



Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Rd., Diliman,
Quezon City, 1101 Philippines

September 13, 2018

DA Memorandum Order No. 29
Series of 2018

Subject: Learning and Development Policy

I. RATIONALE

Every official and employee of the government is an asset or resource to be valued, developed and utilized in the delivery of basic services to the public. Hence, the development and retention of a highly competent and professional workforce in the public service shall be the main concern of every department or agency.
(EO 292, Rule VIII, Sec. I)

Every department or agency shall therefore establish a continuing program for career and personnel development for all agency personnel at all levels, and shall create an environment or work climate conducive to the development of personnel skills, talents and values for better public service.

The Department of Agriculture hereby adopts a comprehensive Learning and Development Policy for all permanent employees of the Department.

II. BASIC POLICIES

1. All DA personnel shall be given the opportunity to undergo at least one planned human resource development intervention during the year.
2. There shall be no discrimination in the availment of trainings, scholarship and other human resource development intervention of DA officials and employees on account of gender identity, sexual orientation, age, civil status, physical disability, religion, ethnicity or political affiliation, economic and social status.
3. Attendance to trainings, seminars, studies and scholarships both local and abroad are subject for deliberation of the DA Personnel Development Committee (PDC) and approval/consent of the supervisor.

4. The L&D implementer/Human Resource Development Division (HRDD) shall ensure equal, adequate, safe participation and gender balance among participants and learners.
5. L & D resources shall be distributed fairly, appropriately and in a timely, and cost effective manner.

III. SCOPE/COVERAGE

1. All permanent officials and employees may avail of opportunities for local/overseas scholarship and other training grants including attendance to seminars, conventions, conference and training to enhance and upgrade their professional and technical knowledge, skills and competencies.
2. Human Resource Development Program refers to activities aimed at enhancing career programs and personnel growth which include scholarships, study grants, study leave, trainings, seminars, workshop, conferences and conventions.

Scholarship and other Training Grants (local and overseas) shall include those offered directly to the Department by the Commission on Higher Education (CHED) for Degree Courses and Technical Education and Skills Development Authority (TESDA) for non-degree course and those which may be solicited by the Department from foreign foundations, universities, study centers and other institutions.

3. Foreign Scholarships and Training Programs (FSTP) – is a component of the Overseas Development Assistance (ODA) extended to the Philippines by foreign donor countries or foreign institutions based on the identified training needs of agencies or institutions which aim to enhance the capabilities of the institution in accordance with the National Development Thrust and Strategies.
4. Self-solicited scholarship, training grants and continuing Professional Development Program for all Regulated Professions accredited by the CPD Council and PRC may be allowed on highly meritorious cases as may be determined by the Agency Head thru the PDC.

IV. GUIDELINES IN THE AVAILMENT OF LEARNING AND DEVELOPMENT PROGRAMS

1. Availment of all human resource development program shall be based on the applicants' need and career path. Priority shall, however, be given to applicants (1) who have not availed of any scholarship, study grant, training, seminar, workshop, conference or convention for the last two years; and (2) whose functions are relevant to the programs. (DA Memo Order No. 09, s. 2018)
2. Local training, seminar, convention and conference can be availed of by an employee at least once a year. (DA Memo Order No.09, s.2018)

3. Application for scholarship, training, seminar, conventions and conference whether sponsored by and/or funded by DA-OSEC or other government and non-government institutions, should not prejudice the duties and responsibilities of the employee/applicant. Hence, prospective trainees/applicants should get the recommendation of their Chiefs of offices. (DA Memo Order No. 09, s. 2018)
4. Attendance of personnel in authorized human resource development programs shall be on official time. (DA Memo Order No. 09, s. 2018)
5. Participants or beneficiaries of any human resource development program shall be relieved of all duties and responsibilities for the duration of the program. (DA Memo Order No. 09, s. 2018)
6. To avail of any Human Resource Development Programs, applicant:
(DA Memo Order No. 09, s. 2018)
 - a) Must have rendered at least two (2) years of service in the government at the time of nomination or as prescribed by the donor country.
 - b) Must hold a permanent appointment at the time of nomination.
 - c) Must have obtained a Very Satisfactory performance rating for two consecutive periods preceding the nomination.
 - d) Must have no pending administrative and/or criminal case
 - e) Must have no pending nomination/approved application for scholarship in another program/course
 - f) Must have already rendered the required service obligation of a scholarship previously enjoyed
 - g) Must be physically fit to travel and undergo training/study both locally and abroad
 - h) Foreign Scholarship Training Program (FSTP) applicants, must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for and must meet the position level, age, education and experience required and specified by the donor country/organization/course.
7. Government officials and employees may be authorized to participate in conventions, seminars, conferences, symposia and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the government, chargeable against government fund. The registration or participation fee, shall not exceed P 2,000 per day for each participant. (National Budget Circular No. 563 dated April 22, 2016, items 3.1 and 3.2) (DA Memo Order No. 09, s. 2018)
8. HRDD will prepare a list of priority needs for organizational and manpower training, educational and development, and classify priority needs into specific area.
9. HRDD will help identify the L & D interventions that may be provided for the employees recommended by their respective supervisors.
10. HRDD will use appropriate technology and Learning and Development interventions to promote expected behavior and performance at the workplace.

11. HRDD shall use various learning approaches and strategy suited to the participants learning style.
12. HRDD and Personnel Division shall jointly implement and monitor the employees' Individual Development Plans (IDPs) to ensure that employees are following their respective plans for achieving their learning and career goals. Individual Development Plans can also be used as a tool to enhance the skills or develop potentials of employees who perform well and to improve or correct performance of employees who fail to meet targets.
13. The Department of Agriculture through the Human Resource Development Division may send participants to a public seminar/external training suited to their Learning and Development needs. Hence, participants are requested to complete, prepare and submit to the HRDD their Learning Application Plan (LAP) at the end of the training or intervention. LAP describes the training program attended and how learning may be applied to their respective workplaces.
14. The HRDD will submit a Training Completion Report (TCR) about the Learning and Development in-house training programs. The report shall contain highlights of the training programs, training evaluation results and other development interventions; Learning Seminar Providers (LSP)/facilitators performance and observation and participant recommendation.

15. Learning and Development (L&D) Standards

Basis of L&D Interventions

- a) L&D needs identification and analysis shall be based on employee's performance, competency gaps and career growth.
- b) The Annual L&D Plan shall be prepared prior to the start of the year as a result of the LNA analysis and the consolidated Individual Development Plans (IDP's)
- c) L&D Interventions identified in the Annual L&D Plan shall take into consideration the workforce developmental needs of the Department of Agriculture (DA).
- d) L&D hours per employee per year shall be based on the number of hours as indicated in the Individual Development Plan.

16. Development and Approval of L&D Interventions

- a) L&D programs that are participated in by DA-OSEC official and employees require management approval based on the HRDD review and recommendation.
Heads of Offices shall review and check the appropriateness, relevance, timeliness, cost-efficiency and effectiveness of the L&D intervention prior to the approval of Individual Development Plans (IDPs).

17. Qualification and Selection of Learners

- a) All L&D interventions shall target intended learners based on the LNA and IDP of officials and employees.

- b) Registration for the program shall be on a "first come-first served" basis and upon submission of HRDD Learners Registration/Confirmation form.
- c) Profile of the participants shall be prepared and provided by the concerned HRDD staff to the Learning Service Provider before the conduct of the program.

18. Cancellation, Rescheduling and Submission

- a) Rescheduling or Cancellation of confirmed participants may be made through a written notice by the Head of office of the employees concerned three (3) days before scheduled program.
- b) In case the pre-targeted participant who cannot attend a specific training program, the head of the work unit or the supervisor, and the employee himself shall ensure that the L and D intervention mentioned in the employee's IDP shall still be pursued.)
- c) Substitution of participants may be allowed after confirmation has been made only when the program design allows for replacement or substitution and an advice has been properly and timely made.
- d) In case where replacement or substitution may be allowed, the names of the employees shall be forwarded to the L&D implementer/HRDD at least three (3) days before the date of the activity.
- e) An L and D intervention shall be cancelled or rescheduled due to any of the following circumstances:
 - Force Majeure;
 - Delay in the Procurement Process; or
 - Unavailability of Resource Person and Participants

19. Certificate of Completion/Training

- a) A Certificate of Completion/Training shall be awarded to a participant or learner who has attended and participated in at least 80% of the session and submitted the required output/s.
- b) L&D Implementer/HRDD shall ensure an accurate recording of attendance and list of submitted output as certified by the concerned HRDD staff.

20. Learning Journal/Application

The official or employee shall submit to the Head of Office a Learning Application Plan (LAP) within five (5) days after attending an L&D intervention outside the Department. However, Academic Scholars shall submit Re-entry Action Plan (REAP) or Action Plan (AP), pursuant to existing guidelines on scholarship.

A Learning Journal shall be accomplished and submitted during the conduct of In-House Training.

21. Records Maintenance and Management

The following records shall be maintained by the L&D Implementers (HRDD):

- Training Completion Reports (TCR)
- List of Participants per training/development intervention containing a breakdown of female and male learners and their levels of position.
- Profile of Learning Service Providers (LSPs) and programs they facilitated and conducted.
- Training Activity Plan (TAP)

- In-House Training Database containing Training and Development interventions attended per employee/year.
- LAP Database containing Application Plan for External Training attended outside DA.

V. L & D OPPORTUNITIES

1. Scholarships both local and overseas
2. Continuing Professional Development offered by academic institutions (RA 10912, Section 13, Article III, series of 2016)
3. Trainings - In-House Training (Conducted by HRDD)
External Training/Public Offering (Outside DA)

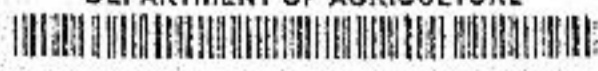
VI. STUDY LEAVE

Provision for Study Leave are contained in the Personnel Development Committee (PDC) Prescribed Guidelines, Policies, and Procedures on Scholarships, Trainings, Seminars, Conferences, Conventions, and Study Leave. (DA Memorandum Order No. 09, series of 2018)

VII. FUNDING

1. All L&D activities for attendance/participation, delivery arrangement, to be purchased and/or outsourced by the HRDD and other offices/units concerned shall be coursed through proper channel for approval and in accordance with existing CSC, DBM, COA and other relevant Government Rules and Regulation.
2. All In-House Trainings conducted by HRDD will be funded by DA-OSEC subject to existing accounting and auditing rules and regulations.
3. Authority to attend Training, Seminar, Workshop, Forum, Conventions and similar activities on official time shall be approved by the Secretary. Training/registration fee for these activities will be shouldered by their respective office/unit concerned as reflected in the APP-PPMP.
4. Expenses for local and foreign scholarships and training programs will be shouldered by the sponsoring country/agency.

EMMANUEL F. PIÑOL
Secretary

DEPARTMENT OF AGRICULTURE

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