

DENR CENTRAL OFFICE EMPLOYEES ATTENDANCE TO TRAINING AND NON-TRAINING ACTIVITIES BY PRIVATE INSTITUTIONS

EXTERNAL TRAINING SHOULD BE BASED ON THE INDIVIDUAL DEVELOPMENT PLAN

Employees who wish to attend external training shall ensure that it is indicated in their IDP, and the IDP is submitted to the TDD-HRDS.

TRAINING MUST BE OFFERED BY CSC-ACCREDITED L&D INSTITUTIONS OR ANY GOVERNMENT TRAINING INSTITUTION

Non-accredited private training institutions offering training of highly technical/specialized nature, local training institutions that are internationally acclaimed, and other institutions, pursuant to 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) Revised July 2018, may be considered.

ACCOMPLISH AND SUBMIT THE ENDORSEMENT FORM

Employees shall submit to the TDD-HRDS the Form, together with the Memorandum duly endorsed by the Director/Head of Office, at least 15 working days prior to the activity.

REGISTRATION FEE FOR NON- TRAINING SHOULD NOT EXCEED PHP 2,000/DAY PER PARTICIPANT

Registration fee exceeding Php 2,000.00/day per participant shall be shouldered by the employee. (see DBM NBC No. 563, s. 2016)

AFTER ATTENDANCE TO THE EXTERNAL
TRAINING / NON-TRAINING

HOW TO ACCOMPLISH THE INDIVIDUAL LEARNING REPORT (ILR)



PREPARE A POST-LEARNING ACTION PLAN / PROPOSAL

Discuss the activity plan on how to apply the learning gained during the training, with realistic time frames and outputs. Plans may refer to peer teaching/ re-echoing and output proposal such as development of process manual, guide book, form, process flow etc.

HAVE IT SIGNED BY THE SUPERVISOR

Complete the details in the ILR and have it signed by the supervisor.

Accomplished ILR shall be submitted to the Undersecretary supervising HRDS through the TDD-HRDS within seven (7) days after the activity.

MONITORING AND EVALUATION

The TDD-HRDS shall conduct a monitoring and evaluation of ILR three (3) months for 3-5 days training or six (6) months for 6-10 days training, after attendance to the activity.

All information gathered shall be part of a monitoring report.

OTHER REMINDERS

All newly-hired employees shall be allowed to attend external trainings after probationary period (6 months).

Officials in the regions and bureaus holding SG-24 and above positions, who wish to attend external trainings, shall relay their intent through the HRDS, while employees with SG-23 and below positions shall coordinate with their respective HRD.

For uniformity of L&D Forms, the regions, bureaus and attached agencies are advised to adopt the ILR Format for their respective areas.



TRAINING AND DEVELOPMENT DIVISION HUMAN RESOURCE DEVELOPMENT SERVICE

Contact Nos.: 8426-3852; (02) 8248-3367 loc. 1065, 1066, 1201

Email address: hrds-tdd@denr.gov.ph

FB Page: Training & Development Division @tdd.denr