




REPUBLIC OF THE PHILIPPINES  
METROPOLITAN NAGA WATER DISTRICT  
40 J. MIRANDA AVENUE, NAGA CITY

# ADMINISTRATIVE SERVICES DEPARTMENT

## PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM) (ASDPW07) LEARNING AND DEVELOPMENT



	<b>METROPOLITAN NAGA WATER DISTRICT</b>	Document Code: <b>ASDPW07</b>	
	<b>PROCEDURE</b>	Revision No.:	0
	<b>LEARNING AND DEVELOPMENT</b>	Effectivity Date:	March 2017
		Page No.:	Page 2 of 3

## 1.PURPOSE

- 1.1.This document describes the procedures for learning and development as one of the support processes of the MNWD.
- 1.2.The objectives of the learning and development process are:
  - 1.2.1. To provide service by a well-trained professionals and skilled workforce.
  - 1.2.2. To provide employees with access to learning opportunities for individual development.

## 2.SCOPE

This procedure will apply to the MNWD-Quality Management System on one support process which is the Learning and Development, that focuses on the:

- 2.1.Learning opportunities
- 2.2.Individual Development

## 3.DEFINITION OF TERMS AND ACRONYMS

Refer to “[Annex A](#)” for the ACRONYMS.

## 4.RESPONSIBILITIES

### 4.1.HUMAN RESOURCE DIVISION


- 4.1.1. Preparation of annual in-house training plan and budget.
- 4.1.2. Recommendation of nominated employees to attend trainings.
- 4.1.3. Preparation of training designs and budgetary requirements.
- 4.1.4. Facilitates and administers in-house trainings, which includes; coordination with the resource persons, training venues and facilities, and other training materials needed.
- 4.1.5. Documentation of in-house trainings conducted.
- 4.1.6. Submission of reports of list of trainings attended by employees.

## 5.PROCEDURES

This section describes the procedures involved in one of the support processes of the District which is the Learning and Development.

### 5.1.PROCEDURE DETAILS: **LEARNING AND DEVELOPMENT** ([Figure 2](#))


- 5.1.1. HRD prepares Annual Training Plan.
- 5.1.2. GM approves the recommended Training Plan by the HRD.

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		Page No.:	Page <b>3</b> of <b>3</b>


- 5.1.3. HRD taps Resource Persons from accredited training institutions.
- 5.1.4. HRD prepares training designs and other required documents.
- 5.1.5. Accounting Division certifies availability of funds and GM approves the training design.
- 5.1.6. Division Managers nominated personnel to attend training and HRD consolidates all nominated employees.
- 5.1.7. HRD recommends the list of nominated employees and the GM approves the recommendation.
- 5.1.8. HRD facilitates trainings conducted by resource persons.
- 5.1.9. Attendees submits action plan to the HRD.
- 5.1.10. HRD prepares documentations and reports for the conducted trainings.

## 6.FORMS AND TEMPLATES

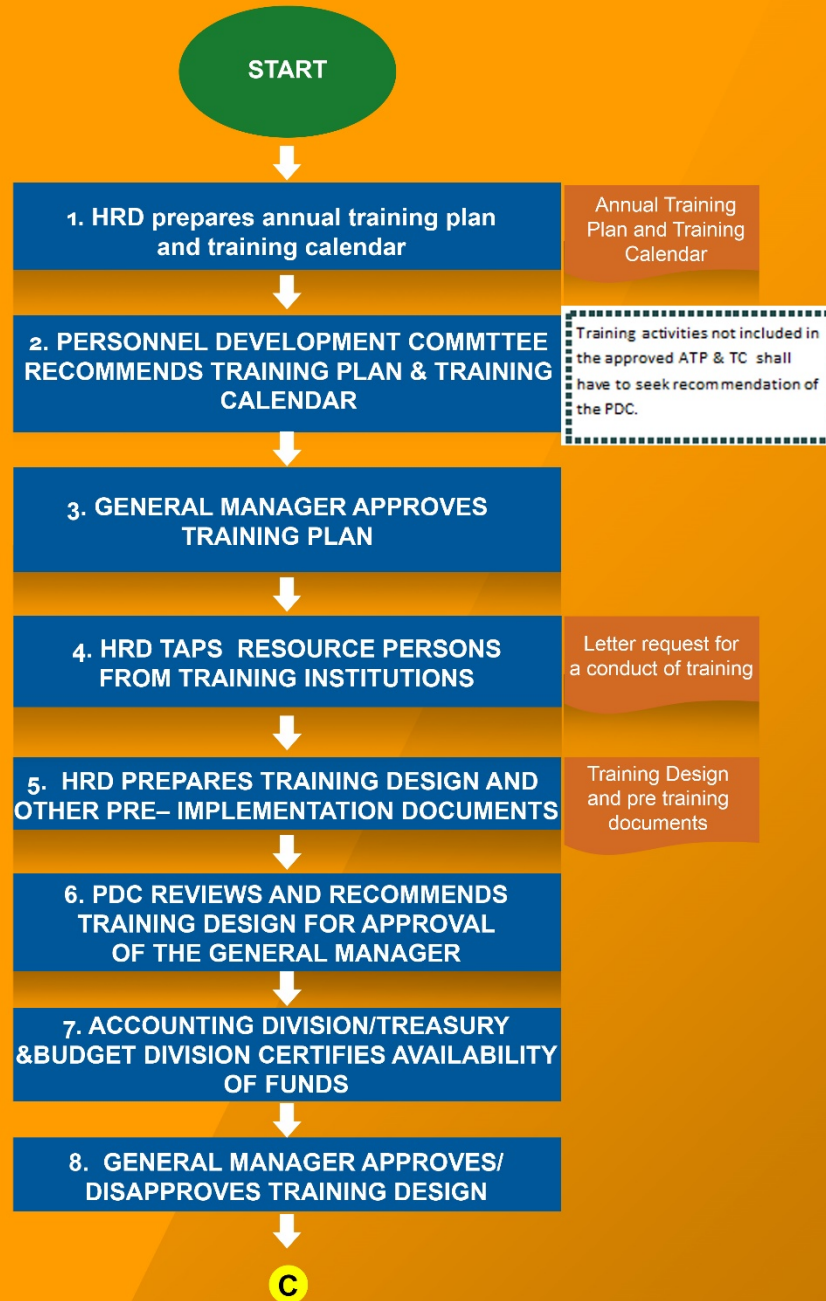
- 6.1. Annual Training Plan and Budget –“[ASDF12](#)”
- 6.2. Training Design –“[ASDF13](#)”
- 6.3. Trainee Action Plan –“[ASDF14](#)”
- 6.4. Post-Training Feedback Form –“[ASDF15](#)”


	<b>METROPOLITAN NAGA WATER DISTRICT</b>		Document Code:	
	<b>ANNEX A</b>		Revision No.:	0
	<b>ACRONYMS</b>		Effectivity Date:	March 2017
			Page No.:	Page 1 of 1

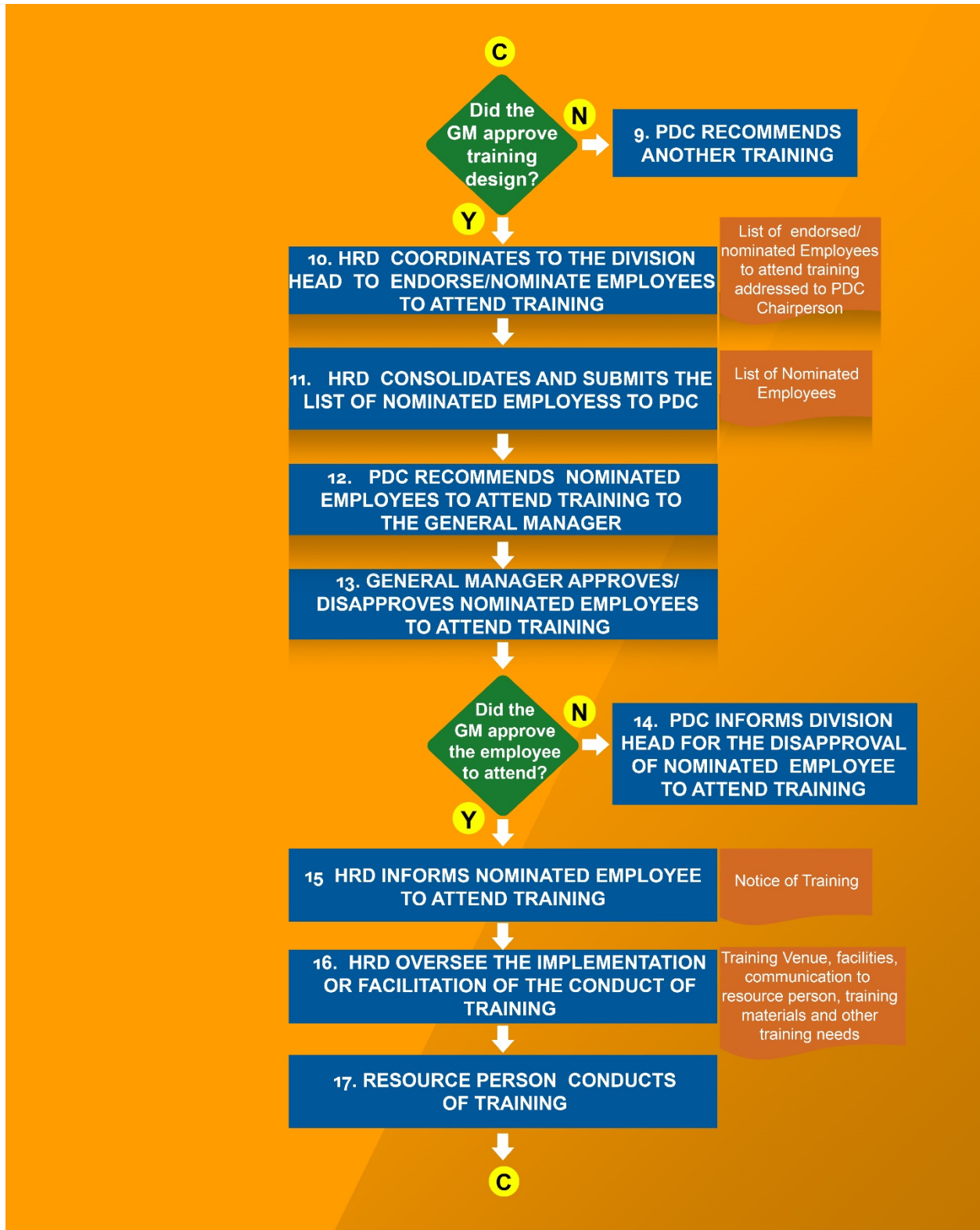
<b>ACRONYM</b>	<b>DEFINITION</b>
<b>MNWD</b>	METROPOLITAN NAGA WATER DISTRICT
<b>OGM</b>	OFFICE OF THE GENERAL MANAGER
<b>PSB</b>	PERSONNEL SELECTION BOARD
<b>HRD</b>	HUMAN RESOURCE DIVISION
<b>QS</b>	QUALIFICATION STANDARD
<b>BEI</b>	BEHAVIORAL EVENTS INTERVIEW
<b>BOD</b>	BOARD OF DIRECTORS
<b>PDS</b>	PERSONAL DATA SHEET
<b>GM</b>	GENERAL MANAGER
<b>PRAISE</b>	PROGRAM ON AWARDS INCENTIVES OF SERVICE EXCELLENCE
<b>OPCR</b>	OFFICE PERFORMANCE COMMITMENT AND REVIEW
<b>DPCR</b>	DEPARTMENT PERFORMANCE COMMITMENT AND REVIEW
<b>IPCR</b>	INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW


	<b>METROPOLITAN NAGA WATER DISTRICT</b>	Document Code:	
	<b>FLOWCHART</b>	Revision No.:	0
	<b>LEARNING AND DEVELOPMENT</b>	Effectivity Date:	March 2017
		Page No.:	Page 1 of 3

## PROPOSE LEARNING & DEVELOPMENT PROCESS FLOW CHART



	<b>METROPOLITAN NAGA WATER DISTRICT</b>		Document Code:
	<b>FLOWCHART</b>		Revision No.: 0
	<b>LEARNING AND DEVELOPMENT</b>		Effectivity Date: March 2017
			Page No.: Page 2 of 3



	<b>METROPOLITAN NAGA WATER DISTRICT</b>	Document Code:	
	<b>FLOWCHART</b>	Revision No.:	0
	<b>LEARNING AND DEVELOPMENT</b>	Effectivity Date:	March 2017
		Page No.:	Page <b>3</b> of <b>3</b>

