

**AFS – Human Resource and  
Management Division  
(AFS - HRMD)**

Administrative and Finance (AFS)  
HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)

Permanent: 20

Job Order: 10

<b>Total:</b>	<b>30</b>
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Permanent: 21

Job Order: 17

<b>Total:</b>	<b>38</b>
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Page 1 of 3

Key Policy Issuance	Plans, Projects & Programs	Expenditure	Key Performance Indicator	Major Final Outputs (MFOs) 2017
	2. Rationalization Plan to justify required for each office			
	(a) Creation of Change Management Team (CMT) that will be responsible to process the necessary requirements in compliance with Executive Order No. 203		Compliance on the "step by Step" procedure of Rationalization Plan of GCG	CMT on negotiation with 3 <sup>rd</sup> party consultant on the implementation of RAT PLAN
2	Personnel Development/ Training	100M		72,458,158.70M
	1. International and Local Trainings			
	(a) Improvement on processing of International and Local Training travel documents		Increase number of approved participants to trainings	CY 2016 International-128 attendees CY 2017 Local - 1,044 CY 2016 International - 303 CY 2017 Local - 1,514
	(b) Crafting of Training Needs Analysis (TNA) for CAAP employees from Department Manager III and below		TNA evaluation form prepared	TNA form was disseminated CAAP wide as of November 2017
	(c) Collection of CAAP wide TNA data for interpretation		20% of TNA CAAP wide data collected as of December 31, 2017	20% TNA CAAP wide data collected
	(d) Interpretation of CAAP wide TNA data in order to identify training needs for each employee		100% of collected TNA data interpreted	On progress (continuation to CY 2018)
	(e) Efficient CAAP wide dissemination of training opportunity to employees		Access of qualified employees to training invitation	Training invitation disseminated thru official emails of Area Centers and distributed to Central Office

Page 2 of 3

	Key Policy Issuance	Plans, Projects & Programs	Expenditure	Key Performance Indicator	Major Final Outputs (MFOs) 2017
3	Placement & Promotion	1. Improvement of Secretariat processing on applications submitted to HRM Division		Reduce number of unfilled Plantilla positions	CY 2016 unfilled positions-1,301
	Resignation & Retirement				CY 2017 unfilled positions- 620
		2. Trainings for HR Personnel Officers on Civil Service updates regarding recruitment, placement, promotion, resignation and retirement policies for adoption to CAAP Merit Promotion Plan (MPP)		HR Personnel Officer attended The seminar/ training for the Revised CSC Omnibus Rules	100% of HR Personnel Officer attended the seminar/ training
		CSC Seminar on 2017 Revised Omnibus			
4	Continuous development on the system of HR process	1. National HR Conference (for cascading and updates of CSC/HR policies) Central Office and Area Centers Personnel Officer		National HR Conference was conducted and the agenda was completely discussed	National HR Conference was held at Bacolod Silay Airport, June 24-25, 2017
					Participants: 45 Personnel Officers CAAP wide
		2. Networking of data files within HR Central Office for easy access on masterlist of Area Centers 1-12 under different personnel officers		Linkages of HR Personnel Computers for easy access Data and files	Computer data of Personnel Officers are accessible/ interlink to each other units
		3. Upgrading and purchase of additional IT equipment for Payroll system		Additional IT equipment for payroll system	Additional 1 unit printer for payroll Unit of HR

Page 3 of 3

**ANNUAL GAD ACCOMPLISHMENT REPORT**  
FY 2017

DBM Form No. 710-A

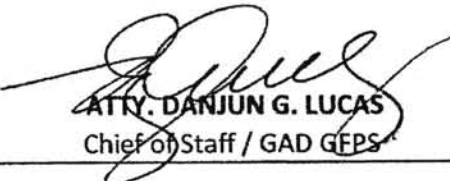
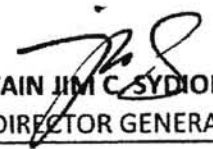
Department: Department of Transportation

Corporation: Civil Aviation Authority of the Philippines

Program / Activity / Project (1)	Gender Issue (2)	GAD Activity (3)	Results (4)	Cost (5)	Remarks (6)
PAP: Operations and Management Service	Inconvenience experienced by nursing mothers and mothers with young children while travelling and in transit	Provision/ Maintenance of Breastfeeding Station at Facilities	One gender responsive Breastfeeding room installed at airport PTB in twelve (12) Area Centers within the 3rd and 4th Quarter of the year.	Laoag - 200,000.00 San Jose 200,000.00 Puerto Princesa 98,286.32 Legaspi - 98,156.10 Masbate - 91,974.90 Iloilo - 199,890.45 Tagbilaran-200,000.00 Tacloban- 200,000.00 Zamboanga - 96,285.00 Dipolog - 96,285.00 Laguindingan - 148,837.00 Davao - 68,195.00 Gen Santos- 65,902.50 Cotabato - 65,902.50 Butuan - 200,000.00	Total Expenditure: 2,029,714.77
PAP: Operations and Management Service	Inconvenience experienced by nursing mothers and mothers with young children while travelling and in transit	Provision/ Maintenance of Kid's Play Area at Facilities	Provided One Kids Play Area for the clients at Pre-Departure Area of 6 Passenger Terminal Buildings (PTBs) within the 3rd and 4th Quarter	Laoag - 130,000.00 San Jose - 130,000.00 Puerto Princesa - 380,000.00 Legaspi - 15,539.70 Masbate - 54,157.20 Tabilaran - 130,000.00 Tacloban - 130,000.00 Dipolog - 43,225.00 Pagadian - 43,225.00 Zamboanga - 129,000.00 Laguindingan - 125,853.00 Davao - 104,871.75 Butuan - 129,850.00	Total Expenditure: 1,545,721.65

Program / Activity / Project (1)	Gender Issue (2)	GAD Activity (3)	Results (4)	Cost (5)	Remarks (6)
GASS : General Administration and Support Services	Low level of awareness on GAD related issues/ laws among CAAP employees.	Gender Sensitivity Training	Thirty (30) GST conducted for 900 capacitated CAAP employees at various CAAP facilities within the year.	Central Office : Tagaytay (Estancia)-- Accomodation-336,530.00 Honorarium- 25,000.00 Bus- 10,000.00 Materials- 66,000.00 total CO = 437,530.00 ALPT(CATC) Oct 16-19 - 22,500.00 AC 1 (Laoag) Oct 11-13 - 178,568.10 AC 2 Tuguegarao May 9-11 -265,290.70 AC 3 (Clark) July 25-27 - 380,000.00 AC 5 (Legaspi) June 27-29 - 264,297.50 AC 6 (Iloilo) Oct 23-26 - 315,460.00 AC 8 (Tacloban) March 29-30 280,000.00 AC12 (Butuan) Sep 12-13 - 250,000.00 GST Trainors (travelling expense) - 207,251.36	Total Expenditure: 2,600,897.66

Program / Activity / Project (1)	Gender Issue (2)	GAD Activity (3)	Results (4)	Cost (5)	Remarks (6)
GASS : General Administration and Support Services	Vulnerability of women and children in times of disaster.	Disaster Preparedness Seminar Workshop on June 3, 10 and 17 (Two sessions per day) - Foresight (CAAP-GAD and CAAP-BCMG Project)	Thirty (30) members of the GFPS and the Business Continuity Management Group (BCMG) participated in meetings, seminars and trainings on the management of effects of disaster with in the year.	944,200.00	Total Expenditure: 944,200.00
GASS : General Administration and Support Services	International Women's Month Celebration	Celebration of International Women's Month	International Womens Month celebrated at CAAP facilities with 20 streamers hanged, 2,600 units IEC materials distributed, 5 film showings conducted nationwide and active involvement and raised awareness on GAD of 1000 CAAP employees during the Celebration of International Womes Month in the month of March, 2017.	Central Office - 220,500.00 Laoag - 23,958.33 Iloilo - 198,550.00 Tagbilaran - 6,000.00 Tacloban - 1,800.00 Davao - 20,799.00 Laguindingan 19,988.00	Total Expenditure: 491,595.33

Program / Activity / Project (1)	Gender Issue (2)	GAD Activity (3)	Results (4)	Cost (5)	Remarks (6)
GASS : General Administration and Support Services	18 Day Campaign To Stop Violence Against Women.	Participation of CAAP employees in the 18 Day Campaign to End Violence Against Women	18 Day Campaign to End Violence Against Women" observed with the active involvement of 100 CAAP personnel in the hanging of 20 streamers and distribution of 500 IEC materials on 18 Days VAWCcampaign materials to CAAP employees and stakeholders nationwide from 25 Nov. to 12 Dec 2017	98,500.00	Total Expenditure: 98,500.00
<b>TOTAL: 13,125,837.34</b>					
Prepared by:   <b>ATTY. DANJUN G. LUCAS</b> Chief of Staff / GAD GFPS			Approved by:   <b>CAPTAIN JIM C. SYDIONGCO</b> DIRECTOR GENERAL		Date:  April 26, 2018