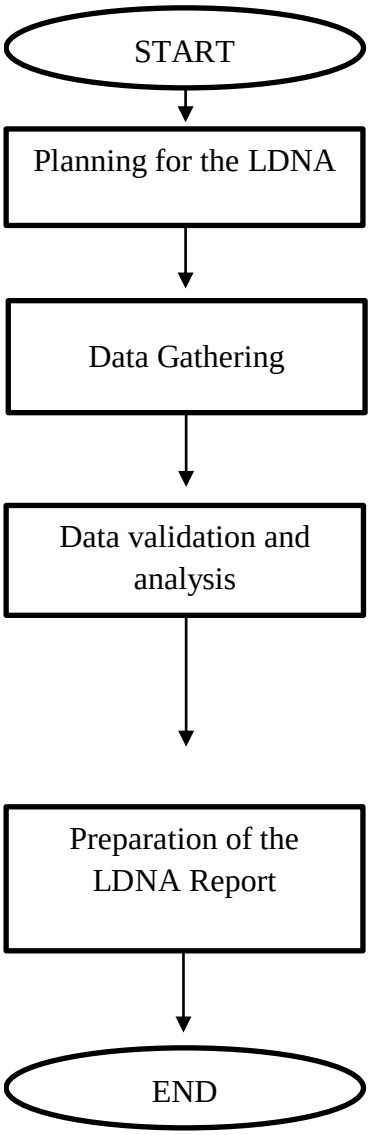
Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF IMUS CITY
Toclong I-C, City of Imus

L&D PROCESS FLOW

LEARNING AND DEVELOPMENT NEEDS ASSESSMENT (LDNA)

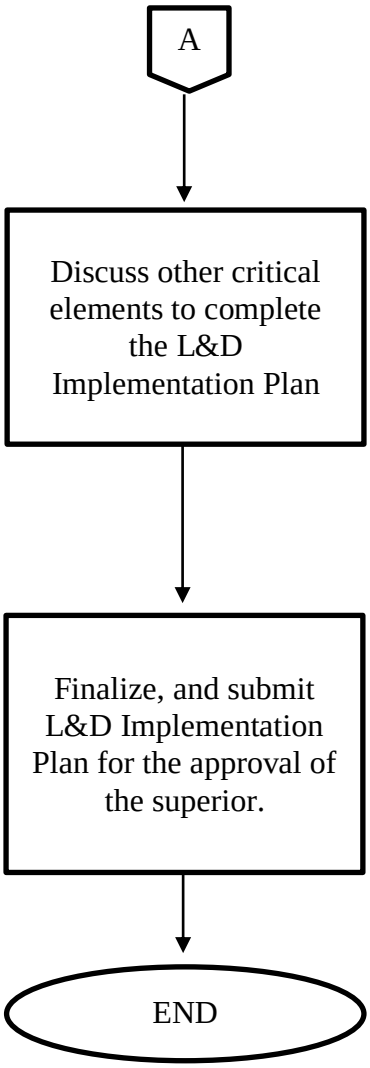


Activity	Personnel	Details
START		
Planning for the LDNA	Program Owner M & E Coordinator SEPS / HRDS	Convene for the planning of the LDNA and review the existing personnel/ organization documents and other sources.
Data Gathering	Program Owner M & E Coordinator SEPS / HRDS	Gather data from the following sources such as; IPCRF, IDP, PDS, NCBSSH, PPST and other possible sources.
Data validation and analysis	Program Owner M & E Coordinator SEPS / HRDS	Analyze and validate data. Cross validation may also be done and focus group discussion. Survey and questionnaires can also be done as bases for assessment
Preparation of the LDNA Report	Program Owner M & E Coordinator SEPS / HRDS	Accomplish the LDNA Performance and Competency Gap Analysis, consolidate the validated data and prepare LDNA Report.
END		

L&D PROCESS FLOW

LEARNING AND DEVELOPMENT PLANNING (LDP)

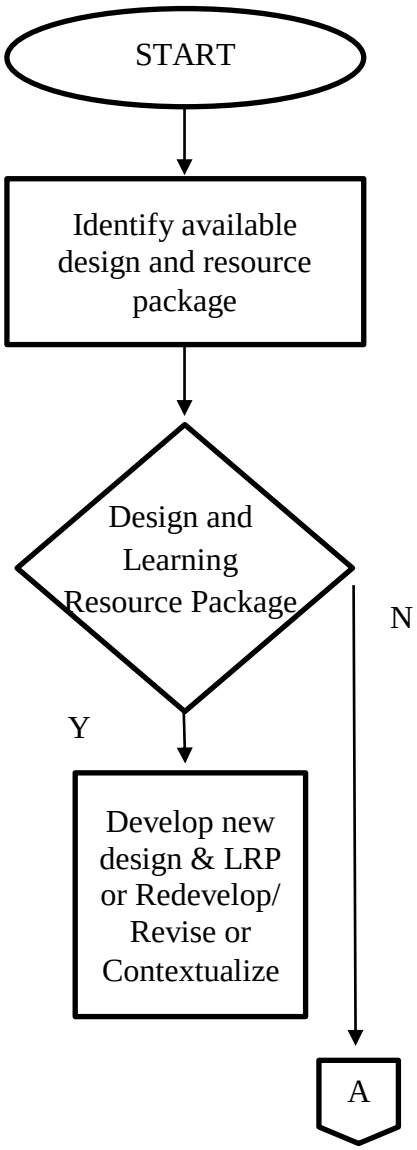
Flowchart	Personnel	Activity
START		
Formulate the Workplace Development Objectives	Program Owner M&E Coordinator SEPS / HRDS	Formulate the Workplace Development Objectives (WDOs)
Identify budgetary requirements to support the L&D intervention	Program Owner Planning Officer Budget Officer Supply Officer	Identify budgetary requirements to support the L&D Intervention: 1.1. Coordinate with the Planning Officer and Budget Officer for the approval of the Activity Event Request and budgetary proposal 1.2. After the approval of the budgetary plan, the program owner shall make purchase request to be submitted to the supply officer at least one (1) month prior to the conduct of L&D intervention).
A		



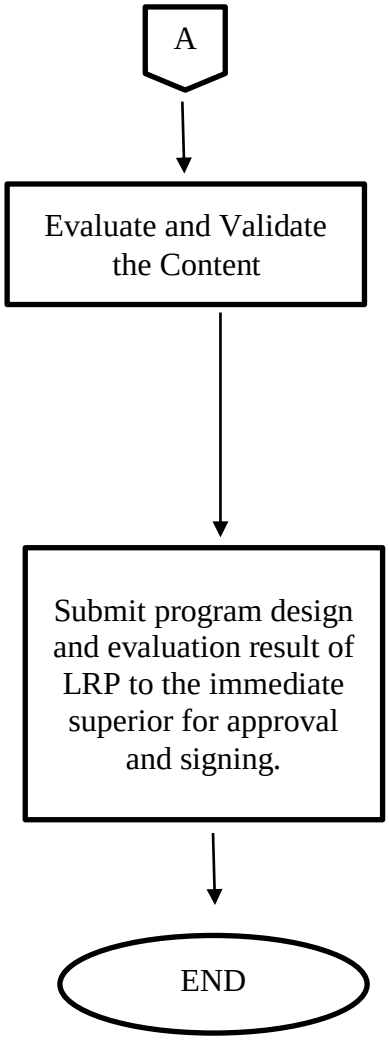
Program Owner M & E Coordinator SEPS / HRDS Superior	Discuss other critical elements to complete the L & D Implementation Plan (Risk Management, Communication Advocacy and M&E Plans)
Program Owner	Finalize the L & D Implementation Plan and submit to the superior for the approval.

L&D PROCESS FLOW

PREPARING DESIGN AND LEARNING RESOURCE PACKAGE (LRP)



Flowchart	Personnel	Activity
START		
Identify available design and resource package	Program Owner EPS-LRMDS/EPS of concerned learning area QATAME Associates	Identify and review available design and resource package. Review existing resource package and design.
Design and Learning Resource Package	Program Owner EPS-LRMDS/EPS of concerned learning area QATAME Associates	Develop new learning resources (applicable only if there are no available design and package)
Develop new design & LRP or Redevelop/ Revise or Contextualize		
A		



Program Owner EPS-LRMDS/EPS of concerned learning area QATAME Associates	Evaluate the LRP to be adopted or redeveloped and revise if necessary Validate the LRP/design Consolidate the adopted, redeveloped and new learning resource into a package. Prepare the LRP for the pilot/trial run or walkthrough of the final LRP
Program Owner Immediate Superior	Submit the evaluation result of the finalized LRP and the Intervention Proposal/Program Design to the immediate superior for approval and signing. Ensure file copies/soft copies of LRP. Once approved, a memorandum shall be posted for the conduct of the L&D intervention (at least ten (10) days before its conduct).

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L&D PROCESS FLOW

PREPARING DESIGN AND LEARNING RESOURCE PACKAGE (LRP)

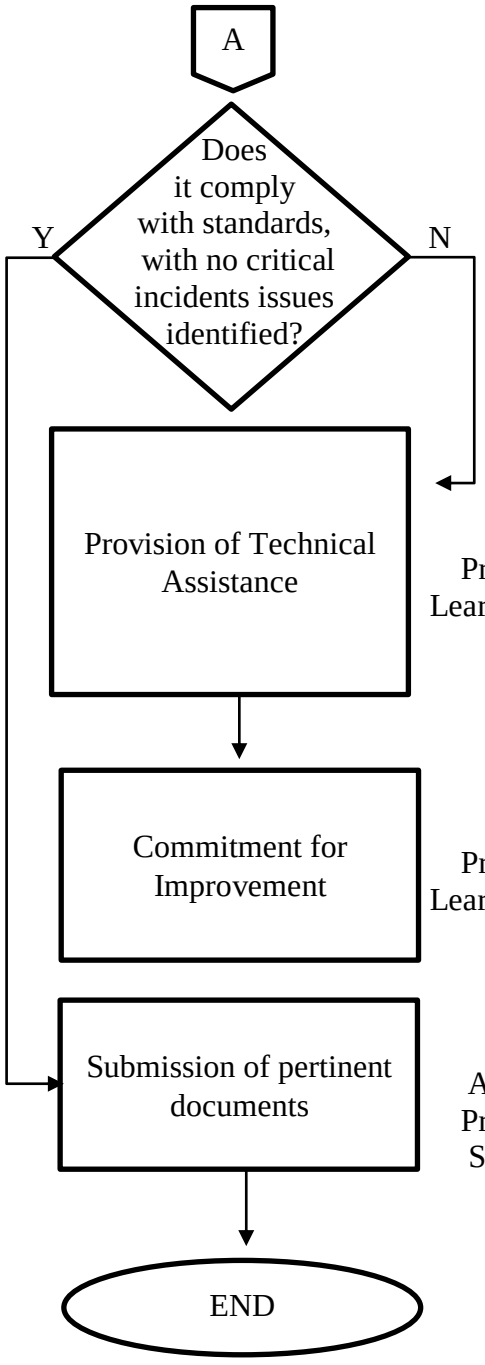
Flowchart	Personnel	Activity Details
START		
Registration of the participants, LF and PMT	Staff Management / PMT (Program Management Team)	Register the participants, LF and PMT, and accomplish attendance sheets and registration form.
Conducting introductory session by the learning facilitator to start the program	Learning Facilitator Program Owner Process Observer M&E Coordinator	Conduct introductory session by the learning facilitator to start the program delivery, which includes the program orientation, levelling of expectations, house rules, and delivery of the sessions.
Conducting debriefing sessions	Learning Facilitator Program Owner Process Observer M&E Coordinator	Conduct debriefing sessions to resolve issues and concerns happened during the day's proceedings.
Facilitating the closing program	Program Owner Learning Facilitator Program Management Team Participants	Facilitate the closing program
END		

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L&D PROCESS FLOW

QUALITY ASSURANCE, TECHNICAL ASSISTANCE, MONITORING AND EVALUATION (QATAME)

Flowchart	Personnel	Activity Details
START		
Data Gathering	Program Owner Process Observer QATAME Associates	Gather data from online daily evaluation, debriefing, and result of process observation Sum up the gathered data through graphs or other data presentation
Data Analysis	Program Owner QATAME Associates	Interpret the result of the online evaluation, results from debriefing. For quantitative data, use averaging for the rating of the session, facilitators and daily operation.
Data Presentation	QATAME Associates Program Owner Learning Facilitator Process Observer PMT	Present data to LF, PO and PMT during debriefing session
A		



Provision of Technical Assistance	QATAME Associates Program Owner Learning Facilitators	Provide Technical Assistance (if needed)
Commitment for Improvement	QATAME Associates Program Owner Learning Facilitators	Commit for Improvement (if necessary) based from the result of technical assistance
Submission of pertinent documents	QATAME Associates and Program Owner Supply Officer	Submit Activity Completion Report, Result of the End of Program Evaluation, Registration, Meal and Attendance Sheet, SOA, Contract to the program owner and to the Accounting Office for the liquidation (Deadline of submission is 20 days after the conduct of the intervention activities)