1.0 OBJECTIVE

To ensure that DOST Regional Office No. IX personnel regardless of rank, status of employment, disability, race, color, sex, religion and ethnic origin can avail of capability/skills enhancement and personal development programs for both degree and non-degree training programs.

2.0 SCOPE

This operational procedure covers all activities related to capability/skills enhancement and personal development of both administrative and technical personnel from the identification of training needs to the participation in the training program including the risks and opportunities associated with the process.
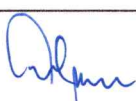
3.0 DEFINITION OF TERMS

Training Program – refers to short and long term courses and structured learning, designed to impart knowledge, skills, and competence.

Short Term – refers to below 6 months duration.

Long Term – refers to duration of 6 months and above.

Degree Program – long term graduate programs either at Master's or PhD degree level.

Non-Degree Program – refers to training program that does not confer either a Master's of PhD degree.
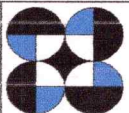
4.0 RECORDS

- Accomplished Competency Assessment Card, FASS-HR F03
- Accomplished Training Program Impact Assessment Form, FASS-HR F05
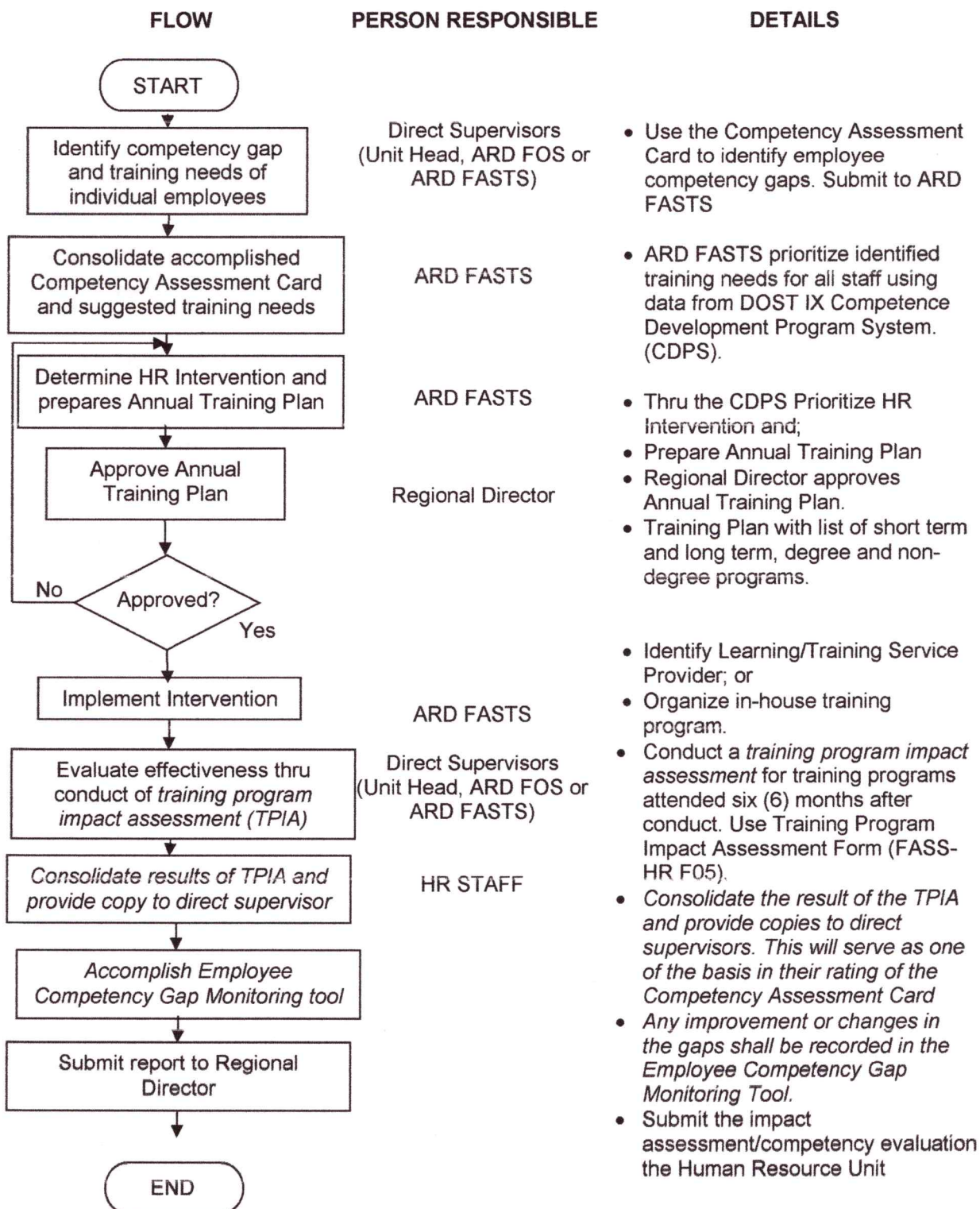- Accomplished Employee Competency Gap Monitoring Tool, FASS-HR F06

5.0 REFERENCES

- HRD Plan

Prepared by:	Approved by:
ARD, Finance and Administrative Support Services	Regional Director

6.0 PROCEDURE

FLOW	PERSON RESPONSIBLE	DETAILS
START		
Identify competency gap and training needs of individual employees	Direct Supervisors (Unit Head, ARD FOS or ARD FASTS)	• Use the Competency Assessment Card to identify employee competency gaps. Submit to ARD FASTS
Consolidate accomplished Competency Assessment Card and suggested training needs	ARD FASTS	• ARD FASTS prioritize identified training needs for all staff using data from DOST IX Competence Development Program System. (CDPS).
Determine HR Intervention and prepares Annual Training Plan	ARD FASTS	• Thru the CDPS Prioritize HR Intervention and; • Prepare Annual Training Plan
Approve Annual Training Plan	Regional Director	• Regional Director approves Annual Training Plan. • Training Plan with list of short term and long term, degree and non-degree programs.
No — Approved? — Yes		
Implement Intervention	ARD FASTS	• Identify Learning/Training Service Provider; or • Organize in-house training program.
Evaluate effectiveness thru conduct of *training program impact assessment (TPIA)*	Direct Supervisors (Unit Head, ARD FOS or ARD FASTS)	• Conduct a *training program impact assessment* for training programs attended six (6) months after conduct. Use Training Program Impact Assessment Form (FASS-HR F05).
Consolidate results of TPIA and provide copy to direct supervisor	HR STAFF	• *Consolidate the result of the TPIA and provide copies to direct supervisors. This will serve as one of the basis in their rating of the Competency Assessment Card*
Accomplish Employee Competency Gap Monitoring tool		• *Any improvement or changes in the gaps shall be recorded in the Employee Competency Gap Monitoring Tool.*
Submit report to Regional Director		• Submit the impact assessment/competency evaluation the Human Resource Unit
END		

Prepared by:	Approved by:
ARD, Finance and Administrative Support Services	Regional Director