

TRAINING AND DEVELOPMENT PROGRAMS CY 2016 - IMPLEMENTED

1. **Event Management 101**
13-14 July 2016
World Trade Center, Pasay City
2. **GACPA Conference-Seminar**
21 July 2016
SMX Convention Center SM Aura
3. **Strategy Execution Pathways (StEP) Essential Program**
21-22 July 2016
Makati Shangri La Hotel
4. **Global Strategic Marketing Training**
23 August 2016
PTTC Bldg., Sen. Gil Puyat Ave., Pasay City
5. **Inventory and Control Management Training**
24 August 2016
RCBC Plaza, Makati City
6. **Philippine Statistical Association Annual Conference**
30 August – 03 September 2016
ADC Hotel, Naga City
7. **ISO-Compliant Records Management Processes Control**
12-16 September
De Luxe Hotel, Cagayan De Oro
8. **Training on Payroll, PDS and Attendance Monitoring**
15-16 September 2016
TPB Pantry
9. **Risk Management and Leadership**
21 September 2016
Civil Service Institute, Quezon City
10. **Philippine Government Procurement R.A. 9184 and Its Revised Implementing Rules and Regulations Training**
28-30 September 2016
Hotel Kimberly, Pedro Gil St., Manila
11. **TPB General Assembly**
01 July 2016
TPB Lobby

TRAINING AND DEVELOPMENT PROGRAMS CY 2016 - IMPLEMENTED

12. **TPB General Assembly**
05 August 2016
TPB Lobby
13. **TPB General Assembly**
September 2016
TPB Lobby
14. **Midterm Assessment DOT Plans and Programs**
26 July 2016
Department of Tourism, Makati City
15. **Gender Sensitivity Training of Facilitators**
02-05 August 2016
Civil Service Institute, Quezon City
16. **18-Day Campaign to End VAW Meeting**
23 August 2016
Department of Tourism, Makati City
17. **18-Day Campaign to End VAW Meeting**
05 September 2016
Bayleaf Hotel, Intramuros, Manila
18. **18-Day Campaign to End VAW Meeting**
28 September 2016
H2O Hotel, Manila
19. **Medical Services**
July-September 2016
Mondays-Wednesdays and Thursdays
20. **Aerobics**
July-September 2016
Mondays and Thursdays
21. **Basketball**
July-September 2016
Tuesdays and Thursdays
22. **Bible Study**
July-September 2016

10 October 2016

MEMORANDUM

TO : ALL CONCERNED

RE : 2016 QUADRIVALENT FLU VACCINE

Relative to the administration of the 2016 Quadrivalent Flu Vaccine to TPB personnel held on 18 July 2016, we would like to remind the following personnel who have not been administered of the said vaccine:

Female

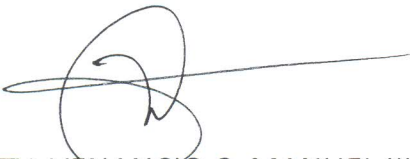
1. Buenavente, Annie
2. Cheung, Krisandra
3. Isic, Gemma Aileen
4. Madrilejos, Ninibeth Leanne
5. Ochoa, Micaela
6. Roca, Francine
7. Santillan, Marietta

Male

1. Cabansag, Ricardo
2. Clemente, Miguel
3. De Veyra, Ramon Julian Jr.
4. Gonzales, Arnold

Dra. Melissa Cada, TPB Medical Consultant, will be administering the said vaccine on 14 and 17 October 2016 only from 2:00 pm to 4:00 pm at the Administrative Department.

Personnel who fail to avail the flu vaccine without any justifiable and valid reason will be charged Php695.00 to be deducted on their salary (16-30 October 2016) which represents the cost for the said vaccine.


ATTY. VENANCIO C. MANUEL III
Officer-in-Charge
Administrative Department

TOURISM PROMOTIONS BOARD	
Received by:	
OCBS	<i>Gu-</i> 10/13/16
IA	
OCOO	
LEGAL	<i>Legalle</i> 10/13/16
CORD	<i>10/13/16</i>
HR	<i>10/14/16</i>
MARKETING AND PROMOTIONS	<i>annie</i> 10/13
MICE	<i>Francis</i> 10/13/2016
INTERNATIONAL PROMOTIONS	<i>10/13/16</i>
DOMESTIC PROMOTIONS	<i>10/13/16</i>
MARKETING CONSULTANTS	<i>10/13/16</i>
CORPORATE AFFAIRS	<i>10/13/16</i>
FINANCE	<i>10/13/16</i>
ADMINISTRATIVE	<i>10/13/16</i>
CDA	

29 July 2015

MEMORANDUM

TO : ALL CONCERNED

RE : METRO MANILA SHAKE DRILL

Relative to our earlier memo dated 22 July 2015, please be informed that the Legaspi Towers 300 shall be participating in the MMDA Metro Manila Shake Drill on 30 July 2015 from 10:30 am to 11:30 am.

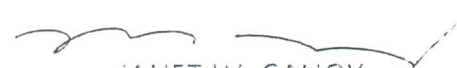
Subsequently, all personnel are advised to observe the following protocol:

1. Once the general alarm is activated, all personnel are advised to DUCK, COVER and HOLD their position for about 45 seconds;
2. After 45 seconds, personnel shall calmly use the stairs to go down and assemble at the parking area fronting the LT 300, Roxas Boulevard side;
3. HRD shall conduct a roll call to determine if everybody is safe and ensure that no one is left inside the building.

For information and compliance.


NILO C. ABON
Officer-in-Charge
Procurement and General Services Division

Noted by:


JANET W. CANOY
Manager
Administrative Department

22 July 2014

MEMORANDUM

TO : ALL CONCERNED

RE : METRO MANILA SHAKE DRILL

In connection with the MMDA Metro Manila Shake Drill, the Legaspi Towers 300 shall be conducting an Earthquake Drill on 30 July 2015 from 10:30 am to 11:30 am.

We shall be providing you with other details as soon as the LT 300 Administration has finalized the arrangements with the concerned government agencies.


NILO C. ABON
Officer-in-Charge
Procurement and General Services Division

Noted by:


JANET W. CANOY
Manager
Administrative Department