

## What is STEP UP?

STEP UP stands for **Skills Training and Enhancement Program for UP Employees**. It is the umbrella program of HRDO for all trainings targeting technical competencies. Since 2019, STEP UP has been equipping employees with important competencies needed for them to be efficient and effective at work. To date, administrative officers, information technology personnel, and campus maintenance staff have benefited from the program.

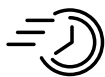
## Program Format and Duration

### Delivery



in person & online

### Simultaneity



synchronous

### Application



thru Unit HRC

### Duration

**40**

training hours

### Target pax

**50**

per training



### Electrical Installation & Maintenance

In partnership with TESDA-QCDO, the first STEP UP equipped 25 CMO personnel with competency on electrical installation & maintenance in 2019.

## Past Training Series

### Human Resources for General Admin

In 2022, STEP UP trained 50 admin staff on how to review procedures and service documents related to human resource.

### Computer Systems Servicing

In 2023, 30 admin staff and IT personnel completed STEP UP to sharpen their knowledge and skills in computer system set-up and network configuration and maintenance.

## Testimonial



*Natutuhan ko na ang onboarding process ang isa sa pinakamahalang parte sa pagkakaroon ng maayos at organisadong transition ng isang empleyado sa kanyang bagong working environment. Malaki ang role ng bawat AO at HR staff sa ikatututo ng bawat bagong empleyado ng kani-kanilang unit.*

**Arlene Borjal**, Institute for Small-Scale Industries