



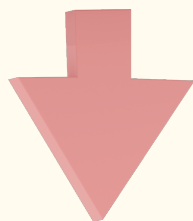
INSTITUTIONAL DEVELOPMENT SECTION
TRAINING AND DEVELOPMENT DIVISION

Attendance of DENR personnel in External Training Programs

PROCESS FLOW

Administrative Staff

5 minutes



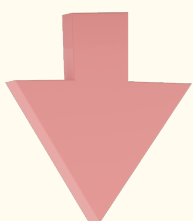
*Office of the Chief,
Training and Development Division*

Receive Memorandum from other offices requesting approval and authority to attend the scheduled training offered by external learning service provider; check the completeness of the submitted requirements (incomplete documents shall not be processed); and stamp the date and time on documents and forward to Division Chief



HAROLD D. BAYAN
Administrative Aide VI

10 minutes



Division Chief

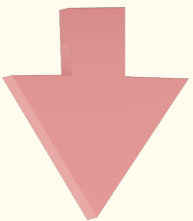
Training and Development Division

Review, provide instructions and assign the document to the Institutional Development Section (IDS)



FOR. WILSON E. HENSON
Division Chief

10 minutes



Section Chief

Institutional Development Section

Review, provide instructions and assign the document to an IDS Action Officer



BERNARDITA S. TUBANG
Administrative Officer V

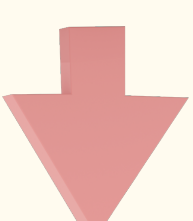
Action Officer

Institutional Development Section

Perform Completed Staff Work (CSW):

- Check if the request is submitted at least fifteen (15) working days prior to the activity;
- If employee is newly hired, check if he/she has already served his/her probationary period of six (6) months;
- Check completeness of documents;
- Check if the activity is consistent with the IDP/ functions of the concerned employee/s;
- Check the funding source;
- Check the history of training attended;
- Coordinate with the requesting party, if needed;
- Draft memorandum providing recommendations whether to endorse the attendance or not;
- Draft Special Order; and
- Prepare Checklist (Processing and Approval of L&D Activities/Special Order)

2 hours



JENNIBELLE I. SANTOS
Administrative Officer IV



CYRIL REMO V. REYES
Project Documentation Specialist

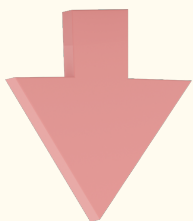


CHRISTINE IVY S. INOCENCIO
Project Development Officer



MA. HECYLEEN DG. MAGCULANG
Project Support Officer

30 minutes



Section Chief

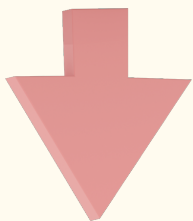
Institutional Development Section

Review the CSW prepared and affix initial



BERNARDITA S. TUBANG
Administrative Officer V

30 minutes



Supervising Administrative Officer

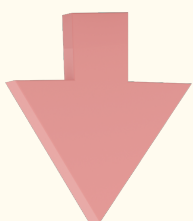
*Office of the Chief,
Training and Development Division*

Review grammar and check the content of the draft Memorandum, and affix initial



GREGORIO ALEXIUS M. CAAYAO
Supervising Administrative Officer

30 minutes



Division Chief

Training and Development Division

Review and affix signature in the Checklist and initials in the Memorandum recommending the approval of the draft Special Order authorizing the employee/s to attend the training



FOR. WILSON E. HENSON
Division Chief

Administrative Staff

5 minutes



*Office of the Chief,
Training and Development Division*

Prepares e-DATS, records document in the Log Book and releases documents to the HRDS Director receiving clerk



HAROLD D. BAYAN
Administrative Aide VI



INSTITUTIONAL DEVELOPMENT SECTION
TRAINING AND DEVELOPMENT DIVISION

Attendance of DENR personnel in External Training Programs REQUIREMENTS

QUALIFICATION REQUIREMENTS

1

Employees (first and second level positions) who wish to attend external training shall ensure that the training will address the competency gaps indicated in their **Individual Development Plan (IDP)**.

2

Training must be **offered by L&D institutions accredited by the CSC or other government agencies** except for highly technical courses, pursuant to Part IV Training, Sec. 63 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) Revised July 2018.

3

Registration fee for non-training should **not exceed PHP 2,000/day** per participant, pursuant to DBM National Budget Circular No. 563, s. 2016.

4

All newly-hired employees shall be allowed to attend external trainings after probationary period (6 months), pursuant to Memorandum No. 2017-758 or IDP Guidelines.

5

Officials and employees in the central office shall express their intent through a Memorandum with signed Endorsement Form and IDP, to be submitted to TDD-HRDS.

Officials in the regions and bureaus holding SG-24 and above positions shall submit the same to TDD-HRDS, while **employees with SG-23 and below positions shall coordinate with their respective HRD.**

6

Authorized employees (first and second level positions) shall submit an **accomplished Individual Development Report (ILR)** to the Undersecretary supervising HRDS through the TDD-HRDS, within seven (7) days after attendance to the activity.

DOCUMENTARY REQUIREMENTS

1

invitation from the Organizer either disseminated by HRDS or addressed to Heads of Office from the Regions, Bureaus and Attached Agencies.

2

Memorandum from the Head of Office (Undersecretary/ Assistant Secretary/ Service Director/ Program Director/ Regional Director/ Bureau Director/ Head of Attached Agencies) requesting approval and authority to attend the scheduled training offered by external learning service provider.

3

Duly **accomplished Endorsement Form** using the prescribed format (with signature/s of learner/s and target competencies based on Individual Development Plan), signed by the head of office.

4

Individual Development Plan (for those who have not submitted their IDPs to TDD-HRDS).

ONLY DOCUMENTS WITH COMPLETE REQUIREMENTS WILL BE PROCESSED.

In case of failure to attend the training due to personal reasons or unavailability of training offered by the learning service provider, the Training and Development Division, Human Resource Development Service shall be informed through a Memorandum, for monitoring and record purposes.