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MEMORANDUM ORDER
No. 225
Series of 2023

SUBJECT: LEARNING AND DEVELOPMENT POLICY

I. RATIONALE

Every official and employee of the government is an asset or resource 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

The Bureau of Plant Industry (BPI) hereby adopts a comprehensive Learning and Development (L&D) Policy for all permanent employees of the Bureau as per Department of Agriculture Memorandum Order No. 29 series of 2018.

II. BASIC POLICIES

1. All BPI personnel shall be given the opportunity to undergo at least one planned human resource development intervention every year.
2. There shall be no discrimination in the availment of trainings, scholarship, and other human resource development intervention of BPI 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 BPI – Human Resource Development Committee (HRDC) and approval of the Director.
4. BPI – HRDC 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 the 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.

3. Self–solicited scholarship, training grants and Continuing Professional Development (CPD) Program for all Regulated professions accredited by CPD Council and PRC may be allowed on highly meritorious cases as may be determined by the Director thru HRDC.

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 BPI or other government and non-government institutions should not prejudice the duties and responsibilities of the employee/applicant. Hence, prospective trainees/applicants should secure recommendations from the Chief of offices. ((DA Memo Order No. 09, s. 2018)
4. Attendance of personnel in authorized human resource development program shall be on official time. ((DA Memo Order No. 09, s. 2018)
5. Participants or beneficiaries of any human resources 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, the applicant:
    a. Must have rendered at least (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
    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, chargeable against government fund. The

registration or participation fee shall not exceed Php 2,000.00 per day for each participant. (National Budget Circular No. 563, DA Memo No. 08, s.2018)

8. All human resource development program of all Division/Center/Sections shall be coordinated by the Human Resource Section (HRS). HRS and the Division/Center/Section concerned shall jointly implement the L&D intervention.
9. HRS will prepare a list of priority needs for organizational and manpower training, educational and development, and classify priority needs into specific areas.
10. HRS will help identify the L&D interventions that may be provided for the employees recommended by their respective supervisors.
11. HRS will use appropriate technology and Learning Development interventions to promote expected behavior and performance at the workplace.
12. HRS shall use various learning approaches and strategy suited to the participants learning style.
13. HRS and the Division/Center/Section concerned 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 Plan 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.
14. BPI through HRS may send participants to a public seminar/ external training suited to their L&D needs. Hence, participants are requested to complete, prepare, and submit to the HRS their Learning Application Plan (LAP) at the end of the training intervention. LAP describes the training program attended and how learning maybe applied to their respective places.
15. HRS and the Division/Center/Section concerned will submit a Training Completion Report (TCR) about the L&D in-house training programs. The report shall contain highlights of the training programs, training evaluation results and other development interventions; Learning Service Providers (LSP)/facilitators performance and observation and participant recommendation.
16. 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 Training Need Assessment (TNA) 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 BPI.
d. L&D hours per employee shall be based on the number of hours as indicated in the Individual Development Plan.

17. Development and Approval of L&D Interventions
    a. L&D programs that are participated by BPI official and employees require management approval based on HRDC review and recommendation.

18. 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 HRS Learners Registration/Confirmation form.
    c. Profile of the participants shall be prepared and provided by the HRDC secretariat to the Learning Service Provider before the conduct of the program.

19. Cancellation, Rescheduling and Submission
    a. Rescheduling or cancellation of confirmed participants maybe made through a written notice by the Head of Office of the employees concerned five (5) days before scheduled program.
    b. In case the pre-targeted participant cannot attend a specific training program, the head of the office and the employee himself shall ensure that the L&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/HRDC at least five days before the date of the activity.
    e. An L&D intervention shall be cancelled or rescheduled due to any of the following circumstances:
        i. Force Majeure;
        ii. Delay in the Procurement process; or
        iii. Unavailability ofResource person and participants

20. 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/HRDC shall ensure an accurate recording of attendance and list of submitted output as certified by the Human Resources Section.

21. Learning Journal/Application

    The official employee shall submit to the Director a Learning Application Plan (LAP) within five (5) days after attending an L&D intervention outside the Bureau. However, Academic Scholars shall submit Re-entry Action Plan (REAP) or Action Plan (AP). A learning Journal shall be accomplished and submitted during the conduct of In-House Training.

22. Records Maintenance and Management

    The following records shall be maintained by the L&D Implementers (HRS).
    a. Training Completion Report (TCR)
    b. List of participants per training/development intervention containing a breakdown of female and male learners and their levels of position
    c. Profile of Learning Service Providers (LSPs) and programs they facilitated

and conducted.

d. Training Activitiy Plan
e. In-House Training Database containing Training and Development Interventions attended per employee per year

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 HRS)
   External Training/Public Offering (Outside of BPI)

VI. APPLICATION FOR THE GRANT OR AVAILMENT OF STUDY LEAVE

1. Applicant/s must possess all the qualifications as provided under CSC Memorandum Circular No. 21, series of 2004 as amended.
2. Applicant/s for the study leave must submit proofs of completion corresponding to the purpose of the leave such as:

   For Board/Bar Examination - Certification of Grades from the School/University, Professional Regulation Commission (PRC), Supreme Court

   For Thesis/Dissertation Writing - Approval Sheet of the thesis/Dissertation by the panel and Dean of the graduate school and a copy of approved thesis outline/proposal (Chapters 1,2, and 3)

3. Applicant/s must secure a favorable recommendation from the Division/Center/Section Chief.
4. All applicants for study leave both local and foreign must pass through the HRDC evaluation and approval, to ensure that the course and/or the thesis proposal are relevant to the official duties and responsibilities of the applicant as well as to the Bureau's mandates.
5. The Division/Center/Section Chief shall ensure that the existing duties and responsibilities of the grantee are properly delegated and assigned, so as not to hamper the operations/functions of the Division/Center/Section for the duration of the study leave.
6. A grantee can avail of the study leave only once, and no extension beyond the approved period shall be allowed, except under meritorious cases to be determined and evaluated by HRDC. However, in case of approval of extension, all existing government rules in the availment of Leave of Absence shall apply.

7. The grantee need not be rated during the period of his/her study leave; the performance rating prior to the grant of the study leave shall be used instead, as necessary.
8. Prior to the commencement and consummation of study leave, BPI and grantee shall execute a Study Leave Service Contract to be prepared and provided by the HRS.
9. In case the official or employee fails to render in full service obligation referred to in the contract on account of voluntary resignation, optional retirement, separation from the service through his own fault, or other causes within his control, he shall refund the gross salary, allowances and other benefits received while on study leave based on the following formula

$$R = \frac{(SOR - SOS)}{SOR} \times TCR$$

where R = Refund
TCR = Total Compensation Received (Gross Salary, Allowances and other benefits received while on study leave)
SOS = Service Obligation Served
SOR = Service Obligation Required

10. The service obligation to the Bureau shall be as follows:

Period of Grant	Service Obligation
One (1) month	Six (6) months
Two (2) to Three (3) months	One (1) year
More than three (3) to six (6) months	Two (2) years

VII. FUNDING

1. All L&D activities for the attendance/participation, delivery arrangement, to be purchased and/or outsourced by HRS and other offices concerned shall be coursed through the proper channel for approval in accordance with the existing government rules and regulations.
2. All In-House Trainings conducted by HRS will be funded by BPI 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 Director. Training/registration fee for these activities will be shouldered by their respective offices.
4. Expenses for local and foreign scholarships and training programs will be shouldered by the sponsoring country/agency.

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Director