



April 29, 2022

Ms. MARIA LOURDES G. FERRER, CESO III
Regional Executive Director
Department of Environment and Natural Resources IV-B
6F 1515 DENR Bldg., Roxas Blvd., Ermita, Manila

Dear Regional Executive Director Ferrer:

This refers to the evidence requirements (ERs) of the PRIME-HRM Maturity Level (ML) II Learning and Development (L&D) indicators submitted by the Department of Environment and Natural Resources MIMAROPA Region to this Office for review and approval.

After thorough review and evaluation, we noted some observations in Annex "A" hereof. Relative to this, please get in touch with the CSC Field Office - Cavite at ro04.fo_cavite@csc.gov.ph for further assistance.

Upon recommendation of Director II Maria Theresa R. Poblador of the CSC Field Office – Cavite, kindly upload the soft copies of the submitted agency ERs and the requested additional ERs to your Google drive and notify this Office by sending a notification to ro04.psed@csc.gov.ph for further validation and possible recognition under the PRIME-HRM.

Thank you and warm regards.

Very truly yours,


KARIN LITZP. ZERNA
Director IV

cc: CSC Field Office – Cavite

KPZ/RB/JP/SED/ON/URPS

Bawat Kawani, Lingkod Bayani

LEARNING & DEVELOPMENT (L & D)

-Annex A

CSCFO

AGENCY NAME

DATE OF EVALUATION:

Cavite

Department of Environment and Natural Resources IV-B

4-29-2022

Indicators	REVIEW Guide Questions	Yes	OFl	No	Recommendation
Governance: Policy	FULLY COMPLIANT				
Agency's L & D policies and/or processes are customized to Agency's requirements and include specific guidelines on the application of EOP	Is there a CSC-noted L&D Policy with EOP guidelines? OR L&D Policy + EOP policy	/			L&D Policy noted by the CSC RO IV
Governance: Structure and Roles	FULLY COMPLIANT				
Agency has an HRDC that performs additional functions to address specific L & D needs (e.g. develops customized criteria and screening process for selecting nominees to scholarships and conferences)	1. Is there a duly signed document showing the designated employees as members of the HRDC?	/			
	2. Is the shown document (composition of the HRDC) compliant with the prescribed composition cited in CSC MC 10, s. 1989?	/			
Minimum ERs: Office Order constituting the PDC and their additional functions	3. Did the agency include all necessary functions provided in the following issuances/memorandum: a. For NGAs-Mother Policy b. For LGUs, SUCs, GOCCs-noted L&D Policy c. For LGUs, SUCs, GOCCs w/out noted L&d Policy- CSC MC 10, s. 1989 and other existing provisions		x		OFl: In the next reconstitution of the DENR 4B's HRDC, please include all the regular functions of the HRDC as per CSC MC. NO. 10 s. 1989
	4. Aside from HRDC's regular functions, did the agency include the following as additional functions of HRDC? A. Functions responsive to PRIME-HRM Maturity Level II Indicators such as develop customized criteria and screening process, develop tools which will track the efficiency of L&D process B. EOP related duties and responsibilities		x		OFl: In the next reconstitution of the DENR 4B's HRDC, please include additional functions of the HRDC that is responsive to the PRIME-HRM Maturity Level II indicators. HRDC functions as stated in EOP Manual may also be incorporated in the Regional Special Order.
	5. Does the agency designate an employee who will serve as HRDC secretariat?	/			
	6. Did the agency include the functions of the HRDC secretariat?		x		OFl: In the next reconstitution of the DENR 4B's HRDC, please ensure the compliance to MC No. 10, s. 1989 3.1-3.7
	7. Is there an alternate representative to the first level and 2nd level employees?		x		OFl: In the next reconstitution of the DENR 4B's HRDC, please include alternates for first and second level representatives.

Indicators	REVIEW Guide Questions	Yes	OFI	No	Recommendation
	8. To identify the HRDC members, did the Agency include both the employee's position title and their designation as HRDC members? e.g., Juan Dela Cruz Administrative Aide VI 1st level representative		X		OFI: The RSO did not include the names of the HRDC members. In the next reconstitution of the DENR 4B's HRDC, please include the name of the employee, position title and their designation as HRDC member.
	9. Is the membership still valid (terms of members not expired)? <i>e.g. representatives in 1st and 2nd level employees who shall serve for 2 years.</i>		X		OFI: In the next reconstitution of the DENR 4B's HRDC, please include the term of office of the 1st and 2nd level representatives, including their alternates.
	10. Is the document duly signed by the HOA with the date signed?	/			
Governance: Review Mechanism	PARTIALLY COMPLIANT				
<p>The Agency tracks the efficiency of L & D processes and uses data to improve system: - Percentage of employees provided L & D intervention (ie., compliance with required 1 HR intervention per employee) -Budget utilization -Participants' feedback on conduct of L & D interventions (Level 1 Evaluation)</p> <p>Minimum ERs: Report on budget utilization for L&D programs and sample accomplished Level 1 evaluation tool</p>	1. Did the agency create tool (and submits accomplished forms) in tracking the efficiency of its L&D processes? 1.1 Is there a report/document showing all employees in the agency and the L&D intervention/s provided to them in a year? * Did the report/document reflect the percentage of employees provided L & D intervention (i.e., compliance with required 1 HR intervention per employee as per Sec 7(e) Rule VIII EO 292)? * Does the HRD retain a copy of an L&D certificate as evidence that the employee have undergone said L&D intervention? * Is the L&D intervention report/document signed by HRMO and agency Head with information when the document was signed?		X		<p>Please submit a copy of sample L&D certificates kept by the HRD</p> <p>OFI: The submitted L&D reports for 2019 and 2020 were signed by the Chief of the HR Section. In the succeeding L&D cycle, please ensure that the head of the agency signs the report.</p>
	1.2 Is there a Budget utilization report for the year? * Are the training programs listed in the Budget Utilization Report included in the Annual L&D Plan? If not, is there a supporting document to justify the inclusion thereof? * Is the document signed by HRMO, Budget Officer and agency Head with information when the document was signed?		X		L&D plan and Budget Utilization Report (BUR) cannot be cross-checked because the submitted ERs for L&D plan was for 2019 while the BUR was for 2020. Please submit the L&D plan and BUR for the year 2021.
	1.3 Did the agency submit at least one sample accomplished L&D evaluation form for internal L&D interventions (Level 1 Evaluation) for the year? * Did the agency submit a summary of the participants feedback on the conducted L&D interventions for the year? * Is the summary report signed by HRMO with information when the document was signed?			X	The agency submitted a summary of L&D intervention feedback. Please submit copy of sample accomplished individual feedback form to support the summary.
	2. Analysis: Did the agency use its L&D efficiency tracking tool (e.g. budget utilization report, participants' feedback, percentage of employees provided with L&D intervention) in reviewing the L&D system?			X	Please submit a copy of the HRD and/or HRDC's analysis on the L&D efficiency tracking tool/s that is duly signed by the HRDC and HOA.
	3. Policy Enhancement: If with OFI in the analysis process, did the HRDC recommend policy enhancement to the HOA that are actionable (include activities, responsibility centers, and timelines)?			X	Please submit a recommendation for policy enhancement, if the result of the analysis yielded OFI findings.

Indicators	REVIEW Guide Questions	Yes	OFI	No	Recommendation
Governance: Information & Communication- Use of Tech	NOT COMPLIANT				
The Agency uses computer-based system to maintain L & D data and documents	1. Is there a screenshot of L&D Records in a computer-based system?			X	Please submit screenshots of L&D records.
Minimum ERs:	2. Aside from the submitted computer screenshot, is there evidence that the soft copies of files have a back up stored in different location (hard drive or cloud)?			X	
Governance: Information and Communication- Database content	PARTIALLY COMPLIANT				
The Agency maintains documentation & records on:	1. Are the L&D data and documents stored systematically and are labeled accordingly? (e.g. complete L&D ERs)			X	
-L&D process flow	2. Contents of the Database System:				
-System Review Data on L&D efficiency	L&D Process Flow			X	Please submit a copy of L&D process flow which includes activities, timeline and persons responsible duly signed by the HOA.
-System implementation (e.g., HRDC Recommendations, L & D documentation and reports, etc.)	2.1 Is there a submitted L&D process flow?				
-Learning Service Provider (LSP) management system (e.g. profile of internal and external resource persons)	* Is it aligned with the CSC-noted agency L&D policy?			X	
	* Did the Agency reflect the appropriate timeline and person/s responsible for each activity in the process flow?			X	
	* Did the HRDC chairperson and/or executive official sign the process flow?			X	
Minimum ERs: L&D process flow, reports on the implementation and minutes of meetings on the improvement of L&D programs and LSP management system	System review data on L&D efficiency			X	In the next L&D cycle, please ensure that a copy of one-story ERs are submitted.
	2.2. Did the agency store a copy of the Review Mechanisms ERs such as Analysis and Recommendation for policy enhancement?				
	System Implementation				
	2.3. Did the agency submit a copy of the L&D system implementation ERs as mentioned in the L&D process flow such as Minutes of HRDC meetings/deliberations, HRDC Resolutions, Other L&D documentation & reports?	/			
	Learning Service Provider			X	OFI: Please submit a copy of profiles of both internal and external LSPs, including pool of internal and external LSPs.
	2.4. Did the agency put a copy of the ERs in LSP management elements?				
	* Did the agency submit a one L&D-story ERs that is covered in the agency approved L&D process flow? (AVP - ok)				
Planning and Monitoring&Evaluation: L&D Planning	FULLY COMPLIANT				
The Agency has an annual L & D Plan based on a needs assessment of employees regardless of gender, civil status, age, disability, ethnicity, etc.	1. Does the agency have an Annual L&D plan?	/			
Minimum ERs: Annual L&D Plan based on needs assessment of all employees ; Sample training	2. Is there a document showing that the Annual L&D plan is based on the needs assessment of all employees (e.g. sample TNA, IPCR comments for development purposes, IDP)?	/			

Indicators	REVIEW Guide Questions	Yes	OFl	No	Recommendation
needs analysis (TNA)	3. Is it signed and approved by the HRDC Chairperson and/or members and executive official/HOA, respectively?	/			
Planning and Monitoring&Evaluation: L&D Monitoring and Evaluation	FULLY COMPLIANT				
The Agency uses L & D evaluation tools/processes to assess participants' acquisition of learning vis-à-vis learning objectives (i.e. Level 2 or Learning Level evaluation)	1. Did the agency submit sample accomplished pre-test and post-test?	/			
	2. Does the agency have a summary of the results of the assessment of the participants' learning acquisition?	/			
Minimum ERs: Sample Level 2 Evaluation (Learning level) tool for participants	3. Did the agency conduct an analysis of the result of the assessment (e.g., computation of learning gain) and recommended an enhancement to the L&D program, if any?	/			
Execution: Design 1- Terminal and Session Objectives	FULLY COMPLIANT				
The Agency has a training design process that involves developing terminal and session objectives aligned with validated learning needs of targeted learners, to guide training activity plan preparation and implementation	1. Is the submitted Comprehensive Training Design aligned to the topics identified in the Annual L&D Plan?	/			
	2. Does the Comprehensive Training Design contain Agency-designed TAP that includes the terminal and session objectives?	/			
Minimum ERs: Procedures manual on the process of designing training programs with terminal and session objectives based on conducted needs analysis; Agency-designed Training Activity Plan (TAP) with terminal and session objectives	3. Are the Terminal and Session objectives well-crafted? (Ref:blooms taxonomy)	/			
Execution: Design 2- Mix Methodologies	FULLY COMPLIANT				
The Agency designs training programs that use a mix of methodologies that are learner-centered (i.e. experiential and participative) to facilitate achievement of learning objectives. The design is captured in a training activity plan. Minimum ERs:	1. Does Comprehensive Training Design shows various learner-centered methodologies under "teaching/learning methodology" column?	/			
Execution: Development	NOT COMPLIANT				
The Agency develops customized learning materials and training aids to support delivery of L & D programs	1. Does the agency have a customized learning materials and training aids in support of L&D programs such as power-point presentations, brochures, leaflets, handouts, etc.?			x	Please submit at least 1 copy of training aids used in a L&D intervention that has been customized (by the Agency employees) depending on the needs of the agency.

Indicators	REVIEW Guide Questions	Yes	OFI	No	Recommendation
Minimum ERs: Agency-customized learning materials and training aids in support of L&D programs such as power-point presentations and brochures	2. Are these learning materials and training aids developed by the agency personnel or in coordination with an agency personnel?			X	
Execution: Delivery	FULLY COMPLIANT				
The agency's L & D interventions are executed, monitored, and evaluated based on activity plan	1. Does the agency have report/document on the implementation of its L&D programs (e.g., L&D Terminal Reports, Photos, attendance sheet, L&D Mgt Checklist, etc.)?	/			
Minimum ERs: Report on the implementation of its L&D programs	2. Does the agency have a mechanism in evaluating the delivery of L&D intervention? e.g. analysis of the participants feedback incorporated in the L&D terminal report.	/			
Execution: Learning Service Provider Management	FULLY COMPLIANT				
The Agency has guidelines for identifying, monitoring and evaluating efficiency and effectiveness of L & D service providers	1. Does the agency have guidelines for identifying, monitoring, and evaluating the efficiency and effectiveness of L&D service providers?	/			
Minimum ERs: Guidelines on identifying, monitoring, and evaluating the efficiency and effectiveness of LSPs	2. Does the agency use tools to evaluate LSPs?		X		In the next L&D cycle, please submit a sample of the accomplished tool used to evaluate LSPs as well as a copy of the internal and external L&D resource pool.
	3. Does the agency maintain an L & D Resource pool for internal and external as one of its possible references in identifying LSPs in the future?		X		

REVIEWED BY:

RENATO SOBREMONTA JR

CONCURRED BY:


ORCHID N. LEONOR