



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

---

## LEARNING AND DEVELOPMENT (L&D) POLICY

### I. POLICY BASIS

The adoption of **LEARNING & DEVELOPMENT POLICY**, subsequent to the established **Iriga City Water District Career and Personnel Development Plan (ICWD CPDP)**, *duly adopted on July 3, 2018*, is in accordance to Rule VIII (Career & Personnel Development) of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other pertinent civil service law. Henceforth, on the basis thereof, through the reconstitution of Personnel Development Committee (PDC), hereby tasked to implement accordingly the **LEARNING & DEVELOPMENT (L&D) POLICY**.

### II. LEARNING & DEVELOPMENT PRINCIPLES

1. ICWD GIVES PRIORITY AND INVESTS ON LEARNING & DEVELOPMENT (L&D) OF EVERY OFFICIAL AND EMPLOYEE AS AN IMPORTANT RESOURCE VALUED BY THE ORGANIZATION.
2. L&D INTERVENTIONS FOR OFFICIALS AND EMPLOYEES SHALL BE PURPOSEFUL AND ALIGNED WITH THE ICWD STRATEGIC OBJECTIVES AND GOALS.
3. L&D SHALL BE BASED ON DEVELOPMENT NEED AS DETERMINED BY COMPETENCY ASSESSMENT AND PERFORMANCE ASSESSMENT EXERCISES.
4. L&D SHALL FOCUS ON THE DEVELOPMENT, IMPROVEMENT OR ENHANCEMENT OF COMPETENCIES REQUIRED BY THE CURRENT OR FUTURE POSITION OF THE OFFICIALS/EMPLOYEES.
5. L&D IS A SHARED RESPONSIBILITY OF THE MANAGEMENT, AND THE EMPLOYEES.
6. PERSONNEL DEVELOPMENT COMMITTEE REGARDS INVESTMENT FOR LEARNING AND DEVELOPMENT AS EQUALLY IMPORTANT AS INVESTMENTS IN RESEARCHES, INFORMATION TECHNOLOGY (IT), PURCHASE OF EQUIPMENT AND PRODUCT DEVELOPMENT.
7. L&D SHALL DRIVE PERFORMANCE MANAGEMENT. IT SHALL INTEGRATE RECOGNITION AND REWARDS MECHANISM AS A STRATEGY TO ENSURE LEARNING APPLICATION IN EVERYDAY WORKSETTINGS.



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
 Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

### III. LEARNING & DEVELOPMENT POLICY

Iriga City Water District is operating in a fast-paced work environment. While employees carry out their duties independently, interfacing with each other is a must to be able to fully carry out the mandate of the Iriga City Water District.

As such, the employees and General Manager must have the necessary knowledge, skills and attitudes required to guide them to complete their tasks effectively and efficiently.

Learning and Development activities, as continuous effort by the Iriga City Water District, are planned to improve leadership and managerial and organizational performance.

A systematic program of learning and development - **Learning and Development Plan (LDP) for ICWD Employees** - applying different learning methodologies. All learning activities are competency based as identified in the competencies for ICWD employees.

The Learning and Development program blends the needs of the organization with the needs and aspirations of individual employees. The aim is to improve organizational performance and to engage employees and direct reports in their career development.

### IV. STANDARDS

#### 4.1 EVERY EMPLOYEE'S LEARNING AND DEVELOPMENT NEEDS ARE REVIEWED AT LEAST SEMI-ANNUALLY, AND PLANS ESTABLISHED TO ADDRESS ANY GAPS.

STANDARD DETAILS	IMPLEMENTATIONS	PRODUCTS
<p>The goal of learning and development for ICWD employees is to help them achieve superior performance in their work. The learning package focuses on the knowledge, skills, and attitudes (KSAs) required to do the job, and development on building KSAs required to move to the next level.</p> <p>ICWD documents the KSAs required for each position, to ensure ICWD is meeting:</p> <ul style="list-style-type: none"> <li>• Legal/regulatory requirements</li> <li>• New directions (programs/services)</li> <li>• Position responsibilities</li> </ul>	<p>The Competency-Based Learning and Development Plan for ICWD Employees considered the following categories:</p> <ol style="list-style-type: none"> <li>1. Essential which is required as part of the job and will either address new responsibilities assigned to a manager's current job, or issues/concerns identified in job performance.</li> <li>2. Enhancement that benefits the manager in current of future positions with the ICWD's directions.</li> <li>3. Career Path Development which is requested by the employee/s but may not directly benefit the ICWD.</li> <li>4. Learning activities are identified based on the Executive Core Qualifications for managers and supervisors and the ICWD Core Competencies for all its employees.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Approved Policy Recommendation and Guidelines/Office Orders</li> <li>▪ Training Needs and Analysis</li> <li>▪ DAT Assessment Test Results of all Employees</li> <li>▪ 360 Degrees Assessment of Managers and Direct Reports Performance</li> <li>▪ ICWD Succession Plan</li> <li>▪ Competency-Based Learning and Development Plan for ICWD Employees</li> <li>- Learning Activities per Competency</li> <li>- Online data base of L&amp;D activities</li> </ul>



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
 Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

<p>Employees KSAs are assessed against the standard for the position.</p>	<p>Annual workplanned performance objectives for individual employees include:</p> <ul style="list-style-type: none"> <li>• A description of the learning activity</li> <li>• The goal of the learning activity</li> <li>• Expenses and time involved</li> </ul> <p>On completion of training in which the ICWD provided funds and/or leave with pay, the employee provides his/her supervisor with a <i>report</i> on the learning which,</p> <ul style="list-style-type: none"> <li>• Indicate the benefits to the ICWD and the individual</li> <li>• Provide suggestions for how the learning can be applied to his/her job and expected results</li> <li>• Conduct an echo seminar and/or written Terminal Report is required, particularly for training that was extensive and complex.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Individual Development Plan Journal of One's Professional Development to include Individual Career Development Plan activities</li> </ul>
---	---	--

4.2 DURING THE DEVELOPMENT OF THE ANNUAL BUDGET, CONSIDERATION IS GIVEN TO, INCLUDING APPROPRIATE RESOURCES TO FUND EMPLOYEE LEARNING AND DEVELOPMENT.

STANDARD DETAILS	IMPLEMENTATION	PRODUCTS
<p>ICWD plans for and builds into its budget an amount for learning and development for employees. The base budget target amount is 3% of an employee's salary.</p> <p>This budget item is determined by the General Manager and recommended to the Board of Director annually.</p> <p>Alternatively, there are many cost-effective methods or free learning and development tools available to develop employees. The importance of learning and development trainings is discussed annually.</p>	<p>To ensure that the annual budget has funds for learning and development, the ICWD makes a demonstrable commitment to support employee learning and development as stipulated under the Board's Policy Recommendation and Guidelines and subsequent Office Orders.</p> <p>Determining the amount of funds to allocate in the budget will depend on the ICWD's financial resources.</p>	<ul style="list-style-type: none"> <li>▪ Learning and Development (LD) Budget Plan</li> <li>▪ Board Resolution approving the Learning and Development (LD) Budget Plan</li> <li>▪ Office Order disseminating approval of the Learning and Development (LD) Budget Plan</li> </ul>

4.3 ACCESS TO L&D INTERVENTIONS UNDER EQUAL OPPORTUNITY PRINCIPLE (EOP)

All officials and employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity ethnicity, political belief, affiliation or activity, shall be given equal opportunity to attend L&D programs required for the enhancement of his/her competencies in the



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

performance of his/her duties and functions and for next higher position for which the employee is qualified.

Every employee is given the chance to attend learning and development interventions related to their function. Female and pregnant employees shall not be discriminated against the availment of L & D programs.

#### 4.4 GREEN, HEALTHY AND SAFE L&D ENVIRONMENT

ICWD shall adopt the Green, Healthy and Safe Environment to promote green environment by observing appropriate technology and materials that will reduce energy consumption. As such, the following must be properly observed:

- a. Turn-off electrical appliances, equipment, gadgets and paraphernalia when not needed, especially for long period of time;
- b. Make use of reusable L&D kit/bag
- c. Reproduce learning materials only when they are determined necessary and useful. For voluminous handouts, reference materials and other documents, an e-copy will be preferred.
- d. L&D programs are likewise, concern to healthy environment where participants are not just intellectually nourished but also physically and emotionally-sound L&D venues advocating smoke-free, serving healthy and nutritious meals, wellness area and monitoring of hygiene and sanitary facilities.

#### **V. LEARNING & DEVELOPMENT PROCESS**

1. Conduct of Competency Assessment
2. Conduct of Training Needs Assessment
3. Preparing an Individual Development Plan (IDP)

#### **VI. LEARNING DESIGN AND DEVELOPMENT**

1. Identifying Competency-based L& D Interventions
2. Learning Service Provider Management
3. Designing an Evaluation Plan for the Intervention

#### **VII. L&D IMPLEMENTATION**

1. Communicating L&D Plan
2. Implementing the Plan

#### **VIII. MONITORING & EVALUATION (M&E)**

It is important to come up with monitoring and evaluation mechanisms apart from the L&D evaluation so as to assess the general progress of the ICWD L&D Plan as well as discover future development for the agency. The monitoring and evaluation process will ensure that each employee will be determinant of the realization of ICWD Vision and Mission towards excellence in public service.



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

## IX. GENERAL POLICY GUIDELINES

### A. THE CONSTITUTION OF PERSONNEL DEVELOPMENT COMMITTEE (PDC)

#### 9.1. PURPOSE

The PDC is primarily established to determine the policy, standards and guidelines of approving the nominees to various L&D activities. As such, it aims to specify the scope of works and responsibilities as well as indicating mechanism of making decisions/endorsements to be effective in the job performance. The PDC also set the duties and functions of the Committee in building up human resource competencies in order to provide equal opportunity to all the officials and employees.

#### 9.2. THE PDC DUTIES & RESPONSIBILITIES

1. With the following addendum from ICWD Career Personnel Development Plan, PDC shall formulate and establish policy and guidelines in the provisions of learning and development programs subject to the approval of the General Manager.
2. Prepare ICWD L&D Plan based on the training needs assessment and determine which training or learning program will directly result organizational effectiveness towards development. In like manner, PDC shall coordinate the planning, implementation, monitoring, supervision and evaluation of all division trainings (in-house and external).
3. Screen personnel in the attendance to invitational/external training activities and recommend the most qualified nominee to the General Manager for approval adherent to equal opportunity principle (EOP) to all officials and employees regardless of age, sexual orientation, gender neutral, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, religious belief, political belief, affiliation or activity, to attend L&D programs required for the enhancement of his/her competencies in the performance of his/her functions and for next higher position for which the employee is qualified.
4. In line with this, the designated committee shall convene for debriefing and post activity meetings/ before and after the conduct of L&D programs. Training completion reports, including learning materials are submitted at least a week after the L&D activity.

#### 9.3. COMMITTEE COMPOSITION

The PDC shall be composed of the following:

- (a.) Chairperson – the highest Official in-charge of human resource management or his/her authorized representative
- (b.) Member-Representatives - a career service permanent employee who is knowledgeable on capability enhancement of human resources.
- (c.) Two (2) regular or alternate representatives of the rank and file career employees, *from the first level and from the second level*, who shall all be chosen by the duly accredited ICWD Government Association.



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

The first level representative or alternate shall participate during the screening of nominees in the first level; the second level representative or alternate shall participate in the screening of a nominee in the second level.

## 9.4 PDC DUTIES AND RESPONSIBILITIES

1. *CHAIRPERSON* shall administer the business (agenda) of the Committee and ensure that such works comply with the approved policy and follow its works with the assistance of the Secretariat.
2. *MEMBER-REPRESENTATIVES* shall be committed to cooperate in achieving its goal. Keen to be present and to actively participate in the Committee meetings; each member must attend *at least two thirds* of the meetings held as necessary.
3. *SECRETARIAT* shall not be entitled to vote. Such responsibilities includes:
  - a. Prepare and coordinate meetings on a quorum.
  - b. Follow-up the implementation and compliance with the policy and the extent of the need to update it.
  - c. Saves the PDC documents; including the agendas, meeting minutes and records of monitoring the implementation of its decision and recommendations for approval of the Manager.

## 9.5 HRD DUTIES AND RESPONSIBILITIES

The Human Resource Division shall be responsible for the following tasks:

- a. Prepare the budget for the human resources development programs.
- b. Recommend regulations for the learning and development programs, including the list of accredited CSC training agencies, targeted disciplines in coordination with PDC and Management.
- c. Implement Annual Competency-based L &D Plan.

## 9.6 REQUIREMENTS, L&D ENDORSEMENTS AND RECOMMENDATIONS

- a. *Information Dissemination* – All employees of Office shall be notified by the PDC of the invitational trainings, available local and foreign scholarships to any qualified Official and Employee for the submission of respective Nominee(s) to the PDC. The internal screening is encouraged ensuring equal opportunity principle (EOP) in selection of nominees.
- b. *Requirements* - In addition to the requirement prescribed under existing policies, the following requirements are hereby adopted for purposes of evaluation:
  1. Priority shall be given to nominees to career service Permanent and Casual appointments.
  2. A nominee must have served for at least two (2) years in the agency.
  3. The nominee's present duties and responsibilities must be relevant to the specific L&D activity.
  4. A nominee who has availed of learning intervention/training must accomplish Learner's Action Plan (LAP) to be forwarded HRD and Learner's Application Form (LAppForm) to the Agency Head and a copy to be furnished to PDC.



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

5. A nominee must have no pending administrative charges against him/her.
6. A nominee must meet the requirements specified by the sponsoring, accredited entity.

c. *Procedure for the Evaluation of Nominees*

1. Upon receipt of the nominees, the PDC Secretariat shall prepare a comparative data on all the nominees for the PDC to determine whether or not they meet the qualifications prescribed for the invitational training or to which they have been nominated under specified requirements hereof.

2. The following Evaluation criteria shall be used by the HRDC in determining the most qualified nominee:

	<u><b>Weight</b></u>
a. Job relevance _____	40%
b. Performance rating last rating period _____	30%
c. Potential (relevance to development) _____	20%
d. Communication Skills _____	<u>10%</u>
	<b>100%</b>

3. The Secretariat shall immediately notify the chosen nominee(s) to be endorsed for the Approval of the General Manager. The other nominees shall also be notified of the results of the screening process.

## B. LEARNING AND DEVELOPMENT (L & D) PLAN & BUDGET

1. The L&D Plan shall be the basis for the activities that the HRD shall conduct for the whole year. It shall contain all the necessary training activities for the ICWD such as the Internal /In-house Training Activities and the External /Invitational Training Activities. It shall also include the project cost for each training activity and thus, the corresponding budget for the whole year.
2. The L&D Plan shall be accompanied by a proposal in each activity included therein, which contains the Title, Rationale, the Learning Objectives, the suggested methodologies to be used, training duration and target dates, the target participants and its demographic data, in consonance to the equal opportunity principle (EOP). The recommended resource persons and the detailed training cost for screening of the committee are also reflected. **(See Annex 12 - format )**.
3. The Annual L&D Plan shall be developed and implemented by the HRDC based on the training needs assessment of the ICWD and the general training activities (GTA) mandated by the Civil Service Commission (CSC). In this regard, Training Needs Analysis (TNA) must be undertaken prior to the preparation of the L&D Plan **(See Annex 3- format)**
4. The L&D Plan shall be drafted by the PDC on or before November 15 of the present year.
5. The L&D Plan shall be subject to review and validation by the PDC for approval of the Chairman of the Board upon the recommendation of the General Manager on or before December 15 of every year.
6. Upon approval of the L&D Plan and its Calendar, all L&D activities indicated therein shall be executable provided that proper coordination with the HRDC to the Management has been made.



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

7. The requested specialized training activities (STA) not included in the approved L&D Plan and Calendar shall have to seek approval of the PDC and the General Manager. *The following procedures shall be followed for this condition:*
  - a. A training request must be submitted to the PDC a month before its implementation for approval of the General Manager. **(See Annex 12-format).**
  - b. If the training request was submitted less than one month prior to its implementation or conflicts with the schedule of other training activities, the PDC has the authority to reset or to refuse the proposal.
  - c. Upon approval of the training proposal, the concerned department/office/unit must immediately coordinate with the PDC on the said training activity for the preparation of pre-implementation activities, such as designing of the module, tapping of resource persons of training institutions and canvass of venue.
  - d. The HRD shall oversee the implementation of the said training activity and shall evaluate the efficacy of the training program.**(See Annex 10-format).**
8. BUDGET - The HRD shall set aside a budget for the programmed training activities and another budget for the unscheduled training activities.
  - a. For programmed training activities, the amount shall be based on the proposed expenses of the training activities, at least three per cent (3%) of annual ICWD Budget shall be set aside for human resource development purposes in accordance to Section 8, Rule VIII, Book V of Executive Order No. 292. Hence, only the expenses of all Divisions' learning activities shall be charged to HRD Training Budget.
  - b. For unscheduled training activities, the amount shall be indicated in detailed under the *Budgetary Requirement* of the Training/Activity Proposal under the policies stated herein **(See Annex 12-format).**

## C. IN-HOUSE TRAINING & DEVELOPMENT ACTIVITIES

1. The PDC shall regularly check the scheduled training activities.
  - a. For Specialized Training Activities (STA), the HRD shall be furnished of the approved training activity a month before its implementation of the proponent/ department/office/unit.
  - b. For General Training Activities (GTA), the HRD shall inform the PDC of the implementation of the scheduled training activity.
2. The PDC shall review the design of the training.
3. Upon review of the design, the PDC shall proceed to the preparation for the training activity.
  - a. *Training Venue*
    - a.1 All training activities shall be held within ICWD premises/ multi-purpose hall. Only in cases when the ICWD facilities are not available or cannot accommodate the training activity due to its design or number of participants that a venue outside of the ICWD's premise shall be allowed.





## IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

---

a.2 The suggested venue shall be processed and assessed according to RA 9184, such as; availability of training aids and equipment, accessibility and quality of place.

**(See Annex 12-format).**

a.3 When choosing the venue for a training activity which shall be held outside of the ICWD's premises, the following steps shall be observed:

- Original quotations from at three prospective suppliers shall be secured. The venue with the least cost shall be considered.
- A Summary of Canvass (SOC) shall be prepared and attached to the Original Contract of the selected venue for approval of the General Manager.
- Upon approval, a Certificate of Availability of Funds shall be signed/secured from the Accounting Unit.
- After securing a CAF, the venue shall be considered as final.

### *b. Participants*

b.1 The PDC shall endorse to the General Manager a participant/s officially endorse to the HRDC a participant to a training activity. A nomination form shall be used for this purpose. **(See Annex 5-format)** For General Manager, however, the Chairman of the Board's approval shall have to be sought first.

b.2 No employee shall be allowed to participate in any training activity without the official endorsement of his/her PDC.

b.3 Any nominee who is not included in the Endorsement for the training activity shall not be considered.

b.4 A nominee who cannot attend the training activity for one reason or another must inform the PDC his/her intention to decline ten (10) days before schedule of the activity by filing out a notice of withdrawal form. The nominee must state in the form the reason for withdrawal and the name of the recommended substitute. **(See Annex 6-format).**

### *c. PDC Endorsement*

c.1 The PDC Endorsement shall contain the name of all the participants duly endorsed by the DMA's to attend the training activity. It shall also indicate the title of the training activity, its final schedule, Registration fee, sponsoring entity person and venue. **(See Annex 10-format).**

c.2 The PDC Endorsement shall be prepared by the HRD and signed by the General Manager at least one week before the schedule of training activity.

c.3 It shall be circulated to departments concerned at least three days before the schedule of the training activity.

c.4 No training activity shall commence without prior PDC Endorsement duly signed by the General Manager.



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

## d. Resource Speaker/s

d.1 The PDC may tap resource persons from outside of the ICWD. When requesting for resource speakers from outside institutions, the following guidelines shall be observed:

d.2 Comprehensive Resumes of at least three (3) eligible resource speakers for the training activity must be submitted to the PDC for review and approval by the General Manager two weeks before the schedule of the training. **(See Annex 15-format)**. In cases where a specific resource person is requested to be part of training activity, a justification must be attached to Resumé prior to deliberation of the PDC. **(See Annex 15-format)**.

d.3 Only upon the approval of the General Manager that the resource speaker shall be informed of his participation in the training activity.

d.4 An employee of the ICWD may be tapped as resource speaker for a training activity, however, the service rendered by the employee shall not be paid if:

- ✓ The expertise of the employee is not part of the regular task handled in the ICWD,
- ✓ The training activity is conducted outside of office hours.

d.3 The honorariums and/or tokens to be given to the resource speakers shall be based on the following provisions:

- ✓ The PDC shall determine the amount of the honorarium based on their appraisal of the resource person's qualification and expertise (Civil Service Commission Circular 43 s. 1993).
- ✓ Token shall be given to resource persons who do not accept honorariums as acknowledgement of their participation in the training activity.

## e. Training Institutions

e.1 A training activity may be conducted or facilitated by other training institutions.

e.2 When tapping training institutions, the PDC shall prioritize the CSC-accredited over the non-accredited.

e.3 If a non-accredited training institution shall be tapped, a justification must be made and a registration from the Securities and Exchange Commission must be required. **(See Annex 19-format)**.

## f. Expenses for the training activity

f.1 Expenses of the materials and honorarium for a training activity shall be charged to HRD budget

f.2 The expenses for board and lodging of programmed training activity shall be subject to E.O 298, s. 2004.

5. In the implementation proper of the training activity, the following guidelines shall be observed:

a. Pre-assessment shall be performed to gauge the participant's knowledge on the subject matter. **(See Annex 7-format)**.

a.1 The training facilitator shall prepare a set of questions to be answered by the participants at the start of the training, which will assess the participant's level of knowledge regarding the subject matter.

a.2 The trainers shall immediately summarize and interpret the answers given.

a.3 The result obtained shall be the basis on determining whether or not there is a need for adjustment in the training program.



## IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

---

- b. At least two trainers must be present in every implementation proper of a training activity.
    - b.1 The trainers shall facilitate the training activity.
    - b.2 They shall assist in the workshops and shall serve as overall coordinators.
    - b.3 They shall see to it that all participants are present in all days and shall scrupulously and inconspicuously monitor the activities of both the speakers and participants for documentation and evaluation purposes.
    - b.4 Furthermore, the trainers shall be responsible for the issuance of certificates to the participants.
  - c. An Action Plan shall be required from the participants after the training proper. It shall contain strategies or steps to be able to utilize what has been learned from the training activity. **(See Annex 10-format).**
  - d. Immediately after the training, a post-test shall be conducted to assess if the training objectives are met. **(See Annex 9-format).**
  - e. It shall be compared with the pre-test results to measure if improvements were achieved.
  - f. The issuance of certificates shall be centralized at the HRD for proper documentations. Certificates shall be issued only to participants who have participated in the whole duration of the training/seminar.
6. Upon report to duty, the participants must submit LAP, an after-travel report of the training activity attended within one week after the last day of the training. **(See Annex 9-format)** For seminar whose duration exceeds one week, the participants must submit their recommendations to respective offices that is adaptable in their area of responsibility and consequently start implementing the learning/output in the workplace.
  7. Other monitoring mechanisms, such as coaching and the like, shall be done to determine the effectiveness of the training to the Participants. These monitoring mechanisms may include progress reports and follow-up activities.
  8. Cost-effective methods for employee learning & development will be employed.
    - a. *Job Orientation* discussing the actual duties and responsibilities for the new employees or transferees shall be facilitated by HRMO as necessity prior to the performance of his/her job.
    - b. *Job Rotation Program (JRP)* has been established in the ICWD as a means of developing and enhancing the potentials of employees by exposing them to the other work functions of the ICWD. For this purpose, the movement of employees under JRP may either be from one division to another. The duration of the JRP shall be within the period prescribed by the General Manager but shall not exceed twelve (12) months. The program covers employees who have demonstrated professional qualities and leadership or managerial acumen to



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

enrich and enhance their skills and knowledge.

c. *On-The-Job training program* may also be adopted by the ICWD as a means of developing the performance of its employees and fast tracking of operations.

- ✓ Coaching on the job from superior/senior colleague
- ✓ Knowledge sharing and learning session
- ✓ Job shadowing
- ✓ Interventions e.g. counselling, team building

d. Developmental Activities:

## D. EXTERNAL/ INVITATIONAL TRAININGS

1. All external training proposals or invitations, local or foreign, shall be coursed through the HRMO.
2. The HRMO shall review and forward all proposals and invitations to the PDC for proper recommendation and consideration. If necessary, the PDC shall consult with the Finance Department on the availability of funds for the availment of the training activity prior to consideration.
3. Upon receipt of recommendation duly approved by the General Manager, the HRMO shall circulate the invitation and solicit nominations from departments/office/units concerned. A nomination form shall be used for this purpose. **(See Annex 5-format)**
4. For equal and fair distribution of opportunities to external training, the PDC shall limit the number of participants to three (3) employees per department/office/unit for each training activity.
5. The PDC shall review, evaluate and select the most deserving nominee for recommendation to the General Manager according to the following criteria:
  - 5.1 The employee must have served the ICWD for at least two years with satisfactory performance rating for the last two semesters prior to availment of the training.
  - 5.2 The status of appointment of the employee must be permanent or casual.
6. Participation of third level officers to all external training activities shall be subject to the Chairman of the Board's approval.
7. The HRDC shall have the sole authority to recommend any training proposal for approval of the General Manager.
8. To give fair and equal opportunity to learning interventions to all employees, the following conditions shall be enforced for external training:
  - 8.1 For 2<sup>nd</sup> level employee - two training activities or 40 hours per year but shall not exceed 15- days of training



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

- 8.2 For 1<sup>st</sup> level employee—at least one (1) training activity a year but shall not exceed 7-days training
9. All officials and employees who have availed the external training program must submit through the HRD an after-travel report within five (5) days upon return to duty.
10. The employee-participant shall be required to submit and implement an echo seminar of the newly acquired technical skills or new knowledge upon the recommendation of the HRDC.

## E. LOCAL AND FOREIGN-ASSISTED SCHOLARSHIP PROGRAM & STUDY GRANTS

In addition to the requirements prescribed under existing laws, rules and regulations, the following requirements are hereby adopted for purposes of evaluation.

1. All invitations to local and foreign-assisted scholarships, study grants shall be coursed through the PDC for evaluation and recommendation according to the conditions hereunder:

- ✓ The scholarship/study grant shall be taken outside office hours.
- ✓ The course is relevant to the agency.

2. All officials and employees who have the intention of applying for the scholarship and study grant must meet the following: **(See Annex 17-format)**

- ✓ Availment shall be given to nominees with permanent appointments and the field of study must be relevant to the present duties and responsibilities based on the applicant's needs and career path;
- ✓ A nominee has rendered at least two (2) years of service in the ICWD;
- ✓ A nominee has obtained a performance rating of at least "Very Satisfactory" (VS) for the last two (2) rating periods prior to the nomination.
- ✓ Any nominee who has availed of a scholarship or training grant may be considered for another scholarship or training grant, provided that such nominee has completed the following service obligations:

### **TRAINING DURATION (for every year)**

### **Service Obligation**

For every year or fraction thereof no less than 6 months

2 years

A fraction of a year less than 6 months but not less than

1 year 2 months

A fraction of a year less than 2 months

6 months

- ✓ A nominee must have NO pending administrative and/or criminal charges against him/her;
- ✓ A nominee must meet the requirements specified by the sponsoring entity;

F. LSP for CAREER EXECUTIVE OFFICE (CEO) - This program refers to (a) the pursuit of a one (1) year degree course relevant to the needs of the agency; or (b) academic requirements for a CEO degree.

A. Qualification Requirements – In addition, the applicant must

- ✓ Have a permanent appointment at the time of filing of application
- ✓ Not more than forty-five (45) years old as of last birthday
- ✓ Have earned a Masteral degree, and
- ✓ Have not availed of any foreign or local scholarship grant from the government in the past two (2) years prior to the school year the employee will study



## **IRIGA CITY WATER DISTRICT**

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

---

- B. Terms and Conditions- In case the scholar cannot avail scholarship for one reason or another, they shall forfeit the privilege. Availment of the grant cannot be deferred to another school year.
- C. All officials and employees who have availed of the scholarship and study grant shall submit to the General Manager through the PDC an after-travel report within fifteen (15) days after their return to duty.
- D. Upon recommendation of the PDC, the employee-participant shall be required to submit and implement the plan, Learning Application Plan, of the newly acquired skills or expertise to ICWD. **(See Annex 19-format)**

### **F. SANCTIONS**

- 1. An employee who was granted training opportunity but failed to attend shall be prohibited to participate in any seminar, workshop or training activity within the six (6) months period. In addition, any expenses incurred due to non-attendance will be borne by the employee.
- 2. For foreign and local training activities as well as scholarship grants, in case an employee resigns from the service at his own violation, hence failing to render the required length of service, his/her shall pay the full amount incurred in his/her training or scholarship program as determined by the PDC.
- 3. Penalties shall be imposed by the PDC upon approval of the Head of Office to all employees that shall violate the policies stated herein.

### **G. AMENDMENTS**

Any provision of this L & D Policies and Guidelines may be amended subject to any issuance of mandatory Executive Orders and CSC memorandum circulars. However, in the event that a provision has been amended, other provisions of this policy and guidelines shall stand valid.

### **H. EFFECTIVITY**

The ICWD shall continually update or enhance whenever necessary, the provisions of these policies and changes thereof shall be disseminated to all office/department/division for immediate implementation. This guideline shall take effect upon final evaluation and approval of the Civil Service Commission. Upon approval of the Commission, the ICWD Board of Directors shall likewise approve the ICWD-L&D and shall issue a resolution for the implementation and adoption of the same. The same shall be posted on the agency's information board and an orientation be made to all its officials and employees.



# IRIGA CITY WATER DISTRICT


RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

---

## I. COMMITMENT

I hereby commit to implement and abide by the provisions of this ICWD-L&D.

APPROVED:

  
**ROMULO M. CORPORAL, JR.MPA**  
ICWD General Manager C  
November 15, 2018

## CSC Action:

*I have evaluated the ICWD Competency-based Learning and Development and found it to be in accordance with the provision of CSC MC 10, s. 1989 and shall now be implemented.*

Recommending Approval:

**MA. DOLORES DETERA-SALUD**  
Director II  
CSC- Camarines Sur, Field Office

Approved:

**CECILIA R. NIETO**  
CSC Regional Director

\_\_\_\_\_  
(Date)



# IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGACITY  
Tel. Nos. (054) 299-6504\*Telefax (054) 299-5709

---

## TABLE OF ANNEXES

- Annex 1: Definition of Terms
- Annex 2: L&D Flowchart
- Annex 3: Training Needs Assessment Form
- Annex 4: Employee's Feedback Survey
- Annex 5: Trainee Nomination Form
- Annex 6: Notice of Withdrawal from L&D Recommendation
- Annex 7: Pre-Assessment of Learning Activity Form
- Annex 8: HRDC Endorsement Form
- Annex 9: Post-Training Evaluation Form
- Annex 10: Action Plan on the Impact of L&D Activity
- Annex 11: Learner's Action Plan
- Annex 12: Training/Activity Proposal Form
- Annex 13: Summary of Canvass (Venue)
- Annex 14: Summary Canvass (Catering Service)
- Annex 15: Summary of Canvass (Resource Speaker)
- Annex 16: Justification for Non-CSC Accredited Training Institution
- Annex 17: Letter of Intent (Local & Foreign- Assisted Scholarship Program & Study Grant)
- Annex 18: Procedures & Requirements of Official Foreign Training
- Annex 19: Learning Application Plan ( LApp Plan) Form
- Annex 20: Learning and Development Management Checklist