



Course Offering

NO.	TITLE	DESCRIPTION
CORE		
1	Basic Course in Completed Staff Work	This course is a structured learning intervention that will guide the participants in recognizing and analyzing problems and/or a difficult situation and in developing appropriate and results-oriented courses of action that are aligned with finance sector requirements.
2	Basic Course in Advocating Gender Sensitivity	This course develops learners' knowledge and skills in Gender and Development (GAD) concepts, gender-related laws, and compliance with attendance requirements of GAD programs and activities. Participants will also learn how to effectively communicate using gender-neutral language and cascade approved documents related to GAD within their respective organizations.
3	Intermediate Course in Problem-Solving and Decision Making	This course identifies and solves basic, commonly occurring problems when relevant information is readily available; ensures decision-making impact carries little or no consequence of error.
4	Basic Course in Change Adaptation	This course provides the learners with the skills and knowledge needed to navigate change effectively, identify areas for improvement, ensure compliance with new policies, and communicate insights to supervisors. It offers practical insights into building a resilient and adaptive organizational culture.
5	Basic Course in Effective Communication	This course provides an understanding of workplace communication for better working relationships with superiors and co-workers. The learners will have the opportunity to improve basic communication skills needed in the workplace.
6	Intermediate Course in Effective Communication for BIR	This course is designed to equip learners with content that they will utilize to communicate with a wide range of people and in different modalities.
7	Intermediate Course in Change Adaptation	This course provides an understanding of having the competitive edge in a rapidly evolving workplace, creating an opportunity for learners to gain skills in using new systems, lead in new initiatives, apply fresh knowledge effectively, and ensure compliance with organizational policies
8	Basic Course in Critical Thinking	This course aims to develop the fundamental ability to “see the big picture,” think multi-dimensionally, craft innovative solutions, identify connections between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness. Learners are expected to gain awareness of and express support for the vision, mission, values, objectives, and purposes of the agency or organization.



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NO.	TITLE	DESCRIPTION
LEADERSHIP		
9	Managing Performance and Coaching for Results	This course is designed to help learners gain knowledge, skills, and abilities in monitoring work and/or team climate effectively and efficiently. Participants are expected to develop competence in using performance assessment tools and formulating appropriate actions based on assessment results, which shall be implemented through coaching and mentoring to improve service delivery outputs and performance.
FUNCTIONAL (BUREAU OF CUSTOMS)		
10	Basic Course in Assessment for the BOC	This course provides basic knowledge, skills, and attitude to be able to properly conduct examinations, to familiarize with the methods of valuation, and classification of imported goods in order to assess and collect lawful revenues.
11	Basic Course in Customs Bonded Warehouse (Airport)	This course provides basic knowledge, skills, and attitude to be able to properly supervise Customs Bonded Warehouse (CBW) at International Airport and to properly check documents required in the application for establishment and operations of a CBW.
12	Basic Course in Customs Bonded Warehouse (CBW) Supervision at Seaport	This course provides basic knowledge, skills and attitude to be able to properly supervise CBWs at Seaports and to properly check documents required in the application for establishment and operations of a CBW.
13	Basic Course in Customs Facilities Warehouses (CFW) Supervision	This course provides basic knowledge, skills, and attitude to ensure the proper supervision and control of imported goods and goods for export discharged or transferred to accredited Customs Facilities and Warehouses for temporary storage prior to clearance for another customs procedure such as release for consumption, transfer to a registered Customs Bonded Warehouse, transit to a free zone enterprise, or exportation, including accounting of overstaying, abandoned and forfeited goods by implementing applicable regulations and procedures to protect government revenues, prevent fraud and maintain an ideal yard utilization, to protect and secure the borders and attain national economic growth.
14	Basic Course in Disposition of Forfeited and Abandoned Goods	This course provides basic knowledge, skills, and attitude required on the rules and regulations on the disposition of forfeited and abandoned goods.



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NO.	TITLE	DESCRIPTION
15	Basic Course in Enforcement	This course provides basic knowledge, skills, and attitude about customs jurisdiction and control, and exercise of police authority.
16	Basic Course in Export Policy Administration	This course provides basic knowledge, skills, and attitude pertaining to the rules and regulations on goods for export, Free Trade Agreements and similar arrangements.
17	Basic Course in Intelligence Data Management	This course is designed to ensure that learners shall be able to possess the necessary knowledge, skills, and attitudes required to conduct gathering of credible information and maintenance of databases.
18	Basic Course in Non-Intrusive Inspection (X-Ray)	This course provides basic knowledge and skills relative to non-intrusive inspection operations, relevant provisions of the Customs Modernization and Tarriff Act, and other laws, rules and regulations. The learner shall have the opportunity to perform basic operation of various X-Ray Inspection equipment and X-Ray Image Analysis.
19	Basic Course in Passenger Service	This course is designed to ensure that learners shall be able to possess the necessary knowledge, skills, and attitude pertaining to customs clearance procedures of arriving and departing travelers, crew members and their baggage.
20	Basic Course in Post Clearance Audit	This course will introduce the new post-clearance auditors and other concerned personnel to the rudiments and importance of the post-clearance auditing functions and procedures as one of the processes in the Bureau of Customs.
21	Basic Course in Prosecution and Litigation of Cases	The learners should be conversant with the Civil Service Laws and its implementing Rules and Regulations on Administrative Cases for case build-up.
22	Basic Course in Revenue Collection	This course provides the learners an understanding of correct statistical data being reported from the different ports with the use of updated databases and systems.



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NO.	TITLE	DESCRIPTION
23	Basic Course in Seizure and Forfeiture	This course will tackle the conduct of actual seizure, constructive taking or bringing into customs custody the goods, things or chattels by virtue of a Warrant of Seizure and Detention and other lawful directives to prevent smuggling for the protection of government revenues, public health, safety and security, as well as the procedure for the forfeiture of seized goods. To demonstrate basic knowledge of handling Seizure and Forfeiture in accordance with the relevant Customs Modernization and Tarriff Act, allied and regulatory laws, rules and regulations.
24	Basic Course in Use of Technology	This course outlines the structured plan and process of integrating new employees into the BOC's IT systems. It engages the learners with the company's technology infrastructure and ensures they have all the necessary tools and resources to perform their job functions effectively. Further, the learners will be oriented on the guidelines for setting up user accounts, accessing various software applications, using communication tools like email and instant messaging, and navigating organizational databases. It may also onboard the learners on the basic cybersecurity protocols and best practices, such as password management data privacy policies, and network security measures. This will reduce possible cybersecurity risks or breaches caused by human error or lack of awareness by providing this technical assistance to the newly-hired BOC Personnel.
25	Intermediate Course in Assessment for the BOC	This course provides knowledge, skills, and attitude to properly conduct examinations, to apply valuation methods, and classification of imported goods to assess and collect lawful revenues.
26	Intermediate Course in Enforcement	This course equips the learners with comprehensive knowledge on risk profiling of cargoes and shipment.
27	Intermediate Course in Intelligence Data Management	This course is designed to ensure that learners shall be able to possess the knowledge, skills, and attitudes required for the proper processing of intelligence collected through data management and information processing.



Course Offering

NO.	TITLE	DESCRIPTION
28	Intermediate Course in Non-Intrusive Inspection	This course provides advanced skills and techniques relative to non-intrusive inspection operations and X-Ray Image Analysis. The learner will have the opportunity to enhance knowledge on detecting various concealment methods and other illegal importations through the use of an X-Ray Inspection System.
29	Intermediate Course in Passenger Service	This course is designed to ensure that learners shall be able to identify the appropriate procedures on clearance of travelers, crew members and their baggage; understand and resolve issues/problems related to clearance procedures, examination, and appraisal of goods.
30	Intermediate Course in Post Clearance Audit	This course will develop the proficiency of the Auditors in the review of customs valuation, classification, origin, and other customs matters to be able to pinpoint areas for possible sources of additional revenues and for improvement of goods declaration.
31	Intermediate Course on Use of Technology	This course is a comprehensive training program tailored specifically for different units within the Bureau. Its primary objective is to equip participants with the necessary knowledge and skills to manage the specialized systems utilized by each unit proficiently. The course encompasses in-depth coverage of Electronic to Mobile (E2M) and its modules as well as other methods, specifically addressing users' requirements within each division and their respective functional systems. Moreover, the course places significant emphasis on the development and implementation of robust IT policies and compliance frameworks. Through engaging and hands-on learning experiences, participants will acquire practical expertise in utilizing various IT tools to aid specific job functions and responsibilities.
32	Introduction of Trade Facilitation for the Bureau of Customs Orientation and Perspective	This course provides the basic knowledge, skills, and attitude to be able to understand the various customs functions, processes and systems and other related laws, rules, regulation, and best practices for the efficient and effective delivery of customs service.
33	Introduction to Customs Modernization and Tariff Act for the Bureau of Customs Orientation and Perspective	Provides the basic knowledge, skills and attitude to be able to understand the mandates, various customs functions, processes and systems, other related laws, rules, regulation, and best practices for the efficient and effective delivery of customs service.



Course Offering

NO.	TITLE	DESCRIPTION
34	Introduction to the Mandates of the Bureau of Customs for the Bureau of Customs Orientation and Perspective	Provides the basic knowledge, skills and attitude to be able to understand the mandates, various customs functions, processes and systems, other related laws, rules, regulation, and best practices for the efficient and effective delivery of customs service.
FUNCTIONAL (BUREAU OF LOCAL GOVERNMENT FINANCE)		
35	Onboarding Program For BLGF: Appraisal and Assessment Operations	This course outlines the fundamental principles of appraisal and assessment operations, its approaches, and applications in the industry. This would go hand-in-hand with the Exposure Workshops and Technical Working Groups being conducted by the Bureau of Local Government Finance (BLGF).
36	Onboarding Program For BLGF: BLGF Overview	This course aims to provide the learners an overview of BLGF's mandate, official financial reporting system, performance evaluation tools, and legislative priorities to promote efficient tax administration and for better public service delivery.
37	Onboarding Program For BLGF: BLGF Reporting System	The Bureau will undergo an extensive course on the financial reporting system and performance evaluation tools utilized by Local Assessors. Moreover, the evaluation process can leverage metrics and data in the formulation of local and national policies.
38	Basic Course on Exemplifying The Role of Treasurers (Local Treasury Management)	This course aims to provide aspiring and newly appointed treasurers with basic skills and knowledge in local treasury management, and collection and disbursement procedures of local government funds in accordance with relevant policies. It is also designed to provide learners with a comprehensive understanding of the essential duties, functions, and responsibilities of a treasurer as stipulated in the Local Government Code of 1991 and other relevant policies, rules, and regulations



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NO.	TITLE	DESCRIPTION
39	Basic Course on Fund Management for Local Treasurers	This basic course is designed to equip entry level local treasurers with the fundamental knowledge and skills needed to continuously embrace and apply standard and effective fund management practices in the daily operations of LGSUs, ensuring good governance and fiscal responsibility. Specifically, this course will cover the procedures for the preparation and examination of RCDS and RCLs. By the end of this course, participants will be equipped with the tools and knowledge necessary to safeguard local finance, enhance the financial performance of LGUs, and contribute to the broader goals of good governance.
40	Basic Course in Revenue Collection and Expenditure Planning for Local Treasurers	This basic course is designed to provide entry level local treasurers a comprehensive understanding of local revenue and expenditure planning in the context of the Philippines. It explores the key principles, laws, and practices governing fiscal management at the local government level. The local treasurers will gain insights into the strategies used to plan local revenue and expenditure, optimize revenue collection, and allocate resources efficiently.
41	Basic Course in Revenue Generations for Local Treasurers	The course will provide basic skills and knowledge in revenue generation to aspiring and newly appointed local treasurers from both the private and public sectors. Learners in this course will learn the following basic knowledge and skills: <ol style="list-style-type: none"> 1. Fundamentals of Taxation ; 2. Taxing Power of LGUs; 3. Collection and Computation of Taxes; 4. Tax Collection Procedures in the LGUs.
42	Onboarding Program For BLGF: Financial Management	This course aims to provide knowledge and understanding on the system of rules, procedures, and practices of the government in managing public finances in the areas of budgeting, revenue generation, cash management, accounting, auditing, management of public debt, and public reporting on public sector financial operations.
43	Onboarding Program For BLGF: Local Treasury Management	This course would provide BLGF employees, as the Department of Finance's arm in the formulation and execution of policies covering local government units, intensive training towards contributing to the fiscal autonomy and development of local treasury operations.



Course Offering

NO.	TITLE	DESCRIPTION
44	Onboarding Program For BLGF: Overview of Other Financing Sources or Modalities	With the BLGF’s mandate of “formulating and implementing policies on local government revenue administration and fund management”, this course renders itself relevant to the workforce as a source of technical instruction on increasing the LGUs efficiency in expenditure assignment and fiscal decentralization.
45	RA 11032: Ease of Doing Business and Efficient Government Service Delivery	This course would provide BLGF employees, as the Department of Finance’s arm in the formulation and execution of policies covering local government units, intensive training towards contributing to the fiscal autonomy and development of local treasury operations.
46	Onboarding Program For BLGF: Revenue Resource Mobilization	This course is designed to provide learners with the knowledge and skills to effectively mobilize revenue resources for the LGUs as it is crucial in generating the funds needed to support local government operations and programs. The course covers the legal bases of the taxing power of the LGUs, principles of local finance, sources of revenues/receipts, and scope of taxing powers of LGUs, among others.
47	Onboarding Program For BLGF: Tax Reform (Legislative Agenda Related to LGUs)	This course aims to equip the learners with an in-depth understanding of the current system on real property valuation and assessment. It provides an overview of real property taxation, an explanation of what is wrong with the current system and why a reform is necessary, and features of the reform.
48	Immersion Course for BLGF	The Immersion Course aligns with Lombardo & Eichinger’s 70:20:10 Learning and Development Model (1996) to assist participants in enhancing specific skills, knowledge, and experience. The model recognizes that effective learning and development can take place in variety ways – through experience (70%), exposure (20%), and education (10%). Relative to this, on September 27, 2022 to October 1, 2022, an Onboarding Program was conducted for the newly hired employees of BLGF. The participants/learners will be the first group to undergo the Immersion Course as part of the completion of the Onboarding Program. The immersion emphasizes experiential learning as a valuable tool in the integration of learning and practical application in the work environment.



Course Offering

NO.	TITLE	DESCRIPTION
CONTINUING PROFESSIONAL DEVELOPMENT		
49	Responsible LGU Credit Financing	Responsible LGU Credit Financing is a specialize course designed under PTA CPD Program, for Accountancy. It aims to capacitate LGU Accountants in the field of credit financing specifically in preparation and reviews of financial statements, monitoring and evaluation of project documents and revenue forecasting on the financial capabilities of LGUs. Further, this course is also designed for LCEs and other LGU officials understand the process and the proper ways to manage the credit financing projects in LGUs. Aside from preparation of financial statements, determination of Net Debt Ceiling Service and Borrowing Capacity of LGUs, and LGU revenue forecasting will also be discussed in this training.
50	Tax Exemption Compliance on the Importation and Exportation in the Philippines (Export-Oriented Sector)	This course aims to guide the participants through a sequence of modules that cover all the components of tax exemption compliance and enhance the understanding and knowledge of the participants on tax exemption compliance on the export-oriented firms with Board of Investments (BOI) or other relevant agency endorsement, businesses that classify under the CREATE Law. Further, this course will navigate the process of filing the tax exemptions under the “Mabuhay Lane”, forms and templates needed to be filed, and the complete documentary requirements attached and submitted to the Department of Finance (DOF) – Revenue Office (RO) or filed through the system.
51	Tax Exemption on the Importation of Goods in the Philippines (for Aircrafts/Shippine and Cargo Vessels Sector)	This training was developed to help Aircraft/Shipping Vessel stakeholders understand the whole process in availing tax exemption available for the aircraft and shipping industries. The training/course is composed of three (3) modules that covers the basic principles of tax exemptions, legal basis, processes, and limitations and prohibitions in availing tax exemption.
52	Tax Exemption Compliance on the Importation and Exportation in the Philippines (Export-Oriented Sector)	This course aims to guide the participants through a sequence of modules that cover all the components of tax exemption compliance and enhance the understanding and knowledge of the participants on tax exemption compliance on the export-oriented firms with Fiscal Incentives Review Board (FIRB) or other relevant agency endorsement, businesses that classify under the CREATE Law. Further, this course will navigate the process of filing the tax exemptions under the “Mabuhay Lane”, forms and templates needed to be filed, and the complete documentary requirements attached and submitted to the Department of Finance (DOF) – Revenue Office (RO) or filed through the system.



NO.	TITLE	DESCRIPTION
53	Tax Exemption Compliance on Importation of Goods for International Organizations and Embassies	This training was developed to help sectors from the International Organizations/Embassies to understand the whole process in availing tax exemption available for them. The training/course is composed of three (3) modules that cover the basic principles of tax exemptions, legal basis, processes, and limitations and prohibitions in availing tax exemption.