making</b>	ITDI, Bicutan, NCR	August 19-20 October 14-15 (16hrs.)	DOST-ITDI	P2, 000
<i>Provide basic knowledge and skills/techniques in producing good quality candle.</i>	Southern Binmaley Pangasinan	1 <sup>st</sup> Quarter	DTI-Dagupan	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Decorative Candle Making</b></p> <p><i>This is an advance course in candle making. The participants will be able to create candle novelties such as "chunk", ice cream, rainbow and aquarium candles. The discussions will include topics on how to prepare the wicks and the paraffin wax and the sourcing of tools and materials.</i></p>	CITC	October 8 8:00 AM-5:00PM (8hrs.)	DTI-CITC	P 250.00
	DOST-ITDI/ TLRC	Twice a month	DOST-ITDI/TLRC	P 2,200
<p><b>Silicon Rubber mould Making for Novelty Wax and Decorative Candle Production</b></p> <p><i>Material sourcing, tools and equipment, technology processes, cost and return analysis. Hands-on: moulding making of novelty wax and decorative candles.</i></p>	TLRC	Once every 3 months	TLRC/DOST-ITDI	P 3,300
<p><b>Skills Training on Candle and Floor Wax Making</b></p>	DTI-Region V	July 28-30	DTI-Region V	
<p>• <b>Capiz Shell</b></p> <p><b>Capiz Shell Products Manufacturing</b></p> <p><i>Selection of materials, tools and equipment needed, production processes designs, costing and pricing; Hands-on: cutting, binding with brass strips. Soldering, buffing or electroplating, washing and finishing. Product: Angel, candle holder, picture frame or any desired design.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p>• <b>Ceramics/Resin</b></p> <p><b>Mould Making Technique</b></p>	Phil. Ceramics Tiwi	April/July	DTI-Region V	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Resin Bonded Artware</b></p> <p><i>Provides participants with basic knowledge and skill in resin artware production. It includes mold making using silicon rubber and application of acrylic colors for decoration purposes.</i></p>	ITDI, Bicutan, NCR	March 11-13 (24 hrs.)	DOST-ITDI	P 2,300
	TLRC	Once every 2 months	TLRC	P 2,200
<p><b>Ceramic Artware Production</b></p> <p><i>Lecture on mould making, hand forming methods, slip casting process, bisque firing, kiln design, glazing techniques, discussion on mini-plant design, cost of operations. Actual training in soil preparation, formulation of ingredients, mould making and forming processes.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Ceramics Making</b></p>	Lamut	March	DTI-CAR	
<p><b>Ceramic Forming Techniques</b></p> <p><i>Provides participants basic knowledge and skills on different forming techniques.</i></p>	ITDI, Bicutan, NCR	April 21-25 (40hrs.)	DOST-ITDI	P 2,800
<p><b>Ceramic Mould Making</b></p> <p><i>Product development and designing, model making and working on moulds.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Technologies Ceramic Making</b></p>	Maitum	March 20	DTI-DCFO	
<p><b>Advance Training on Terra Cota Glaze Designing</b></p>	Phil. Ceramics Tiwi	September	DTI-Region V	
<p><b>Basic Techniques on Glazing &amp; Designing of Terra Cota Wares</b></p>	Phil. Ceramics Tiwi	February/March	DTI-Region	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p>• <b>Flower Arrangement</b></p> <p><b>Advanced and Latest Trends in Floral Design (Floral Arrangement)</b></p> <p><i>Design techniques, experimental, theme and abstract designs. Hands-on: Making arrangement using different techniques such as abstract, theme, and experimental designs and braiding of foliage.</i></p>	TLRC	Once every 2 months	TLRC	P 3,000
<p><b>Corsage and Bouquet Making</b></p> <p><i>Creativity, ribbon making and wiring techniques. Hands-on: headdresses flower baskets, boutonniere and bouquets for the maid of honor, bridesmaid, and bride(cascading), wrist and car bouquets.</i></p>	TLRC	Monthly	TLRC	P 2,200
<p><b>Dried Floral Arrangement</b></p> <p><i>Drying processes, materials requirements, costing and pricing; Hands-on: drying and arranging wreath, wall hanging and topiary.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Flower Arrangement</b></p> <p><i>This course offers an intensive training on the different techniques of arranging fresh flowers to suit any occasion. Create attractive flower arrangements and be able to learn the mechanics of arranging flowers, the eight basic designs, to choose the correct container, wiring techniques and tips on how to prolong the life of your fresh flowers.</i></p>	CITC	March 14 8:00 AM-5:00 PM (8hrs.)	DTI-CITC	P 350.00

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Flowermaking</b>	Virac, Catanduanes	April	DTI-Catanduanes	
<b>Flower Making Using Sinamayas Raw Materials</b>	Oas, Albay	March	DTI-Region V	
<b>Fabric flowers</b> <i>Flower production using different kinds of fabrics including material sourcing, costing and pricing. Hands on training to consist: dyeing, starching and ironing fabrics, pattern making and cutting.</i>	TLRC	Twice a year	TLRC	P 2,200
<b>Fossilized Flower Making</b> <i>This course will enable the participants to make artificial rosebuds and other attractive flowers using fossilized acacia, alibangbang, and langka leaves combined with other indigenous materials like abaca and handmade paper. This course also includes proper selection of material, dyeing techniques, cutting and assembly.</i>	CITC	May 7-8 8:00-5:00PM (8hrs.)	CITC	P300.00
<b>Fossilized Leaves with Flowermaking</b> <i>Material requirement, processing methods, costing, pricing and marketing; Hands-on: Fossilizing leaves and flower making using fossilized leaves as décor.</i>	TLRC	Twice a year	TLRC	P 2,200
<b>Fresh Flower Arrangement &amp; Flower Shop Operation and Management</b> <i>Creativity, balance, proportion, texture and color harmony; flower shop operation and organizational management, costing, pricing, and sourcing of materials. Demonstration on</i>	TLRC	Monthly	TLRC	P 3,300

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>standing flower arrangements for inaugural, funeral and other important occasions</i>  <i>Hands on: Traditional round center piece, long and low arrangement, floral bouquet, line, plane, and mass arrangements.</i></p> <p><b>Silk Flower Making</b></p> <p><i>Production of small, giant and export-quality silkflowers. Hands-on and mixing colors, dyeing, starching, ironing and painting techniques.</i></p> <p><i>Discussions on cost and profit considerations. Please bring Chinese paint brush (small and medium), scissors and forceps.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Paper Flower Making</b></p> <p><i>Production of paper flowers using paper rope and handmade paper; pattern making and cutting; material sourcing, costing, pricing; hands-on training to cover American rose bud, zinnia, giant gold cabbage.</i></p>	TLRC CITC	Twice a year July 14-15	TLRC CITC	P 1,540 P 300.00
<ul style="list-style-type: none"> <li>• <b>GTH-General</b></li> <li><b>Basic Skills Training (BST) on Coco-based GTH</b></li> </ul>	Maitum	October 10	DTI-Region 12	
<ul style="list-style-type: none"> <li>• <b>Handicraft</b></li> <li><b>Finishing Techniques for Handicraft</b></li> </ul>	Virac, Catanduanes	June	DTI-Catanduanes	
<ul style="list-style-type: none"> <li>• <b>Handmade Paper</b></li> <li><b>Abaca Handmade Paper Making</b></li> </ul>	Natonin	2nd Quarter	DTI-CAR	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Decorative Techniques for Handmade Paper</b></p> <p><i>Different decorative techniques and functional items of handmade paper, including material sourcing, costing, pricing and design development.</i></p>	TLRC	Once every 3 months	TLRC	P 2,200
<p><b>Handmade Paper</b></p> <p><i>Handmade paper is made from fibers, of indigenous materials, which is beaten into pulp and is mixed with water then collected in a screen, drained and dried.</i></p>	CITC	March 17-19	CITC	P 500.00
<p><b>Handmade Paper Conversion</b></p>	Gigmoto Gubat, Sorsogon	February April 25-26	DTI-Catanduanes DTI-Region V	
<p><b>Handmade Paper Making &amp; Paper Bag Making</b></p>	Prieto Diaz Bulusan Nat'l Vocational Technical School	April 24-25 8hrs-16hrs durations	DTI-Region V TESDA	
<p><b>Handmade Paper Making</b></p> <p><i>Material sourcing, production processes, product development, costing and pricing. Hands-on: Production of handmade paper using cogon, abaca and rice straw with dyeing and finishing techniques (marbling, waxing, tie-dyeing). Includes field trip to a handmade paper factory.</i></p>	Natonin	3rd Quarter	DTI-CAR	
<p><b>Handmade Paper Novelty Items</b></p> <p><i>Material sourcing, costing, pricing and product development. Hands-on: Lamp shade, wall frame, ladies wallet, folder, desk pad and Japanese fan.</i></p>	TLRC	Monthly	TLRC	P 2,200
	FPRDI, College Laguna	June 23-27	DOST-FPRDI	
	TLRC	Once every 2 months	TLRC	P 2,200

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Handmade Paper Packaging</b></p> <p><i>Material sourcing, different type of boxes for gift packaging, quadrangular pyramid box, wrapping for bottles, decahedral box, triangular pyramid, carton box, flat box, hexagonal box, flower box.</i></p>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 2,200</b>
<p><b>Paper Product Adaptation</b></p> <p><i>This intensive craft-oriented course is designed to provide the participants with applicable skills and working knowledge in making converted paper product using handmade paper, specialty machine-made paper and indigenous materials. The resulting output is a high-end paper product intended for the domestic and export market. The course also includes the proper use of hand tools and basic equipment, pattern lay out, cutting and assembling of materials and finishing.</i></p>	<b>CITC</b>	<b>March 12-13 May 15-16 2 days (15hrs.)</b>	<b>DTI-CITC</b>	<b>P 350.00</b>
<p><b>Novelty Items from Handmade Paper</b></p>	<b>Bato</b>	<b>July</b>	<b>DTI-Catanduanes</b>	
<p><b>Export-Quality Novelty Items from Handmade Paper</b></p> <p><i>Flower production using differnt kinds of fabrics including material sourcing, costing and pricing. Hands-on training to consist: dyeing, starching and ironing fabrics, pattern making and cutting.</i></p>	<b>TLRC</b>	<b>Once every 3 months</b>	<b>TLRC</b>	<b>P 2,200</b>

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p>• <b>Holiday Decors</b></p> <p><b>Basic Giftwrapping and Bow Making</b></p> <p><i>Lectures on the different gift wrapping: regular, diagonal, triangular, cylindrical and bottle: Bow: star, flower, ribbon, pompom, cock comb, simple and new wave.</i></p>	TLRC	Twice a year	TLRC	P 1,100
<p><b>Christmas Décor</b></p> <p><i>This course is designed to provide the participants with knowledge and skill in creating holiday décor using indigenous materials such raffia, jute, sinamay, loofa, corn husk and handmade paper combined with various trimmings and other holiday accessories.</i></p>	CITC	October 16-17	DTI-CITC	P 300.00
<p><b>Christmas Tree Hanging</b></p> <p><i>Production processes, material sourcing, designs, costing and pricing; Hands-on: Raffia Christmas balls, jester tree trim, inge jangle bell, reindeer feed trim, kris kringle, Mrs. Mouse, light bulb Santa tree trim.</i></p>	TLRC	Last quarter of the year	TLRC	P 2,200
<p><b>Festive Christmas Décor Ideas 2000</b></p> <p><i>Introduction to Christmas history, material sourcing, costing, marketing and packaging. Hands-on: sparkling wreath, starlight Mama Santa, elegant table centerpiece, mittens, decoupage memory ornaments and swag ribbon wreath.</i></p>	TLRC	Last quarter of the year	TLRC	P 2,200

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Giftwrapping for Christmas &amp; corporate Gift Packaging</b></p> <p><i>Different gift wrapping styles and gift accessories (bows, tags and decorations), preparing gift set and corporate gift packs. Projects include gift wrapping variations, gift presentation techniques for food, toiletries, home décor, etc. using paper, bags, baskets, trays, boxes and natural recycled materials. Bring ruler, scissors, cutter, empty boxes and gift boxes or cases for wrapping, sample items for gift packaging like foodstuff, soap, candles, soft toys, and novelty items.</i></p>	TLRC	Every last quarter of the year	TLRC	P 1,100
<p><b>Holiday Decors Modern Gift Wrapping</b></p> <p><i>Hands-on training in gift wrapping for special occasions such as Valentine, wedding, graduation and birthday. Please bring scissors and ruler.</i></p>	Pandan	May	DTI Catanduanes	
<p><b>Trendy Balloon Decors</b></p> <p><i>Basic course on how to make balloons as decorations.</i></p>	TLRC	Twice a year	TLRC	P 880.00
<p><b>Novelty Items</b></p> <p><b>Novelty Give-Aways</b></p> <p><i>Material sourcing, pricing and costing. Hands-on: training in making novelty give-aways during special occasions like wedding, birthdays, valentines and anniversaries.</i></p>	TLRC	Twice a year	TLRC	P 660.00
	TLRC	Once every 3 months	TLRC	P 2,200

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Novelty Give-Aways for Special Occasions</b></p> <p><i>Production processes, material requirements, design, costing and pricing. Hands-on: Training in making novelty give-aways during special occasions like weddings, birthdays, valentines and anniversaries.</i></p>	TLRC	Twice a year	TLRC\	P 2,200
<p><b>Novelty Items</b></p>	DTI-Region V	March 25-27	DTI-Region VI	
<p><b>Novelty Items Making (antique, utility box, picture frames, tissue holder)</b></p>	CITC	July	DTI-CITC	P 350.00
<p><b>Export-Quality Novelty Items from Handmade Paper</b></p> <p><i>Flower production using different kinds of fabrics including material sourcing, costing and pricing. Hands-on training to consist: dyeing, starching and ironing fabrics, pattern making and cutting.</i></p>	TLRC	Once every 3 months	TLRC	P 2,200
<p><b>Novelty Wax Decoration</b></p> <p><i>Production techniques, design, minimum equipment required in setting up the factory, sourcing of materials, costing and marketing. Hands-on: molded candle wax, model and mould making, curved was candle model, sand casted wax décor, crystal clear novelty décor model and recycled wax novelty.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Skills Training on Angel Making</b></p>	Gubat Sorsogon	September 11-12	DTI-Region V	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Fancy Corrugated Boxes</b></p> <p><i>Material requirement, production processes, finishing techniques, costing, pricing and marketing; Hands-on: Fancy corrugated boxes and basket with different shapes and design for accessory and packaging of products.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Re-echo Training on Box Making</b></p>	Sorsogon City/ Naga City	January- September	DTI-Region V	
<p><b>Training on Basic Construction of Boxes</b></p>	Camarines Norte	August	DTI-Region V	
<p><b>Seminar on Basic Construction of Boxes</b></p>	Talobatib, Labo, Camarines Norte	February 19-21	DTI-Region V	
<p>• <b>Packaging</b></p>				
<p><b>Packaging of Gifts, Toys and Housewares</b></p> <p><i>Overview of packaging industry, functions, types and elements of packaging, packaging design development process, selection of materials, design trends and labeling requirements. Hands-on: packaging and labeling techniques.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Potpourri Making and Packaging</b></p> <p><i>Lecture on sourcing and preparation of materials; costing and pricing; dyeing of media, mixing of fragrance and packaging. Hands-on training also included. Please bring scissors.</i> <i>Module I: Car Freshener (dolls, hat with lace, sachet), Wedding and Debut Give-aways (basket with lace, buri box and rose), Wall Hanging (fan and umbrella)-(15hrs.)</i></p>	TLRC	Twice a year	TLRC	P 2,200

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p>• <b>Pottery Making</b></p> <p><b>Pottery Making</b></p> <p><i>Forming a cylindrical shape through potters wheel and flower pots through jiggering technique, clay body formulation, model and mould making, shaping, firing techniques and decorations.</i></p>	<p>TLRC</p> <p>DTI-Region V</p>	<p>Twice a year</p> <p>April 14-16 November 26-28</p>	<p>TLRC</p> <p>DTI-Region V</p>	<p>P 2,200</p>
<p><b>HAIR CUTTING</b></p> <p><b>Hair Accessories for Export</b></p> <p><i>Materials and tools needed, market demands, trends and designs, costing and pricing. Hands-on: Children's and ladies accessories.</i></p>	<p>TLRC</p>		<p>TLRC</p>	<p>P 2,200</p>
<p><b>Hair Cutting</b></p>	<p>Bulusan Nat'l Vocational Technical School</p>	<p>8 hrs. duration</p>	<p>TESDA</p>	
<p><b>Hair Trimming, Perming, Dyeing and Make-up Techniques</b></p> <p><i>Structures, division, forms, characteristics and styles of hair, purpose of make-up, facial balance and applications. Hands-on: hair trimming (short, medium and long-lengthy), perming, dyeing, make-up (daytime, evening and glamour) Please bring model, scissors, cape, towel, hairpins &amp; comb.</i></p>	<p>TLRC</p>	<p>Monthly</p>	<p>TLRC</p>	<p>P 2,200</p>
<p><b>JEWELRY</b></p> <p><b>Skills Training on Jewelry Making</b></p>	<p>Iba, Zambales</p>	<p>March</p>	<p>DTI-Olongapo</p>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b><u>LABORATORY MICROSCOPE</u></b>  <b>Operation and Maintenance of Laboratory Microscope</b>	<b>Calatrava, Magdiwang Romblom</b>	<b>June</b>	<b>DOST-IV</b>	
<b><u>LIVESTOCK</u></b>  <b>Animal Feed Formulation and Production</b>  <i>This course includes formulation of poultry (3hrs.) and cattle (3hrs.) feeds. Lectures include the industry's profile, principles of animal nutrition, anatomy and physiology of the digestive system, feedstuffs for livestock and poultry, feed additives, nutrient requirements of various animals, feed formulation, feed mixing and handling, and storage of feeds (3hrs.)</i>	<b>TLRC</b>	<b>Monthly</b>	<b>TLRC</b>	<b>P 2,475</b>
<b>Artificial Insemination on Swine</b>  <i>Lecture ON Types of artificial insemination, boar selection, housing, feeding, health management, training of boars, hygiene and sanitation, semen collection and evaluation, semen dilution and extenders, storage and actual insemination (with fieldtrip).</i>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 1,540</b>
<b>Feeds Mixing</b>	<b>Quezon Nat'l Agricultural School</b>	<b>Short-term program</b>	<b>TESDA</b>	
<b><u>LUMBER</u></b>  <b>Lumber Grading Seminar</b>	<b>DOST-VII</b>	<b>June 24-25</b>	<b>DOST-VII</b>	
<b>Veneering Operations</b>	<b>CFIF Trng. Room Cebu City</b>	<b>June 17-18</b>	<b>DOST-VII</b>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b><u>MASSAGE THERAPY</u></b>				
<b>Lumber Grading Seminar</b>	<b>DOST-VII</b>	<b>June 24-25</b>	<b>DOST-VII</b>	
<b>Veneering Operations</b>	<b>CFIF Trng. Room Cebu City</b>	<b>June 17-18</b>	<b>DOST-VII</b>	
<b>Aroma Therapy</b>  <i>Basic techniques of aroma therapy, uses of essential oils, blending and storing aromatic oils, application of aromatic oils through massage.</i>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 2,200</b>
<b>Chinese Tuina Therapy</b>  <i>Fundamental application of tuina and sports massage therapy, physiological and pathological features of the body, techniques and pressure points, mastering tuina and sports massage therapy. Bring short pants for workshop.</i>	<b>TLRC</b>	<b>Monthly</b>	<b>TLRC</b>	<b>P 2,200</b>
<b>Japanese Shiatsu Therapy</b>  <i>Fundamental techniques of Shiatsu therapy, guiding principles and treatment, step-by-step sequence, mastering Shiatsu points.</i>	<b>TLRC</b>	<b>Monthly</b>	<b>TLRC</b>	<b>P 2,200</b>
<b>Reflexology</b>  <i>Fundamentals skills of reflexology, basis concept of anatomy and physiology, modern technique of zone therapy, reflex massage, polarity therapy, practice and health science, prevention of diseases, advantage and disadvantage of reflex zone therapy and mastering reflexology points.</i>	<b>TLRC</b>	<b>Monthly</b>	<b>TLRC</b>	<b>P 2,200</b>

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Therapeutic Massage (Swedish Style)</b></p> <p><i>Implementing rules and regulations on massage, principles of massage, history of Swedish massage, massage manipulation, values on the practice of massage.</i></p>	TLRC	Monthly	TLRC	P 2,200
<p><b>Traditional Thai Massage</b></p> <p><i>Alternative healthcare modality that uses deep stretching and a system of slow rhythmic compression using the palm, thumb, elbow, soles of feet and knee to promote health and wellness.</i></p>	TLRC	Monthly	TLRC	P 2,200
<b>METALS</b>				
<p><b>Brazing Process (Copper &amp; Other Metals)</b></p> <p><i>Acquire the fundamentals of brazing process and its application, the characteristics of metals commonly used in the industry, and perform the brazing process method properly and safely.</i></p>	DOST-MIRDC	February 19-21 (18hrs)	DOST-MIRDC	P 3,600
<p><b>Chemical Analysis of Metals</b></p> <p><i>Includes basic laboratory operations like wet gravimetric and volumetric operations, instrumental methods and spectrochemical analysis..</i></p>	DOST-MIRDC	May 26-29 (25hrs.)	DOST-MIRDC	P 5,500
<p><b>Dimensional Metrology 1-Basic Measurement</b></p> <p><i>Discusses the history and basic concept of measurement and focuses on its uncertainty. It aims to provide the necessary knowledge and skills in proper handling and maintenance of different measuring instruments.</i></p>	DOST-MIRDC	April 23-25 May 28-30 July 16-18 Sept. 24-26 (20hrs.)	DOST-MIRDC	P 4,200

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Dimensional Metrology 2-Basic Length Calibration</b></p> <p><i>Acquire basic knowledge in the computation of uncertainty of the calibration/measurement results; familiarize with the different calibration procedure in accordance with international standards; and recognize the importance of calibration in the industry.</i></p>	<b>DOST-MIRDC</b>	<p>March 12-14 June 25-27 August 13-15 Nov. 26-28 (20hrs.)</p>	<b>DOST-MIRDC</b>	<b>P 4,200</b>
<p><b>Establishment of Preventive Maintenance System</b></p> <p><i>Focuses on the steps in setting up preventive maintenance program and Computerized Maintenance Management System (CMMS).</i></p>	<b>DOST-MIRDC</b>	<p>May 26-29 (21hrs.)</p>	<b>DOST-MIRDC</b>	<b>P 4,200</b>
<p><b>Foundry Practices</b></p> <p><i>At the end of the course, the participants shall be able to make simple pattern; identify the different molding processes; familiarize himself with the investment casting processes.</i></p>	<b>DOST-MIRDC</b>	<p>May 12-16 September 1-5 (30hrs.)</p>	<b>DOST-MIRDC</b>	<b>P 4,200</b>
<p><b>Hydraulic Control &amp; Design</b></p> <p><i>Understand the graphic symbols, design and principles of operation of different hydraulic elements; read, interpret and design basic and advance hydraulic circuits and diagrams according to ISO; and enhance skills in design, operation and maintenance of hydraulic control systems through practical and laboratory exercises.</i></p>	<b>DOST-MIRDC</b>	<p>March 17-21- July 7-11 (30hrs.)</p>	<b>DOST-MIRDC</b>	<b>P 6,000</b>

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Industrial Calibration</b></p> <p><i>Learn proper calibration practices; gain technical skills on the calibration of temperature pressure, and mass measuring instruments; and realize the importance of calibration as one of the major requirements of ISO 9000 Quality Systems.</i></p>	DOST-MIRDC	<p>March 27-28 May 8-9 June 5-6 July 10-11 (12hrs.)</p>	DOST-MIRDC	P 3,400
<p><b>Investment Casting</b></p> <p><i>Enumerate the different stages of investment process; identify the casting defects and their causes; and appreciate the advantages of the investment casting process.</i></p>	DOST-MIRDC	<p>May 17-21 August 11-15 (30hrs.)</p>	DOST-MIRDC	P 4,200
<p><b>Machine Shop Operations</b></p> <p><i>At the end of the course, the participant can perform turning, milling, and grinding operations.</i></p>	DOST-MIRDC	<p>May 26-30 September 1-5 (40hrs.)</p>	DOST-MIRDC	P 4,200
<p><b>Machine and Equipment Selection and Effective Maintenance</b></p>	CFIF Training Rm. Tagbilaran City	April 22-23	DOST-VII	
<p><b>Mechanical CAD</b></p>	DOST-COSPO ICT Training Center Cebu City	May 21-23	DOST-VII	
<p><b>Metal Fabrication</b></p> <p><i>Be familiar with the typical fabrication materials; be accustomed with the different methods in developments; observe safety in a conventional metal fabrication shop; and fabricate several metal products.</i></p>	DOST-MIRDC	<p>June 4-6 (30hrs.)</p>	DOST-MIRDC	P 4,500
<p><b>Metal Identification &amp; Selection</b></p> <p><i>Discusses the different properties classification and uses of ferrous and non-ferrous metals, and pointers or metal selection.</i></p>		<p>June 9-10 September 8-9 (16hrs.)</p>	DOST-MIRDC	P 3,000

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Metalworking Machine Shop Operation</b></p> <p><i>The course is designed for participants to acquire and upgrade their skills and knowledge, proper attitude and desirable work habits required in the operation an maintenance of lathe, milling, and shaper machines.</i></p>	CITC	March 10-14	CITC	P 1,250
<p><b>MIG/MAG Welding</b></p> <p><i>Learn the fundamentals of GMAW process and its application; familiarize with the assembly of the equipment, the fitting of the electrode wire, and the operation of the equipment; and perform safely the GMAW process using the different metal arc transfer on steel plates.</i></p>	DOST-MIRDC	April 21-25 August 4-8 September 22-26 Oct. 20-24 (38hrs)	DOST-MIRDC	P 10,800
<p><b>Non-destructive Testing</b></p> <p><i>Covers liquid penetrant testing, magnetic particle inspection, radiography and ultrasonic testing.</i></p>	DOST-MIRDC	January 28- February 1 July 8-12 September 16-20 (40 hrs.)	DOST-MIRDC	P 6,600
<p><b>Oxyacetylene Welding (OAW)</b></p> <p><i>Appreciate the importance and application of Oxy-acetylene Welding (OAW) Process; know and understand the fundamentals of OAW, its principles, equipment and consumable, and can perform the OAW process properly and safely.</i></p>	DOST-MIRDC	April 2-4 September 4-5 Oct. 1-3 (16hrs.)	DOST-MIRDC	P 3,400

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Shielded Metal Arc Welding (SMAW)</b></p> <p><i>Acquire the basic knowledge of Welding Technology in general; observe and practice Electric Arc Welding Safety in the work place; know about the covered electrodes: Classification, Handling, Computation of Amperage as per diameter size, etc.; and perform the SMAW process.</i></p>	DOST-MIRDC	<p>May 20-23 September 16-19 September 22-25 (24hrs.)</p>	DOST-MIRDC	P 5,500
<p><b>Tungsten Inert Gas (TIG) Welding</b></p> <p><i>Learn the basic knowledge of GTAW process and its application; be aware of the potential hazards of GTAW process and observe its safety practice; carry out the preparation of tungsten electrode; and perform GTAW process.</i></p>	DOST-MIRDC	<p>February 10-14 July 21-25 August 18-22 November 10-14 (38hrs.)</p>	DOST-MIRDC	
<p><b>Upgrading on Blacksmithing</b></p>	Tinglayan	October	DTI-CAR	
<p><b>Metal Etching and Photo Engraving</b></p> <p><i>History of the industry, application of the technology, processes involved and the sourcing of materials needed; demonstration and actual training on the various stages of metal etching from metal surface preparation to the application of protective coating; finished products to consist of plaques and name plates or desk signs.</i></p>	TLRC	Twice a year	TLRC	P 2,200

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b><u>PHOTOGRAPHY</u></b>				
<b>Creative Photography (Basic)</b>  <i>Learn how to use to 35mm SLR camera; master the techniques professionals use to create high impact photographs and how to set up your own dark room; includes outdoor shooting assignments and actual film and paper processing exercises to develop your shooting and dark room skills.</i>	<b>TLRC</b>	<b>Monthly</b>	<b>TLRC</b>	<b>P 2,200</b>
<b>Photography (Advanced)</b>  <i>Portraiture photography including outdoor portraiture, basic lighting principles, tools of the trade, color photography, and choice of lens for portrait works; Hands-on: training includes outdoor workshop, color film processing and processing effects on print quality</i>	<b>TLRC</b>	<b>Every quarter</b>	<b>TLRC</b>	<b>P 2,200</b>
<b><u>PLANTS-BONSAI, CUTFLOWER, CUTFOLIAGE</u></b>				
<b>Bonsai Culture</b>  <i>Lectures include techniques of bonsai growing, selection of plant to sue, preparation of plant media and materials, orientation on the different tree designs, control pest and disease, fertilizer application.</i>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 1,980</b>
<b>Bonsai Making</b>	<b>Bulusan Nat'l Vocational Technical School</b>	<b>8hrs. duration</b>	<b>TESDA</b>	
<b>Bonsai Production</b>	<b>Bulusan Nat'l Vocational Technical School</b>	<b>8hrs. duration</b>	<b>TESDA</b>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Cutflower Production</b></p> <p><i>Discussion focus on the culture of anthurium and aster (3hrs.) gladiolus and heliconia (3hrs.) , chrysanthemum and gerbera (3hrs.), sampaguita and rose (3hrs.); lecture-discussions on the propagation methods, breeding, cultural requirement like and preparation, planting, light, temperature, water requirements, fertilizer application, pest and disease control, cost and return analysis; field trip.</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Cutfoliage Growing</b></p> <p><i>Cultural practices and management for traditional cutfoliage (palmera, fortune, tipiant, asparagus, formosa, fern), non-traditional cutfoliage (kamuning, davalia, and palms) and new cutfoliage (polypoidum and foxtail asparagus), marketing, cost and return analysis.</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Orchid Cutflower and Pot Plant Production (Dendrobium)</b></p> <p><i>Lecture on starting a Dendrobium cutflower business; site selection, cultural requirement, flowering, pest and diseases control, production management, post harvest handling, cost and return analysis and marketing. (with fieldtrip)</i></p>	TLRC	Twice a year	TLRC	P 2,475
<p><b>Orchid Embryo Culture</b></p> <p><i>Asceptic excision of embryo from immature green fruits for planting to nutrient media. Lecture on Characteristics and growth habits of orchids, species, hybridization, culture</i></p>	TLRC	Twice a year	TLRC	P 1,980

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><i>media preparation, sterilization, micro techniques, flasking, deflasking, compotting, fertilizer application, laboratory establishment and management.</i></p> <p><b>Orchid Growing and Nursery Management</b></p> <p><i>Production of quality orchids species and hybrids like Vanda, Cattleya, Dendrodium, Phalaenopsis and others; lectures-discussions on the different species of orchids and their habits, hybridization, reproduction, fertilization, pollination, breeding, simple propagation, planting techniques (potting/compotting) water and light requirements, fertilizer application, pest and disease control and nursery management. (fieldtrip)</i></p>	TLRC	Twice a year	TLRC	P 2,475
<p><b>Ornamental Plants Production and Practical Landscaping</b></p> <p><i>Lectures-discussions include orientation on the different kinds of ornamental plants, culture and nursery management of indoor and landscaping ornamental plant growing for landscape contractors and rent-a-plant operators. Basic landscape designing, implementation, lawns and ground maintenance &amp; contractor with field trip.</i></p>	TLRC	Twice a year	TLRC	P 1,980
<p><b>Plant Propagation and Nursery Management to Fruit Trees</b></p> <p><i>Business aspect, fruit nursery industry planning and establishing of a nursery, nursery practices, asexual propagation techniques with hand-on with fieldtrip.</i></p>	TLRC	Twice a year	TLRC	P 1,980

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)	
<b>Structure and Identification of Vascular Plants</b>	FPRDI, Laguna	April 1-4	DOST-FPRDI	P 6,000	
<b>Seminar on Basic Plant Sanitation and Hygiene</b>	Laoag, Ilocos Norte	September 12-13	DTI-BETP		
<b><u>PRACTICAL TRAINING</u></b>					
<b>Structural Engineering Technology</b>	CFIF Training Rm. Tagbilaran City	April 28-30	DOST-VII		
<b>Summer Practical Training for the DOST Scholars</b>	Baguio City	To be announced	DOST-CAR		
<b>Technical Drawing with CAD Application</b> <i>Discusses the interpretation of mechanical drawings using computer-aided design to accuracy, dimensional control and machining process.</i>	DOST-MIRDC	May 5-9 September 8-12 (38hrs.)	DOST-MIRDC		
<b>Techno-forum on DOST Available Technologies for Commercialization</b>	Calapan City Oriental Mindoro	June	DOST-IV		
<b><u>PROGRAMMABLE LOGIC CONTROL</u></b>					
<b>Programmable Logic Control</b> <i>Distinguish PLC control system with other types of control systems; describe the hardware and software aspect of common PLC, interpret programmable logic controller's specifications; operate and program PLC; and simulate and test program circuits.</i>	DOST-MIRDC	May 26-30 August 11-15 (30hrs.)	DOST-MIRDC		
<b>Programmable Logic Controller Course (PLCC)</b> <i>Enables participants to identify, design, and implement the most appropriate software and hardware applications of programmable logic controllers for their own operational improvement.</i>	UP-ISSI	February 15 March 8 9:00 AM-4:00 PM 4 Saturdays (24hrs.)	UP-ISSI		

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><u>SHOE</u></p> <p><b>Upper Shoe Costing</b></p>	CITC	March 12-14 (half day session-PM)	DTI-CITC	P 800.00
<p><u>SILKSCREEN</u></p> <p><b>Silkscreen Printing</b></p> <p><i>How to put up a screen printing business with home-commercial-scale production servicing local and export markets. Hands-on: silkscreen printing- art preparation, screen frame making; photographic silkscreen-printing, photo-stencil making in-process silkscreen printing - standard textile print preparation, color mixing and matching, proper dyeing and fixing of paints quality control testing, identifying common defects, causes and how to avoid them.</i></p>	TLRC	Monthly	TLRC	P 3,300
<p><u>SOAP</u></p> <p><b>Herbal Soap Making</b></p> <p><i>The participants will be able to produce handmade soaps using natural or organic ingredients and decoctions such as milk, honey, oatmeal, papaya, carrot and cucumber. The discussions will include topics on the proper selection and sourcing of tools, materials, and proper costing.</i></p>	CITC	May 13 8:00-5:00 PM (8hrs.)	CITC	P 300.00
<p><b>Herbal Bath Soap Making</b></p> <p><i>Material specification, product formulation, preparation of extract, costing and pricing. Hands-on: Papaya soap, Cucumber soap, Carrot soap, Germicidal and moisturizing bath soap.</i></p>	TLRC	Monthly	TLRC	P 2,200

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Laundry Soap and Detergent</b></p> <p><i>How to start your soap &amp; detergent business, material requirement, production set-up, Industry practices, market trends, standard formulations using crude coconut oil, cooking oil and soap stocks. Hands-on: Laundry soap, bath soap, liquid and powder detergent.</i></p>	TLRC	Monthly	TLRC	P 2,200
<p><b>Transparent Soap</b></p> <p><i>Chemistry involved in the manufacture of transparent soap; manufacturing procedure and quality control measures. Hands-on: Transparent soap or normal skin, oily skin and acne control.</i></p>	TLRC	Monthly	TLRC	P 1,100
<p><b>Skin Care and Personal Hygiene Products</b></p> <p><i>Astringent, Skin Freshener, Facial Soap, Moisturizing Cream, Facial Mask, Bleaching Cream, Peeling Cream, Facial Scrub, Anti-Wrinkle and Sun Block; Feminine Wash; Deodorant, Anti-Perspirant, Foot Power; Mouthwash, Toothpaste; Shaving Cream, Splash; Cuticle remover.</i></p>	TLRC	Once every 3 months	TLRC	P 2,200
<p><b>Perfumes and Colognes</b></p> <p><i>Formulations, blending of essential oils, types of perfumes and colognes; product requirements, material specifications; cost and return analysis. Hands-on: oil-based and water-based, cream perfumes for men and ladies, body splash, gel colognes and eaue de toilette.</i></p>	TLRC	Monthly	TLRC	P 1,100
<p><b>Techniques in Scenting</b></p> <p><i>Lectures on the different techniques in scenting, material sourcing, costing and pricing. Hands-on: training in scenting flowers, leaves, herbs, stems, roots, barks and candles.</i></p>	TLRC	Twice a year	TLRC	P 2,200

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b><u>STRUCTURAL ENGINEERING</u></b>				
<b>StructuralEngineering Technology</b>	<b>CFIF Training Rm. Tagbilaran city</b>	<b>April 28-30</b>	<b>DOST</b>	
<b><u>VEGETABLES &amp; FRUITS</u></b>				
<b>Goat and Sheep Raising</b>	<b>TLRC</b>	<b>Monthly</b>	<b>TLRC</b>	<b>1,980</b>
<i>Lectures-discussions the future industry, breeds and breeding, herd management, housing facilities and equipment, feeds and feeding practices, pest and disease control, processing of goat meat an milk production; cost and return analysis; field trip.</i>				
<b>Hydroponics Technology for High-Value Vegetables Production</b>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 2,475</b>
<i>Principle technology of hydroponics, hydroponics systems, preparation for nutrient solutions, setting up an maintenance of hydroponics structure for high-value vegetable from household level to semi-commercial scale.</i>				
<b>Training on Basic Hydroponics</b>	<b>Abra de Ilog Occidental Mindoro</b>	<b>To be announced</b>	<b>DOST -IV</b>	
<b>High-Value Fruit Trees Production through Multiple Rootstock Method</b>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 1,980</b>
<i>Production management. Hand-on:" bridge grafting": through multiple rootstock technology in growing durian, rambutan, lyce, lanzones, mangosteen, mango orange, pomelo and other non-traditional and local fruit tress on backyard and orchard plantation (with fieldtrip)</i>				

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Mushroom Culture</b>	Flora, Apayao	1st Quarter	DTI-CAR	
<b>Mushroom Culture and Spawn Production</b>  <i>Provides the participants with basic knowledge in mushroom culture and spawn production with emphasis in the preparation of pure culture; growing of fruiting bags and beds for semi-tropical mushroom species.</i>	ITDI, Bicutan, NCR	February 25-28 July 22-25 (32hrs.)	DOST-ITDI	P1, 500
<b>Mushroom Production</b>	Maasin Southern Leyte	To be announced	DOST -VIII	
<b>Orchid Cutflower and Pot Plant Production (Dendrobium)</b>  <i>Lecture on starting a Dendrobium cutflower business; site selection, cultural requirement, flowering, pest and diseases control, production management, post harvest handling, cost and return analysis and marketing. (with fieldtrip)</i>	TLRC	Twice a year	TLRC	P 2,475
<b>Tissues Cultured Banana Production and Management</b>  <i>Status of banana industry, operation of tissue culture laboratory, varietal selection, adaptation, propagation, farm establishment, fertilization, cropping system, pest and disease control, harvesting, post-harvesting handling and cost &amp; return analysis.</i>	TLRC	Twice a year	TLRC	P 1,980
<b>S&amp;T Scholarship Qualifier Orientation Seminar</b>	URS, Morong, Rizal	April	DOST-IV	
<b>Vegetable Pickling</b>	QSC-Diffun, Quirino	May	DOST-II	
	NVSIT-Nueva Vizcaya	June		

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b><u>WAXES</u></b>				
<p><b>Silkscreen Printing</b></p> <p><b>Waxes and Polishes</b></p> <p><i>Different types of waxes, types of floors, materials specification, product costing, solvent type waxes, paste &amp; liquids. Hands-on: Water based floor finish, buffable and non-buffable, furniture polish, leather polish, shoe polish, wax stripper.</i></p>	TLRC	Once every 3 months	TLRC	P 1,100
<b><u>WEAVING &amp; YARN</u></b>				
<p><b>Mat Weaving</b></p>	Tinglayan	July	DTI-CAR	
<p><b>Advanced Handloom Weaving</b></p> <p><i>Lecture and practicum on weave analysis pattern making and execution of weave designs in a handloom.</i></p>	PTRI	May 12-16 August 11-15 November 10-14 (40hrs.)	DOST/PTRI	P 1,600
<p><b>Basic Cotton Spinning</b></p> <p><i>Lecture and practicum on processes of producing yarns from textile fibers using different spinning systems.</i></p>	PTRI	March 10-14 June 3-4 September 2-3 December 2-3	DOST/PTRI	P 540.00
<p><b>Basic Handloom Weaving</b></p> <p><i>Lecture and practicum on the production of handwoven fabric using different types of handloom material calculation and material requirement.</i></p>	PTRI	March 10-14 June 16-20 September 8-12 (40hrs.)	DOST-PTRI	P 1,600
<p><b>Grass Weaving</b></p>	Paracale  Viga, Catanduanes	July  August	DTI-Region V  DTI-Catanduanes	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Basic Handloom Weaving</b> <i>Lecture and practicum on the production of handwoven fabric using different types of handloom material calculation and material requirement.</i>	<b>PTRI</b>	<b>March 10-14 June 16-20 September 8-12 (40hrs.)</b>	<b>DOST-PTRI</b>	<b>P 1,600</b>
<b>Grass Weaving</b>	<b>Paracale</b>	<b>July</b>	<b>DTI-Region V</b>	
<b>Handloom Weaving</b>	<b>Viga, Catanduanes</b>	<b>August</b>	<b>DTI-Catanduanes</b>	
	<b>Pandan, Catanduanes</b>	<b>May</b>	<b>DTI-Catanduanes</b>	
	<b>Irosin, Sorsogon</b>	<b>July 21-22</b>	<b>DTI-Region V</b>	
<b>Orientation to Weaving Technology</b> <i>Lecture and practicum on the production of woven fabrics utilizing powerloom machines, material calculation and material requirement.</i>	<b>DOST -PTRI</b>	<b>February 4-5 May 6-7 August 5-6 November 4-5 (16hrs.)</b>	<b>DOST -PTRI</b>	<b>P 610.00</b>
<b>Skills Training on Fabrication of Handloom</b>	<b>Baras Catanduanes</b>	<b>June</b>	<b>DTI-Catanduanes</b>	
<b>Skills Upgrading on Handloom Weaving</b>	<b>Labo, Camarines Norte</b>	<b>March</b>	<b>DTI-Region V</b>	
<b>Skills Upgrading &amp; Twining</b>	<b>Labo, Camarines Norte</b>	<b>March 20-21 (16hrs.)</b>	<b>DTI-Region V</b>	
<b>Abaca Twine Making</b>	<b>Pilar</b>	<b>May 15-16</b>	<b>DTI-Region V</b>	
<b>BST on Pineapple and Abaca Weaving</b>	<b>Labo, Camarines Norte</b>	<b>June</b>	<b>DTI-Region V</b>	
<b>Training on Abaca Rug Carpet Making</b>	<b>Oas-Polangui</b>	<b>May/June</b>	<b>DTI-Region V</b>	
<b>Training on Abaca Stripping</b>	<b>Naval, Biliran Samar</b>	<b>May</b>	<b>DOST-VIII</b>	
<b>Conversion of Scranch Sinamay into Finished Products</b>	<b>Tiwi/Oas</b>	<b>March/April</b>	<b>DTI-Region V</b>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)	
<b>Skills Training on Scranch Sinamay</b>	Daraga-Tiwi	January-February-April	DTI-Region V	P 465.00	
<b>Skills Upgrading on Sinamay Weaving</b>	Donsol Sorsogon	April 23-24	DTI-Region V		
<b>Techno Transfer on Sinamay by Product Conversion</b>	Phil. Ceramics Tiwi	September	DTI-Region V		
<b>Upgrade Skills Training (UST) on Basket Weaving</b>	In Company	To be announced	DTI-Bacolod		
<b>Basic Skills Training in Quilting</b>	Virac Catanduanes	Last week of January or 1st week of February	DTI Catanduanes		
<b>Basic Training Orientation on Cocoon Processing</b>	PTRI	March 17-28 (70hrs.) June 16-27 September 15-26 November 10-21	DOST-PTRI		
<i>Lecture and demonstration on the processes of converting cocoons into silk yarns.</i>					
<b>Degumming and Handspinning of Silk wastes</b>	PTRI	February 17-21 May 19-23 August 16-22 October 13-17 (40hrs.)	DOST-PTRI		P 1,035
<i>Standard procedure for cocoon degumming preparation of samples, hand spinning of silk cocoon waste using the hand spinning machine.</i>					
<b>Training on General Structure</b>	Technology Center La Trinidad Benguet	January-February May-June July-August November-December	DOST-PTRI		
<b>Training on Hand Reeling Technology &amp; Silk Waste Utilization</b>	Technology Center Misamis Oriental	1 month during January April, August	DOST-PTRI		
<i>Lecture and demonstration on reeling technique by hand reeling machine and conversion of waste and inferior cocoons into hand crafted products.</i>					

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>WOOD</b>				
<b>Woodworking Machine Operation, Maintenance, &amp; Millwrigthing</b>  <i>The course is designed for the participants to acquire and upgrade their skills and knowledge, proper attitudes and desirable work habits required for the operation and maintenance of stationary woodworking machineries in an efficient production of quality furniture and builders woodwork.</i>	CITC  Isulan, Sultan Kudarat	May 5-9 5 days  April 21-25/May 12-16	DTI-CITC  DOST-FPRDI	P 1,400
<b>Wood Drying Technology</b>	CFIF Training Room Cebu city	June 3-4	DOST -VII	
<b>Kiln Drying, Seasoning &amp; Wood Preservation of Gmelina</b>	DTI-DCFO	July	DTI-DCFO	
<b>Lasacraft</b>	Caramonan	April	DTI-Catanduanes	
<b>Lupis Extraction/Weaving</b>	Bagamanoc Catanduanes	May	DTI-Catanduanes	
<b>Wood Framing (Advanced)</b>  <i>Material and equipment requirement, production processes, costing and pricing: hands-on: frame with double matting, octagonal frame clock and decorative fancy frames.</i>	TLRC	Once every 3 months	TLRC	P 2,200
<b>Wood Framing (Basic)</b>  <i>Lecture on material sourcing, picture mounting, single framing and matting, costing and pricing strategy. Hands-on: Actual framing pictures, cross stitched cloth or paintings.</i>	TLRC	Monthly	TLRC	P 2,200

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>WoodBending and Preservation</b>	<b>Tabaco City</b>	<b>March</b>	<b>TLRC DTI-Region V</b>	
<b>Wood Kin Operation &amp; Other Furniture Machine Maintenance</b>	<b>Tabaco City</b>	<b>May</b>	<b>DTI-Region V</b>	
<b>Wood Waste Utilization</b>	<b>Tabaco City</b>	<b>April</b>	<b>DTI-Region V</b>	

# Entrepreneurship

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>ENTREPRENEURSHIP</b> <b>How to Start a Business</b></p> <p><i>Provides an overview of the factors to consider to start the business including documentary requirements for registering the business.</i></p>	PTTC	February 26(PM) April 11(PM) June 3 (PM) (4 hrs.) July 4 (PM) September 2 (PM)	DTI-PTTC	Free
<p><b>Start your own business (SYOB)</b></p> <p><i>Provides participants with tools to assess their entrepreneurial readiness; identify evaluate and select business ideas; and plan, start and manage their own new enterprises.</i></p>	UP-ISSI	February 1- March 15 May 3-June 14 July 19-Aug. 30 Sept. 6- Oct. 11 8:30 AM-4: 30PM 7 Saturdays (42 hrs.)	UP-ISSI	P 8,000
<p><b>Entrepreneurship</b></p> <p><i>Lecture on discovery of personal entrepreneurial capabilities, trade skills and competency; coping with increased demands for globalized business.</i></p>	TLRC	Once every 2 months	TLRC	P 1,650
	Virac, Catanduanes	March 31 & April 1	DTI-Region V	
<p><b>Entrepreneurship Awareness Seminar</b></p>	Digos City, Davao del Sur	April	DTI-Davao del Sur	Cost Sharing w/LGU P 2,500
<p><b>Entrepreneurship Development Program: New Business Creation</b></p> <p><i>Master the confidence of setting up your business. This comprehensive training workshop covers discussions on the entrepreneurial competencies needed to start your o business and to help you establish and organize the enterprise.</i></p>	PTTC	February 10-14 8:30 AM-5:00 PM (37.5 hrs.)	DTI-PTTC	
	Legazpi City Albay	Albay	DTI-Region V	
<p><b>Entrepreneurship Development Training</b></p>	Carkariskis, La Paz Quilliat, Langiden	2nd Quarter	DTI-CAR	Open for nego
		3rd Quarter	DTI-CAR	Open for nego
	Luna, Apayao	1st Quarter- 3 <sup>rd</sup> Quarter	DTI-CAR	Open for nego

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Entrepreneurship Development Training</b>	Flora, Apayao	2nd Quarter	DTI-CAR	Open for nego
	Kabugao, Apayao	3rd Quarter	DTI-CAR	Open for nego
	To be announced Maitum	March 5-9/ May 28-29 April 23	DTI-Region V DTI-Region 12	Open for nego
<b>Enterprise Development Promotion Course for Local Executives (EDPCLE)</b>  <i>Enables participants to formulate and design entrepreneurship promotion programs at the local (provincial and municipal) level.</i>	UP-ISSI	May 5-9 8:30 AM-4:00 PM Monday-Friday (30hrs.)	UP-ISSI	P 5,500
<b>Appreciation Course on Entrepreneurship (ACE)</b>  <i>Orients participants with the tools and techniques for improving efficiency and productivity in their respective production operations.</i>	UP-ISSI	June 20 8:30 AM-5:00 PM 6 Saturdays (36hrs.)	UP-ISSI	P 500.00
<b>Entrepreneurship Development Program: Business Improvement and Sustainability</b>  <i>This comprehensive training workshop for existing entrepreneurs will provide participant with the working knowledge for enterprise growth &amp; expansion.</i>	PTTC	March 17-21 8:30 AM-5:00 PM (37.5hrs)	DTI-PTTC	P2,500
<b>Seminar on Entrepreneurial Farming</b>  <i>Focuses on developing participants entrepreneurial competencies in managing a farming enterprise.</i>	ARCs Agrarian Reform Communities	Open for reservation	DTI-CARP	subsidize

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Seminar on Managerial and Entrepreneurship Development</b></p> <p><i>This is a four-day staggered course designed for those in the managerial level of SME and entrepreneurs in equipping the participants with adequate tools and techniques of modern management to effectively run enterprise while upgrading their managerial and entrepreneurship capability.</i></p>	<b>DAP</b>	<b>Oct 21, 23, 28, &amp; 30 32 hrs. (8 hrs/day)</b>	<b>DAP</b>	<b>P 6,000</b>
<p><b>Entrefarm Game for ARBs</b></p> <p><i>An action oriented training activity where participants are provided simulated exercise on running an agri-based enterprise.</i></p>	<b>Mangaldan Asingan Umingan Alaminos</b>	<b>1st Quarter 1st Quarter 2nd Quarter 2nd Quarter</b>	<b>DTI-Dagupan DTI-Dagupan DTI-Dagupan DTI-Dagupan</b>	
<p><b>BEST Games (Business Expense Savings Training)</b></p> <p><i>An action-oriented training activity where participants go through a simulated business enterprise game to experience the nitty-gritty of running a manufacturing business.</i></p>	<b>Daraga Tabaco City</b>	<b>January-April June</b>	<b>DTI-Region V</b>	
	<b>Guinobatan/ Ligao Gigmoto Daet/Sta. Elena Panganiban Pandani ARCs Agrarian Reform Communities Gigmoto/ Pandani Alabel-Kiamba, South Cotabato</b>	<b>Aug.-Sept.  March March/May Aug.-Oct. June Open for reservation</b>	<b>DTI-CARP</b>	<b>Subsi- dize</b>
	<b>DTI-Vigan Pagbilao, Quezon Agdangan, Quezon Olongapo City</b>	<b>March-June May 25-July 10  To be announced May  June</b>	<b>DTI-Catanduanes DTI-Region 12  DTI-Vigan DTI-Quezon  DTI-Quezon DTI-Olongapo</b>	
<p><b>DART Game</b></p> <p><i>A simulated module of discovering the entrepreneurial competencies of a person to include his/her strengths &amp; weaknesses.</i></p>	<b>Daraga- Tabaco City, Albay</b>	<b>February-October</b>	<b>DTI-Region V</b>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Fastfood Business Operation</b></p> <p><i>Profile and prospect of the industry, tips on how to set up fastfood business (small-medium-scale), menu planning, labor cost customer relations in a fast-food operation, creative sales promotion, effective food service management, financial requirement, and field trip to a fastfood business.</i></p>	TLRC	Monthly	TLRC	P 1,980
<p><b>How to Start and Manage a Pre-School</b></p> <p><i>Market analysis and marketing strategy, legal compliance, record management cash flow management, and other managerial concerns of the pre-school/day care business.</i></p>	TLRC	Monthly	TLRC	P 2,475
<p><b>Advanced Course on Janitorial Services</b></p> <p><i>How to establish a building cleaning program, manpower training, corporate marketing, critique on the proposal, actual demo on cleaning services and field trip for actual ocular inspection and estimate.</i></p>	TLRC	Once every 2 months	TLRC	P 2,200
<p><b>How to Start and Manage a Janitorial Services</b></p> <p><i>Scope of janitorial services and management, manpower distribution, ocular inspection, communication skills for trainees, equipment and supplies, operation and management, sales, cost and return analysis and actual demonstration.</i></p>	TLRC	Monthly	TLRC	P 2,200

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Basic Tour Guiding</b></p> <p><i>Introduction to the basic knowledge of travel agency ticketing procedures and how to create a passenger ticket. (with fieldtrip)</i></p>	TLRC	Monthly	TLRC	P 1,980
<p><b>Setting up a Travel Agency</b></p> <p><i>Role and functions of a travel agent, organizing the business, requirement for travel agency set-up, rules and regulations governing travel agencies, basic travel agency operations and office procedures, professional code of ethics, the travel agency and other providers of travel products transportation, accommodation, etc.</i></p>	TLRC	Monthly	TLRC	P 1,100
<p><b>Starting a Restaurant Business</b></p> <p><i>Lectures on menu planning; site selection, equipment and furnishing requirements, personal administration, marketing, advertisement, insurance cost control and pricing(with fieldtrip).</i></p>	TLRC	Monthly	TLRC	P 3,300
<p><b>Establishing Your Own Gas/ Filling Station</b></p> <p><i>Market for new petroleum players, background on the deregularization of the petroleum industry in the Philippines, procedures for running a gas/ filling station, market strategies to enhance business profits.</i></p>	TLRC	Once every 4 months	TLRC	P 2,200

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Organizing Party Funfare as a Business (With Balloon Decors)</b></p> <p><i>Organizing party funs, using decorative balloons, clown make-up and magic tricks, piñata, including business requirements.</i></p>	TLRC	Twice a month	TLRC	P 3,300
<p><b>Setting Up a Hardware and Construction Supply</b></p> <p><i>History, design, and operation, definition of terms, selection of site, organization, nature of business, stock and inventories control, costing and pricing, terms of payment, market potentials, projected return of investment and assumptive income analysis.</i></p>	TLRC	Twice a year	TLRC	P 1,650
<p><b>Catering Business Operation</b></p> <p><i>Table setting techniques and equipment, menu planning; costing and pricing.</i></p>	TLRC	Twice a month	TLRC	P 1,650
<p><b>Seminar on Bartending</b></p>	Olongapo City	September	DTI-Olongapo	
<p><b>Coffee Shop Management and Operation</b></p> <p><i>Personnel administration, organization, site selection, marketing, materials and equipment, cost analysis.</i></p>	TLRC	Monthly	TLRC	P 2,530
<p><b>Comprehensive Food &amp; Beverage Services Course for Waiters, Bartenders, and Stewards</b></p> <p><i>Organization, job description, operational equipment and handling, types of service, menu merchandising, personal hygiene, work values, and customer relations.</i></p>	TLRC	Once every 4 months	TLRC	P 2,750

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Operating a Laundry Shop Business (Small Scale)</b></p> <p><i>Plant and lay-out and design; Production flow, job function; customer service and its place in the textile care in industry; operating a small laundry washing machine to pressing; laundry washrooms chemistry, etc., market strategy such as pricing, promotion, selection of site location. Environmental management concerns. Include hands-on during site visit.</i></p>	TLRC	Monthly	TLRC	P 2,475
<p><b>Operating a Retail Store Business</b></p> <p><i>Store operations management, inventory control, marketing strategies, cost and return analysis.</i></p>	TLRC	Monthly	TLRC	P 3,300
<p><b>Basic Reservation and Ticketing</b></p> <p><i>Introduction to the basic knowledge of travel agency ticketing procedures and how to create a passenger ticket.</i></p>	TLRC	Monthly	TLRC	P 1,980
<p><b>Design &amp; Operation of a Water Refilling Station Business</b></p> <p><i>Water concept and principles (hydrologic cycle, types of water), water contaminants, type of purification system, market potential: demand (demographic distribution on a per area basis) and supply (WRS/mineral/bottling and community water supply), business aspect of WRS.</i></p>	TLRC	Monthly	TLRC	P 1,980

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Dollar Trading/Foreign Currency Exchange</b></p> <p><i>Status of foreign currency trading in the Philippines, learn the day-to-day to currency fluctuating prices, registering the business on Forex, do actual currency trading, CentralBankForex policy. Determining "original" from "bogus" dollar and other foreign currency (coin included). Site selection and type of business to put up.</i></p>	TLRC	Monthly	TLRC	P 1,650
<p><b>Salon Management</b></p> <p><i>Operation, personnel management, physical layout, records and supplies, cost and requirement and customer relations.</i></p>	TLRC	Twice a year	TLRC	P 2,200
<p><b>Franchising a Business</b></p> <p><i>Franchising a restaurant, fastfood chains, stores, non-food industries, auto products and services; responsibilities and step by step procedures of application and maintenance of franchise; with sample cases.</i></p>	TLRC	Monthly	TLRC	P 1,100
<p><b>How to Start and Manage a Franchise Business</b></p> <p><i>Filipino entrepreneurs today are facing a greater challenge with the worldwide economic slowdown and business expansion becomes more difficult. Strategic growth options therefore need to be properly evaluated. One such growth strategy is franchising an existing business venture.</i></p>	PTTC	Feb. 6 (PM) May 20 (AM) 1:00 PM- 5:00 PM & 8:00 AM-5:00 PM (4hrs.)	DTI-PTTC	P 750.00

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>How to Select and Buy a Franchise</b></p> <p><i>Filipinos today are encouraged to be entrepreneurs. In putting up their own businesses, they not only achieve financial independence and a better quality of life for themselves, but more importantly, they render a positive and significant impact on the country's economy by providing employment opportunity to others. There are, however, several approaches in being self-employed and one option is franchise.</i></p>	<b>PTTC</b>	<b>February 6 (AM) May 20 (PM) 8:00 AM-12:00 PM &amp; 1:00 PM- 5:00 PM (4hrs.)</b>	<b>DTI-PTTC</b>	<b>P 750.00</b>
<p><b>Franchising Course for Small &amp; Medium Enterprises (FCSMEs)</b></p> <p><i>Familiarizes participants with the rewards and risk, mechanics and techniques, legal and organizational aspects of setting up and managing a franchising business.</i></p>	<b>UP-ISSI</b>	<b>January 28-30 8:30 AM-5:00 PM (30hrs.)</b>	<b>UP-ISSI</b>	<b>P 4,000</b>
<p><b>Program on Rehabilitating Distressed Enterprises (PRIDE)</b></p> <p><i>Provides participants with tools and skills needed to analyze and diagnose the problems of troubled enterprises and subsequently formulate an appropriate rehabilitation plan.</i></p>	<b>UP-ISSI</b>	<b>March 24-28 8:30 AM-4:00 PM (30hrs.)</b>	<b>UP-ISSI</b>	<b>P 5,500</b>
<p><b>SME Best Practices Seminar</b></p>	<b>Prov'l Training Center</b>	<b>July 17</b>	<b>DTI-Region 12</b>	
<p><b>Seminar -Workshop on Enterprise Development</b></p>	<b>Agrarian Reform Communities ARCs</b>	<b>Open for reservation</b>	<b>DTI-CARP</b>	<b>subsidize</b>
<p><b>Other Managerial and Entrepreneurial Seminars</b></p>	<b>ARCs</b>	<b>Open for reservation</b>	<b>DTI-CARP</b>	<b>subsidize</b>

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
Small Enterprise Development (Provincewide)	BFAR/NIFTDC-Dagupan City	3rd Quarter	DTI-Dagupan	Tentative
Coffee Administration & Farming Entrepreneurship (CAFÉ)	Tabuk Balbalan Pinukpuk Tanudan	July August September October	DTI-CAR	
Reinforcing Q&P for Community Entrepreneurs	Virac	March 31 to April 1	DTI-Catanduanes	
Forum on Responsible Entrepreneurship (Detecting Fake Matches)	Legazpi City	January	DTI-Region V	
Managerial & Entrepreneurial Training	Digos City, D.S.	May	DTI-Davao del Sur	Cost sharing w/LGU
Trade & Entrepreneurial Training	Digos City, D.S.	June	DTI-Davao del Sur	Cost sharing w/LGU
Entrepreneurial Training	September	September	DTI-Davao del Sur	Cost sharing w/LGU
Gabay sa Negosyo (Entrepreneurship Program)	Lazi Nat'l Agricultural School	3 days duration	TESDA	
Designing and Implementing Poverty Alleviation Programs  <i>Provides participants with knowledge, skills and attitude for effective formulation and management of a poverty alleviation program.</i>	UP-ISSI	March 17-21 8:30 AM-4:00 PM (Mon-Fri 30hrs.)	UP-ISSI	5,000
Achievement Motivations Training  <i>Instill and strengthen the achievement motive amount the participants, who are expected to put into practice their skills training and regularly generate income thereafter.</i>	C/o LGU/NGO Or Civic Organization	Per request Three to five days	DTI-CIC	Cost shared by cooperators

# Finance

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>FINANCE</b></p> <p><b>Accounting for Non-Accountants (AfNA)</b></p> <p><i>Enables participants with no accounting background to understand and apply the principles and basic tools and techniques of the accounting process.</i></p>	UP-ISSI	January 27-31 8:30 AM-5:00 PM (30hrs.)	UP-ISSI	P 8,500
<p><b>Accounting and Record Keeping for Small Businesses</b></p> <p><i>Lectures on bookkeeping, reporting and analysis of transaction results for small business opportunities.</i></p>	TLRC	Monthly	TLRC	P 2,200
<p><b>Basic Bookkeeping Seminar</b></p>	Nasugbu, Batangas	May	DTI-Batangas	
<p><b>Basic Business Recording for SME's</b></p> <p><i>This will enable you to prepare your financial statements on time for analysis and submission to financing institutions and concerned government regulatory agencies.</i></p>	PTTC	February 12-13 June 16-17 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	P 1,750
<p><b>Bookkeeping Seminar</b></p>	Malapatan	April 29	DTI-Region 12	
<p><b>Bookkeeping and Accounting</b></p>	Dagupan City	2nd Quarter	DTI-Dagupan	
<p><b>Cooperative Bookkeeping &amp; Accounting</b></p>	Asingan, Pangasinan	3rd Quarter	DTI-Dagupan	
	Cabaruyan ARC- Anda Pangasinan	2nd Quarter	DTI-Dagupan	
	Luna, Apayao	3rd Quarter	DTI-CAR	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Basic Banking Course for Savings &amp; Credit Cooperative</b>	ARCs	To be announced	DTI-CAR	P 1,500  Cost Sharing w/LGU
<b>Credit Management</b>	DTI-Region V Pagadian City	April 29-30 2nd Quarter	DTI-Region V DTI-Pagadian	
<b>Financial Administration and Credit Management</b>	ARCs DTI-Region V	To be announced April 22-24	DTI-CAR DTI-Region V	
<b>Financial Management for SME's</b> <i>Managing business capital and resources entails a big decision especially during the times our economy is under financial crisis. Learn how to assess key business problems, current assets, managing cash flow and receivables and thereby optimizing cash balance. Also, taking note of the usual financial pitfall of businessmen.</i>	PTTC  In Company Agrarian Reform Communities (ARCs) Iba, Zambales Digos City Davao del Sur	April 3 July 24 8:30 AM-5:00 PM (7.5hrs.)  To be announced To be announced  August October	DTI-PTTC  DTI-Nueva Ecija DTI-CAR DTI-Zambales DTI-Davao del Sur	
<b>Financial Planning &amp; Budgeting</b>	ARCs	To be announced	DTI-CAR	
<b>Financial Strategies</b>	DTI-Davao City Field Office	March	DTI-DCFO	
<b>Income Taxation Made Easy</b> <i>File your corporate or individual income tax on time. This seminar will guide company executives, finance officers, employees, entrepreneurs, professionals, and all do-it-yourself taxpayers on how to compute their income tax efficiently.</i>	PTTC	March 10-11 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Managing Your Finances</b> <i>Upgrades participants' financial management and control skill, including financial analysis and control, problem solving and decision-making, cash management, and financial planning.</i>	UP-ISSI	August 16-September 20 8:30AM-5: 30 PM 6 Saturdays (36hrs.)	UP-ISSI	P 8,000
	PTTC	July 30-31 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	P 1,750
<b>Management of Working Capital</b>	ARCs	To be announced	DTI-CAR	
<b>Micro Lending</b> <i>Learn how to service the needs of small entrepreneurs and earn through the proper delivery of these services. Low start-up capital may be sourced through fund pooling or borrowing. Learn the controls to minimize the risks related to micro-lending.</i>	TLRC	Twice a year	TLRC	P 1,540
<b>Micro Retailing</b> <i>This course discusses how to set up a low-investment, high yield home-based store, i.e. variety store, order/delivery store, general merchandising. Topics include start-up process, pricing, selling strategies and financial controls.</i>	TLRC	Twice a year	TLRC	P 1,540
<b>Simple Bookkeeping Seminar</b>	Talobatib, Camarines Norte	October	DTI-Region V	
<b>Simplified Financial Accounting and Record Keeping for Travel Agency</b> <i>Simplified accounting procedures, preparation and interpretation of financial report and statements, cash flow, control systems for the travel agency business.</i>	TLRC	Twice a year	TLRC	P 1,650
<b>Structured Learning Exercises on Finance, Project Planning</b>	Legazpi City	January-February	DTI-Region V	

# General Management



NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Consumer Education Seminar</b>	Legazpi-Tabaco-Ligao Cities	September/ October	DTI-Region V	
	Barcelona-Bulusan/Bacon-Castilla	November Feb. 14/April 4 May 16/June 10 Oct. 13/Nov. 14	DTI-Region V	
<b>Consumer Rights and Responsibilities</b>	Daet, Camarines Norte	October	DTI-Region V	
<b>Cooperative Management</b>	ARCs	To be announced	DTI-CAR	
<b>Customer Relations Management</b>	PTTC	March 26 June 17 8:30 AM-5:00 PM (7.5hrs.)	DTI-PTTC	P 1,500
<i>An introductory session/course into the dynamic and highly effective field of Customer Relations Management (CRM). This paradigm shift goes beyond level of servicing customers.</i>				
<b>Customer Satisfaction Measurement</b>	DOST-MIRDC	June 5-6	DOST-MIRDC	P 2,500
<i>Focuses on the fundamental concept of customer satisfaction measurement through statistical analysis and interpretation of survey data.</i>				
<b>Customer Service</b>	DTI-DCFO	March	DTI-DCFO	
<b>Customer Service Excellence</b>	TLRC	Once every 3 months	TLRC	P 1,650
<i>Basic and latest trends in customer service excellence, secrets to understanding customers for increased profits, customer service techniques.</i>				
<b>Effective Business Communications (EBC)</b>	UP-ISSI	January 21-23 April 21-24 8:30 AM-4:00 PM (18hrs.)	UP-ISSI	P 4,500
<i>Provides participants with skills and tools to write effective letters, memos, and reports in a business setting.</i>				

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Effective Business Policies</b>	DTI-DCFO	June	DTI-DCFO	
<b>Effective Customer Service for Bottom-line Result</b>  <i>Being an integral part of service and product promotion, there is a need to focus an ample amount of attention to customer service. When fully applied, customer service will provide the cutting edge for customer delight that will contribute to increased market share and patronage of various businesses.</i>	PTTC	February 18-19 May 22-23 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	P 1,750
<b>Effective Management Control</b>	DTI-DCFO	October	DTI-DCFO	
<b>Effective Purchasing Management</b>  <i>Enhance the importance of purchasing and procurement activities to the whole organization and relations among organizational departments and suppliers. Infuse professionalism in your organization based on the new trends and strategies of purchasing management for business profitability.</i>	PTTC	March 10-11 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	P 1,750
<b>Entrepreneurial Management (Costing and Pricing)</b>	Paracale	August	DTI-Region V	
<b>Establishing an Export Business</b>  <i>Registering the business, identifying products for export, general export procedures, types of letter of credit, preparing goods for export, collection of export proceeds, types of export financing, preparing and attending trade fairs.</i>	TLRC	Once every 2 months	TLRC	P 1,650

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Expanding Business Through Export (Basics of Exporting)</b></p> <p><i>Explore the opportunities challenges and nuances of international business. This 5-day program will prepare you to start your export business with confidence by identifying the right market and its requirements, understanding product selection, developing a costing and pricing scheme for competitive edge and responsive promotion strategy, understanding export documentation procedures and financing scheme to exporters and the art of negotiating with foreign buyers.</i></p>	<b>PTTC</b>	<b>January 27-31 March 3-7 May 19-23 November 10-14 8:30 AM-5:00 PM (37.5hrs.)</b>	<b>DTI-PTTC</b>	<b>P 2,500</b>
<p><b>Event Planning, Marketing and Management</b></p> <p><i>Basic knowledge of event planning and management for local trade exhibits, meetings consumer events (tiangges), conventions association Conferences, et. And profitability and traffic for the vent through a thorough knowledge of management functions requisite o a successful events.</i></p>	<b>TLRC</b>	<b>Once every 4 months</b>	<b>TLRC</b>	<b>P 2,200</b>
<p><b>Fair Trade Law Seminar</b></p>	<b>Baguio City</b>	<b>To be announced</b>	<b>DTI-CAR</b>	
	<b>La Trinidad, Benguet</b>	<b>To be announced</b>	<b>DTI-CAR</b>	
<p><b>Feasibility Study Preparation</b></p> <p><i>Lectures on rationale and background of the project, management and production aspects, market and financial feasibility, contributions to the Philippine economy.</i></p>	<b>TLRC</b>	<b>Twice a year</b>	<b>TLRC</b>	<b>P 1,650</b>
<p><b>Frontline Service Management</b></p>	<b>ARCs</b>	<b>To be announced</b>	<b>DTI-CAR</b>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Cash Management &amp; Disbursement Scheme</b>	<b>DOST IV Los Baños, Laguna</b>	<b>April-June</b>	<b>DOST IV</b>	
<b>How to Export</b>	<b>Virac</b>	<b>April</b>	<b>DTI Catanduanes</b>	
<b>Import Procedures &amp; Documentation</b>	<b>PTTC</b>	<b>January 23-25 April 24-26 September 23-25 8:30-5:00 PM (22.5 hrs.)</b>	<b>DTI-PTTC</b>	<b>P 2,000</b>
<i>Familiarize yourself with specific import procedures and processing guidelines and know the appropriate and relevant agencies and institutions involved in importing.</i>	<b>TLRC</b>	<b>Quarterly</b>	<b>TLRC</b>	<b>P 1,980</b>
<b>Improve Your Business (IYB)</b>	<b>UP-ISSI</b>	<b>February 3-7 2:00 PM-8:00 PM (Mon-Fri) 30 hrs</b>	<b>UP-ISSI</b>	<b>P 5,000</b>
<i>Provides participants with tools to assess their entrepreneurial readiness; identify, evaluate and select business ideas; and plan, start and manage their own new enterprises.</i>				
<b>Institutional Development Training</b>	<b>Banaue</b>	<b>August</b>	<b>DTI-CAR</b>	
<b>Investment Forum</b>	<b>ARCs</b>	<b>To be announced</b>	<b>DTI-CARP</b>	
<b>Manager's Course</b>	<b>UP-ISSI</b>	<b>January 11-June 7 May 3-September 13 July 5-November 22 9:00 AM-5:00 PM (20 days) 150 hrs</b>	<b>UP-ISSI</b>	<b>P 14,500</b>
<i>Enhances the managerial competence of participants by exposing them to a broad selection of modern management function, tolls, and techniques.</i>				

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Managing Issues, Problems and Conflicts in Family-owned Enterprise.</b></p> <p><i>This seminar is designed to improve the productivity of family owned enterprises/businesses by making them aware of the common problems and conflicts surrounding family businesses and the means by which to properly address to them.</i></p>	PTTC	April 4 October 8 1:00 PM-7:00 PM (6 hrs.)	DTI-PTTC	P 750.00
<p><b>Management of Service</b></p> <p><i>How to manage service businesses like janitorial, repairs and maintenance, etc., marketing, entering into contracts, submitting bids, business costing, time scheduling and cash management.</i></p>	TLRC	Once every 2 months	TLRC	P 1,650
<p><b>Operation and Management of an Import-Export Biz</b></p> <p><i>Basic of exporting and importing including technologies, procedures and products in big demand locally and abroad, sales and marketing aspects of export-business offer, packaging and alternative profit center for overruns.</i></p>	TLRC	Once every 2 months	TLRC	P 2,200
<b>Organizational Development Seminar</b>	Sorsogon City/ Casiguran- Matnog-San Isidro/Gubat/ Pilar	March 5/12/14 & 28/April 30/ July 25	DTI-Region V	
<b>Organizational Management</b>	ARCs	To be announced	DTI-CARP	
<b>Orientation Seminar on Fair Trade Law</b>	Daet, Camarines Norte	October	DTI-Region V	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Problem Solving and Decision Making</b></p> <p><i>This seminar aims to provide participants with the knowledge, skills and framework for a systematic approach to problem solving and the decision making process.</i></p>	PTTC	May 20-21 8:30AM-5:00 PM (7.5hrs.)	DTI-PTTC	
<p><b>Project Development and Management</b></p> <p><i>Rationale and background of the project, management and production aspects, market and financial feasibility contribution to the Philippine economy.</i></p>	TLRC	Twice a year	TLRC	P 1,650
<p><b>Project Management</b></p>	DOST-MIRDC ARCs	April 21-25 To be announced	DOST-MIRDC DTI-CARP	P 4,300
<p><b>Purchasing and Supply Management for Business Operators</b></p> <p><i>Principles, functions, operating policies, systems and procedures and operational skill sand techniques.</i></p>	TLRC	Twice a year	TLRC	P 1,650
<p><b>Regional Consumers Conference</b></p>	Legazpi City	August 22	DTI-Region	
<p><b>Seminar for Businessmen &amp; Consumers</b></p>	Daet Camarines Norte	October	DTI-Region	
<p><b>Seminar on Organizational Management</b></p>	ARCs Communities	Open for reservation	DTI-CARP	subsi- dize
<p><b>Seminar on Effective Customer Relation</b></p>	CWDs-BE DTI XII R.O. BTRCP	March 13-14 June 19-20 March 27-28 June 26-27	DTI-South Cotabato	
<p><b>Seminar on IP Code and its Regulations</b></p>	Bangued, Abra	2nd week of March	DTI-CAR	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Seminar Workshop on Customer Relations &amp; Effective Complaints Resolution</b>	Legazpi City	July	DTI-Region V	
<b>Small Business Management</b>	ARCs	To be announced	DTI-CAR	
	Lian, Batangas Nasugbu, Batangas	March September	DTI-Batangas	
<b>Solid Waste Management</b>	DTI-DCFO	August	DTI-DCFO	
<b>Strategic Management</b>	DTI-DCFO	January	DTI-DCFO	
<b>Strategic Vision Formulation and Hoshin Planning</b>  <i>A module that will help the participants formulate their vision and mission statements and eventually translate these into actual plans and programs.</i>	Plant level	Upon request/ Two-days	DTI-CIC	Free
<b>Training Course on Operations Planning and Control for SME-Service Sector</b>  <i>Achieve better service efficiency and customer satisfaction through better planning, scheduling, and controlling. This course equips participants to apply techniques for improved service management and streamlining of processes and operations.</i>	DAP	November 19-21 24hrs. (8hrs/day)	DAP	P 2,700
<b>Value-Chain Management</b>  <i>A product of any business is the outcome of the 'value-addition' done by not only the manufacturer of the product but also by the raw materials suppliers, transporters, and dealers.</i>	DAP	May 7-8 16hrs (8hrs/day)	DAP	P 4,500

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Basic Mandarin Business Language Course</b></p> <p><i>This course is designed to facilitate business transaction with the Chinese businessman through better understanding of their language and greater appreciation of their culture.</i></p>	<b>PTTC</b>	<b>April 26-May 31 2:00PM-5:00 PM 6 Saturday (18hrs.)</b>	<b>DTI-PTTC</b>	<b>P2, 250</b>
<p><b>Japanese Business Language-Level 1</b></p> <p><i>This program is designed to facilitate business transactions and enable effective integration in the Japanese working environment.</i></p>	<b>PTTC</b>	<b>March 1-April 26 2:00 PM-5:00 PM 7 Saturday (21hrs.)</b>	<b>DTI-PTTC</b>	<b>P 2,500</b>
<b>Speechcraft Sessions</b>	<b>DTI-DCFO</b>	<b>February-March</b>	<b>DTI-DCFO</b>	

# Human Resources Development

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>HUMAN RESOURCES</b>				
<b>Administrative Procedures</b>	<b>DOST-IV Los Baños Laguna</b>	<b>April-June</b>	<b>DOST-IV</b>	
<b>Effective Leadership Skills</b> <i>Improve your leadership skills and become an effective team leader. Ensure smooth operations by establishing good working relationships with your staff. This one-day seminar will provide you important tips on employee motivation, proper delegation or work, decision-making and managing problems, innovation, time and change.</i>	<b>PTTC</b>	<b>April 21 8:30 AM-5:00 PM (7.5hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,500</b>
<b>Effective Presentation Skills</b>	<b>DOST-MIRDC DTI-DCFO</b>	<b>February 17-21 November</b>	<b>DOST-MIRDC DTI-DCFO</b>	<b>P 4,800</b>
<b>Harnessing Filipino Values for Global Competitiveness</b> <i>Rediscover Filipino values and apply these at the workplace to contribute to the company's productivity and competitiveness.</i>	<b>PTTC</b>	<b>March 10 1:00 PM-7:00 PM (6hrs.)</b>	<b>DTI-PTTC</b>	<b>Free</b>
<b>Leadership Management Training</b>	<b>Pagadian City</b>	<b>3rd Quarter</b>	<b>DTI Zamboanga Del Sur</b>	
<b>Leave Administration</b>	<b>DOST IV Los Baños Laguna</b>	<b>April-June</b>	<b>DOST-IV</b>	
<b>Managerial Training</b>	<b>Lamut</b>	<b>March</b>	<b>DTI-CAR</b>	
<b>Marketing Management</b>	<b>CFIF Trng. Room Tagbilaran City</b>	<b>April 25-26 May 2-3 May 9-10 May 16-17</b>	<b>DOST-VII</b>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Partnership for Quality and Productivity</b></p> <p><i>To enable the participants to organize partnerships between labor and management for a better understanding of work related concerns, and joint <b>problem</b> solving thru open communication to enhance the company's competitiveness.</i></p>	Plant level	Upon request/ One day	DTI-CIC	Free
<p><b>Principles and Applications of Management</b></p>	CFIF Trng. Room Cebu City & Don Bosco	April 3-4/ April 11-12	DOST-VII	
<p><b>Records Management</b></p>	DOST-MIRDC	January 20-24	DOST-MIRDC	P 4,200
<p><b>Small &amp; Medium Industries Leadership Enhancement (SMILE)</b></p>	Tanudan	May	DTI-CAR	Open for nego
	Tabuk	June	DTI-CAR	Open for nego
<p><b>Stress Management</b></p> <p><i>Workshop-structured learning experience on different techniques to enhance creativity for problem solving on productivity such as lateral thinking, brainstorming, brain writing, mind-mapping and dynamic meditation.</i></p>	TLRC	Twice a year	TLRC	P 1,650
<p><b>Supervisory Development</b></p>	Plant level	Upon request/ One day	DTI-CIC	Free
<p><b>Team Building</b></p>	In Company DTI-DCFO Plant level	To be announced May Upon request/ one day	DTI-N. Ecija DTI-DCFO DTI-CIC	Free

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Training on SME Business Advisors &amp; Counselor</b>  <i>The Business Management System maintains that there are no business problems, only management problems. In defining such management problems using the BMS, you establish where the business ought to be-not by going back to vision and mission statement, but rather by going back to the purpose of the business (to make money) and judging success based on that objective.</i>	PTTC	February 24-28 5 days (37.5hrs.)	DTI-PTTC	P 3,000
<b>Values Enhancement Seminar</b>	Lian, Batangas	July	DTI-Batangas	
<b>Values Orientation</b>	PTTC	March 10/June 9 Sept. 8/Dec. 8 1:00 PM- 7:00 PM (6hrs)	DTI-PTTC	Free
<b>Values Orientation CEFE Approach</b>	Oas/Tiwi	February-July- Sept.	DTI-Region V	
<b>Value Re-Orientation for Service Excellence</b>	Plant level	Upon request/ One day	DTI-CIC	Free

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>INFORMATION TECHNOLOGY</b>	DOST-MIRDC	40 hrs.	DOST-MIRDC	
<b>Application of Computer-Aided Design/Computer Aided Manufacturing</b>				
<i>Provides knowledge in the design and making of dies and molds using state-of-the art machining center and Master Cam V.6.</i>				
<b>Basic Computer-Aided Design</b>	DOST-MIRDC	February 3-7 (38hrs.)	DOST-MIRDC	P 6,000
<i>Discusses the application of basic drafting techniques using CAD and construction, manipulation, display, file &amp; retrieve part production drawings for 3D objects</i>				
<b>Basic Desktop Publishing</b>	Siquijor State College Larena, Siquijor	May 15-16	DOST-VII	
<b>Basic Desktop Mapping Using Arcview</b>	DOST-COSPO ICT Training Center Cebu City	June 25-27	DOST-VII	
<b>Basic MS Excel for Entrepreneurs</b>	PTTC	April 4 8:30 AM-5:00 PM (7.5 hrs.)	DTI-PTTC	P 1,500
<i>Improve your office productivity by maximizing the use of the capabilities of MS Excel. Learn how to format, edit data and work with spreadsheet, compute and create charts.</i>	Siquijor State College Larena, Siquijor	May 13-14	DOST-VII	
<b>Basic Office Automation/ Internet/Web Page Design</b>	Quezon ICT Training Center Lucena City	April-May-June	DOST-IV	
<b>E-Commerce Appreciation</b>	Per Province	August	DTI-Region 3	
<b>E-Commerce Awareness Seminar</b>	DTI-Vigan	To be announced	DTI-Vigan	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>E-Commerce Business Applications for SME's</b>  <i>The seminar takes off from the overview of e-commerce and detailed discussions on its business applications. The 2-day activity provides facilities for the participants to be able to join the e-market place through a hands-on inputting of the company's profile, products and services on the web.</i>	<b>PTTC</b>	<b>March 6 8:30 AM-5:00 PM (7.5hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,500</b>
<b>E-Commerce Seminar</b>	<b>Pagadian City</b>	<b>August 20-22</b>	<b>DTI-Zamboanga Del Sur</b>	<b>P528.00</b>
<b>Geographic Information System Training</b>	<b>Leyte (Provincewide)</b>	<b>June</b>	<b>DOST-VIII</b>	
<b>ICT Orientation for SMEs</b>	<b>Sorsogon City</b>	<b>July 2</b>	<b>DTI-Region V</b>	
<b>Internet Operation cum E-Commerce</b>	<b>Sorsogon City</b>	<b>May 23</b>	<b>DTI-Region V</b>	
<b>Learning the BN Database</b>	<b>Sorsogon City</b>	<b>April 11</b>	<b>DTI-Region V</b>	
<b>Mechanical CAD</b>	<b>DOST-COSPO ICT Training Center Cebu City</b>	<b>May 21-23</b>	<b>DOST-VII</b>	
<b>Seminar on E-Commerce Law</b>	<b>Legazpi City</b>	<b>March</b>	<b>DTI-Region V</b>	
<b>Training on Computer Aided Design (CAD)</b>	<b>Laguna Training Center San Pablo City Laguna</b>	<b>April 21-25</b>	<b>DOST-IV</b>	
<b>Training on Computer Literacy</b>	<b>Project Site  Kawit, Cavite</b>	<b>April-May  June 25</b>	<b>DOST-IV  DOST-IV</b>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Web Page Development for SMEs</b></p> <p><i>This course will enable the participants to make a corporate or personal webpage using MS Frontpage, communicate technically with a professional webpage developer and make specifications for a corporate webpage for a target market.</i></p>	PTTC	March 27-28	DTI-PTTC	P 2,000
<p><b>Web Page Development: Web Studio Course</b></p> <p><i>As the internet rapidly continues to evolve, users expect richer content, application and communication breakthroughs. Businesses demand more from their investments in Internet Technology.</i></p>	PTTC	8:30 AM-5:00 PM 2 Days (15hrs.)		
<b>Module 1</b>		July 17-18		P 2,000
<b>Module 2</b>		August 14-15		P 2,000
<b>Module 3</b>		September 4-5		P 2,000
<b>Module 4</b>		September 25-26		P 2,000

# Marketing

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>MARKETING</b>				
Advanced SPC	DOST Conference Room Banilad, Cebu City	April 21-23	DOST-VII	
Advisory Services on Product Costing and Pricing for Export	In Company	To be announced	DTI-Bacolod	
Applied Marketing Research	DTI-DCFO	October	DTI-DCFO	
Basic Marketing Management Seminar	Iba, Zambales	June	DTI-Olongapo	
Creative Selling Techniques (CST) <i>Develops the ability of sales managers and staff to generate more sales by tapping their creative resources.</i>	UP-ISSI	May 3-31 9:00 AM-5:00 PM 5 Saturdays (42hrs.)	UP-ISSI	P 7,000
Costing & Pricing	In Company	To be announced	DTI Nueva Ecija DTI-Catanduanes DTI-Region V	
	Gigmoto Prieto Diaz/San Isidro/ Casiguran/ Bulusan	February April 25/May 22		
	Agrarian Reform Communities (ARCs)	June 5/June 18 & 25	DTI-CAR	
	Digos City, D.S.	May	DTI-Davao del Sur	Cost sharing w/LGU
	Malita, D.S.	June	DTI-Davao del Sur	Cost sharing w/LGU
	Dagupan City Tabuk Talobatib Camarines Norte	2nd Quarter August March	DTI-Dagupan DTI-CAR DTI-Region V	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Costing and Pricing Among New Suppliers</b>	Virac	September	DTI-Catanduanes	
<b>Dynamic Sales Negotiation</b> <i>Be equipped with synergy of art, science and proven techniques in the dynamic world of "win-win" negotiations. This workshop will provide different situations of sales and relations transactions to guide participants in effective decision making and successful organization.</i>	PTTC	May 21 8:30 AM-5:00 PM (7.5hrs.)	DTI-PTTC	P 1,500
	In Company	To be announced	DTI-Bacolod	
<b>Dynamics of Negotiation</b>	Digos City, D.S.	May	DTI-Davao del Sur	Cost sharing w/LGU
	Malita, D.S.	June	DTI-Davao del Sur	Cost sharing w/LGU
<b>Effective Energy management for SMEs</b> <i>Provide know-how on the implementation of an effective energy management through energy monitoring and target setting. Includes energy practices for systems and processes and able to develop an energy management plan.</i>	ITDI, Bicutan NCR	October 7-9	DOST-ITDI	P 1,400
<b>Effective Marketing &amp; Selling Techniques</b>	Legazpi City	May	DTI-Region V	
<b>Effective Sales Aids and Negotiation Seminar</b>	DTI-Region V	April 24-25	DTI-Region V	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Entrepreneurial Marketing</b> <i>How marketing can add more profits and customers; entrepreneurial marketing, including strategy, research, business evaluation, relationship and market penetration.</i>	<b>TLRC</b>	<b>January 14-15 2 days (15hrs.)</b>	<b>TLRC</b>	<b>P 1,650</b>
<b>Export Marketing Seminar</b>	<b>Legazpi City</b>	<b>January</b>	<b>DTI-Region V</b>	
<b>Export Negotiation Made Easy</b> <i>Dealing with the export market requires much more than guts and determination. Creativity and acumen, skills and techniques, culture and values-these are just some of the vital areas covered in this high-impact training workshop that redefines negotiations in the international arena.</i>	<b>PTTC</b>	<b>April 2 8:30 AM-5:00 PM (7.5hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,500</b>
<b>How to Negotiate with Buyers cum Pricing and Costing</b>	<b>RO, Angeles City</b>	<b>May</b>	<b>DTI-Region 3</b>	
<b>IYB-MTM Cum Product Costing &amp; Pricing</b>	<b>San Carlos City</b>	<b>4th Quarter</b>	<b>DTI-Dagupan</b>	
<b>Market Forum/Encounter</b>	<b>ARCs</b>	<b>To be announced</b>	<b>DTI-CARP</b>	
<b>Market Intelligence</b>	<b>RO, Angeles City</b>	<b>May</b>	<b>DTI-Region 3</b>	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Market Intelligence for Business Success</b>  <i>This workshop will cover approaches and techniques to better develop marketing information, data gathering, critical analysis and correct evaluation to guide the businessman or entrepreneur into pinpointing opportunities and wiser decision-making.</i>	<b>PTTC</b>	<b>March 12 8:30 AM-5:00 PM (7.5hrs)</b>	<b>DTI-PTTC</b>	<b>P 1,500</b>
<b>Marketing Management</b>	<b>CFIF Trng. Room Tagbilaran City</b>	<b>April 25-26 May 2-3 May 9-10 May 16-17</b>	<b>DOST-VII</b>	
<b>Marketing Strategies</b>	<b>ARCs</b>	<b>To be announced</b>	<b>DTI-CARP</b>	
<b>Marketing Technologies</b>	<b>DTI-DCFO</b>	<b>February</b>	<b>DTI-DCFO</b>	
<b>Mini Market Game</b>	<b>Daraga-Tabaco City</b>	<b>February/August</b>	<b>DTI-Region V</b>	
<b>Negotiation Skill cum Pricing &amp; Costing</b>	<b>Olongapo City/ Iba</b>	<b>September</b>	<b>DTI-Olongapo</b>	<b>P 50.00</b>
<b>Negotiation Strategies</b>	<b>DTI-DCFO</b>	<b>August</b>	<b>DTI-DCFO</b>	
<b>Practical Marketing for Entrepreneurs</b>  <i>Good grasp of marketing basics, its tool and terminology and help them design and implement a workable marketing plan.</i>	<b>TLRC</b>	<b>Once every 3 months</b>	<b>TLRC</b>	<b>P 1,650</b>
<b>Pricing, Costing, and Negotiation</b>	<b>Legazpi-Tiwi</b>	<b>July/August</b>	<b>DTI-Region V</b>	
<b>Pricing Strategy and Product Costing</b>	<b>DTI-Region V</b>	<b>March 25-27 September 11-12 November 20-21</b>	<b>DTI-Region V</b>	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Product Costing Game</b>	<b>Daraga-Tabaco City</b>	<b>January/August</b>	<b>DTI-Region V</b>	
<b>Product Costing &amp; Pricing for Export</b>	<b>PTTC</b>	<b>March 25 8:30 AM-5:00 PM (7.5hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,500</b>
<i>This is an advisory session devoted to discussions on basic costing techniques that go into the export price. Each participant will be allotted 30 minutes consultation with the expert on the costing techniques and procedures applied to his/her products as well as the pricing strategies to be adopted for export.</i>	<b>DOST-MIRDC</b>	<b>38 hrs.</b>	<b>DOST-MIRDC</b>	
<b>Seminar on Best Practices on How to Operate Trade House (1 &amp; 2)</b>	<b>Legazpi City</b>	<b>March/June</b>	<b>DTI-Region V</b>	
<b>Seminar on Marketing Strategies</b>	<b>ARC</b>	<b>Open for reservation</b>	<b>DTI-CARP</b>	<b>subsidize</b>
<b>Seminar on Market Development</b>	<b>ARC</b>	<b>Open for reservation</b>	<b>DTI-CARP</b>	<b>subsidize</b>
<b>Solution to Marketing Problem Seminar</b>	<b>Prov'l Training Center</b>	<b>July 16</b>	<b>DTI-Region 12</b>	
<b>Strategic Marketing Course</b>	<b>UP-ISSI</b>	<b>October 18 November 29 8:30 AM-4:30 PM (36hrs.)</b>	<b>UP-ISSI</b>	<b>P 8,000</b>
<i>Equips marketing managers/ leaders with skills and tools for formulation effective marketing strategies to improve the competitive position of their respective organization in the context of globalization, liberalization and other trends.</i>				
<b>Strategic Marketing and Product and Costing</b>	<b>In Company</b>	<b>To be announced</b>	<b>DTI-Bacolod</b>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Strategic Marketing &amp; Selling Techniques</b>  <i>Develop negotiation skills that are vital in the conduct of business transactions. Make the most out of each sales call by proficiently integrating professional salesmanship with active and profitable negotiation techniques.</i>	PTTC	February 20-21 May 8-9 8:30 AM-5:00 PM (7.5hrs.)	DTI-PTTC	P 1,750
	In-Company	To be announced	DTI-Bacolod	
<b>Strategic Marketing Plan</b>	DTI-Region V	April 5-7 September 4-5	DTI-Region V	
<b>Trends &amp; Updates</b>	RO, Angeles City In-Company	May  To be announced	DTI-Region 3 DTI-N. Ecija	
<b>Understanding Marketing for Everyday Business</b>  <i>A seminar for people who would like to build a background/ working knowledge in the area of marketing. The topics cover not only concepts but practical and effective tips/techniques for more competitive skills in today's competitive world.</i>	PTTC	March 31 8:30 AM-5:00 PM (7.5hrs.)	DTI-PTTC	P 1,500

# Production, Quality and Productivity

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>PRODUCTION, QUALITY AND PRODUCTIVITY</b></p> <p><b>Benchmarking and Re-Engineering Course (BRES)</b></p> <p><i>Provides participants with knowledge, skills and attitude for benchmarking and re-engineering.</i></p>	UP-ISS	November 8-22 8:30-4:00 PM (18hrs.)	UP-ISSI	P 4,000
<p><b>Consumerism Seminar</b></p>	Selected schools in municipalities outside Bangued	2nd week of April	DTI-CAR	
<p><b>Cooperation for Productivity and Quality</b></p>	In-Company Plant level	1 day open for reservation Upon request One day	CMDF DTI-CIC	subsidize Free
<p><b>Cost of Quality Measurement</b></p> <p><i>A key tool that companies could use to gain commitment to a quality improvement effort is measuring the cost of quality (COQ), the cost of not meeting the customer's requirement-the cost of doing things wrong. Calculating CO also allows companies to measure where they stand in terms of their quality of conformance. It allows them to evaluate what gains have been made from improving conformance and design and how effective they have been in improving quality.</i></p>	DAP	July 16-17 16hrs (8hrs/day)	DAP	P 4,000
<p><b>Current Good Manufacturing Practices</b></p> <p>Adopt good manufacturing practices and avoid rejects or complaints from your internal and external customers.</p>	PTTC	March 19-21 May 28-30 August 28-30 November 19-21 8:30 AM-5:00 PM (22.5hrs.)	DTI-PTTC	P 2,000

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<b>Good Manufacturing Practices</b>	<b>BIPC Training Room Tagbilaran City Bohol</b>	<b>May 14-15</b>	<b>DOST-VII</b>	
	<b>San Andres, Quezon</b>	<b>March</b>	<b>DTI Quezon</b>	
	<b>San Francisco, Lucban, Quezon</b>	<b>March</b>	<b>DTI Quezon</b>	
<b>GMP/HACCP</b>	<b>Project Site Batangas</b>	<b>June</b>	<b>DOST-IV</b>	
<b>Documenting an ISO9000 Based Quality Management System</b>  <i>This introductory course provides an overview of quality management as internationally understood, and discusses the guidelines for developing a well-documented total quality system necessary for a company to be competitive.</i>	<b>PTTC</b>	<b>April 17-18 8:30 AM-5:00 PM (15hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,750</b>
<b>Eco-Labeling/Life Cycle Analysis for Green Productivity</b>  <i>An environmental LCA is a means of quantifying how much energy and raw materials are used and how much (solid, liquid, and gaseous) waste is generated at each stage of a product's life. Data need to be collected from all stages: obtaining the resources, production, distribution, use and disposal.</i>	<b>DAP</b>	<b>November 12-13 16hrs. (8 hrs./ day)</b>	<b>DAP</b>	<b>P 4,000</b>
<b>Effective Document Control</b>	<b>Subic Bay Freeport Zone</b>	<b>March</b>	<b>DTI-Olongapo</b>	<b>P 1,200</b>

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Effective Energy Management for SMEs</b></p> <p><i>Provides know-how on the implementation of an effective energy management through energy monitoring and target setting. Includes energy practices for systems and processes in order to develop an energy management plan.</i></p>	<b>ITDI, Bicutan, NCR</b>	<b>October 7-9 (24hrs.)</b>	<b>DOST-ITDI</b>	<b>P1, 400</b>
<b>EMS Program</b>	<b>DTI-DCFO</b>	<b>Feb.-March/ Sept.-Oct.</b>	<b>DTI-DCFO</b>	
<p><b>Energy Audit</b></p> <p><i>Covers the basic principles and practical training on the conduct of an energy audit.</i></p>	<b>ITDI, Bicutan, NCR</b>	<b>May 7-8 (16hrs.)</b>	<b>DOST-ITDI</b>	<b>P 1,000</b>
<b>Good Housekeeping of 5S</b>	<b>Plant level</b>	<b>Upon request One day</b>	<b>DTI-CIC</b>	<b>Free</b>
<p><b>Hazard Analysis Critical Control Points</b></p> <p><i>Learn how to identify and assess where hazards in the food production process might occur and be able to put in place appropriate control measures to prevent such hazards from occurring.</i></p>	<b>PTTC</b>	<b>March 26-28 June 4-6 November 26-28 8:30 AM-5:00 PM (15hrs.)</b>	<b>DTI-PTTC</b>	<b>P 2,000</b>
<p><b>IAIC Module I: Electro-Pneumatics System and Sensor Technology (EPSST)</b></p> <p><i>Enables participants to conceptualize, design, implement, and maintain pneumatic control systems relevant to their respective industry/operation and to use control components and sensors in integrating and designing applicable control circuits.</i></p>	<b>UP-ISSI</b>	<b>March 29-April 8 36hrs.</b>	<b>UP-ISSI</b>	<b>P 5,000</b>

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>IAIC Module II: Programmable Logic Controller Course and Its Application Software (PLC &amp; AS)</b></p> <p><i>Enables participants to design, implement and maintain programmable logic control (PLC) systems relevant to their respective industry/operation; as well as develop, monitor and document PLC programs using the application software.</i></p>	UP-ISSI	April 26-May 24 5 Saturdays (30 hrs.)	UP-ISSI	P 8,000
<p><b>IAIC Module III: Comprehensive Course on Instrumentation and Process Control (IPC)</b></p> <p><i>Enables participants to design and install practical instrumentation and process controls in their respective operation.</i></p>	UP-ISSI	May 31-July 5 6 Saturdays (36hrs.)	UP-ISSI	P 8,000
<p><b>IAIC Module IV: Advanced Programmable Logic Controller Course (APLCC)</b></p> <p><i>Enables participants to design and develop software, as well as implement, monitor and maintain automation and instrumentation control system using programmable logic controller, with emphasis on advance functions such as arithmetic, use of A/D and D/A conversion, high speed counting form rotary encoder, and flow totalizers.</i></p>	UP-ISSI	July 12-August 9 8:30 AM-4: 30 PM 7 Saturday (42 hrs.)	UP-ISSI	P 9,500

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>IAIC Module V: PC-Based Supervisory Control and Data Acquisition/ Distributed Control System (SCADA/DCS)</b></p> <p><i>Enables participants to understand and apply PC-based Supervisory Control and Data Acquisition ion systems on a real time basis using programmable logic and process controllers.</i></p>	UP-ISSI	Aug. 16-Sept. 13 8:30 AM-5: 30 PM 6 Saturdays (36 hrs.)	UP-ISSI	P 9,500
<p><b>Increasing Productivity through Value-Based Time Management</b></p> <p><i>Covers approaches to time management and its matrix, how to create one's own time management system and how to manage stress.</i></p>	DOST-MIRDC	February 5-7 (18hrs. )	DOST-MIRDC	P 3,000
<p><b>Internal Auditing under ISO 9000 (2 day)</b></p>	Subic Bay Freeport Zone	May	DTI-Olongapo	P 2,500
<p><b>Internal Quality Audit</b></p> <p><i>One of the measures to evaluate a quality system is the performance of an internal quality audit. Results of an internal quality audit provide information to management on the effective implementation of the documented system as well as knowing the areas for improvement.</i></p>	PTTC	February 27-28 April 24-25 June 26-27 August 14-15 November 10-11 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	P 1,750

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Introduction to Ergonomics</b></p> <p>This seminar will discuss the basics of ergonomics to improve the productivity of workers, such as minimizing work-related stress and prevent injuries, and learning the principles of work station layout and furniture design to develop the most comfortable condition for workers.</p>	PTTC	April 28-29- November 5-6 8:30 AM-5:00 PM (15hrs.)	PTTC	P 1,750
<p><b>Introduction to Productivity Seminar</b></p>	Prov'l Training Center	July 15I	DTI-Region 12	
<p><b>ISO Updates</b></p> <p><b>ISO 9000 in Construction (Quality &amp; Mgmt. System)</b></p>	DOST IV, LosBaños, Laguna In-Company	April-September  1 day open for reservation	DOST-IV DTI-CMDF	subsi- dize
<p><b>ISO9000 Quality Management System (Series 2000)</b></p> <p><i>The training course provides understanding of the basic quality concepts, elaborates what an ISO 9000 quality management system and its benefits, the eight quality management principles and understanding the different elements of ISO 90012: 2000. It also provides the basic approach to setting up a quality management system based on ISO 9000 and explains the basic steps on hw organizations get certified.</i></p>	PTTC	March 28/May 30 July 25/Sept. 26 November 28 8:30AM-5:00 PM (7.5hrs.)	DTI-PTTC/BPS	P 1,500

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>ISO 9000:2000 Quality Management System for Garment Companies</b></p> <p><i>An ISO 90000 certificate marks an effective and reliable Quality Management System (QMS). Certified companies gain enhanced image and higher marketability. Equip you employees to establish an ISO 9000 QMS through this two-day course and be ahead of competition.</i></p>	<b>DAP</b>	<b>April 29-30 May 29-30 June 19-20 2 days (16hrs.)</b>	<b>DAP</b>	<b>Free</b>
<p><b>ISO 9001: 2000 Quality Management-Transition Course</b></p>	<b>PTTC</b>	<b>March 17-18 8:30AM-5:00 PM (15hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,750</b>
<p><b>ISO 14000 in Construction (Environmental Mgmt. System)</b></p>	<b>In-Company</b>	<b>1 day open for reservation</b>	<b>DTI-CMDF</b>	<b>subsidize</b>
<p><b>ISO/IEC 17025 Internal Audit</b></p> <p><i>The seminar will enable the participants to plan, organize and conduct Internal Quality Audit meeting the requirement of ISO/IEC 17025 &amp; to check whether the requirements stated in the laboratory's quality manual are applied or not at all levels of work and to establish and maintain an internal quality program. The identification of the root cause of the problems arising from the IQA and the selection of appropriate corrective actions will enable the laboratory staff to implement continuous improvement of the laboratory's quality system.</i></p>	<b>PTTC</b>	<b>May 20 8:30 AM-5:00 PM (7.5hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,500</b>

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>ISO/IEC 17025 Laboratory Management</b></p> <p><i>The training course is intended for laboratory staff responsible for establishing a competent laboratory quality system. It covers the new requirements for laboratory accreditation and its benefits for the laboratory. It provides participants understanding on the specific requirement of ISO/IEC 17025, how to apply these requirements to specific calibration and testing laboratories and the general requirements of BSSLAS accreditation and accreditation process.</i></p>	PTTC	February 26 June 18 8:30-5:00 PM (7.5hrs.)	DTI-PTTC/BPS	P 1,500
<p><b>Materials Management and Inventory</b></p> <p><i>The seminar discusses the guidelines to better purchasing, receiving, handling, storage and processing of materials evaluation and inventory to be highlighted during the practical workshop.</i></p>	PTTC	April 3-4 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	P 1,750
<p><b>News and Feature Writing for Company Publication</b></p>	DOST Conference Room Banilad, Cebu City	May 28-30	DOST-VII	
<p><b>Orientation Seminar on Product Standards for Brgy. Officials</b></p>	Daet, Camarines Norte	April/May-July/ August	DTI-Region V	

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Partnership for Quality and Productivity</b></p> <p><i>To enable the participant to organize partnerships between labor and management for a better understanding of work related concerns, and join problem solving thru open communication to enhance the company's competitiveness.</i></p>	<b>Plant Level</b>	<b>Upon request One day</b>	<b>DTI-CIC</b>	<b>Free</b>
<p><b>Production Management (PRODMAN)</b></p> <p><i>Provides participants with the tools and techniques for improving efficiency and productivity in their respective production operation.</i></p>	<b>UP-ISSI</b>	<b>July 5-August 2 9:00 AM-5:00 PM 5 Saturday (30 hrs.)</b>	<b>UP-ISSI</b>	<b>P 5,500</b>
<p><b>Production Planning &amp; Control</b></p> <p><i>Plan and control effectively their respective manufacturing activities; identify the PPC functions; identify the relation of PPC to other organizational functions and organize cost estimations of various production process as basis production decision making.</i></p>	<b>DOST-MIRDC</b>	<b>February 12-14 (18hrs.)</b>	<b>DOST-MIRDC</b>	<b>P 3,000</b>
	<b>DTI-DCFO</b>	<b>April</b>	<b>DTI-DCFO</b>	
	<b>DOST-MIRDC</b>	<b>July 23-25</b>	<b>DOST-MIRDC</b>	<b>P 3,000</b>
<b>Product Development</b>	<b>In-Company</b>	<b>To be announced</b>	<b>DTI-N. Ecija</b>	
<b>Product Standards</b>	<b>Bangued, Abra</b>	<b>2nd week of May</b>	<b>DTI-CAR</b>	
<b>Productivity Enhancement Program 5S on Good Housekeeping</b>	<b>Liga, Pagadian City</b>	<b>June 18-20</b>	<b>DTI-Zamboanga Del Sur</b>	<b>P 285.00</b>
<b>Productivity Improvement</b>	<b>In-Company</b>	<b>To be announced</b>	<b>DTI-Bacolod</b>	

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Productivity Improvement Through Value Analysis/Eng'g</b></p> <p><i>Improve cost consciousness throughout the organization; apply the systematic and team approach of effecting cost reduction by both product and service, and increase productivity by improving the relationship between the product /service function and cost.</i></p>	DOST-MIRDC	March 24-28 (40hrs.)	DOST-MIRDC	P4,800
<p><b>Productivity Improvement through 5S Practice</b></p>	DOST-MIRDC	January 30-31 April 10-11 July 17-18	DOST-MIRDC	P 2,200
<p><b>Productivity and Quality Seminars</b></p>	CMDF	April 29/ October 7	CMDF	P 1,200
<p><b>Quality Control Circles</b></p>	Plant Level In-Company	Upon request One day 1 day open for reservation	DTI-CIC  CMDF	Free  subsi- dize
<p><b>Q &amp; P Improvement Seminar cum Company Audit</b></p>	Bulan Sorsogon CityBulusan- Sorsogon City	April 10-11 June 5-6 July 10-11 August 7-8 October 9-10	DTI-Region V	
<p><b>Regional Seminars on Process Improvement through Green Productivity (GP)</b></p> <p><i>This three-day course equips participants with techniques to maximize use of resources, prevent wastes, and achieve triple bottom line results (profitability, quality, and sociability). With GP, there is no need to sacrifice our environment to increase productivity and profitability.</i></p>	To be announced	April 23-25(Region 2) July 30-Aug. 1 (Region 3) September 10-12 (Region 4) 24 hrs. (8 hrs./day)	DAP	P 1,500

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Seminar on Consumerism</b>	<b>Bansalan, D.S. Malita D.S.</b>	<b>October</b>	<b>DTI-Davao del Sur</b>	<b>Cost Sharing w/LGU</b>
<b>Seminar on Product Development</b>	<b>ARCs Agrarian Reform Communities</b>	<b>Open for reservation</b>	<b>DTI-CARP</b>	<b>subsidize</b>
<b>Statistical Process Control</b>  <i>Involves the use statistical techniques in order to determine whether a process has improved or deteriorated over time. It is a widely recognized tool for monitoring and detecting process changes. And in today's highly competitive business environment, SPC has become one of the choice quality management techniques among quality and productivity orient ed companies.</i>	<b>PTTC</b>	<b>March 17-18 September 15-16 8:30 AM-5:00 PM (15hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,750</b>
	<b>Subic Bay Freeport Zone</b>	<b>November</b>	<b>DTI-Olongapo</b>	
<b>Statistical Process Control (SPC) Course</b>  <i>Provides participants with knowledge, skills, and attitudes to apply and use tools and techniques of statistical process control in their firms' operations.</i>	<b>UP-ISSI</b>	<b>August 2-16 9:00 AM-4:00 PM 7 Saturdays (42hrs.)</b>	<b>UP-ISSI</b>	<b>P 5,000</b>

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Six Sigma</b></p> <p><i>Six Sigma is a powerful set of proven statistical and management tools and methodologies that can create dramatic increase in customer satisfaction, productivity and financial savings-for both service and manufacturing companies. It is based on improving process targeting and reducing variations in a process. It is an integrated improvement methodology. made up of leadership input, process management, business dashboards, Design for Six Sigma and the DMAIC steps (Define, Measure, Analyze Improve and Control).</i></p>	<b>DAP</b>	<b>September 3-4 16 hrs. (8 hrs./day)</b>	<b>DAP</b>	<b>P 8,000</b>
<p><b>Standards Seminar</b></p>	<b>Digos City, D.S.</b>	<b>October</b>	<b>DTI-Davao del Sur</b>	<b>Cost sharing w/LGU</b>
<p><b>Supervisory Effectiveness for Improved Quality and Productivity</b></p> <p><i>Your company's success depends largely on how effective your supervisors are in directing the actions of the people in their respective sections. The supervisor is the key person who implements the plans and programs of your company. To be effective, the technical skills but also with the necessary management skills and qualities.</i></p>	<b>PTTC</b>	<b>March 24-27 June 23-26 Sept. 22-23 Dec. 9-12 8:30 AM-5:00 PM (30hrs.)</b>	<b>DTI-PTTC</b>	<b>P 2,250</b>
<p><b>Supervisory Development</b></p>	<b>In-Company Plant level DOST-MIRDC</b>	<b>Open for reservation Upon request One day May 5-9/ Aug. 11-15</b>	<b>CMDF DTI-CIC DOST-MIRDC</b>	<b>subsidize Free P 4,800</b>

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<b>Supervisory Development Program for Furniture Manufacturing Operations Furniture Construction and Joiner</b>	CFIF Trng. Room Tagbilaran City	May 3-August 2 May 6-7 May 13-14	DOST VII	
<b>Supervisory Management</b>  <i>Develop the overall competence of your key supervisors and improve your team's performance level, effectiveness and satisfaction.</i>	TLRC	Twice a year	TLRC	P 1,650
<b>System Documentation</b>	PTTC	Sept. 22-23 Nov. 22-23 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	P 1,750
<b>Time and Motion</b>  <i>Time and motion studies are proven techniques in improving the productivity of companies both in the manufacturing and service sectors. It helps both employers and employees to understand the nature and true costs of work, reduce unnecessary costs, and balance work lines for a smoother, more efficient work flow. This two day seminar aims to provide participants and understanding of the concepts and principles of time and motion study as well as the techniques and procedures for doing such.</i>	PTTC	April 10-11 October 9-10 June 19-20 8:30 AM-5:00 PM (15hrs.)	DTI-PTTC	P 1,750
<b>Total Quality Management (TQM) Course</b>  <i>Takes participants through the various stages and steps in planning and developing a total quality management program in their respective organization.</i>	UP-ISSI  In-Company	June 14 July 19 Oct. 11 Nov. 22 8:30 AM-5:00 PM (36hrs.)  To be announced	UP-ISSI  DTI-Bacolod	P 7,000

**NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003**

<b>Course Title</b>	<b>Venue</b>	<b>Date-Hour</b>	<b>Implementing Institution (s)</b>	<b>Fee (Php)</b>
<p><b>Total Quality Management</b></p> <p><i>TQM is a system designed to focus on customer expectations, the prevention of problems, building commitment to continuous improvement, and the promotion of participative management.</i></p>	<b>PTTC</b>	<b>April 8-9 8:30 AM-5:00 PM (7.5hrs.)</b>	<b>DTI-PTTC</b>	<b>P 1,750</b>
<p><b>Total Productive Maintenance</b></p> <p><i>Total Productive Maintenance (TPM) is a maintenance program concept, Philosophically, TPM resembles Total Quality Management (TQM) in several aspects, such as: (1) total commitment to the program by upper level management is required; (2) employees must be empowered to initiate corrective action; and, (3) a long range outlook must be accepted as TPM may take a year or more to implement and is an on-going process.</i></p>	<b>DAP</b>	<b>August 13-15 24 hrs. (8hrs/day)</b>	<b>DAP</b>	<b>P 4,000</b>
<p><b>TQM-NILE (Entre-Soc)</b></p>	<b>Tabaco City- Legazpi City- Ligao City</b>	<b>March/April/July</b>	<b>DTI-Region V</b>	
<p><b>Training Course on Motions Analysis and Industrial Engineering for Sewing</b></p> <p><i>Eliminate wastes in production with this three-day course through motions analysis and the application of industrial engineering to simplify work procedures and enhance the efficient use of your company's resource-man, machine, materials, and methods.</i></p>	<b>DAP</b>	<b>August 19-21 24hrs. (8 hrs/day)</b>	<b>DAP</b>	<b>P 2,700</b>

NATIONAL SME HRD AND ENTREPRENEURSHIP TRAINING PROGRAMS 2003

Course Title	Venue	Date-Hour	Implementing Institution (s)	Fee (Php)
<p><b>Training Course on Statistical Process Control (SPC)</b></p> <p><i>Proper operational control starts with the right attitude towards prevention. Train your process controllers with the statistical tools and computer applications through this three-day course on SPC and minimize your operational problems.</i></p>	DAP	June 18-20 24 hrs. (8 hrs/day)	DAP	P 2,700
<b>5S Appreciation Seminar</b>	Pilar-Casiguran-Pilar-Irosin-Prieto Diaz-Gubat, Sorsogon	February 12/ March 11 May 15/July 21 Aug. 19/Nov. 14	DTI-Region V	
<b>5S of Good Housekeeping</b>	PTTC	February 24 May 26 August 25 November 24 1:00 PM-7:00 PM (6hrs.)	DTI-PTTC	Free
<i>5S is a structured, systematized approach to housekeeping, which is the cornerstone of any world-class manufacturing operation. It is a simple, inexpensive system that is used to reduce work, improve productivity, quality, and productivity tools.</i>	In-Company Legazpi-Daraga Oas-Guinobatan, Sorsogon\	One day open for Reservation Feb/April/May/ Oct./ Nov./Dec.	DTI-CMDF DTI-Region V	Subsidize
<b>5S Orientation Workshop</b>	In-Company\	September	DTI-Batangas	Per request

# Contact Information

## CONTACT INFORMATION

<b>DAP</b>	<b>Mr. Julius M. Castor</b> <i>Acting Supervisor</i> SME Productivity Dev't. Program DAP-CQC	Tel.: 631-2156 Fax: 631-2123 Email: castorj@dap.edu.ph DAP Bldg., San Miguel Ave. Pasig City
<b>DOLE-TESDA</b>	<b>Ms. Agrifina Zafra</b> <i>Executive Director</i>	Tel.: 893-2452; 818-8829 Fax: 633-5928 Email: dvliban@tesda.org East Service Road, South Luzon Expressway, Taguig, Metro Manila
<b>DOST-ITDI</b>	<b>Ma. Divina D. Alcasabas</b> <i>Chief</i> Science Research Specialist	Tel.: 837-2071 to 82 loc. 2269/2214/2270 Fax: 837-6156 Email: rtid@dost.gov.ph DOST Compound, Gen. Santos Ave. Bicutan, Taguig, Metro Manila
<b>DOST-MIRDC</b>	<b>Engr. Danilo Pilar</b>	Tel.: 837-0431 to 38; 837-0613 Fax: 837-0613 Gen. Santos Ave., Bicutan Taguig, Metro Manila
<b>DOST-PTRI</b>	<b>Engr. Rita G. Delfin</b> <i>Head</i> Technology Transfer and Promotion Staff	Tel: 837-2071 to 82 loc. 2370 Fax: 837-1338 E-mail: rita@dost.gov.ph Philippine Textile Research Institute Gen. Santos Avenue, Bicutan Taguig Metro Manila
<b>DOST-TAPI</b>	<b>Ms. Rodelia Padilla</b> <i>Program Manager</i>	Tel.: 838-1140; 837-2071 to 82 local 2151; 2166 Fax: 837-2933; 837-6188 Email: rbr@dost.gov.ph rbrabino@yahoo.com DOST Bldg., Bicutan, Taguig, Metro Manila
<b>DTI-BPS</b>	<b>Ms. Corazon J. Castro</b> <i>Head, HRD</i>	Tel.: 890-5129 Fax: 890-4852/ 890-4945 Email: CorazonCastro@dti.gov.ph 3rd Floor Trade & Industry Bldg. 381 Sen. Gil Puyat Ave., Makati City
<b>DTI-BSMED</b>	<b>Ms. Rhodora M. Leaño</b> <i>Executive Director</i>	Tel.: 890-4968; 897-7596 Fax: 896-7916; 897-1680 Email: Rhodora Leaño@dti.gov.ph 3rd Floor OPPEN Bldg. 349 Sen. Gil Puyat Ave., Makati City

## CONTACT INFORMATION

<b>DTI-CIC</b>	<b>Ms. Ella Lachica</b>	Tel.: 890-4861 Fax: 897-5554 Email: cic@dti.gov.ph 3rd Floor Trade & Industry Building 361 Sen. Gil Puyat Ave., Makati City
<b>CITC</b>	<b>Ms. Aurelia Mabalay</b> <i>Division Chief</i>	Tel.: 941-4561 Fax: 942-3974 Email: citc_dti@hotmail.com 12 Russet St., SSS Village Marikina City
<b>DTI-CMDF</b>	<b>Ms. Ofelia Raveles-Usgan</b>	Tel.: 815-1151 Fax: 815-1152 Email: cmdf@mydestiny.net 7th Floor, Prudential Bank Building 2182 Chino Roces Ave., Makati City
<b>PTTC</b>	<b>Ms. Elizabeth Manuel</b> <i>Chief Trade Business Mgt.</i>	Tel.: 831-9988; 834-1344 to 49 Fax: 834-1343 Email: tbmd@netgazer.com.ph emmanuelphil@yahoo.com PTTC Bldg., Sen. Puyat Ave. cor. Roxas Blvd., Pasay City
<b>TLRC</b>	<b>Mr. Raul Durante</b>	Tel: 633-6725; 633-6727 Fax: 633-5928 Email: cco@tlrc.goc.ph 8th Floor Citystate Center Building 709 Shaw Blvd., Pasay City
<b>UP-USSI</b>	<b>Engr. Ma. Luisa B. Solarte-Lee</b> <i>Chairman</i> Training Department	Tel.: 928-7076 to 79 local 61 Fax: 928-7076 to 79 local 206; 920-6923 Email: mslee@up.edu.ph Virata Hall, UP Campus Diliman, Quezon City

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