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MEMORANDUM

FOR/TO : All Undersecretaries and Assistant Secretaries
All Heads of Offices, Central Office
All Regional Directors
All Bureau Directors
All Heads of Attached Agencies

FROM : The Undersecretary
Administration, Finance, Human Resources and Information Systems

SUBJECT : **IMPLEMENTATION OF APPROVED INDIVIDUAL
LEARNING REPORT FORMAT AND WRITING GUIDE**

DATE : 18 AUG 2017

As part of the Department's efforts in monitoring and evaluating the success of training interventions attended by DENR employees, the undersigned has approved the implementation of the Individual Learning Report Format and its Writing guide last August 03, 2017. *(attached)*

Standard procedures state that DENR employees who attend learning events conducted by other Government Agencies, External Partners and Private Learning Institutions and Providers are required to submit a learning report within seven (7) days after attending and completing a learning event. In our Department, we define a learning event as "A training or development activity that has been completed via attendance to a course, lecture, workshop, seminar, symposia or conference or via e-learning. A learning event can run for at least 2 hours but not more than 40 hours.

The report format will guide employees prepare and write post learning reports and help supervisors monitor the progress of the learning interventions given to their subordinates as part of the Individual Development Planning for the Competency Based System.

Starting October 1, 2017, all concerned employees from the Central and Regional Offices, Bureaus and Attached Agencies are hereby enjoined to submit their Individual learning reports using the approved format and at all times copy furnish the Training and Development Division. Heads of offices shall monitor staff compliance to this guideline.

For your compliance.

ATTY. ERNESTO D. ADOBO, JR., *CESO I*



INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by participant)

Name of Participant:	
Office/Service:	
Training Title:	
Learning Providers:	
Inclusive Dates:	
Venue:	

I. EVALUATION OF THE COURSE:
<ul style="list-style-type: none"> • Technical Content:
<ul style="list-style-type: none"> • Impressions/Comments:

II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/FUNCTION

III. RECOMMENDATIONS

IV. POST LEARNING ACTION PLAN/PROPOSAL	
Proposed Plan/Activity/Output	Time Frame

Part 2 (To be accomplished by Supervisor)

How will you support the post Learning Action Plan/ Proposal?

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.....

Have you discussed any concerns / resources needed by your subordinate so that he/she can effectively transfer/apply the skills and knowledge gained from the training?

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Would you be willing to send him/her again to other training/seminars/conference?

Yes _____ No _____ Others _____

If yes, please specify courses

.....

.....

Submitted by:

Noted/ Confirmed by:

Attendee

Supervisor

Date

Individual Learning Report Guide

For purposes of common understanding, a learning event is defined as “A training or development activity that has been completed via attendance to a course, lecture, workshop, seminar, symposia or conference or via e-learning. A learning event can run for at least 2 hours but not more than 40 hours. DENR Employees who attend learning events conducted by other Government Agencies, External Partners and Private Learning Institutions and Providers are required to submit an Individual Learning Report within seven (7) days after completing the learning event.

The following information can serve as a guide in writing an individual learning report.

- **STYLE :** Not more than four A4 sized pages
 Use one times new roman font-regular, size 12
 Normal margins

I. **EVALUATION OF THE COURSE**

- **Technical Content**

1. *"For Lectures, symposia and conferences*
 State the objective of the event; give a general overview of what the subject/theme/topic is all about. Briefly describe the content of the topics. If you were able to attend several sessions and listen to different speakers, it would be best to have a brief description of each session/lecture. You may also highlight notable insights of lecturers and speakers.

2. *"For Workshop-type Learning*
 State the objective of the workshop; give an overview of the technology that will be used and go over what skills you are expected to acquire in the workshop. Describe the technical aspects (workshop procedures, tools and equipment used and variables that could affect the choice of procedure). Workshops are usually packed with a number of tasks, select one or two of the more important and interesting tasks and write about it in detail. The descriptions should be specific and detailed technical information of the process, the operation, and the working principles. Describe how you completed the tasks and emphasize instances when you had to solve technical problems

3. *"For Computer-based Learning*
 State the objective of the training, give a general overview of the technology (software tools and the system) that will be used. Describe the various subjects/topics covered in each module and list the skills you are expected to acquire in each module. Describe the underlying theories and principles, working procedures, hardware and software tools used, and factors affecting procedures, tools, and systems, etc. Give specific descriptions on the working principles and the procedures.

- **Impressions/Comments**

1. *For Lectures, symposia and conferences*
Discuss your personal insight/idea/opinion on the discussions. Discuss realizations during the lectures/sessions. Comment on observations about the presenters/organizers and on how they conducted the lectures/sessions.
2. *For Workshop-type Learning*
Discuss the applications and limitations of the technology (procedures, activities, process, tools and equipment) used. Discuss the group dynamics and the communication process. Give constructive comments on the type, content, effectiveness and duration of the training received.
3. *For Computer-based Learning*
Assess the value of the training and give constructive comments on the type, content, effectiveness and duration of the training received. Highlight instances when you encountered technical problems and how you came about the solution.

II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK /FUNCTION

Discuss the skills and knowledge that you gained from the learning activities and how you can apply it to your work. Cite some examples.

III. RECOMMENDATIONS

In this portion of the report briefly talk about why the training should be given to other employees. If applicable, mention supplemental trainings that can reinforce the learnings gained. Be honest, if the training is not really applicable, discuss why and suggest a more appropriate one, if available or applicable.

IV. POST LEARNING ACTION PLAN/PROPOSAL

In this section of the report discuss your activity plan on how to apply the learning gained during the training. It is best to discuss your plan with your supervisor so that you can get guidance and support for the implementation of your proposal/plan. Set realistic time frames and outputs. The following are some suggested activities/plans:

- **PEER TEACHING / RE-ECHOING ACTIVITY**

"Peer teaching is a method by which one student instructs another student in material on which the first is an expert and the second is a novice"

Identify target participant/s and set a timeline or schedule for the PT activity. The activity must be duly noted /approved and monitored by the immediate supervisor

"From its root word echo, meaning to sound off or repeat, Re-echoing is done when a person is asked to impart what he or she has heard/learned from an expert to his/her peers through a learning activity"

Re-echoing is done to target larger number or peers as learners. Make sure that the supervisor will allow time off for you and your target learners to do the activity.

- **APPLICATION/PROCESS DEVELOPMENT PLAN**

You can ask your supervisor some free time during office hours to work on your plan or practice using the new technology/skill. Your plan can be an improvement in an existing office process, (documents handling, communication process etc.). It can also be the use of a new computer application already available and accessible in your office.

- **OUTPUT PROPOSAL**

Propose an output (process manual, guide book, form, process flow etc.). The output must be something that you, your colleagues or stakeholders can use.

Writing tips for learning reports

1. Your Learning Report should be a concise but thorough technical record of the work you have done and the observations you have made during the training.
2. It should clearly show that you have got a basic understanding of the subject, and how you benefit from the training.
3. You should not simply extract words from the handout or copy from other sources.
4. You must use your own words with proper acknowledgements if using quotations from sources.
5. Be honest about your observations and recommendations. This will help determine good training investments for other employees.