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**1.0 PURPOSE**

The purpose of this procedure is to provide guidelines on the effective implementation of the Civil Service Commission (CSC) memoranda, issuances, rules and regulations relative to learning and development. It shall also provide direction and assistance in the development and retention of qualified and efficient work force as well as formulate standards for training and staff development.

**2.0 SCOPE**

The scope of this procedure covers the permanent employees' training and development.

**3.0 DEFINITION OF TERMS**

- 3.1 Career Development Plan is a list of the short and long-term goals related to the employees' job incorporating their future career aspirations. This is a personalized plan to assist employees in achieving their career goals.
- 3.2 Evaluation is the systematic process of collecting information and using the information to improve the provided trainings. Evaluation provides feedback to help in identifying if the training achieved the intended outcomes and helps in making decisions about conduct of future trainings.
- 3.3 Training is the organized procedure by which people learn knowledge and/or skill for a definite purpose. Training refers to the teaching and learning activities carried on for the primary purpose of helping members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job/task.
- 3.4 Development implies opportunities created to help employees grow. It is more of long term and futuristic in nature and is not limited to the job avenues in the current organization but may also focus on other development aspects.
- 3.5 Training Analysis (also called Training Needs Analysis (TNA)) is the process in which the organization identifies training and development needs of its employees so that they can perform their job effectively. It involves complete analysis of the training needs required at various levels of the organization.

**4 REFERENCE DOCUMENTS**

- 4.1 Civil Service Law and Rules

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## 5 PROCESS FLOW

### TRAINING & DEVELOPMENT

RESPONSIBLE	FLOW	REFERENCE
	START	
Staff, TDU	↓ Needs analysis/survey	Training Needs Analysis (TNA) Form
Staff, TDU	↓ Tabulation of results	TNA Report
Head, TDU	↓ Identification of gap	TNA Report
Head, TDU	↓ Generation of Career Development Plan	Career Development Plan
Head, TDU	↓ Request for training	Request Letter
Executive Director	↓ Approval of the Executive Director	Approved Request Letter
Staff, TDU	↓ Facilitation of the training	List of Approved Trainings
Head, TDU Staff, TDU	↓ Training evaluation/ assessment	Evaluation/ Assessment Forms
	↓ END	Training Report




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## 6 PROCEDURE

- 6.1 The Training Needs Analysis (TNA) is being facilitated by the Training and Development Unit, on an annual basis.
- 6.2 Based on the TNA forms submitted, a report will be formulated and the training requirements for each employee, shall be identified.
- 6.3 A Career Development Plan for each employee of the Agency shall be generated. The Plan will focus on both short-term and long-term goals for employees to improve their current work while learning new skills and for their future career aspirations. The data from the TNA report and the employee profiles will be reviewed and meetings and discussions with the employees will be conducted.
- 6.4 Upon identification of the needed trainings for the employees, approval from the Office of the Executive Director will be requested, for the conduct of the said trainings.
- 6.5 Trainings will then be facilitated and attendance of the employees/participants will be monitored.
- 6.6 An evaluation form after every training will be requested from the employees/participants and must be completely secured by the Training and Development Unit.
- 6.7 An assessment of the effectiveness and usefulness of the trainings to the employees/participants and their offices shall be done.

## 7 FORMS ATTACHED

- 7.1 Training Needs Analysis (TNA) Form
- 7.2 Training Needs Analysis (TNA) Report
- 7.3 Training and Seminar Evaluation Form
- 7.4 Training Effectiveness Assessment Form
- 7.5 Training Report

Prepared by/Date:	Checked by:	Approved by/Date:
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