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|  <p>Republic of the Philippines City of Koronadal Water District Block I, Casa Subd., Zone III, City of Koronadal, South Cotabato</p> | DOC ID No.: CKWD-QP-AHRD-003 | Date of Issuance: 02-03-2017 |
| | Division/Section: ADMIN & HR DIV. | Revision No.: 0 |
| TITLE: | Competence Training and Awareness Procedure | |
| | | Date of Revision: - |

I. OBJECTIVE

This procedure is established to provide opportunities for employee participation in enhancement of career progress and personal growth through training and development programs.

II. SCOPE

This procedure shall cover all Human Resource Development Programs.

III. DEFINITION OF TERMS

- a. Notice of Training & Nomination – consist of training details and employee nomination
- b. Training Confirmation & Acknowledgment – consist of confirmation details of the nominee
- c. Human Resource Development Programs – refer to activities aimed at enhancing career progress and personal growth which include scholarships, study grants, study leave, trainings, seminars, workshops, conferences and conventions
- d. Training and Development Programs – refer to undertakings that aim to provide opportunities for employee participation


IV. REFERENCE DOCUMENTS

- a. PDC Guidelines, Policies and Procedures
- b. Individual Development Plan (IDP)
- c. Training Needs Assessment (TNA)
- d. Notice of Training & Nomination Form
- e. Training Confirmation & Acknowledgment Form
- f. Post Training Report (PTR)

V. RESPONSIBILITY AND AUTHORITY

- a. The City of Koronadal Water District shall be responsible for the coordination and integration of a continuing program of personnel development for all employees.
- b. The Administrative and Human Resource Division shall monitor and facilitate the implementation of Learning and Development Program and shall serve as mechanism to encourage learning and development awareness among employees.
- c. Industrial Relations Development Officer A (IRDO-A) shall be responsible for the conceptualization, formulation and recommendation of training plans and design for employees
- d. The General Manager and immediate supervisors shall be responsible for the monitoring of the employee learning and development program.

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VI. PROCEDURE DETAILS

a. Competence , Training and Awareness Procedure

| Process Flow | In-charge | Process Description | Records |
|---------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Start | | | |
| ↓ Identification | IRDO-A | Shall identify the training needs of the employee appropriate to the needs of the personnel. | IDP, TNA |
| ↓ Processing | HR Training Staff | Shall process IDP & TNA of employee and competency-based requirement per position. | Accomplished IDP, TNA |
| ↓ Formulation & Design | IRDO-A | Shall formulate and design the L&D Plans and Programs. | L&D Plans and Programs |
| ↓ Submission | IRDO-A | Shall submit to the General Manager the L&D Plans and Programs. | L&D Plans and Programs |
| ↓ Approval | General Manager | Shall check and approve the L&D Plans and Programs. | Processed L&D Plans and Programs |
| ↓ Implementation | PDC | Shall implement the L&D Plans and Programs (refer to the Approved PDC Guidelines, Policies, Systems and Procedure). | Notice of Training and Nomination Form, Training Confirmation and Acknowledgement Form, Memorandum of travel, PTR |
| ↓ End | | | |

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b. Reports

| Reports | Frequency | Responsible |
|-------------------|-------------------|---------------------------------|
| TNA | Every three years | IRDO-A |
| PTR | Always | Personnel Under Training |
| Course Evaluation | Always | IRDO-A/Administrative Assistant |

VII. PERFORMANCE INDICATORS

- a. Accomplished Post Training Report
- b. Individual Development Plan file
- c. Training Needs Assessment

VIII. ATTACHMENTS AND FORMS

- a. Form 1 – IDP
- b. Form 2 – TNA
- c. Form 3 – Notice of Training and Nomination
- d. Form 4 – Training Confirmation Acknowledgement
- e. Form 5 – Post Training Report
- f. Form 6 – PDC Guidelines, Policies and Procedures

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