



**ADMINISTRATIVE ORDER NO. 18-002 agl.**  
Series of 2018

**ADOPTION OF CEZA GUIDE BOOK ON EMPLOYEES TRAINING, LEARNING  
AND DEVELOPMENT PLANNING**

WHEREAS, Civil Service Commission issued Memorandum Circular No. 3 S. 2012 on the Program to Institutionalize Meritocracy and Excellence in Human Resource Management;

WHEREAS, Civil Service Commission issued Memorandum Circular No. 3 s. 2001 on the Revised Policies on Merit Promotion Plan;

WHEREAS, Civil Service Commission issued Memorandum Circular No. 3 S. 2012 directs all government agencies and instrumentalities including government owned and controlled corporations to inculcate meritocracy and excellence in public service which includes human resource management through a program of Training, Learning and Development and the establishment of an Agency Human Resource Development Plan and Succession Plan;

WHEREAS, there is a need to formulate procedures and guidelines to develop corporate strategic plans of the Authority;

NOW, THEREFORE, Premises considered the following is hereby adopted:

Section 1. **Training, Learning and Development Planning Guide Book.** To establish policy guidelines and systems that will provide opportunities for the continuous training and development of CEZA employees that will enrich knowledge, enhance skills and create opportunities to unveil hidden potentials to ensure maximum effectiveness and efficiency in the performance of their respective duties and responsibilities.

Section 2. **Organizational Succession Plan.** To provide for the systematic retention of a pool of professionally qualified employees ready to assume key positions in the agency in the event of vacancy due to movement of personnel from within or by separation from service by retirement, transfer and resignation.

Section 3. **Annual Training Plan.** Design and Development of Training Modules and Instructional Plans that will define intervention yearly activities and strategies to empower the employees and help them attain their full potential as civil servants. Towards this end,



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
Cagayan Economic Zone Authority

the adoption of the CEZA Training, Learning and Development Planning Guide Book, 2018 Employee, Learning and Development Plan and Organizational Succession Plan is hereby enjoined.

Section 4. **Effectivity.** This Administrative Order shall take effect immediately and will remain in effect unless modified or rescinded.



SEC. RAUL L. LAMBINO  
Administrator and Chief Executive Officer

February 1, 2018