



PROCESS MANUAL

BUREAU OF LOCAL GOVERNMENT FINANCE

BLGF-PM-04-14

Revision Code: 00

Page 1 of 4

Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **HUMAN RESOURCES: LEARNING AND DEVELOPMENT**

1. PURPOSE:

To ensure continuous competency development through effective training and learning interventions.

2. SCOPE:

This procedure covers activities from the determination of training needs, preparation of training plan and design, implementation of the training, and evaluation of training effectiveness.

3. DEFINITION OF TERMS:

- a. **TNA** - Training Needs Analysis
- b. **FGD** – Focus Group Discussion

4. RECORDS:

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. Training Needs Analysis (HR-003)	HR Admin Files	NAP R.A. 9470	5 years	Per NAP rules
2. Training Design (HR-004)	HR Admin Files	NAP R.A. 9470	5 years	Per NAP rules
3. Training Plan (HR-005)	HR Admin Files	NAP R.A. 9470	5 years	Per NAP rules
4. Training Report (HR-006)	HR Admin Files	NAP R.A. 9470	5 years	Per NAP rules
5. Post Training Evaluation (HR-007)	HR Admin Files	NAP R.A. 9470	5 years	Per NAP rules

5. REFERENCES:

5.1 ISO Clause Reference:

- a. Clause 6 – Planning: 6.1.1, 6.1.2, 6.2.1
- b. Clause 7 - Resources: 7.1, 7.1.2, 7.2, 7.3, 7.4, 7.5
- c. Clause 9 – Performance Evaluation 9.1, 9.3
- d. Clause 10 – Improvement

5.2 A document which supports the implementation of the procedure:
Local Government Code

5.3 Related documents linked to the procedure : Corrective Action Procedure

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFMS SERVICE DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-04-14

Revision Code: 00

Page 2 of 4

Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **HUMAN RESOURCES: LEARNING AND DEVELOPMENT**

6. PROCEDURE:

ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p>Administrative Officer V</p>	<p>Conducts Training Needs Analysis through the accomplishment of survey forms, questionnaire, Focus Group Discussions, Competency Gap analysis.</p> <p>Note: Except trainings already identified per approval in Annual Plans and Programs and for those covered in Capacity Building.</p>
	<p>Administrative Officer V</p>	<p>Evaluates all sources of training needs analysis to determine what learning and development programs to propose.</p>
	<p>Administrative Officer V</p>	<p>Trainings can be technical or soft skills.</p> <p>Note: Training design is prepared for customized trainings.. (Refer to Training Design Form)</p>
	<p>Administrative Officer V</p>	<p>This includes training methodologies and cost estimates.</p>
	<p>Admin Division Chief Service Directors Deputy Executive Director Executive Director</p>	<p>Reviews and approves the training plan. Returns the document to Admin Officer V when there are corrections for editing and finalization.</p> <p>Executive Director makes the final approval.</p>

PREPARED BY: DIVISION CHIEF *[Signature]*

REVIEWED BY: AFMS SERVICE DIRECTOR *[Signature]*

APPROVED BY: EXECUTIVE DIRECTOR *[Signature]*



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-04-14

Revision Code: 00

Page 3 of 4

Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **HUMAN RESOURCES: LEARNING AND DEVELOPMENT**

ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p align="center">A</p> <p align="center">↓</p> <p align="center">PREPARE DOCUMENTARY REQUIREMENTS FOR TRAINING</p> <p align="center">↓</p>	<p align="center">Administrative Officer V</p>	<p>Prepares documentary requirements for the training:</p> <ul style="list-style-type: none"> a. Memorandum – informing the participants b. Office Order – authority to conduct the training c. Purchase Request – for budget of training expenses
<p align="center">↓</p> <p align="center">ARRANGE LOGISTICS FOR THE TRAINING</p> <p align="center">↓</p>	<p align="center">Administrative Officer V</p>	<p>Prepares logistics (venue arrangements) and materials for the trainings.</p>
<p align="center">↓</p> <p align="center">IMPLEMENT THE TRAINING</p> <p align="center">↓</p>	<p align="center">Resource People</p>	<p>Conducts the training as scheduled.</p>
<p align="center">↓</p> <p align="center">CONDUCT POST-TRAINING EVALUATION</p> <p align="center">↓</p> <p align="center">B</p>	<p align="center">Administrative Officer V</p>	<p>Conducts post –training evaluation, determines effectiveness of the training against the objectives in the training plan.</p> <p>Submits the Training Evaluation Report to the Admin Division Head cc: all Service Directors.</p>

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFMS SERVICE DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-04-14

Revision Code: 00

Page 4 of 4

Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **HUMAN RESOURCES: LEARNING AND DEVELOPMENT**

ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center">Division Chief</p>	<p>Reviews activities of the process to see where quality improvements can be done in the process.</p>
	<p align="center">Division Chief</p>	<p>Determines if performance targets were achieved.</p> <p>For unmet targets: Refer to Corrective Action Procedure.</p> <p>Submit complete monthly accomplishment report and performance report to immediate superior every first week of the month.</p>

PREPARED BY: DIVISION CHIEF *[Signature]*

REVIEWED BY: AFMS SERVICE DIRECTOR *[Signature]*

APPROVED BY: EXECUTIVE DIRECTOR *[Signature]*