



Gov. Alfonso D. Tan College
Maloro, Tanguib City

FACULTY

F – Performance Evaluation

- **OBTLP or Syllabi**



Outcomes – Based Teaching and Learning Plan in Organizational Development

ALFONSOS AS LUX MUNDI: Serving Humanity with Empowered mind, Passionate Heart, and Virtuous Soul

Course Title	Organizational Development	Course Code	HRP 412
Credit Units	3 Units	Course Pre-/Co-requisites	HRP 326
Course Description (Based on CMO No. 22 Series of 2006 & CMO No. 52 Series of 2007)	The student will be given the general idea of what is involved in developing an organization to achieve its vision and mission, its philosophies and culture to ensure its competitiveness in globalized economy. The scope will cover such topics as principles and theories of organizational development, organization design and structuring, training and development, performance management, culture and change management. It focuses on the management of organizational change/interventions from a system perspective. The students will gain sufficient knowledge to appreciate overall impact of these activities for the success of an organization.		
Program Intended Learning Outcomes (PILO) Based on CMO # 17 series of 2017	<p><i>At the end of this program, graduates will have the ability to:</i></p> <ol style="list-style-type: none">1. Access, evaluate, and apply the latest information and development in the field of business administration and development in the field of business administration and human resource management.2. Apply teamwork skills in working with a multi-disciplinary and multi-cultural team to achieve team goals.3. Carry out business and human resource management tasks or projects in accordance with professional, social and ethical values.4. Integrate Filipino historical and cultural heritage in business and human resource management concepts.5. Demonstrate human relations skills in working with people of diverse cultural backgrounds in a multi-tasking environment.6. Perform the basic functions of management such as planning, organizing, staffing, directing and controlling in a business organization.7. Apply the basic concepts that underlie each of the functional areas of business (marketing, finance, human resources management information technology, and strategic management) and employ these concepts in various business situations.8. Select the proper decision making tools to critically, analytically and creatively solve problems and drive results.9. Express oneself clearly and communicate effectively with stakeholders both in oral and written forms.10. Apply information and communication technology (ICT) skills as required by the business environment.11. Work effectively with other stakeholders and manage conflict in the workplace.12. Plan and implement business related activities.13. Demonstrate corporate citizenship and social responsibility.14. Exercise high personal moral and ethical standards.15. Analyze the business environment for strategic direction.16. Prepare operational plans.17. Innovate business ideas based on emerging industry.		

	18. Manage a strategic business unit for economic sustainability. 19. Propose and implement a research activity for generating data needed to resolve a problem in a business organization. 20. Prepare and analyze financial statements for use in economic-decision in a business enterprise.
Course Intended Learning Outcomes (CILO)	<p><i>At the end of this course, the students should be able to:</i></p> <ol style="list-style-type: none"> 1. Compare how the nature of management varies at different organizational levels. 2. Identify procedures to use self-decision-making as well as leading decision-making in a group. 3. Distinguish between centralized and decentralized organizations. 4. Design an Organizational Structure according to the employee's jobs, functions and divisions for the company. 5. Equip themselves with the knowledge of Organizational Development interventions. 6. Adapt values of change for the better and change for the common good.

MIDTERM		Essential Learning		Intended Learning Outcomes (ILO)	Suggested Teaching/Learning Activities (TLAs)	Assessment Tasks (ATs)
Week	Content Standards	Declarative Knowledge	Functional Knowledge			
1	Demonstrate understanding of GADTC and Institute VMGO	GADTC and Institute VMGO <ul style="list-style-type: none"> • GADTC Vision • GADTC Mission • GADTC Core Values • IBFS Vision, Mission, Goals and Objectives 	<i>Elucidating</i> the GADTC and IBFS Vision, Mission, Goals and Objectives	Recognize GADTC and IBFS Vision, Mission, Goals and Objectives	Brainstorming	Oral Recitation
2	Demonstrate familiarity with the Organization Development	The Nature of Organization <ol style="list-style-type: none"> a) Definition b) Characteristics of Organization Development c) Relationships between the Organization and the Environment 	Defining the Organizational Development Explaining the relationship between the Organization and the Environment	Describe Organizational Development according to the student's own point of view. Discuss the importance of environmental involvement in constructing organizational development	Construction Activity (Partner Activity) Interactive Group Discussion	Reflective Essay Quiz Oral Recitation Summative Quiz

3	Demonstrate knowledge with Theoretical and Historical Bases of Organizational Development	Theoretical and Historical Bases of Organizational Development <ol style="list-style-type: none"> History of OD Values, Assumptions and Beliefs espoused by OD Foundations of OD 	Describing the development of OD as well as its foundations	Explain the values, assumptions and beliefs that is considered in Organizational Development	Brainstorming	Presentation of output Essay Quiz and Assignment
4-5	Demonstrate competencies with organizational Development Process	The Organizational Development Process <ol style="list-style-type: none"> Preliminary Steps: <ul style="list-style-type: none"> Recognizing need for change Establishing relationship Diagnosing the organization Identifying appropriate interventions Managing change Implementing/ Evaluating 	Showing the correct step-by-step processes of Organizational Development Explaining the importance of proper Organizational Process	Justify the correct step-by-step processes of Organizational Development as basis in continuing improvement for the organization Discuss the importance of Organizational Development process	Brainstorming With collaborative Learning Case study (Group study case)	Oral Recitation Output-based quiz Summative Quiz
6-7	Demonstrate knowledge with training and development	Training and Development <ol style="list-style-type: none"> The Training Cycle New Employee Orientation Program Training Process Types of Training Needs Analysis Principles in Designing Training Programs Training Methods Characteristic of a Good Trainer Kirkpatrick's Evaluation Model Return of Investment Methodology 	Discussing how to evaluate training programs and how to operate efficiently for analysis of training needs and development programs as well as the training process Describing the training methods and characteristics of a good training professionals as well as the importance of training evaluation	Explain the impact of Training process for ensuring effective training of employees as well as the training needs analysis and development programs Determine the employees training methods with the support of professional trainer as well as evaluating the trainee's return of investment	Self-survey analysis for training needs Behavioral Modelling (Video film) Showing different Technology-based Training	Reflective Essay Output Presentation Group Project (with rubrics) Summative Quiz

8-9	Demonstrate understanding with Performance Management and Employee Movement	Performance Management and Employee Movement a) Performance Appraisal and Performance Management b) Performance Management Cycle c) Purposes of Performance Appraisal d) Performance Appraisal Techniques e) Common Errors in Performance Appraisal f) Main Types of Employee Movement	Identifying excellent performance of employees base on their ability to perform a specific job Describing the things to consider in the employees' performance	Provide feedback to employees regarding their performance Discuss the basis in making a new performance appraisal form	Performance Evaluation Interactive Group Discussion	Output presentation Written Quiz Summative Quiz Summative Exam
FINALS						
10-11	Demonstrate competencies with designing organizational structure	Designing Organizational Structure a) Determining the Design of Organizational Structure b) Grouping Tasks into Jobs: Job Design c) Grouping Jobs into Functions and Divisions: Designing Organizational Structure d) Coordinating Functions and Divisions e) Strategic Alliances, B2B Network Structures and IT	Describing the factors that influence manager's choice of an organizational structure as well as the types of organizational structures managers can design Explain why managers must coordinate jobs, functions and divisions using the hierarchy of authority and integrating mechanisms	Explain the important factors that a manager will consider specifically in designing the organizational structure and its valid reason in choosing it Discuss and design the coordination of jobs, functions and divisions using the hierarchy of authority and integrating mechanisms	Picture Analysis (Partner's Activity) Drawing Activity (Draw and Label)	Reflective Essay Written Quiz Summative Quiz
12-13	Demonstrate knowledge with control, change and entrepreneurship	Control, Change and Entrepreneurship a) Organizational Control b) Output Control c) Behavior Control	Determining the organizational control and organizational change as well	Explain the role of clan control or organizational culture in creating an effective organizational architecture.	Group Discussion with sharing of opinions and ideas	Oral Recitation and Essay quiz

14-15		d) Organizational Culture and Clan Control e) Organizational Change f) Entrepreneurship, control and change Organizational Culture and Change a) Defining Culture b) Culture Change c) Sustaining Change	as identifying the main output and behavior controls manager use to coordinate and motivate employees Identifying the need for culture change in organization	Discuss the importance of managing change as a vital management task as well as understanding the role of entrepreneurship in the control and change process. Recognize the importance of culture change in organization	Case Study Analysis Brainstorming	Quiz/Assignment Summative Quiz
	Demonstrate competencies with organizational survey	Organizational Survey a) Creating Successful Organizational Change b) Survey-Guided Development: Using Human Resources Measurement in Organizational Change c) Survey Guided Appreciative Inquiry	Planning for a need in Organizational Change Producing survey research tool for Organizational Survey	Figure out the possible ways in solving organizational problems by using survey research Construct a survey research tool for Organizational Survey	Collaborative Learning Organizational Survey Research	Presentation of Output Project Summative Quiz Summative Exam

Basic Readings	
Extended Readings	Managing Human Resources 2015 published by C & E Publishing, Inc. Human Resource Management 2014 by C & E Publishing, Inc. Essentials of Contemporary Management 2011 4 th edition published by McGraw-Hill International Edition Organization Development and Transformation: Managing Effective Change 4 th edition 2000 published by McGraw-Hill Companies, Inc.
Course Assessment	<i>Aside from academic deficiency, other grounds for a failing grade are:</i> <ul style="list-style-type: none"> • Grave misconduct and/or cheating during examinations • Unexcused absences of more than 20% of required number of meetings per term • A failing academic standing and failure to take graded exams

Course Policies

EXPECTATIONS FROM STUDENT

The student's responsibility is to come to each class prepared. She/he is also expected to take all examinations on the date scheduled. She/he should read assigned problems prior to class. She/he is expected to attend each class and participate actively in the discussions.

ACADEMIC DISHONESTY

All students are expected to be academically honest. Cheating, lying and other forms of unethical behaviour will not be tolerated. Any student found guilty of cheating in examinations or plagiarism in submitted course requirements will receive an F or failure in the course requirement or in the course. Plagiarism refers to the use of books, notes or other intellectual property without giving proper attribution to its author, or representing the work of another person as one's own; Cheating refers to securing help in a test; copying tests, assignments, reports or term papers; collaborating with other students during an examination or in preparing academic work; signing another student's name on an attendance sheet; or otherwise practicing scholastic dishonesty.

POLICY on ABSENCES



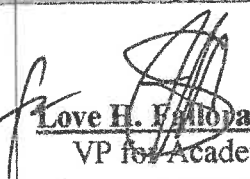
The allowed number of absences for the students enrolled in a 1 ½ hour class is 7sessions – based on student handbook. Request for excused absences or waiver of absences must be presented upon reporting back to class. Special examinations will be allowed only in special cases, such as prolonged illness. It is the responsibility of the student to monitor her/his own tardy incidents and absences that might accumulate leading to a grade of "FA." It is also her responsibility to consult with the teacher, chair or dean should her/his case be of special nature.

GRADING SYSTEM

The computation is detailed below.

<u>Grade Component</u>	<u>Weight</u>	<u>Computation</u>
Summative Quiz	30%	Summative Quiz Grade x 0.30
Summative Performance Task	40%	Summative Performance Task Grade x 0.40
Summative Exam	30%	Summative Exam Grade x 0.30
Total	100%	Grade every grading period
		MG + TFG / 2 = FFG
Passing Score: 60% of the total score		Passing Grade: 3.00
		Condition for Passing: Final Exam Grades must be 3.00 or better.

Committee Members	Committee Leader : Ilyn R. Daguman, MBA Dean, Institute of Business and Financial Services Members: Rodolfo T. Reyes, Jr. Program Head, HRM Lovely Marygold A. Calatrava Faculty
Consultation Schedule	Faculty Member : Lovely Marygold A. Calatrava Contact Number : 09124558747 E-mail address : lovelymarygoldcalatrava@gmail.com Consultation Hours : 6 hours per week Time and Venue : 10:00-11:00 (TF) and 1:00-5:00 PM (W), IBFS Department

Course Title	A.Y. Term of Effectivity	Prepared by	Noted by	Approved by	Page/s
Organizational Development	2018-2019 Second Semester	 <u>Lovely Marygold A. Calatrava</u> Faculty	 <u>Ilyn R. Daguman, MBA</u> Dean, IBFS	 <u>Love H. Gallopan, MS-CRIM</u> VP for Academic Affairs	7



Outcomes – Based Teaching and Learning Plan in Training and Development

ALFONSOS AS LUX MUNDI: Serving Humanity with Empowered Mind, Passionate Heart, and Virtuous Soul

Course Title	Training and Development	Course Code	HRP 325
Credit Units	3 units	Course <u>Pre</u> -/Co-requisites	HRP 312
Course Description (Based on CMO No. 39 Series of 2006)	The course discusses training as related to organizational objects. Training models, learning theory, evaluation methodologies, instructional techniques and topics of special interest are emphasized.		
Program Intended Learning Outcomes (PILO) Based on CMO # 17 series of 2017	<p><i>At the end of this program, graduates will have the ability to:</i></p> <ol style="list-style-type: none">1. Access, evaluate, and apply the latest information and development in the field of business administration and human resource management.2. Apply teamwork skills in working with a multi-disciplinary and multi-cultural team to achieve team goals.3. Carry out business and human resource management tasks or projects in accordance with professional, social and ethical values.4. Integrate Filipino historical and cultural heritage in business and human resource management concepts.5. Demonstrate human relations skills in working with people of diverse cultural backgrounds in a multi-tasking environment.6. Perform the basic functions of management such as planning, organizing, staffing, directing and controlling in a business organization.7. Apply the basic concepts that underlie each of the functional areas of business (marketing, finance, human resources management, production and operations management, information technology, and strategic management) and employ these concepts in various business situations.8. Select the proper decision making tools to critically, analytically and creatively solve problems and drive results.9. Express oneself clearly and communicate effectively with stakeholders both in oral and written forms.10. Apply information and communicate technology (ICT) skills as required by the business environment.11. Work effectively with other stakeholders and manage conflict in the workplace.12. Plan and implement business related activities.13. Demonstrate corporate citizenship and social responsibility.14. Exercise high personal moral and ethical standards.15. Analyze the business environment for strategic direction.		

	16. Prepare operational plans. 17. Innovate business ideas based on emerging industry. 18. Manage a strategic business unit for economic sustainability. 19. Propose and implement a research activity for generating data needed to resolve a problem in a business organization. 20. Prepare and analysed financial statements for use in economic-decision making in a business enterprise.
Course Intended Learning Outcomes (CILO)	<p><i>At the end of this course, the students should be able to:</i></p> <ol style="list-style-type: none"> 1. Demonstrate understanding of the theory and application of Human resource management. 2. Describing the impact of training on employee and organizational performance. 3. Outlining the HR strategic activities and programs in HRM model 4. Build competency in making training design 5. Familiarizing the elements in designing a training and development program 6. Apply training and development strategies with organizational goals and demonstrate effectiveness to management

MIDTERM		Essential Learning		Intended Learning Outcomes (ILO)	Suggested Teaching/Learning Activities (TLAs)	Assessment Tasks (ATs)
Week	Content Standards	Declarative Knowledge	Functional Knowledge			
1	Demonstrate understanding of GADTC and Institute VMGO	GADTC and Institute VMGO <ul style="list-style-type: none"> • GADTC Vision • GADTC Mission • GADTC Core Values • IBFS Vision • Mission, goals and objectives 	Explaining the GADTC and IBFS Vision, Mission, Goals and Objectives	Recognize the GADTC and IBFS Vision, Mission, Goals and Objectives	Brainstorming	Oral Recitation
2-3	Demonstrate understanding of Human Resource Management	Human Resource Management <ol style="list-style-type: none"> a. What is Human Resource Management b. Human relations c. Strategic view of HRM 	Explaining the importance of HRM Outlining the HR strategic activities and programs in HRM model	Discussing the concept of strategic HRM	Assignment Small Group Interaction	Written Quiz

12-14	Demonstrate understanding of training and development program	Designing Training and Development Programs <ol style="list-style-type: none"> Training and Development System <ol style="list-style-type: none"> Output Objectives Processes Input Elements in Designing Training and Development Programs Steps in Designing Training and Development Programs 	Explaining the contents in designing a training and development system Familiarizing the elements in designing a training and development program	Illustrating the training and development system Compare and Contrast the different kinds of training and development programs	Collaborative Learning Group Reporting Assignment	Oral Recitation Reflective Essay
15	Demonstrate competencies in determining training and development	Kinds of Training and Development Programs <ol style="list-style-type: none"> Conceptual Training Skills Training Behavioural Training 	Discussing the steps in making a Training Design Designing training and development needs	Explaining the ways in determining training needs Give examples of: <ol style="list-style-type: none"> Conceptual Training Skills Training Behavioural Training 	Assigned Reading Group Reporting Generate Examples	Oral Recitation Reflective Essay
16-17	Demonstrate competencies in designing Training and Development Program	Steps in T&D Program <ol style="list-style-type: none"> Naming the Program Stating the program objective Determining the program specific content Arranging units in order they will be taught Selecting and preparing instructional materials and 	Stating the Training Design programs Discussing the Contents in making a Training Design	Identify the steps in Training Design program Familiarizing every content of the steps in T&D Program	Lecture Demonstration Collaborative Learning	Learner Presentation of Output-Making a Training Design Written Quiz

		resource speakers 6. Planning the lesson				
18-19	Demonstrate competencies in other TD program	Kinds of TD Program 1. Apprenticeship Training 2. Vestibule Training 3. Orientation Training 4. Safety Training 5. Cooperative Training 6. Dealer Training 7. Supervisory Training 8. Middle Management Training Development	Showing examples of TD Programs Discussing the different Training and Development Programs Compare and Contrast the differences of T&D Program	Illustrating the diverse programs in conducting T&D Selecting the best TD program	Case Study Lecture Demonstration Assignment Team Building/Seminar /Training and Development Program	Group Activity Reflective Essay Summative Quiz Project Based

Basic Readings	Human Resource Management Published in 2014 by C&E Publishing, Inc., Cynthia A. Zarate Managing Human Resources Local and Global Perspective (Outcomes-based Learning) Published in 2015 by C&E Publishing, Inc., Melva M.
Extended Readings	<i>Human Resource: Training and Development By: Tomas Q. D. Andres</i>
Course Assessment	<i>Aside from academic deficiency, other grounds for a failing grade are:</i> <ul style="list-style-type: none"> • Grave misconduct and/or cheating during examinations • Unexcused absences of more than 20% of required number of meetings per term • A failing academic standing and failure to take graded exams

LANGUAGE OF INSTRUCTIONS
English

EXPECTATIONS FROM STUDENT

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All students are expected to be academically honest. Cheating, lying and other forms of unethical behaviour will not be tolerated. Any student found guilty of cheating in examinations or plagiarism in submitted course requirements will receive an F or failure in the course requirement or in the course. Plagiarism refers to the use of books, notes or other intellectual property without giving proper attribution to its author, or representing the work of another person as one's own; Cheating refers to securing help in a test; copying tests, assignments, reports or term papers; collaborating with other students during an examination or in preparing academic work; signing another student's name on an attendance sheet; or otherwise practicing scholastic dishonesty.




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Summative Exam	30%	Summative Exam Grade x 0.30
	100%	Grade every grading period
Passing Score: 60% of the total score		MG + TFG / 2 = FFG
		Passing Grade: 3.00
		Condition for Passing: Final Exam Grades must be 3.00 or better.

Committee Members	<p>Committee Leader: Ilyn R. Daguman, MBA Dean, IBFS</p> <p>Members:</p> <p>Rodolfo T. Reyes Jr., MBA Program Head, HRM</p> <p>Faculty:</p> <p>Lovely Marygold A. Calatrava Ryan Ram G. Elesterio</p>
Consultation Schedule	<p>Faculty Member : Nova Joy S. Sarno Contact Number : 09063653725 E-mail address : novajoy.sarona@yahoo.com.ph Consultation Hours : W (9:00AM-3:00PM) Time and Venue : IBFS Office</p>

Course Title	A.Y. Term of Affectivity	Prepared By	Noted by	Approved by	Page/s
Training and Development	Second Semester-A.Y. 2018-2019	 NOVA JOY S. SARNO Faculty	 ILYN R. DAGUMAN, MBA Dean, IBFS	 LOVE H. FALLORAN, MS-CRIM VP for Academic Affairs	7