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MEMORANDUM

FOR/TO	:	**All Undersecretaries and Assistant Secretaries** **All Service Directors** **All Staff Bureau Directors**
FROM	:	**The Undersecretary** Legal, Administration, Human Resources and Legislative Affairs
SUBJECT	:	**SUBMISSION OF LEARNING AND DEVELOPMENT PLAN IMPLEMENTATION MATRIX FOR FY 2021**

In the interest of the service and in order to harmonize the learning and development activities of the Department, all bureaus, regional offices, attached agencies and offices in the Central Office shall submit the updated Learning and Development Plan Implementation Matrix for FY 2021 to Human Resource Development Service pursuant to item 7.2.1.2 of the Operational Guidelines on the Preparation of Work and Financial Plans (WFP) for Fiscal Year (FY) 2021.

Hence, all offices in the Central Office and Staff Bureaus are hereby instructed to submit their L&D activities for FY 2021 using the implementation matrix with approved course designs (please see attached approved format) to HRDS-Training and Development Division at hrds-tdd@denr.gov.ph on or before 22 January 2021. Only the activities included in the consolidated DENR L&D Plan implementation matrix for FY 2021 shall be processed and approved for implementation.

For strict compliance.

ATTY. ERNESTO D. ADOBO, JR., *CESOT*

MEMO NO.2021-30

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

EXAMPLE

LEARNING AND DEVELOPMENT PLAN

COMPETENCY DEVELOPMENT INTERVENTION PROGRAMS

CY 2021

			TARGET LEARNERS				SCHEDULE				
CENTRAL OFFICE – HRDS TRAINING AND DEVELOPMENT DIVISION											
L&D INTERVENTION	**LEARNING OBJECTIVES**	**DESIRED OUTCOMES**	NO.	OFFICE/S	POSITIONS	COMPETENCY (Please refer to 2019 CBS Manual)	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	**BUDGET**
Learning Event on Completed Staff Work and Effective Technical Writing	To enhance the learners' understanding of completed staff work and to be able to write efficiently and effectively to be more productive	Provide comprehensive, accurate, factual, and timely information to ensure well-informed decisions.	90	Central Office	SG18 and below	OC1 & OC5	Februa ry 15-17	May 12-14	August 18-20		750,000
Management Course	To improve the technical/functional expertise of the ENR frontline managers and enhance their leadership competencies	Ensure that frontline managers are equipped and ready to take their assigned tasks and shape them a well-rounded ENR manager who can eventually be entrusted with higher level decision making	30	Regions Bureaus	PENRO S, CENRO S, DCs	LC1&LC 5, CC5	March 1-30				2,000,000

Prepared by: Recommended by: Approved by:

![logo]	Department of Environment and Natural Resources	Document ID	CO-TDD.FO.001
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		Date Issued	Dec. 19, 2019
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Originator: **Training and Development Division**	*Reviewed by:* **Director, Human Resource Development Service**	*Approved by:* **Overall QMR**	

TITLE OF ACTIVITY

I. RATIONALE

_____
_____
_____

II. OBJECTIVES

1. General

    _____
    _____
    _____

2. Specific
    1. _____
    2. _____
    3. _____

III. LEARNERS

_____
_____
_____

IV. MONITORING AND EVALUATION

_____
_____
_____

V. COURSE CONTENT

1. _____
2. _____
3. _____

VI. METHODOLOGY

1. _____
2. _____
3. _____

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VII. RESOURCE PERSON

_____
_____
_____
_____

VIII. DATE AND VENUE

_____
_____
_____

IX. BUDGETARY REQUIREMENTS

_____
_____
_____

Prepared By: **Submitted By:**   **Endorsed By:**

_____   _____   _____

Recommending Approval: **Approval:**

_____   _____

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TRAINING DESIGN PREPARATION GUIDE

I. RATIONALE

This portion is the underlying principle why there is a need to conduct a learning and development intervention. Contents can be taken from:

- Mission, Vision or Mandate of the Department
- A result of a Training Needs Assessment
- A result of an end-of-learning evaluation
- Request from Superiors
- Performance Evaluation System
- Competency-Based System
- Individual Development Plan
- Focus Group Discussion (FGD)
- Observations
- Interviews

II. OBJECTIVES

Objectives refer to the purpose and expected outcome of training activities. Use Bloom's Taxonomy and SMART format in formulating the learning objectives of the program:

- Specific
- Measurable
- Attainable
- Realistic, Relevant
- Time-bounded

Suggested verbs in formulating the objectives:

Knowledge	Skills	Attitudes
Discuss, Explain, Elucidate, Demonstrate, Identify, Enumerate, Illustrate, Present, Expound, Elaborate, Describe, Interpret, Translate, Paraphrase, Clarify, Clear Up, Unfold, Appreciate, Level Off, Evaluate/Assess, Analyze	State, Name, Describe, Relate, Tell, Write, Express, Demonstrate, Discriminate, Classify, Generate (solutions), Apply - a rule, Solve, Derive, Prove, Analyze, Evaluate	Choose, Volunteer, Allow, Recommend, Defend, Endorse, Cooperate, Accept, Decide to agree

III. LEARNERS

Mention in this portion the general description of target participants for the learning event.

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IV. MONITORING AND EVALUATION

Training evaluation refers to the process of collecting the outcomes needed to determine if the learning and development intervention is effective.

Take note that learners' Reaction (level 1) and Learning (level 2) should be evaluated at the end of the event.

In order to gauge the learning of the participants, a PRE and POST Test should be administered in all trainings/orientations.

Note also that Levels 3 (Bahavior – how well participants apply their learning) and 4 (Result – outcomes, benefits, final results) will be monitored and evaluated _____ months upon return to official station.

V. COURSE CONTENT

Content refers to: subject matter; teaching points, or learning that enable the trainee to perform the tasks, duties, and jobs that are the terminal objectives of the training. The course content should flow logically from the course objectives. All course objectives should have a corresponding content.

Should be presented in logical sequence, and should be subdivided into main topics and sub-topics. It is desirable to write descriptions as guide for the resource persons and facilitators.

Attach a Training Activity Plan (TAP) for guidance of the facilitator and the resource persons.

Day & Time	Learning Objectives	Topic/Activity	Learning Methodology	Person Responsible	Resources Needed

VI. METHODOLOGY

Mention the training methods that the resource persons and/or facilitators will use to deliver the course contents.

Samples of training methodologies:
- Lecture/discussion
- Workshop (group or individual)
- Case Study
- Role Play
- Simulation
- Structured Learning Experience (SLE)
- Focus Group Discussion
- Technology of Participation (TOP)

VII. RESOURCE PERSONS

Mention in this portion the resource persons/learning service providers who will handle the topics stated in Item IV. If there are already identified resource persons. mention their names and the office they represent. If none. state where you intend to invite RPs.

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VIII. DATE AND VENUE

Provide the proposed date and venue for the activity.

IX. BUDGETARY REQUIREMENTS

A detailed budgetary requirements should be presented:
- Food
- Accommodation
- Supplies/materials
- Resource person/s' fees
- Travel - Plane fare, Gasoline and lubricants
- Contingency (10%)

X. APPROVAL

Please refer to the Manual of Authorities, DAO No. 2014-03 dated 26 March 2014.