

March 5, 2024

**MEMORANDUM ORDER**

No. 84

Series of 2024

**SUBJECT: GUIDELINES ON THE IDENTIFICATION, MONITORING, AND  
EVALUATION OF LEARNING SERVICE PROVIDERS**

**I. RATIONALE**

In support to the professional development of its officials and employees, the Bureau of Plant Industry (BPI) through the provision of quality, appropriate, timely, and relevant Learning and Development (L&D) initiatives, shall adopt the guidelines on the selection of Learning Service Providers (LSP) as an integral element to effectively perform their duties, as well as prepare them for future roles in the organization.

**II. SCOPE**

This guideline shall be used in the identification of LSPs (an individual, group of individuals, a unit or an institution or organization) within or outside of BPI, who will act as part of the L&D Management Team either as a resource speaker/person, facilitator, lecturer, coordinator, and others, for the conduct of learning development interventions.

**III. STANDARDS**

Criteria

The following general criteria shall be considered in selecting individual or group/institution as resource persons, speakers, trainers, coordinators, and facilitators:

AREA	DETAILS
Education/Expertise	Background or area of specialization  (i.e. Doctoral degree, Master's Degree or a Certification on subject area/area of specialization)
Experience	Proven record that can substantiate any claims to the experience or skill and preferably with documented outcomes

	(i.e. number of credible relevant work experience, serve, service record/portfolio)
Suitability/Aptness	<p>Fitness for the task or role and sustainability</p> <p>(i.e. is willing to devote the time required for the preparation and actual conduct of the learning and development activity; is willing to provide coaching and support for participants beyond activity sessions; evaluation results of previous Learning and Development Interventions (LDI) engagements.</p>
Integrity	<p>Absence of critical incidents that might otherwise tarnish or put to question the person's credibility, character, ethical behavior or intellectual integrity as a learning service provider.</p> <p>(i.e. recommendation or commendation from previous clients; is credible and respected in the area/field of specialization.</p>

If gender expertise is required in the L&D intervention, the same has to be included in the Terms of Reference or letter of conforme as a prerequisite for selection of LSPs.

The qualification of LSPs shall be evaluated using the attached form (Annex A). Only those that attained an average adjectival rating of Very Satisfactory (VS) shall be included in the short list of qualified LSPs, or in case of lone provider, shall be awarded with the engagement.

#### **IV. HONORARIUM**

Payment of honorarium of the LSPs, whether an individual or group/organization, or as a local or foreign entity, shall be governed by the existing government accounting and auditing rules and regulations.

#### **V. LEARNING AND DEVELOPMENT RESOURCE POOL**

A Learning and Development Resource Pool shall be established and reviewed every year by the Human Resource Development Committee.

## VI. EVALUATION

After the actual conduct of the activity, The performance of the LSP shall be evaluated by all the participants using the attached form (Annex B). The proponent office will evaluate the LSP using Post-Evaluation Matrix for LSP Form (Annex C). The scores will be averaged and those who obtained an equivalent overall adjectival rating of Very Satisfactory shall be retained in the L&D resource pool and may qualify for other LDI engagements in the future.

## VII. REPEALING CLAUSE

All previous Office Circulars and Orders that are inconsistent herewith are amended, modified and revoked accordingly.

  
**GERALD GLENN F. PANGANIBAN, Ph.D.**  
*Director*

Date signed: March 6, 2024