

# PROCESSING AND APPROVAL OF L&D ACTIVITIES (INTERNAL)

All levels of participants for (1) L&D initiated by and offered to Central Office, (2) L&D activities with nationwide participants and under cross-visit/exchange program initiated by Regions/Bureaus shall coordinate with the Training and Development Division for processing/approval of L&D interventions/ activities.

All activities covered by this process are trainings, workshops, writeshops, conferences, seminars, cross-visit, orientation, and other similar learning and development interventions. The concerned Heads of Offices shall ensure that the L&D activities are aligned with the L&D Plan, IDPs and WFP.

## APPLICATION/ REQUEST FOR SPECIAL ORDER

### Requesting Office



Requesting office shall submit to the TDD-HRDS the memorandum endorsement, cleared by the concerned ASEC/USEC, together with the draft special order and approved training design, at least 15 working days prior to the activity.

## EVALUATION AND PROCESSING

### Training and Development Division



The TDD-HRDS shall check the completeness of documents, compliance to 15-day submission requirement, alignment with the L&D plan/IDP/WFP, relevance to the priority programs of the Department, and if the activity has conflict with other activities; and prepare CSW with recommendation/s.

## APPROVAL OF SPECIAL ORDER

### Officials/ Signatories



The Director, HRDS and the ASEC supervising HRDS shall review and recommend approval/disapproval of Special Order.

The USEC supervising HRDS shall review and approve/sign the Special Order based on the evaluation and recommendation.

## RELEASING OF SPECIAL ORDER

### Records Management Division



Once the signed Special Order is barcoded, the Office of the Chief of Staff shall forward the document to the RMD for numbering and releasing.

REFERENCE: DENR MEMO 2019-967 RE L&D GUIDELINES (APPROVAL OF SO)



## TRAINING AND DEVELOPMENT DIVISION

HUMAN RESOURCE DEVELOPMENT SERVICE

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