

TRAINING and PERSONNEL DEVELOPMENT (Part 2 Chapter 2 of LLFC Admin Manual)

A. STATEMENT OF POLICY

Recognizing the importance of continuing education in the attainment of its goals, LLC shall provide training and development programs to its personnel. These programs shall be designed to enhance their knowledge and skills for improved performance as well as to inculcate among them the Corporation's operating values of Social Responsibility, Trust, Excellence and Professionalism.

B. JOB ORIENTATION

All new employees, regardless of rank and nature of appointment, shall undergo job orientation. The job orientation for rank and file employees shall be conducted by the concerned Group/Unit Head who will ensure that the new employee is thoroughly informed of the expectations in his/her performance of the job. The orientation on the details of the job may be delegated by the Group/Unit Head to the other senior personnel in the Group/Unit. The orientation shall be started immediately upon the assumption to office of the new employee. In cases of newly-hired Officers who are reporting directly to the President, the orientation shall be conducted by the President who may delegate the job orientation to the CSG Head.

C. TRAININGS/SCHOLARSHIPS

At least once a year, the Corporation shall conduct a Training Needs Analysis (TNA) to determine the staff development requirements of its personnel in accordance with skills requirements of their jobs. The TNA shall provide guidance in the packaging and/or selection of appropriate training programs that will ensure the development employees' skills and competencies enabling them to perform their jobs more effectively.

The CSG shall undertake the TNA working in partnership with the Group/Unit Heads, the immediate supervisors and the employees concerned to determine the employee's specific work goals and training needs. Should it be found necessary, the Corporation, upon the recommendation of CSG, may outsource the services of a qualified service provider in accordance with the Corporation's policies and guidelines on the procurement of services.

1. EMPLOYEE PARTICIPATION IN LOCAL EXTERNAL AND IN-HOUSE TRAINING PROGRAMS/OFFERINGS

- a. Based on the identified training needs, the CSG shall notify all Group/Unit Heads of local training programs available and suitable for their respective employees. In cases where it will be more appropriate considering the number of participants from

the Corporation, among others, CSG may also make arrangements for the conduct of in-house trainings.

- b. The Administrative Unit, CSG shall also provide assistance in the implementation of Requested Training Programs. A requested program is any training, outside of the programs/offerings initiated by CSG, which is proposed by a particular Group/Unit Head to be attended outside or to be conducted in-house.
- c. Requests for the attendance to local training programs shall be duly endorsed by the Group/Unit Head to the Administrative Unit, CSG at two (2) weeks prior to the scheduled program run to enable the latter to secure the approval of the President and process the enrolment and other documents.
- d. A Special Order (SO) authorizing the employee's participation to any training program/offering shall be issued to the employee concerned. The Administrative Unit, CSG shall ensure the issuance of the SO.
- e. Post-training Obligations
 - i. Employees who attended local training programs shall submit to the Administrative Unit, CSG within five (5) working days after the last day of the training attended two (2) photocopies of the certificate of training.
 - ii. The participant may also be required to share his/her learning to the other Corporation officers and employees within and/or outside his/her unit, as determined by the Group/Unit Head and/or the CSG.
 - iii. Non-compliance with any of these requirements makes the employee ineligible for any other training.
- f. Service Contract Requirement for Local External Training
 - i. Depending on the cost of the local external training, the employee may be covered by a service obligation. The cost shall refer to the cumulative training investments of the Corporation for an individual grantee during a specific calendar year. Should he leave the Corporation before the completion of the service obligation, the employee shall reimburse the Corporation for all training expenses proportionate to the length of service still to be served.
 - ii. The service obligations corresponding to the cost and/or type of the training are as follows:

- Local External Training Program

Training Investment per Course	Service Obligation
P 0 – less than P 20,000	None
P 20,000 – less than P 50,000	6 months
P 50,000 – less than P 80,000	1 year

P 80,000 – above	2 years
Should a trainee fail to complete the training program or leave the Corporation before completion of the stipulated service period, obligation, he/she shall reimburse the Corporation for all training expenses proportionate to the length of service still to be served.	

2. EMPLOYEE PARTICIPATION IN FOREIGN TRAININGS

- a. Foreign Trainings pertain to the relevant training opportunities, scholarships, invitations to business development fora, meetings and gatherings in other countries offered to the Corporation by foreign governments and institutions, including foreign private organizations.
- b. Foreign training invitations/offers of scholarship shall be evaluated by CSG vis-à-vis the Corporation's training needs only when such invitations/offers can be availed **of no cost to the Corporation or the government.** (*Malacañang Administrative Order No. 103 dated August 31, 2008*)
- c. Invitations are referred to concerned Group/Unit Heads by CSG for nomination of their officers/employees who possess the following qualifications, among others:
 - i. Hold a permanent appointment, preferably to supervisory position or higher;
 - ii. Have rendered at least one (1) year of service;
 - iii. Have no pending administrative charge against him/her;
 - iv. Have no pending application for scholarship under another program;
 - v. Have fully rendered his/her service obligation on previous local and foreign trainings on scholarships;
 - vi. Have met other qualifications as may be required by the host country/organization, partner Philippine government agency, if any, and the Corporation.
- d. Nominations shall be supported by justifications as to relevance of the course to the official duties and responsibilities of the nominated officer or employee concerned, as endorsed by Group/Unit Heads.
- e. Attendance to foreign trainings/scholarships, regardless of duration, shall be recommended by the President, thru the Executive Committee, for approval by the Board of Directors.
- f. The official travel for foreign training/scholarship shall be subject to approval in accordance with the rules on foreign travel prescribed for government officials and employees.
- g. Salaries of participants to foreign trainings/scholarships shall be provided in full for the duration of the program/scholarship/trip. Applicable allowances shall likewise

be provided to the participants subject to the guidelines on travel allowances of government employees on foreign travel/training.

h. Service Contract Requirement

- i. All foreign training/scholarship programs shall be covered by a contract between the participant and the Corporation, represented by the President, and further represented by the Head-CSG.
- ii. The service obligations corresponding to the cost or Corporation’s investment and the duration of the training are as follows:

Corporation’s Investment	Period of Training*			
	1-14 days	15 days to less than 1 month	1-6 months	Over 6 months
1. Less than USD500	none	6 months	1 year	2 years
2. USD501 – USD1,000	6 months	1 year	1 year	2 years
3. Over USD1,000 to USD5,000	1year	1 year	1 year	2 years
When total of Corporation’s expenses exceeds USD5,000, service obligation shall be 6 months for every USD1,000 of Corporation’s expense or fraction thereof				
Should a grantee fail to complete the authorized official foreign training or leave the Corporation before completion of the stipulated service period, he/she shall reimburse the Corporation for all training expenses such as registration fee, UNDP-DSA and plane fare proportionate to the length of service still to be served				

*inclusive of Saturdays, Sundays and holidays

i. Post-training Obligations

- i. The participant shall report immediately and serve the Corporation for the period required under the guidelines covering the training/scholarship program/grant;
- ii. The trainee/scholar shall submit to CSG not later than thirty (30) days after completion of the program two (2) certified photocopies of certificate of training course outline and synopsis of each topic covered, and an evaluation report on the seminar attended;
- iii. The Corporation may also require the participant to serve as a resource person on the said program/training within and/or outside his/her unit, as may be determined by the President upon the recommendation of CSG;
- iv. Reportorial requirements of the sponsoring government, institution/organization shall likewise be complied by the participant in accordance with the terms of the grant.
- v. Non-compliance with any of the following post-training obligations makes the employee ineligible to any other training:

3. MAINTENANCE AND STORAGE OF TRAINING MATERIALS

The Administrative Unit - CSG shall maintain copies of training materials in the LLC Library for reference of personnel and make them available in compact discs, in coordination with the IT Unit, for easy access subject to applicable proprietary concerns.