



Republic of the Philippines

## DEPARTMENT OF SCIENCE AND TECHNOLOGY



25 June 2021

**RICHARD P. BURGOS**

Director  
DOST-STII  
DOST Complex, Gen. Santos Ave.,  
Bicutan, Taguig City

Dear **Dir. Burgos**:

Please be informed that during the 2<sup>nd</sup> DOST-HRDP Committee Meeting your training proposal entitled, “**Learning and Development Courses**” amounting to **One Million Seven Hundred Fifty Thousand Pesos (Php 1,750,000)** has been **APPROVED**, chargeable against DOST-HRDP funds and subject to the usual accounting and auditing rules and regulations.

In line with this approval, your office is expected to:

1. Prepare and process all necessary documents needed for the training.
2. Submit to DOST-HRDP a report on the training conducted.
3. Liquidate all expenses incurred related to the training within thirty (30) days after completion of the training; and,
4. Submit report on impact of training together with accomplished “Training Impact Assessment Forms” within six (6) months after completion of the training.

Attached are the copies of your letter request, training proposal and approved line-item budget (LIB) that will form part of this approval letter, for your reference in proper implementation of the trainings. If you agree to the conditions mentioned above, kindly affix your signature on the space below and return this letter to us after retaining a copy for your file, to facilitate release of funds.

Thank you.

Very truly yours,

**RENATO U. SOLIDUM, JR.**  
Undersecretary for S&T Services and  
Chairperson, DOST-HRDP Committee

CONFORME:

**RICHARD P. BURGOS**  
Director  
DOST-STII

**OUSECSTS-21-00575**



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**



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21 May 2021

**RENATO U. SOLIDUM, JR.**

Undersecretary for Scientific and Technical Services and  
Chairperson, DOST-HRDP  
Department of Science and Technology  
DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City

**Dear USec Solidum:**

In response to the memorandum dated 05 April 2021, with the subject Training Proposal Entitled: Learning and Development Courses, the DOST-Science and Technology Information Institute hereby resubmits our proposal for Training-Workshop on Learning and Development Courses.

We updated the proposal based on your recommendations. The mode of learning will be purely virtual. Platforms to be used and learning methodologies were indicated. As for the training expense with the total amount of Php 1,750,000, since the Php 320,000 is an amount package per course, we divided it with the number of participants to show the amount to be spent per individual.

We are hoping that this new proposal will merit your approval.

Thank you for your continuously supporting the learning and growth of DOST human resources.

Very truly yours,

**RICHARD P. BURGOS**  
Director







## **TRAINING PROPOSAL**

### **I. Title      LEARNING AND DEVELOPMENT COURSES**

### **II. Course/ Program Objective and Description**

The Department of Science and Technology (DOST) has been supportive of the employees' development by way of providing them training and scholarship opportunities through the Human Resources Development Program (HRDP). It supposes that having a fully equipped and competent human resources will result to the achievement of organizational goals and greater benefits for its stakeholders.

Last 5-6 September 2019, the DOST-HRDP Committee chaired by the DOST Undersecretary Renato U. Solidum, Jr., organized a planning workshop. The aim was to come-up with a comprehensive, inclusive, and purposive training activities for 2020-2022.

One of the training courses recommended was the Training on Learning and Development Cycle, which will cover these topics: Four (4) Level Training Evaluation Course; Training Design & Curation Course; Facilitation Skills Training; and Managing the Training & Development Function. This training course will yield the following desired DOST outcomes:

*Outcome 3.* Critical mass of globally competitive STI human resources developed.

*Outcome 6.* Inequality in STI capacities and opportunities reduced.

*Outcome 7.* Effective STI governance achieved.

This training program is considered a priority intervention because all DOST offices are providing various capacity building activities that will respond to the needs and profile of their respective stakeholders. Lack of skilled L&D practitioners in DOST is tantamount to wastage of opportunity to multiply experts on science, technology, and innovation (STI). With this in mind, it is believed that training our trainers is essential and urgent as it will help ensure the participants - scientists, researchers, students, academicians, entrepreneurs, among others, are offered with responsive training programs and meaningful learning experience. So much so, this is one of the approaches we deemed effective in imprinting STI in Philippine culture, which we strongly aspire for.

Evaluation) Model of Instructional Systems Development (ISD).	
<b>Facilitating Skills Training</b>  Facilitation Skills Training is a three-day course that aims to equip the Learning and Development (L&D) professionals who see the need to refine or strengthen their competencies in facilitating an L&D function. The course will equip the L&D professional with specific knowledge, skills, and tools based on global best practices and adult Learning Principles to successfully facilitate a wide range of learning methods in a learning function.	September 1-3, 2021
<b>Managing Learning and Development Function</b>  The Managing the Training and Development Function training is a three-day course that aims to provide leaders with the fundamental management skills to manage T&D more strategically and efficiently using global best practices. The scope of this training is designed to be a base level program covering the fundamental management skills set requirement of those who manage the T&D function. The training is tool-based and skillsoriented with a focus on transferring basic skills and know-how in managing the T&D function. Participants will be able to develop and implement learning strategies that will encourage the creation of a "learning organization" with impactful T&D systems and programs.	September 14-16, 2021
<b>4- Levels of Evaluation</b>  This three-day course on the Four Levels of Evaluation is designed for Learning and Development (L&D) practitioners who see the need to refine or strengthen their competency in training evaluation. It will cover the necessary context to evaluating	September 28-30, 2021



To do all these, a full cycle of Learning and Development courses for DOST L&D practitioners must be conducted. Specifically, the program intends to achieve the following:

1. To enhance the knowledge, attitude and skills of the L&D practitioners for better execution of their duties and responsibilities;
2. Establish a uniform L&D system among all DOST Agencies based on DOST and CSC standards; and
3. To provide internal and external DOST training at par with international quality.

### **III. Duration, Venue, and Time Schedule**

The full cycle of Learning and Development Courses will run for 15 days. Below are the suggested topics and tentative schedule:

<b>Courses</b>	<b>Target Schedule</b>
<p><b>Training Needs Analysis</b></p> <p>The Training Needs Analysis (TNA) program is a three-day course that aims to equip the Learning and Development (L&amp;D) Professionals who find the need to refine or strengthen their competencies in preparing a TNA and Learning Evaluation plan and identify as well as develop the appropriate data gathering methodologies. The course aims to introduce the practitioner to the importance of measuring and evaluating learning. This is followed through by teaching the basics of research methodology and its place in the L&amp;D function. It is enforced by introducing Kirkpatrick's 4 Levels of Evaluation, Alliger's Augmented Levels of Effectiveness Model as a framework for the creation of an L&amp;D Evaluation Plan.</p>	August 3-5, 2021
<p><b>Training Design and Curation</b></p> <p>This three-day course on The Training Curation and Design is designed for Learning and Development (L&amp;D) practitioners who see the need to refine or strengthen their competency in training design. It will cover all the key elements of the training design process, using the ADDIE (Analysis-Design Development-Implementation-</p>	August 17-19, 2021

<p>training programs using Donald Kirkpatrick's Four Levels of Evaluation, as well as the need to align training to organizational needs using Dana Gaines Robinson's Four Types of Needs in an Organization.</p>	
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#### **IV. Intended Participants/ Trainees**

DOST Chief Administrative Officers, Human Resource Officers, and/or Training Officers

#### **V. Target Number of participants**

- One (1) participant x 17 DOST Regional Agencies
- One (1) participant x 18 DOST Attached Agencies
- Two (2) participants from Central Office
- Three (3) participants from DOST-STII

**Forty (40) participants in total.**

#### **VI. DOST Agencies which should send participants**

All DOST Central, Regional, and Attached Agencies

#### **VII. Learning Methodology**

The training will be purely virtual using Zoom and the Training Provider's eLearning platform. The following methodologies will be conducted:

1. Lecture and Discussion
  2. Synchronous and Asynchronous Activities
  3. Individual Assignment & Personal Reflection
  4. Group Assignment
- Participants will be required to present to peers for collaborative learning



### VIII. Proposed Line-Item Budget (LIB) and counterpart funding

The amount indicated per course below is a packaged price for 40 pax.

Particulars	Amount
<b>Training Courses:</b>	
1. Training Needs Analysis <ul style="list-style-type: none"><li>• 40 pax x P 8750/pax</li></ul>	P 350,000.00
2. Training Design and Curation <ul style="list-style-type: none"><li>• 40 pax x P 8750/pax</li></ul>	P 350,000.00
3. Facilitating Skills Training <ul style="list-style-type: none"><li>• 40 pax x P 8750/pax</li></ul>	P 350,000.00
4. Managing Learning and Development Function <ul style="list-style-type: none"><li>• 40 pax x P 8750/pax</li></ul>	P 350,000.00
5. 4-Levels of Evaluation <ul style="list-style-type: none"><li>• 40 pax x P 8750/pax</li></ul>	P 350,000.00
<b>Total Amount</b>	<b>P1,750,000.00</b>

### IX. Expected output(s) and outcome(s)

Output	Outcome
Increase number of DOST L&D practitioners with knowledge and skills in Learning and Development Cycle	Effective training programs provided
Increase participants' satisfaction rating on training conducted	Enhanced quality of training service provided to internal and external stakeholders

Prepared by:

  
**MA. BERNADETTE C. MEDRANO**  
Administrative Officer II, FAD-HRS

Reviewed by:

  
**MA. KRISTINE B. REYES**  
Administrative Officer V, FAD-HRS

Recommending approval:

  
**ARLENE E. CENTENO**  
Chief, FAD

Approved by:

  
**RICHARD P. BURGOS**  
Director


## LINE-ITEM BUDGET (LIB)

Title of Training: **Learning and Development Courses**

Implementing Office: **Science and Technology Information Institute**

EXPENSE ITEM	DOST HRDP Fund
<b>Training Courses:</b>	
1. Training Needs Analysis <ul style="list-style-type: none"><li>40 pax x Php 8750/pax</li></ul>	Php 350,000.00
2. Training Design and Curation <ul style="list-style-type: none"><li>40 pax x Php 8750/pax</li></ul>	Php 350,000.00
3. Facilitating Skills Training <ul style="list-style-type: none"><li>40 pax x Php 8750/pax</li></ul>	Php 350,000.00
4. Managing Learning and Development Function <ul style="list-style-type: none"><li>40 pax x Php 8750/pax</li></ul>	Php 350,000.00
5. 4-Levels of Evaluation <ul style="list-style-type: none"><li>40 pax x Php 8750/pax</li></ul>	Php 350,000.00
<b>TOTAL</b>	<b>Php 1,750,000.00</b>

Approved by:

  
**RENATO U. SOLIDUM, JR.**  
Undersecretary for S&T Services and  
Chairperson, DOST-HRDP Committee