PROCEDURE TITLE	LEARNING AND DEVELOPMENT
SCOPE	This process starts from identifying the learning and development needs of DILG-R5 personnel up to the evaluation of the effectiveness of interventions provided.
PURPOSE	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.

PROCESS DESCRIPTION

INPUT	PROCESS	OUTPUT
OPERATING UNITS — List of personnel for assessment →	LEARNING AND DEVELOPMENT →	TRAINING/ COACHING — DILG R5 IDENTIFIED PERSONNEL

DESCRIPTIVE STATEMENT:

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
A.	**Learning and Development Planning**			
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

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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	Prepare the Learning and Development Plan based on the Summary of Personnel Competency Assessment Forward the LDP and the Summary of PCA to the PDC	Summary of Personnel Competency Assessment Learning and Development Plan Individual Development Plan
6	Personnel Development Committee	Conduct deliberation	Deliberate and prioritize the training needed based on urgency and relevance to the Department's thrusts for three years Finalize the 3 Year Learning and Development Plan and prepare annual training plans Submit to the Regional Director for approval	3 Year Learning and Development Plan Annual Training Plans
7	Regional Director	Act upon the submitted LDP	Approve/Disapprove the 3 Year LDP or make comments and recommendations Forward to the HRMO for implementation	3 Year Learning and Development Plan Annual Training Plans

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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-RO5-02) 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.

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- 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

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DILG – REGION V

QUALITY OBJECTIVE (QO)

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OFFICE	FINANCE AND ADMINISTRATIVE DIVISION
QUALITY PROCEDURE TITLE	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

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DILG - REGION V

PROCESS QUALITY MONITORING AND EVALUATION (QME)

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OFFICE	FINANCE AND ADMINISTRATIVE DIVISION/ HRMO
PROCEDURE TITLE	LEARNING AND DEVELOPMENT
OBJECTIVE STATEMENT	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.
CURRENT PERIOD	

	INDICATORS		Year 1	Year 2	Year 3	Year 4	Total
Objective 1: To submit for approval a Training Plan for the year							
A	No. of CA/Trainings approved						
B	No. of CA/Trainings proposed in the Training Plan						
C	Formula: A/B x100 =	Target Result : 85%					
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)						
Objective 2: Conduct CA/Trainings approved by the Head of Office							
A	No. of CA/Trainings conducted						
B	No. of CA/Trainings approved by the Head of Office						
C	Formula: A/Bx100	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

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DILG - REGION V

COMPETENCY ASSESSMENT LOGSHEET

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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

No.	MONTH	NO. OF RECIPIENTS OF L & D	NO. OF EVALUATED RECIPIENTS	Objective Results			Remarks/Particulars
				Met	Unmet	Remarks, if unmet	
A	B	C	D	E	F	G	H
		Total Result		0	0	0	

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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 5

L & D IMPACT ASSESSMENT TOOL

Name of Personnel: _____
Position: _____

Title of L & D Intervention: _____
Date Conducted: _____

Instruction:

This tool is to be accomplished by the supervisor in order to assess the performance of an employee six (6) months after participating in a Learning and Development Intervention using the following rating scale:

1- Never displayed the behavior
2- Seldom displays the behavior
3- Sometimes displays the behavior
4- Most often displays the behavior
5- Always displays the behavior

Indicators	RATING				
1. Did the employee show increase in the level of knowledge, skill or competency on the L & D intervention that he participated in?	1	2	3	4	5
2. Was the employee able to use the knowledge, skills or competency in the performance of his functions?	1	2	3	4	5
3. Was the knowledge, skill or competency gained in the L & D intervention able to contribute in the increase in performance of the employee?	1	2	3	4	5
4. Was the employee able to contribute to the performance of the operating unit using the knowledge, skills, competency of the L & D Intervention?	1	2	3	4	5
5. Did the employee share the knowledge gained from the L & D to his/her co-workers?	1	2	3	4	5

Recommendation/Comments:

_____

_____

Rater: _____

Date of Accomplishment: _____

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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									

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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 Logsheet						
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						

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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					

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DILG REGIONAL OFFICE V

RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

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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 conduct of the competency assessment	Conduct of competency Assessment	Organic employees	Not being able to conduct Competency Assessment on Schedule	Various Activities and lack of manpower	Not following the schedule	Proper planning and schedule of activities	2	2	4	NS	Maintain and sustain the existing control	
Prepare and submit training plan to RD for approval	Consolidation of List of Employees		Training Plan not prepared on time	Delayed submission of List of Employees	Not following the schedule	Proper planning and schedule of activities	2	2	4	NS	Maintain and sustain the existing control	
Implement the Training Plan as scheduled	Schedule of implementation		Not being able to implement	Multiple activities being implemented	Not following the schedule	Proper planning and schedule of activities	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-Almost 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)

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RISK REGISTER (PROCESS RISK ASSESSMENT)

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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)
Identification of personnel assessment	No employee identified	High IPCR Rating	No competency assessment to be conducted		2	2	4	NS	Maintain and sustain the existing control	NS
Conduct Competency Assessment	Competency Assessment not conducted on time	Various Intervening activities	Delayed conduct of competency assessment	Proper scheduling and planning	2	2	4	NS	Maintain and sustain the existing control	NS
Draft Learning and Development Plan					2	2	4	NS	Maintain and sustain the existing control	NS
Conduct Deliberation					2	2	4	NS	Maintain and sustain the existing control	NS
Implement the Annual Traning Plan	Prioritization of Training	Need of the Division/Operating Unit	Not all trainings are conducted		2	2	4	NS	Maintain and sustain the existing control	NS
Evaluate effectiveness of the Training Plan	Conduct of Evaluation	Manpower of HR	Delayed conduct of Evaluation		2	2	4	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,

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