|  |  |
| --- | --- |
| For HRDO Personnel | |
| *Received by:*  *Date & Time:* | **ACCOMPLISHMENT REPORT DUE ON** *(to be submitted to HRDO):* |

**I. ACTIVITY PROFILE**

|  |  |
| --- | --- |
| **Title** | {title} |
| **Purpose** | {purpose} |
| **Legal Bases**  *(Regulatory / Statutory)* | {legalBases} |
| **Date of LEAD Activity** | {dateOfActivity} |
| **Venue** | {venue} |
| **Participants** | {participants} |
| **Learning Service Provider/s** | {learningServiceProviders} |
| **Expected Outputs** | {expectedOutputs} |
| **Fund Source** | {fundSource} |

**II.**

**LEARNING METHODOLOGY:** Tick the method (based on the 70-20-10 learning principle) to be applied

|  |  |  |  |
| --- | --- | --- | --- |
| **70** | **20** | **10** |  |
| Workshop | Peer assist | Lecture |  |
| Problem-Solving | Coaching | Discussion |  |
| Case Analysis | Gallery-walking | One-on-One |  |
| Group Dynamics  IMPORTANT: Other Requirements:  \_\_ Travel order (QF-HRMO-01, if necessary)  \_\_ Engaging Learning Service Provider (QF-HRDO-17, if necessary)  \_\_ Evaluation Form (QF-HRDO-18)  \_\_ Accomplishment Report (QF-HRDO-23) and its attachments  \*\*\* Follow Procurement Protocols | Small Group  Discussion |  |  |
| Experiential Learning | Demonstration |  |
| Others: | | |  |

**III. TARGET COMPETENCIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **CORE** | **ORGANIZATIONAL** | **LEADERSHIP** | **FUNCTIONAL/TECHNICAL** |
| ‘STeP’ | ‘STRIVE’ | ‘SERVE’ | **KSA to Do the Job** |
| **S**elf-management skills  Stress management  Appreciative inquiry  Achievement orientation | **S**ocial responsiveness  **T**eam player  **R**esearch-orientedness  **I**nclusiveness  **V**alues-driven (CARING TEAM)  **E**xcellent workmanship | **S**ystems thinking/  Strategic and creative  **E**ngaging  stakeholder’s  in leading change  **R**obust building of  network/Partnerships  **V**aluing performance  and coaching  **E**nabling a high  performing  organization | **Knowledge:**  -Understand the basic concepts and principles on the use of HGDG tools  -Gender lens for the proposed 2025 PPAs |
| **Te**chnical  Records Mgt.,  Computer Skills  Communication Skills | **Skills:**  -Gender analysis on the use of HGDG tool  -Ensure that gender perspectives are integrated in the different stages of program and project development |
| **P**eople Skills  Interpersonal Skills  Service Delivery  Knowledge Sharing | **Attitude:**  -Ensure that gender-sensitive concerns are included in the development initiatives and programs |

**IV. RATIONALE**

**V. GENERAL OBJECTIVE/S**

**VI. PROGRAM OF ACTIVITIES**

| **Day & Time** | **Specific Objective/s per topic** | **Activities / Strategies** | **Expected Output / Outcome** | **Learning Service Provider / Facilitator** |
| --- | --- | --- | --- | --- |
| **Date and Title of Activity Here** | | | | |
|  |  |  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |  |
|  | **Lunch Break** |  |  |  |
|  |  |  |  |  |
|  |  |  |

**VII. COMMUNICATION PLAN**

**VIII. EQUIPMENT AND MATERIALS**

**IX. BUDGETARY REQUIREMENTS**

| **Budget Item** | **Per Head/Per Day** | **Total** |
| --- | --- | --- |
| {#budgetaryRequirements}**{type}**  {#items}{item} | Php{perItem} X {noItem} X {times} | Php{total}{/items}{/ budgetaryRequirements} |
| TOTAL |  |  |

**Prepared/Requested by:**