



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON AUDIT**  
Commonwealth Avenue, Quezon City

**MEMORANDUM**

No. : 2022-006  
Date : 09 MAR 2022

**TO** : All Assistant Commissioners, Cluster/Office and Regional Directors, Chief Executive Staff of the Chairpersons' Office, Chiefs of Staff of the Commissioners Office, and Other Concerned Personnel


**SUBJECT** : Schedule of Course Offerings/Virtual Training Plan for COA Personnel for CY 2022

Enclosed is the *Schedule of Course Offerings/Virtual Training Plan for COA Personnel for CY 2022 (Annex 1)* to be conducted by the Professional Development Office (PDO), Professional and Institutional Development Sector (PIDS).

The Sectors and Offices are advised to nominate their personnel based on the specified target participants per functional group observing the equal opportunity principle, i.e., opportunities for training/learning development should be made available and accessible equally to all personnel without any discrimination. Likewise, nominations should consider the specific training requirements as prescribed under CSC Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

The summary of nominations, *Nomination Form (Annex 2)*, revised as of February 2021, duly approved by the Assistant Commissioners/Chief Executive Staff/Chief of Staff/Directors/Regional Directors concerned, should be received by the PDO, PIDS following through the *Automated Nomination Procedures (Annex 3)*. The above-mentioned Annexes are uploaded in the COA website.

  
**RIZALINA N. JUSTOL**  
Chairperson

 Commission on Audit  
Office of the Chairperson



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REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON AUDIT**  
 Commonwealth Avenue, Quezon City

**SCHEDULE OF COURSE OFFERINGS/VIRTUAL TRAINING PLAN  
 for COA PERSONNEL for CY 2022**

<b>Duration</b>	<b>Course<sup>1</sup></b>	<b>Target Participants</b>
<b>March</b>		
7	Gender Sensitivity Training (Batch 1)	A separate memo invitation shall be issued by PDO-PIDS
9-10	Audit of GAD Funds (Batch 1)	A separate memo invitation shall be issued by PDO-PIDS
14	Gender Sensitivity Training (Batch 2)	A separate memo invitation shall be issued by PDO-PIDS
16-17	Audit of GAD Funds (Batch 2)	A separate memo invitation shall be issued by PDO-PIDS
21	Gender Sensitivity Training (Batch 3)	A separate memo invitation shall be issued by PDO-PIDS
23-24	Audit of GAD Funds (Batch 3)	A separate memo invitation shall be issued by PDO-PIDS
28	Gender Sensitivity Training (Batch 4)	A separate memo invitation shall be issued by PDO-PIDS
30-31	Audit of GAD Funds (Batch 4)	A separate memo invitation shall be issued by PDO-PIDS
<b>April</b>		
5 - 6	QA Requirements and Financial Reporting Standards (Batch 1 and 2)	CGS officials and personnel
7 - 8		CGS officials and personnel
19-22	Orientation	New recruits as confirmed by the HRMO
19-20	QA Requirements and Financial Reporting Standards (Batch 3 and 4)	CGS officials and personnel
21-22		CGS officials and personnel


<sup>1</sup> *Nomination Procedures:* [tinyurl.com/COAVTP2022](https://tinyurl.com/COAVTP2022)

<b>Duration</b>	<b>Course<sup>1</sup></b>	<b>Target Participants</b>
<b>June</b>		
13-17	Audit of Government Expenditures	Personnel performing either auditing or accounting functions and who are holding positions from SG 13 and above
20-24	Supervisory Development Program	Personnel who are holding positions from SG 18 and above (Priority shall be given to designated OIC ATLS/Sections Chiefs)
<b>July</b>		
6-8	Training of Trainers: Compliance Audit	Potential trainers who are Audit Team Supervisors holding positions from SG 22 and above
11-15	SEDP EX 301 - Course on Managing Self	Personnel who are holding positions from SG 24-26 only
12-15	Writing the Audit Observation Memorandum	Personnel performing either auditing or accounting functions and who are holding positions from SG 13 and above
18-22	SEDP EX 302 - Course on Managing People	Personnel who are holding positions from SG 24-26 only
<b>August</b>		
1-5	SEDP EX 401 - Course on Policy Formulation and Development	Personnel who are holding positions from SG 24-26 only
8-12	Training of Trainers: Audit of Government Expenditures	Potential trainers who are Audit Team Supervisors holding positions from SG 22 and above
8-12	SEDP EX 402 - Course on Managing Work	Personnel who are holding positions from SG 24-26 only
22-26	SEDP EX 403 - Courses on Philippine Administrative System, Financial Management, COA on Social Responsibility	Personnel who are holding positions from SG 24-26 only
24-26	Compliance Audit	Personnel performing auditing functions assigned in the audit sectors and holding positions from SG 13 and above and who have not yet taken CA
<b>September</b>		
5-8	Orientation	New recruits as confirmed by the HRMO
13-16	Training of Trainers: Writing the Audit Observation Memorandum	Potential trainers who are Audit Team Supervisors holding positions from SG 22 and above

<sup>1</sup> *Nomination Procedures:* [tinyurl.com/COAVTP2022](https://tinyurl.com/COAVTP2022)

Duration	Course <sup>1</sup>	Target Participants
<b>Sept (cont.)</b>		
19-23	Audit of Government Expenditures	Personnel performing either auditing or accounting functions and who are holding positions from SG 13 and above
<b>October</b>		
3-6	Training of Trainers: Audit of GAD Programs	Separate memo invitation shall be issued by PDO-PIDS
10-14	Supervisory Development Program	Personnel who are holding positions from SG 18 and above (Priority shall be given to designated OIC ATLS/Sections Chiefs)
18-19	SEDP Integration	SEDP participants who have completed all the SEDP modules
24-26	Facilitation Skills Workshop	Separate memo invitation shall be issued by PDO-PIDS
<b>November</b>		
7-11	Audit of Government Expenditures	Personnel performing either auditing or accounting functions and who are holding positions from SG 13 and above
15-17	Compliance Audit	Personnel performing auditing functions assigned in the audit sectors and holding positions from SG 13 and above and who have not yet taken CA
21-24	Writing the Audit Observation Memorandum	Personnel performing either auditing or accounting functions and who are holding positions from SG 13 and above
<b>December</b>		
5-6	Audit of GAD Programs	Personnel assigned in the audit sector performing audit of GAD funds and who are holding positions from SG 13 and above

Recommending Approval:

  
**CORA LEA A. DELA CRUZ**  
 Assistant Commissioner

APPROVED       DISAPPROVED

  
**RIZALINA N. JUSTOL**  
 Chairperson

<sup>1</sup> *Nomination Procedures:* [tinyurl.com/COAVTP2022](http://tinyurl.com/COAVTP2022)