



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY PROCEDURE**

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<b>09</b>	<b>LEARNING AND DEVELOPMENT</b>
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<b>Scope:</b>
This process starts from the identification of <i>competency gaps</i> of personnel using the results of the <i>online</i> Competency Based Assessment tool and Consolidated Individual Development Plan/Professional Development Plan (IDP/PDP), <i>implementation of Learning and Development</i> interventions, up to the evaluation and analysis of the effectiveness of the interventions provided.
<b>Description of Service:</b>
The Learning and Development (L&D) Plan, is a set of interventions to address the competency gaps of the Department personnel <i>reflected in the results of the competency based assessment conducted through the online systems available and/or consolidated IDP/PDP. Its implementation is consistent with the approved L&amp;D Plan, CSC PRIME-HRM and ISO 9001:2015 requirements.</i>

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<b>Office:</b>	<b>ADMINISTRATIVE SERVICE - HUMAN RESOURCE MANAGEMENT DIVISION / REGIONAL OFFICE - FINANCE AND ADMINISTRATIVE DIVISION</b>
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No.	Activities (Internal Work Flow)	Agency Action (Detailed Steps)	Person-In-Charge/ Position/Unit/Division	References / Interfaces
1	Conduct Competency Gap Assessment	<i>3<sup>rd</sup> Quarter</i> <ul style="list-style-type: none"><li>Issue memo to all DILG Central / Regional Personnel to answer the <i>online competency based assessment</i></li><li><i>Consolidate the L&amp;D Interventions needed as follows:</i><ol style="list-style-type: none"><li>Competency Online Profiling System Results / Learning and Development Database (for CO) and Competency Dashboard Results (for RO)</li><li>Consolidated PDP/IDP</li></ol></li></ul>	Assigned Action Officer	<ul style="list-style-type: none"><li>COPS (for CO)</li><li>Competency Dashboard (for ROs)</li><li>Competency Framework and Dictionary Manual</li><li>Consolidated IDP/PDPs</li><li>Learning and Development Database (or its equivalent in the ROs)</li></ul>





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No.	Activities (Internal Work Flow)	Agency Action (Detailed Steps)	Person-In-Charge/ Position/Unit/Division	References / Interfaces
2	Prepare the L&D Plan and secure approval from the approving authority	<ul style="list-style-type: none"> <li>Prepare the L&amp;D Plan and submit to the approving authority on or before the <u>31<sup>st</sup> day of October</u> of the current year. <ul style="list-style-type: none"> <li>Identify the priority competency gaps of the personnel culled out from the results of the <i>online competency based assessment</i> and/or consolidated PDP/IDP;</li> <li>Provincial/City Office: Recommend to RO priority/urgent needed interventions for the current year</li> </ul> </li> </ul> <p><b>Notes:</b> In prioritizing the appropriate <i>learning and development interventions</i>, number one consideration is the <i>critical competency gaps of personnel based on the result of the assessment and/or consolidated PDP/IDP</i>.</p> <p>Prepare a memo of the approved L &amp; D Plan for reference and records purposes.</p> <p>In case of changes in the L&amp;D Plan, a revision will be done for <i>submission to the approving authority</i>.</p>	CO: Action Officer; HRMD Chief; AS Director; and ASEC for HRD  ROs: Action Officer; RO HR Team; FAD Chief; Regional Director; PO/HUC Director; and RHRDC	<ul style="list-style-type: none"> <li><i>Online Competency Based Assessment Result</i></li> <li><i>Result of Consolidated PDP/IDP</i></li> <li>L&amp;D Plan</li> </ul>
3	Implement the approved L&D Plan	Pre-Implementation Phase <ul style="list-style-type: none"> <li>Prepare all the necessary documents and materials, equipment and undertake preparatory activities</li> </ul>	CO and ROs Training Teams	<ul style="list-style-type: none"> <li>Activity Design</li> <li><i>Memo to participants</i></li> <li>Letter Invitation to Resource Speaker / Presenter</li> <li>Department/Regional Order</li> <li>Training Materials/Equipment</li> <li>Online Platform details (if virtual intervention)</li> <li>Program of Activity</li> <li><i>Approved Contract for food/accommodation if applicable</i></li> <li>Attendance Sheets</li> </ul>



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		<p>Implementation Phase</p> <ul style="list-style-type: none"> <li>Administer the Pre-Training Assessment</li> <li>Conduct the L&amp;D intervention per approved Program of Activity/Agenda/ Objectives and methodology</li> </ul> <p>Post Training Activities</p> <ul style="list-style-type: none"> <li>Administer the Post-Training Evaluation</li> <li>Prepare necessary documents and submit to the approving authority</li> </ul>	<p>Resource Person(RP)/ Presenter/ Local Resource Institute(LRI)/ Participants/ CO and ROs Training Teams</p> <p>Assigned Action Officer</p>	<ul style="list-style-type: none"> <li>Pre-Training Assessment (PTA)</li> <li>Post-Training Evaluation (PTE)</li> </ul> <p><i>Note: If online, the Pre-Training Assessment will also serve as attendance. Preparation and administration of PTA and PTE may be done in the form of an electronic copy sent through email or through online platforms such as but not limited to Google Form.</i></p> <ul style="list-style-type: none"> <li>Department Order – Confirmation of Attendance</li> <li>Certificate of Participation/ Completion</li> <li>Post Activity Report</li> </ul>
4	Monitor, evaluate and analyze the effectiveness of the Learning and Development intervention implemented	<ul style="list-style-type: none"> <li>Monitor and evaluate the effectiveness of the L&amp;D interventions conducted by administering the L&amp;D Effectiveness Feedback Form (EFF) to those target learners who attended the training, 180 calendar days / six (6) months after the conduct of L&amp;D intervention. The immediate Supervisor should accomplish and return the EFF to HRMD/HR Office 40 calendar days upon receipt.</li> </ul> <p><b>Note 1:</b> Preparation and administration of L&amp;D EFF may be done in the form of hard copy (paper-based) or an electronic copy sent through email or through online platforms such as but not limited to Google Form.</p>	Assigned Action Officer/ L&D Team/ Concerned Rater and Ratee	<ul style="list-style-type: none"> <li>L&amp;D Effectiveness Feedback Form</li> </ul>





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No.	Activities (Internal Work Flow)	Agency Action (Detailed Steps)	Person-In-Charge/ Position/Unit/Division	References / Interfaces
		<b>Note 2:</b> If the <i>competency gap/s</i> is still not yet addressed by the training provided, to meet the required level of competency, identify and execute other mode of intervention/s to address the competency gap such as: Mentoring, Coaching, Job Rotation, Cross Posting, On boarding		<ul style="list-style-type: none"> <li>SPMS Form 6</li> <li>Memo request/acceptance from concerned supervisors</li> </ul>
5	Retain Records	<ul style="list-style-type: none"> <li>Update the Log Sheets and retain records in accordance with the Controlled, Retained and Documented Information Procedure and Master List of Retained Documented Information.</li> </ul> <p style="color: blue; font-size: small;">This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</p>	Process Owner/ Designated Records Custodian	<ul style="list-style-type: none"> <li>Post-Training Evaluation Monitoring Logsheet</li> <li>Process Summary Log Sheet</li> <li>Control of Retained Documented Information Procedure</li> <li>Master List of Retained Documented Information</li> <li>Post Activity Report</li> </ul>
<b>End of Transaction</b>				

Prepared by:		Reviewed by:	Approved by:
(sgd.) <b>MICHELLE J. NEGRIDO</b>	(sgd.) <b>MILDA F. GAURINO</b>	(sgd.) <b>ELNORA A. VELASCO</b>	(sgd.) <b>ASEC. ESTER A. ALDANA, CESO II</b>
<b>Process Owner</b>	<b>Division Chief</b>	<b>Bureau/Service Deputy Quality Management Representative</b>	<b>Overall Deputy Quality Management Representative</b>



# **QUALITY OBJECTIVE (QO)**

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<b>OFFICE</b>	<b>ADMINISTRATIVE SERVICE - HUMAN RESOUCES MANAGEMENT DIVISION / REGIONAL OFFICE - FINANCE AND ADMINISTRATIVE DIVISION</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>LEARNING AND DEVELOPMENT</b>

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> <li>Facilitation of Learning and Development Intervention for DILG Human Resources to equip them with the necessary knowledge, skills and attributes and support their career growth and objectives</li> </ul>	<ul style="list-style-type: none"> <li>Timely <i>submission</i> of the L &amp; D Plan to the approving authority.</li> </ul>	<ul style="list-style-type: none"> <li>Every 31st of October of the current year</li> </ul>	<ul style="list-style-type: none"> <li>Date <i>submitted</i> to Top Management/ <i>Approving</i> authority</li> </ul>	<ul style="list-style-type: none"> <li>Annual (on or before the 5th working day of November)</li> </ul>	<ul style="list-style-type: none"> <li>L &amp; D Process Owner</li> </ul>	<ul style="list-style-type: none"> <li>Cover Memo or logbook</li> </ul>
	<ul style="list-style-type: none"> <li>80% of the target L &amp; D interventions are conducted within 45 calendar days from the target date.</li> </ul>	<ul style="list-style-type: none"> <li>80%</li> </ul>	<ul style="list-style-type: none"> <li>(Total number of L &amp; D interventions conducted within 45 calendar days from the target date / Total number of planned L &amp; D interventions for implementation within the quarter) x 100</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>L &amp; D Process Owner</li> </ul>	<ul style="list-style-type: none"> <li>L &amp; D Process Summary Logsheets</li> </ul>


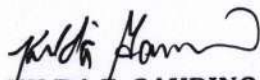





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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
	<ul style="list-style-type: none"> <li>100% of the target learners who attended are evaluated by their supervisors after 180 calendar days from the conduct of the Learning intervention.</li> </ul>	<ul style="list-style-type: none"> <li>100%</li> </ul>	<ul style="list-style-type: none"> <li>(No. of L&amp;D interventions recipients evaluated 180 calendar days / six (6) months after the conduct of the interventions / Total No. of L&amp;D intervention recipients) x 100</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>L &amp; D Process Owner</li> </ul>	<ul style="list-style-type: none"> <li>L &amp; D Process Summary Logsheets</li> </ul>
	<ul style="list-style-type: none"> <li>80% of the duly accomplished Effectiveness Feedback Form are retrieved 40 calendar days from release.</li> </ul>	<ul style="list-style-type: none"> <li>80%</li> </ul>	<ul style="list-style-type: none"> <li>(No. of duly accomplished Effectiveness Feedback Form are retrieved 40 calendar days from release/ Total number of duly accomplished Effectiveness Feedback Form) x 100</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>L &amp; D Process Owner</li> </ul>	<ul style="list-style-type: none"> <li>Effectiveness Feedback Form</li> </ul>

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 <b>MICHELLE J. NEGRIDO</b>		 <b>HILDA F. GAURINO</b>		 <b>ASEC. ESTER A. ALDANA, CESO II</b>
Process Owner		Division Chief		Overall Deputy Quality Management Representative





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**QUALITY MONITORING  
AND EVALUATION (QME)**

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<b>OFFICE</b>	<b>ADMINISTRATIVE SERVICE - HUMAN RESOURCE MANAGEMENT DIVISION REGIONAL OFFICE - FINANCE AND ADMINISTRATIVE DIVISION</b>								
<b>PROCEDURE TITLE</b>	<b>LEARNING AND DEVELOPMENT</b>								
<b>OBJECTIVE STATEMENT</b>	<ol style="list-style-type: none"><li>1. Timely submission of the L &amp; D Plan to the approving authority every 31<sup>st</sup> day of October of the current year.</li><li>2. 80% of the target L&amp;D Interventions are conducted within 45 calendar days from the target date.</li><li>3. 100% of the target learners who attended are evaluated by their supervisors after 180 calendar days / six (6) months from the conduct of the Learning intervention.</li><li>4. 80% of the duly accomplished Effectiveness Feedback Form are retrieved 40 calendar days from release.</li></ol>								
<b>CURRENT PERIOD</b>									
<b>INDICATORS</b>			<b>YEAR</b>		<b>REMARKS</b>				
<b>Objective 1:</b> Timely submission of the L & D Plan to the approving authority every 31 <sup>st</sup> day of October of the current year.									
A	Date submitted to Top Management / Approving Authority	Target Result: 31 <sup>st</sup> day of October							
B	Gap Analysis: In case the objective is not met, put your analysis why it is not met.								
<b>INDICATORS</b>			<b>1<sup>ST</sup> Quarter</b>	<b>2<sup>ND</sup> Quarter</b>	<b>3<sup>RD</sup> Quarter</b>	<b>4<sup>TH</sup> Quarter</b>	<b>TOTAL</b>		
<b>Objective 2:</b> 80% of the target L&D Interventions are conducted within 45 calendar days from the target date.									
A	Total number of L&D Interventions conducted within 45 calendar days from the target date								
B	Total number of planned L&D Interventions for implementation within the quarter								
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%							
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met.								





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INDICATORS			1 <sup>ST</sup> Quarter	2 <sup>ND</sup> Quarter	3 <sup>RD</sup> Quarter	4 <sup>TH</sup> Quarter	TOTAL
<b>Objective 3:</b> 100% of the target learners who attended are evaluated by their supervisors after 180 calendar days / six (6) months from the conduct of the Learning intervention.							
A	No. of L&D interventions recipients evaluated 180 calendar days/six (6) months after the conduct of the intervention						
B	Total number of L&D Intervention recipients						
C	Formula: $\frac{A}{B} \times 100$	Target Result: 100%					
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met.						
<b>Objective 4:</b> 80% of the duly accomplished Effectiveness Feedback Form are retrieved 40 calendar days from release.							
A	No. of duly accomplished Effectiveness Feedback Form are retrieved 40 calendar days from release.						
B	Total number of duly accomplished Effectiveness Feedback Form						
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%					
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met.						

Prepared By		Reviewed By	Approved By
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Process Owner	Division Chief	Bureau/Service Deputy Quality Management Representative	Overall Deputy Quality Management Representative





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT


**LIST OF EMPLOYEES' DEVELOPMENTAL ACTIVITIES NEEDED BASED ON IDPs AND PDPs  
(FOR LGOOs)**

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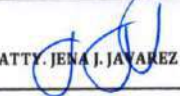
NO.	NAME	OFFICE	POSITION	TARGET COMPETENCIES (LGOOs)																										
				CORE COMPETENCIES (C)												LEADERSHIP COMPETENCIES (L)														
				COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE (C1)			CUSTOMER FOCUS (C2)			ENSURING EXCELLENT RESULTS (C3)			ORGANIZATIONAL SENSITIVITY (C4)			BUILDING COLLABORATIVE AND INCLUSIVE WORKING RELATIONSHIPS (L1)			MANAGING PERFORMANCE AND COACHING RESULTS (L2)			LEADING CHANGE (L3)			THINKING STRATEGICALLY AND CREATIVELY (L4)			CREATING AND NURTURING HIGH PERFORMANCE ORGANIZATION (L5)		
				1.1	1.2	NTH	2.1	2.2	NTH	3.1	3.2	NTH	4.1	4.2	NTH	1.1	1.2	NTH	2.1	2.2	NTH	3.1	3.2	NTH	4.1	4.2	NTH	5.1	5.2	NTH
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Note: For the specific description of Developmental Activities Needed, refer to the Menu of Learning and Development Interventions.

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AS Deputy QMR



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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT


**LIST OF EMPLOYEES' DEVELOPMENTAL ACTIVITIES NEEDED BASED ON IDPs AND PDPs (FOR NON-LGOOs)**

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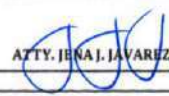
NO.	NAME	OFFICE	POSITION	TARGET COMPETENCIES (NON-LGOOs)																																	
				CORE COMPETENCIES (C)												LEADERSHIP COMPETENCIES (L)																					
				COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE (C1)	CUSTOMER FOCUS (C2)			ENSURING EXCELLENT RESULTS (C3)			ORGANIZATIONAL SENSITIVITY (C4)			BUILDING COLLABORATIVE AND INCLUSIVE WORKING RELATIONSHIPS (L1)			MANAGING PERFORMANCE AND COACHING RESULTS (L2)			LEADING CHANGE (L3)			THINKING STRATEGICALLY AND CREATIVELY (L4)			CREATING AND NURTURING HIGH PERFORMANCE ORGANIZATION (L5)			OTHER LEADERSHIP L&D INTERVENTIONS (ENCOMPASSING) (L6)			REGULAR CES TRAINING/CONFERENCE (L7)			CES EXECUTIVE LEADERSHIP PROGRAM (L8)		
NO. OF DEVELOPMENTAL ACTIVITY NEEDED												NO. OF DEVELOPMENTAL ACTIVITY NEEDED																									
1.1	1.2	NTH	2.1	2.2	NTH	3.1	3.2	NTH	4.1	4.2	NTH	1.1	1.2	NTH	2.1	2.2	NTH	3.1	3.2	NTH	4.1	4.2	NTH	5.1	5.2	NTH	6.1	6.2	NTH	7.1	7.2	NTH	8.1	8.2	NTH		
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Note: For the specific description of Developmental Activities Needed, refer to the Menu of Learning and Development Interventions.

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FOR THE PERIOD: \_\_\_\_\_

NO.	NAME	POSITION	COMPETENCIES (R=Required Competency Level   C=Current Competency Level  Reference: TNA and Competency Framework Manual   Put NA if not applicable)																																CORE																															
			CORE COMPETENCIES								LEADERSHIP COMPETENCIES								FUNCTIONAL COMPETENCIES																																															
			C1				C2				C3				C4				L1				L2				L3				NON-LGOO				LG00				FL1				FL2				FL3				FL4				FL5				FL6				FL7			
			R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	C1	C2	C3	C4																		
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Division Chief

Approved by

ATTY. JENA J. AVAREZ

AS Deputy QMR



[illegible]

**applicable; Insert Columns for additional L&D Interventions Provided)**

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**LEARNING AND DEVELOPMENT PLAN**

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FOR THE YEAR: \_\_\_\_\_

NO.	PROPOSED L&D INTERVENTION	LEARNING OBJECTIVES	PRIORITY COMPETENCY GAP	BUDGETARY REQUIREMENTS, IF ANY	OTHER SUPPORT REQUIREMENTS, IF ANY	TARGET PARTICIPANTS			IMPLEMENTATION SCHEDULE	REMARKS
						No.	Office	No. of Participants		
1						1				
						2				
						nth				
2						1				
						2				
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Prepared by
Planning Officer/Designated Personnel

Noted by
Division Chief

Prepared by
ALBINO L. TOLENTINO
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AS Deputy QMR



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**LEARNING AND DEVELOPMENT**  
**PROCESS SUMMARY LOGSHEET (PSL)**

Document Code		
FM-QP-DILG-AS-RO-09-04		
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**QUALITY OBJECTIVE:** 2. 80% of the L&D Interventions for implementation are conducted within 45 calendar days from the target date.  
 3. 100% of the target learners who attended are evaluated by their supervisors after 180 calendar days from the conduct of the Learning intervention.  
 4. 80% of the duly accomplished Effectiveness Feedback Form are retrieved 40 calendar days from release.

**FREQUENCY OF MONITORING:** Quarterly  
**CURRENT PERIOD:**

NO.	COMPETENCY CATEGORY (Core, Leadership, Functional)	TITLE OF L & D INTERVENTION	NO. OF ACTUAL PARTICIPANTS	TARGET DATE (PER APPROVED L&D PLAN/ACTIVITY DESIGN)	ACTUAL CONDUCT OF L & D INTERVENTION	OBJECTIVE 2 RESULT			ACTUAL NO. OF PARTICIPANTS EVALUATED (Reference: L&D Database)	TARGET DATE OF EVALUATION	ACTUAL DATE OF CONDUCT OF EVALUATION	OBJECTIVE 3 RESULT			NO. OF EFF RETRIEVED	OBJECTIVE 4 RESULT		
						MET (≤45 CDs from the Target Date)	UNMET (>45 CDs from the Target Date)	REMARKS (Indicate Reason if Target is Unmet)				MET ≥ 100% %=(M/D) x100	UNMET <100% %=(N/D) x100	REMARKS (Indicate Reason if Target is Unmet)		MET ≥ 80% %=(Q/D) x100	UNMET <80% %=(Q/D) x100	REMARKS (Indicate Reason if Target is Unmet)
A	B	C	D	E	F	G	H	I	J	L	M	N	O	P	Q	R	S	T
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
<b>TOTAL</b>																		
<b>RESULT</b>																		

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ELNORA A. VELASCO
AS Deputy Quality Management Representative





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**LEARNING AND DEVELOPMENT**  
**EFFECTIVENESS FEEDBACK FORM**

Document Code		
FM-QP-DILG-AS-RO-09-05		
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**RATEE**

**POSITION**

**TITLE OF TRAINING ATTENDED**

**DATE OF ATTENDANCE**

**Targeted Competency Area :** ☐ Core ☐ Leadership ☐ Functional

**Current GAP :** \_\_\_\_\_

**POSITION**

**RATER:**

The purpose of this tool is to help assess the Ratee who has just recently attended an L&D Intervention. Please take 10-15 minutes to give a thought to this intervention, and where do you currently see this Ratee with regard to the targeted competency.

Positive Behavioral changes you have observed in this Ratee (with regard to the targeted competency)

With regard to the targeted competency, after attending the L&D Intervention, please rate the level of Ratee's competency using the following rating scale:

**[0] N/A** – Not applicable to current role and responsibility

**[1] BASIC** – has a common knowledge or basic understanding of techniques and concepts relevant to the competency

**[2] INTERMEDIATE** – has gained limited experience; can understand and discuss concepts, principles and issues related to the competency

**[3] ADVANCED** – can perform the actions associated with the competency without assistance; capable of coaching others in the application of the competency and is recognized as a person to ask when difficulties arise regarding the competency.

**[4] EXPERT** – has demonstrated consistent excellence in applying the competency; can provide guidance, troubleshoot and answer to this area of expertise and the field where the competency is required.

TARGET COMPETENCY:								
Competency Name			Current Rating					GAP
Competency Description			0	1	2	3	4	

Please elaborate, with an example, why you have given those ratings

Recommendation: ☐ Provide another intervention  
To address the competency gap.

☐ No need for further interventions.  
Target competency level is achieved.

**Signature of Rater:**

**Date of Evaluation:**

**Date Received by HRMD:**

**Receiving HRMD Personnel:**

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**LEARNING AND DEVELOPMENT**  
**PRE-TRAINING ASSESSMENT**

Document Code		
<b>FM-DILG-AS-R0-09-06</b>		
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NAME		SEX		AGE	
OFFICE		POSITION			
TITLE OF TRAINING		DATE			
NAME OF SUPERVISOR		POSITION OF SUPERVISOR			

Thank you for your interest to attend this training. We would like to know how we can appropriately respond to your developmental needs. Please check the rating that corresponds to your level of knowledge on the following topics:

1 - Very Poor	2 - Poor	3 - Fair	4 - Good	5 - Very Good
---------------	----------	----------	----------	---------------

TOPIC	RATING				
	1	2	3	4	5
1.					
2.					
3.					
4.					
5.					

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**What do you expect to learn from this training?**

*This form is ISO required. Once accomplished, please return to the Secretariat.*

**Thank You!**

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**LEARNING AND DEVELOPMENT**  
**POST-TRAINING EVALUATION**

Document Code		
<b>FM-DILG-AS-RO-09-07</b>		
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<b>TITLE OF TRAINING</b>			
<b>NAME OF PARTICIPANT</b>		<b>OFFICE</b>	
<b>VENUE</b>	<b>SECRETARIAT</b>		<b>DATE</b>

We would like to know how we can further improve our Learning and Development (L&D) programs. Please rate our performance by putting a check (✓) on the column that best corresponds to your answer.

A. L&D ACTIVITY	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
A1. Achievement of the Objective/s					
A2. Relevance to your work					
A3. Pacing and Time allotted					
A4. Structure and Sequencing of topics					
B. L&D CONTENT	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
B1. Clarity					
B2. Sufficiency of topics covered					
B3. Quality of presentation materials					
C. PRESENTER/S / RESOURCE PERSON/S	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
<i>(indicate the name of the Presenter/s / Resource Person/s being rated)</i>					
C1. Mastery on the topic/s	RP/S A:				
	RP/S B:				
C2. Ability to explain and illustrate the concepts	RP/S A:				
	RP/S B:				
C3. Ability to respond appropriately to questions	RP/S A:				
	RP/S B:				
C4. Time Management	RP/S A:				
	RP/S B:				
D. TOPIC	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
1.					
2.					
3.					
4.					
5.					
E. SECRETARIAT (L&D Training Team)	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
L&D Training Team					
F. VENUE	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]
F1. Professionalism of venue staff (if applicable)					
F2. Suitability (comfortable and conducive to learning)					
F3. Quality of equipment					
F4. Meals and snacks (if applicable)					
G. OTHER COMMENTS					
What are your key takeaways from the training?					
Other comments/suggestions for improvement:					
H. LEARNING INTERVENTION'S OVERALL RATING	VERY GOOD [5]	GOOD [4]	FAIR [3]	POOR [2]	VERY POOR [1]

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	 <b>ELNORA A. VELASCO</b>
	<b>Bureau/Service Deputy Quality Management Representative</b>





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**LEARNING AND DEVELOPMENT**  
**POST- TRAINING EVALUATION MONITORING LOG SHEET**

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FM-QP-DILG-AS-RO-09-08		
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TITLE OF TRAINING:  
 DATE CONDUCTED:  
 TOTAL NO. OF PARTICIPANTS:  
 VENUE:

No.	NAME OF PARTICIPANTS	OFFICE:	Ratings Per Items For Evaluation																															
			A. L&D Activity				B. L&D Content			C. Presenter/s / Resource Person/s												D. Topic					E. Secretariat (L&D Training Team)	F.Venue				G. Other Comments		H. Learning Intervention's Overall Rating
			A1.	A2.	A3.	A4.	B1.	B2.	B3.	C1.			C2.			C3.			C4.			1	2	3	4	nth		F1.	F2.	F3.	F4.	What are your key takeaways from the training	Other comments/su ggestions for improvement	
										RP 1	RP2	nth	RP 1	RP2	nth	RP 1	RP2	nth	RP 1	RP 2	nth													
1																																		
2																																		
3																																		
4																																		
5																																		
6																																		
7																																		
8																																		
9																																		
10																																		
nth																																		
TOTAL AVERAGE SATISFACTION RATING																																		

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

# MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

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DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Learning and Development							
QP-DILG-AS-RO-09	Learning and Development	06.15.21	02.15.22	10.01.22			
QO-QP-DILG-AS-RO-09	Learning and Development Quality Objectives	06.15.21	02.15.22	10.01.22			
QME-QP-DILG-AS-RO-09	Learning and Development Quality Monitoring and Evaluation	06.15.21	02.15.22	10.01.22			
FM-QP-DILG-AS-RO-09-01A	List of Employees Developmental Activities Needed Based on IDPs and PDPs (For LGOO)	06.15.21					
FM-QP-DILG-AS-RO-09-01B	List of Employees Developmental Activities Needed Based on IDPs and PDPs (For Non-LGOO)	06.15.21					
FM-QP-DILG-AS-RO-09-02	Learning and Development Database	06.15.21					
FM-QP-DILG-AS-RO-09-03	Learning and Development Plan	06.15.21					
FM-QP-DILG-AS-RO-09-04	Learning and Development Process Summary Log Sheet	06.15.21	02.15.22	10.01.22			
FM-QP-DILG-AS-RO-09-05	Learning and Development Feedback Form	06.15.21					
FM-QP-DILG-AS-RO-09-06	Learning and Development Pre-Training Assessment (PTA)	10.01.22					
FM-QP-DILG-AS-RO-09-07	Learning and Development Post-Training Evaluation (PTE)	10.01.22					
FM-QP-DILG-AS-RO-09-08	Learning and Development Post-Training Evaluation Monitoring Log Sheet	10.01.22					
Circular 2016-09	Delineation of Functions of the DILG Central Office Human Resource Management Division (HRMD), Personnel Division and the Local Government Academy's Human Resource Development Division (HRDD)	06.07.16					
	Competency-Based Human Resource Development Plan manual	06.13.16					
	Central Competency Framework Manual	08.05.16					

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<b>Document Code</b>		
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