

**QUALITY  
PROCEDURE (QP)**

Document Code		
<b>QP-R05-FAD -24</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 4

<b>PROCEDURE TITLE</b>	LEARNING AND DEVELOPMENT		
<b>SCOPE</b>	This process starts from identifying the learning and development needs of DILG-R5 personnel up to the evaluation of the effectiveness of interventions provided.		
<b>PURPOSE</b>	To equip DILG-R5 personnel with the necessary knowledge, skills and attributes to maximize their potentials and ensure efficient and effective performance of their duties and responsibilities.		
<b>PROCESS DESCRIPTION</b>			
<b>INPUT</b>		<b>PROCESS</b>	<b>OUTPUT</b>
OPERATING UNITS	List of personnel for assessment	LEARNING AND DEVELOPMENT	TRAINING/ COACHING DILG R5 IDENTIFIED PERSONNEL
<b>DESCRIPTIVE STATEMENT:</b> Operating Units shall come up with a list of personnel for assessment and/ or intervention. HRMO shall consolidate the list and conduct competency assessment. Results of the assessment will become a basis for the preparation of the 3-year Learning and Development Plan. Learning interventions shall be provided to the identified personnel. Evaluation on its effectiveness shall be conducted six months after the training.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
<b>A.</b>	<b>Learning and Development Planning</b>			
1	Cluster Heads/Program Managers/Division Chiefs/Provincial Directors	Identification of personnel for assessment	Identify and list personnel due for assessment or those needs intervention  Submit to the HRMO	List of personnel due for assessment  Individual Development Plan  IPCR  HRMSPB Competency Based Assessment (CBA)
2	HRMO	Consolidation of list	Consolidate list of personnel and submit to the Chief Administrative Officer	Consolidated list of personnel due for assessment





**DILG - REGION V**  
**QUALITY**  
**PROCEDURE (QP)**

Document Code		
<b>QP-R05-FAD -24</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	2 of 4

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
3	HRMO	Conduct Competency Assessment	Conduct training needs/competency gap assessment to the identified employees	DILG Competency-Based Assessment Tool
4	HRMO	Analysis of CA results	Consolidate, summarize and analyze results of the Competency Assessment	Summary of Personnel Competency Assessment
5	HRMO	Draft Learning and Development Plan	<p>Prepare the Learning and Development Plan based on the Summary of Personnel Competency Assessment</p> <p>Forward the LDP and the Summary of PCA to the PDC</p>	<p>Summary of Personnel Competency Assessment</p> <p>Learning and Development Plan</p> <p>Individual Development Plan</p>
6	Personnel Development Committee	Conduct deliberation	<p>Deliberate and prioritize the training needed based on urgency and relevance to the Department's thrusts for three years</p> <p>Finalize the 3 Year Learning and Development Plan and prepare annual training plans</p> <p>Submit to the Regional Director for approval</p>	<p>3 Year Learning and Development Plan</p> <p>Annual Training Plans</p>
7	Regional Director	Act upon the submitted LDP	<p>Approve/Disapprove the 3 Year LDP or make comments and recommendations</p> <p>Forward to the HRMO for implementation</p>	<p>3 Year Learning and Development Plan</p> <p>Annual Training Plans</p>

THIS DOCUMENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION.

**DILG R5QMS**  
**CONTROLLED COPY**



**DILG - REGION V**  
**QUALITY**  
**PROCEDURE (QP)**

Document Code		
<b>QP-R05-FAD -24</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	3 of 4

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
8	HRMO	Implement the Annual Training Plan	Implement the annual training plan and refer to Training Management Procedure  Monitor the implementation quarterly to ensure that training are conducted as planned/conducted	Annual Training Plan  Training Management Procedure
9	HRMO	Evaluate effectiveness of the Training Plan	Conduct competency assessment six months after the conduct of training  Communicate results to the concerned personnel and his/her immediate supervisor	Competency assessment Tool  Results of the Competency Assessment
10	Process Owner	Records in the masterlist	Update the Process Summary Log Sheet  Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Retained Documented Information.	Process Summary Log Sheet  Control of Retained Documented Information Procedure (SP-R05-02)  Masterlist of Retained Documented Information

**Definition of Terms:**

- 3 Year Learning and Development Plan - includes the list of interventions for DILG R5 employees for a period of 3 years.
- Annual Development Plan - is a part of a 3 year Learning and Development Plan which includes the list of interventions to be implemented for a period of one year.
- Competency – set of demonstrated skills, knowledge and attributes that are demonstrated capabilities of employees.

THIS DOCUMENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION

**DILG R5 QMS**  
**CONTROLLED COPY**





DILG - REGION V  
**QUALITY  
PROCEDURE (QP)**

Document Code		
<b>QP-R05-FAD -24</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	4 of 4

- Competency Gap – observable skills, knowledge and attributes of personnel that need to be enhanced and developed

**Documentary Requirements:**



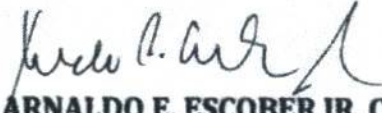
- List of Employees due for Assessment (Per Operating Unit)
- Consolidated List of Employees due for Assessment (Regional)
- Individual Development Plan
- Competency Assessment Tool

**Records Maintained:**

- Learning and Development Database
- DILG Competency Framework

**Legal References:**

- **Executive Order No. 292, s. 1987 Administrative Code of 1987**
- **Civil Service Commission Resolution No. 1300979 dated May 17, 2013** Clarifying Qualification Requirements for Appointment to Executive/Managerial Positions in the Second Level
- **CSC Qualification Standards Manual series 1997**
- **Civil Service Commission Memorandum Circular No. 46, series 1993 Dated November 10, 1993** Policies on Qualification Standards
- **Civil Service Commission Memorandum Circular No. 12 series 2013 Dated October 29, 2003** Revised Policies on Qualification Standards

Prepared By	Reviewed By	Approved By
 <b>MA. RIA M. SALAMEÑO</b> Administrative Officer V	 <b>ALFREDO L. SALLAN</b> FAD-Chief	 <b>ATTY. ARNALDO E. ESCOBAR JR, CESO V</b> Regional Director
<b>Process Owner</b>	<b>Deputy QMR</b>	<b>Regional QMR</b>

THIS DOCUMENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION

**DILG R5 QMS  
CONTROLLED COPY**



DILG - REGION V

**QUALITY  
OBJECTIVE (QO)**

Document Code

**QO-QP-R05-FAD-24**

Rev. No.

00

Eff. Date

07.01.19

Page

1 of 2

<b>OFFICE</b>	FINANCE AND ADMINISTRATIVE DIVISION
<b>QUALITY PROCEDURE TITLE</b>	LEARNING AND DEVELOPMENT

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Facilitate the preparation, implementation and evaluation of Learning and development interventions provided to identified personnel to ensure efficient and effective performance of their duties and responsibilities.	1) Competency Assessments (CA)/Trainings proposed in the Training Plan are approved	1) 85% of CA/Trainings proposed in the Training Plan are approved	1) No. of CA/Trainings approved Divided by No. of CA/Trainings proposed in the Training Plan Multiplied by 100	1) annually	FAD/ HRMO	Competency Assessment Result
	2) Approved CA/Trainings are conducted	2) 85% of approved CA/Trainings are conducted	2) No. of CA/Trainings Conducted Divided by No. of approved CA/Training Multiplied by 100	2) annually	FAD/ HRMO	Training Plan
	3) Recipients of L & D during the year are evaluated	3) 85% of the recipients of L & D during the year are evaluated	3) No. of recipients of L & D evaluated Divided by the No. of recipients of L & D during the year Multiplied by 100	6 mos. after each intervention	FAD/ HRMO	L&D Monitoring Log sheet  L&D Process Summary Log Sheet

THIS DOCUMENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION

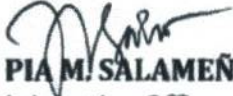

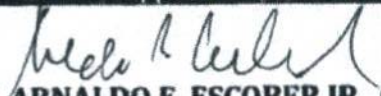
**DILG R5 QMS**  
**CONTROLLED COPY**





DILG - REGION V  
**QUALITY  
OBJECTIVE (QO)**

Document Code		
<b>QO-QP-R05-FAD-24</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	2 of 2

Prepared By	Reviewed By	Approved By
 <b>MA. PIA M. SALAMEÑO</b> Administrative Officer V	 <b>ALFREDO L. SALLAN</b> Chief-FAD	 <b>ATTY. ARNALDO E. ESCOBER JR., CESO V</b> Assistant Regional Director
<b>Process Owner</b>	<b>Deputy QMR</b>	<b>Quality Management Representative</b>



 **DILG R5 QMS  
CONTROLLED COPY**

THIS DOCUMENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION




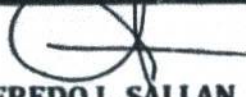
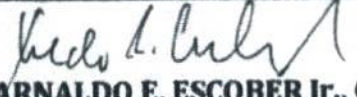
DILG - REGION V

**PROCESS QUALITY MONITORING AND  
EVALUATION (QME)**

Document Code		
<b>QME-QP-R05-FAD-24</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

<b>OFFICE</b>	FINANCE AND ADMINISTRATIVE DIVISION / HRMO					
<b>PROCEDURE TITLE</b>	LEARNING AND DEVELOPMENT					
<b>OBJECTIVE STATEMENT</b>	Facilitate the preparation, implementation and evaluation of Learning and Development interventions provided to identified personnel to ensure efficient and effective performance of their duties and responsibilities.					
<b>CURRENT PERIOD</b>						
	<b>INDICATORS</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total</b>
<b>Objective 1: To submit for approval a Training Plan for the year</b>						
A	No. of CA/Trainings approved					
B	No. of CA/Trainings proposed in the Training Plan					
C	Formula: $A/B \times 100 =$	Target Result : 85%				
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
<b>Objective 2: Conduct CA/Trainings approved by the Head of Office</b>						
A	No. of CA/Trainings conducted					
B	No. of CA/Trainings approved by the Head of Office					
C	Formula: $A/B \times 100$	Target Result : 85%				
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					

**Note:** For unmet targets, QMS Secretariat will initiate correction and corrective action using the Corrective Action Report (CAR) duly signed by the Regional Quality Management Representative

Prepared By	Reviewed By	Approved By
 <b>MA. PIA M. SALAMEÑO</b> Administrative Officer V	 <b>ALFREDO L. SALLAN</b> Chief-FAD	 <b>ATTY. ARNALDO E. ESCOBAR Jr., CESO V</b> Assistant Regional Director
<b>Process Owner</b>	<b>Deputy QMR</b>	<b>Regional QMR</b>

**DILG R5 QMS  
CONTROLLED COPY**

THIS DOCUMENT IS CONTROLLED AND NOT TO BE PRODUCED WITHOUT AUTHORIZATION



DILG - REGION V

## COMPETENCY ASSESSMENT LOGSHEET

Document Code

**FM-QP-RO5-FAD-24-01**

Rev. No.

ENT. Date

Page

00

07.01.19

1 of 1

OFFICE:	FINANCE AND ADMINISTRATIVE DIVISION
QUALITY PROCEDURE TITLE:	LEARNING AND DEVELOPMENT
QUALITY OBJECTIVE:	85% OF THE RECIPIENTS OF THE L & D DURING THE YEAR ARE EVALUATED
PERIOD COVERED:	ANNUALLY

[illegible]Total  
Result

0

C

**C**

Prepared By

Approved By

**MA. PIA M. SALAMENO**

**ATTY. ARNALDO E. ESCOBAR Jr, CESO V**

Administrative Officer V

Assistant Regional Director

### Process Owner

## Regional QMR

*pl* DILG R5 QMS  
CONTROLLED COPY







Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG Regional Office No. 5, Rizal St., Legazpi City  
[region5.dilg.gov.ph](http://region5.dilg.gov.ph)

Document Code		
FM-SP-R05-02-01		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

Name of Bureau/Service/Division: **FINANCE AND ADMINISTRATIVE DIVISION**

**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Control of Document Procedure									
	Consolidated List of Employees	HRMO	HR Office	Learning and Development	By period	5 years	10 years	15 years	Shredding
	Training Plan								
Process Performance Monitoring and Measurement Procedure									
	Process Summary Logsheet	HRMO	HR Office	LOGSHEET	By period	5 years	10 years	15 years	Shredding
	Process Quality Monitoring Evaluation	HRMO	HR Office	QMS	By period				
Management Review Procedure									
QMS Planning Procedure									

Prepared By	Noted By
 <b>MA. PIA M. SALAMENO</b> Administrative Officer V Process Owner	 <b>ATTY. ARNALDO E. ESCOBAR JR., CESO V</b> Assistant Regional Director Regional QMR

DILG R5 QMS  
CONTROLLED COPY



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG Regional Office No. 5, Rizal St., Legazpi City  
[region5.dilg.gov.ph](http://region5.dilg.gov.ph)

Document		
EM-SP-RO5-01A-02		
Rev. No.	Rev. Date	Page
00	07.01.19	1 of 2

Name of Bureau/Service/Division: **FINANCE AND ADMINISTRATIVE DIVISION**

**MASTERLIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
	Consolidated List of Employees						
	Training Plan						
FM-QP-RO5-FAD-24-01	Learning and Development Logsheets						
QO-QP-RO5-FAD-24	Learning and Development Quality Objective						
QP-RO5-FAD-24	Learning and Development Quality Procedure						
QME-QP-RO5-FAD-24	Learning and Development Quality Monitoring and Evaluation						
RRO-QP-RO5-FAD-24	Learning and Development Objective Risk Assessment						
RRP-QP-RO5-FAD-24	Learning and Development Process Risk Assessment						

Prepared By	Noted By
 <b>EDEN S. LANUZA</b> IT Officer I	 <b>ATTY. ARNALDO E. ESCOBAR JR., CESO V</b> Assistant Regional Director
<b>Regional Document Controller</b>	<b>Regional QMR</b>

DILG R5 QMS  
CONTROLLED COPY






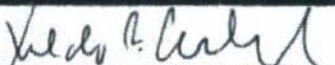
Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG Regional Office No. 5, Rizal St. Legazpi City  
[region5.dilg.gov.ph](http://region5.dilg.gov.ph)

Document Code		
<b>FM-SP-R05-01B-01</b>		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

Name of Bureau/Service/Division: **FINANCE AND ADMINISTRATIVE DIVISION**

**MASTERLIST OF MAINTAINED EXTERNAL DOCUMENTED INFORMATION**

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION				
	List of Employees for Assessment					

Prepared By	Noted By
 <b>EDEN S. LANUZA</b> IT Officer I <b>Regional Document Controller</b>	 <b>ATTY. ARNALDO E. ESCOBAR JR, CESO V</b> Assistant Regional Director <b>Regional QMR</b>

 **DILG R5 QMS**  
**CONTROLLED COPY**



DILG REGIONAL OFFICE V  
RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

Document Code		
RRO-QP-R05-FAD-24		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

DIVISION **FINANCE AND ADMINISTRATIVE DIVISION**  
PROCEDURE TITLE **LEARNING AND DEVELOPMENT**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK or OPPORTUNITY	RISK TRIGGER (N/A FOR OPPORTUNITY)	CONSEQUENCE (RISK) / BENEFIT (OPPORTUNITY)	EXISTING RISK CONTROL MEASURE (N/A FOR OPPORTUNITY)	RISK ASSESSMENT					
							IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	RISK CONTROL PLAN / OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
Timely submission of the SPMS (OPCR, DPCR, IPCR to the HRMD.	Compliance to the date of submission	Employees/ Supervisors	Non compliance to the Guidelines	Various activities and PPAs for implementation	Delayed submission of documents	Issuance of Memorandum	2	2	4	NS	Maintain and sustain the existing control	

RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme		1 - 7	LOW	Not Significant (NS)	No further action required (Maintain and sustain the existing control)
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Absolutely Certain		8 - 9	MODERATE	Not Significant (NS)	Alert level (Maintain and sustain the existing control)
Risk/Opportunity Rating = Impact X Likelihood		10 - 25	HIGH	Significant (S)	Control (e.g. Avoid or Treat/ Mitigate, Transfer, Terminate)

Prepared by:	Reviewed by:	Approved by:
 <b>MA. PIA N. SALAMENO</b> Administrative Officer V Process Owner	 <b>ALFREDO T. SALLAN</b> Chief-PAD Risk Review Committee Head	 <b>ATTY. ARNALDO E. ESCOBAR, JR., CESO V</b> Assistant Regional Director Regional QMR

**DILG R5 QMS  
CONTROLLED COPY**





DILG REGION V  
**RISK REGISTER (PROCESS RISK ASSESSMENT)**

Document Code		
RRP-QP-RO5-FAD-24		
Rev. No.	Eff. Date	Page
00	07.01.19	1 of 1

DIVISION **FINANCE AND ADMINISTRATIVE DIVISION**  
PROCEDURE TITLE **LEARNING AND DEVELOPMENT**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT					
					IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	RISK CONTROL PLAN / OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
OPCR Preparation and Cascading of Targets	Delay in the Preparation of the OPCR	Late Downloading of the Department AOPB	Late Preparation of OPCR	Early conduct of Planning Activity; Memorandum	2	2	2	NS	Maintain and sustain the existing control	NS
DPCR Commitment Preparation and Cascading of Targets	Delay in the preparation of DPCR	Late Downloading of the OPCR	Late Preparation of DPCR	Early conduct of Planning Activity; Memorandum	2	2	2	NS	Maintain and sustain the existing control	NS
IPCR Commitment Preparation	Late submission of IPCR	Late Downloading of the IPCR	Late Preparation of IPCR	Early conduct of Planning Activity; Memorandum	2	2	2	NS	Maintain and sustain the existing control	NS
Monitoring of Performance	No periodic monitoring conducted	Various activities to attend to	No monitoring conducted	Periodic conduct of cluster/division meeting	2	2	2	NS	Maintain and sustain the existing control	NS
Identify Performance Gaps	Enhancement of KSA not planned	No planning conducted	No gaps identified	Conduct of TNA	2	2	2	NS	Maintain and sustain the existing control	NS
Preparation and Submission of Accomplished IPCR	Schedule of PMT Meeting	Various activities to attend to	Late conduct of PMT meeting	Memorandum	2	2	2	NS	Maintain and sustain the existing control	NS
Deliberation and Validation of Rating	Not prioritize	Various activities to attend to	Late conduct of PMT meeting	Memorandum	2	2	2	NS	Maintain and sustain the existing control	NS

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 7	LOW	Not Significant	No further action required (Maintain and sustain)
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	8 - 9	MODERATE	Not Significant	Alert level (Maintain and sustain the existing)
Risk Rating = Impact X Likelihood X Detection	10 - 25	HIGH	Significant	Control (e.g. Avoid or Treat/Mitigate, Transfer,

Prepared by:	Reviewed by:	Approved by:
MA. PIA M. SALAMENO Administrative Officer V Process Owner	ALFREDO T. SALLAN Chief-FAD Risk Review Committee Head	ATTY. ARNALDO W. ESCOBAR JR., CESO V Assistant Regional Director Regional QMR

DILG RO5 QMS  
CONTROLLED COPY