



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



01 August 2022

**Dr. RENATO U. SOLIDUM, JR.**  
Officer-in-Charge Secretary and  
Undersecretary for Scientific and Technical Services  
Department of Science and Technology

Dear Usec. Solidum:

This is to submit the narrative report of Science and Technology Information Institute for the Training on Learning and Development Full Cycle held from 26 October 2021 to 20 December 2021.

Should you have any inquiries, your staff may coordinate with Ma. Kristine B. Reyes of this Institute through [Kristine.reyes@stii.dost.gov.ph](mailto:Kristine.reyes@stii.dost.gov.ph)

Thank you for your usual support.

Respectfully,

  
RICHARD P. BURGOS  
Director





## TERMINAL REPORT

### PART I. SUMMARY OF INFORMATION

**Project Title** : Training on Learning and Development Full Cycle  
**Project Duration** : October 26 to December 17, 2021  
**Implementing Agency:** Science and Technology Information Institute (STII)  
**Cooperating Agencies:** DOST Central Office, Regional Offices, and Attached Agencies

**Budget:**

Total approved budget	PhP 1,750,000.00
Total released budget	PhP 1,750,000.00
Total actual budget expenditures (as of as of December 2021)	PhP P 1,561,757.00

**Duration:**

Actual Start of Project Implementation: 26 October 2021  
Actual End of Project Implementation 20 December 2021

**Rationale/Significance:**

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.

**Objectives:**

The Training on Learning and Development Full Cycle 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.

**Expected Outputs:**

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

**HIGHLIGHTS OF ACCOMPLISHMENTS**

Enumerated in this section are the accomplishments from the program as implemented by People Dynamics, Inc. The program consisted of five (5) training modules on the different dimensions of the learning and development cycle.

Module 1 on Training Needs Analysis was implemented last October 26, 27 and 28, 2021. The facilitator, Dr. Maria Vida Caparas discussed about the concepts and principles of competency- based learning and development. Dr. Caparas shared about the best practices among government agencies. She also shared templates, guidelines and regulations from the Civil Service Commission (CSC). Dr. Caparas

provided samples of data collection tools which can be used to gather information for the training needs analysis. Through guided workshops, Dr. Caparas guided the trainees in formulating their own data collection tools.

Participants availed of consultation hours with Dr. Vida Caparas, within the period of November 2 and 12, 2021 as they refined their training needs analysis. Meetings were organized wherein sectors presented their output for Dr. Vida's comments and feedback. The participants then presented their final output to USEC Dr. Renato U. Solidum last November 19, 2021.

Module 2 on Training Design and Curation was facilitated by Ms. Donnavel Libron Buloron. This was implemented on November 16, 17 and 18, 2021. Ms. Buloron focused on capacitating the trainees on how to develop competency-based training program designs. She tackled how the adult learning principles are applied in instructional design. Trainees were exposed to the various dimensions to be considered in understanding the target learners' persona. Participants were then exposed to the new-normal learning modalities (e.g., synchronous, asynchronous and blended modalities). Participants were made to apply what they learned by developing and presenting an onboarding program design.

Ms. Buloron shared some templates and samples of competency-based learning program designs. Trainees were then guided in properly defining the objectives, standards, activities and evaluation methodologies. As a post-training output, participants developed a competency-based training program design.

Module 3 on Facilitation Skills Training was facilitated by Mr. Kier Edison Belleza. This was conducted on November 23, 24 and 25, 2021. Mr. Belleza tackled the principles in managing the learner experience. He focused on sharing various methods and techniques in accomplishing the defined learning objectives.

Mr. Belleza demonstrated certain strategies in structuring training programs through the application of gamification principles and how each enhances adult learning. He then presented the four (4) different trainer styles while highlighting the advantages and disadvantages of employing each of these styles.

Participants were guided through workshops on developing lesson plans and creating instructional materials (using Canva). As a post-training output, trainees were required to develop and submit a video of their 15-minutes demo lesson.

Module 4 on Managing the Learning and Development Function was facilitated by Mr. Argel Carlo Mallare. This was implemented on December 7, 10 and 13, 2021. Mr. Mallare emphasized the importance of the Learning and Development Function in building the capability of the human resource of the organization. He then presented the required competencies and the inherent roles of the Training and Development Manager.

By presenting templates and guidelines, Mr. Mallare guided the trainees in learning how to formulate a strategic Training and Development Plan in order to align the learning and development programs to the strategy of the organization. Participants were then exposed to a workshop which enabled them to apply what they learned in terms of curriculum development.

Module 5 on Levels of Evaluation was conducted on December 14, 15 and 16, 2021. This program was facilitated by Ms. Abegail Pulma Tongco. Module 5 focused on the principles and concepts in relation to training evaluation. As the last module of the full cycle training program, emphasis was given on the fact that a strong training evaluation system relies on the strength of the analysis, design, development, and implementation system of the organization. It was also emphasized that the evaluation system does not only happen after the training program is implemented.

Ms. Tongco emphasized that during the development of the Terms of References for procuring the learning and development programs, effort must already be given in ensuring that requirements are aligned to the needs of the agency. This is achieved through active collaboration with the heads of the different departments, divisions and offices in the agency. She also shared some techniques by which training effectiveness is ensured by partnering with the Technical Working Group (TWG) in the bidding and awards processes.

She shared some best practices of government agencies, state universities and GOCCs in implementing formative evaluations (prior to the training program implementation) and summative evaluations (during and after the training program) so as to ensure training effectiveness. As a wrap-up workshop, trainees were required to develop Level 1 and Level 2 training evaluation tools.

To formally end the training program, participants were required to develop action plans on how they would apply what they learned from the programs. These were their commitments:

#### Sectoral Planning Council

OBJECTIVE	ACTIVITY	PERSON RESPONSIBLE	RESOURCES NEEDED	TIMELINE
To maintain effectiveness of training evaluation tools	Periodic review and analysis of training evaluation tools used	HRD Committee staff (Rommel-PCAARRD)	Time Manpower Laptop	January - December 2022
To align trainings for 2022 base on needs to address gaps	Conduct of TNA using GAP analysis	HRD Committee HR staff (Rommel-PCAARRD)	Time Manpower Laptop	January - December 2022
To attain the PRIME-HRM Bronze Award	Meet all Committees involved in the 4 core HR functions	HR Staff (George-PCAARRD)	Time Manpower Laptop	January to June 2022

	for the final review of the ERs Submission of the final requirements	Committee members		
To develop the initial competency-based HRM Framework	Follow up discussions with CSC Creation of TWG Conduct of meetings with CSC and TWG	HR staff (George-PCAARRD) TWG	Time Manpower Laptop Venue (Hybrid)	January - December 2022

### Research and Development Institutes

OBJECTIVE	ACTIVITY	PERSON RESPONSIBLE	RESOURCES NEEDED	TIMELINE
Finalize the internal policies of the L&D	Review the existing policies of the L&D	Dr. Olatan/FNRI Via	Manpower	Jan - June 2022
To create a learning and development tool	Conduct benchmarking with other DOST Agencies	Ms. Lester Melendrez/ASTI	Manpower	Jan - June 2022
To further improve the online evaluation tool	To review existing tool and conduct benchmarking with other DOST Agencies	Ms. Che Sancon/MIRDC	Manpower	Jan - June 2022
To be able to create a training plan for all PNRI employees	Coordinate with the HRDP Committee to identify the training needs	Ms. Nadj Estaris/PNRI	Manpower	Jan - June 2022
To finalize the competency-based HR system	To set a coaching and consultation with the Civil Service Commission	Ms. Ayin Quiambao/FPRDI	Budget Resource Person Online Gadget	Jan - June 2022

To create a competency-based HR system in PTRI	To conduct training and consultation with CSC	Mr. Richard Apuyan/PTRI	Budget Resource Person Online Gadget Internet connection	Jan - June 2022
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### Scientific and Technological Services Institutes

OBJECTIVE	ACTIVITY	PERSON RESPONSIBLE	RESOURCES NEEDED	TIMELINE
To recommend to HRDC the linking of RSP and PM systems to L&D	Revise existing L&D guidelines, emphasizing the integration of information from other HR systems	Arlene Centeno, STII	Human resource, fund, IT system (databases)	March 2022 and onwards
To enhance monitoring and evaluation tools and reporting mechanism	Develop M&E data collection tool for the Learning Application Plan and prepare report templates for training evaluation reports	Richel De Mesa, PHIVOLCS	Time, consultation with division and section heads	March 2022 and onwards
To enhance evaluation tools	Assist the divisions in the review and revision of relevant evaluation tools	Geraldine Ducusin, STII	human resources; Time	February 2022 onwards (Depends on tools for review)
Review and enhance the evaluation tool/s and adopt a monitoring tool	Revise the existing L&D guidelines on monitoring and evaluation and revise existing tools	Geraldine Marfil, SEI	HR, IT system	February 2022 onwards

To review and enhance competency-based TNA and Evaluation Tools	Review and revise existing tools; benchmark with other agencies' L&D tools	Christine Santos, PAGASA	HR, Time, HR database	January 2022 (onwards)
To enhance client feedback forms of Online Library Literacy Program, Library Material Request, Library Webinar Series	Review previous feedback forms; prioritize data needed to improve the service	Lynderlitte Maglaque, STII	Human resource, Time, Google form	January 2022-onwards
To develop L&D system	Develop web based system for L&D tools	Lloyd Mandapat, STII	Human resource, budget, time	January 2022 and onwards
To develop in-house training modules on DOST-STII core competencies	Collaborate with internal experts in crafting modules using standard templates provided by PDI	Ma. Kristine Reyes, STII	Internal experts, budget, time	February and onwards
To create training programs for employees	Review trainings, benchmark with other agencies' L&D Plan	Genicka Mae Paguiligan, PHIVOLCS	Human resource, Time, Google Sheet/Form/Database	January 2022 and onwards

### Advisory Bodies

OBJECTIVE	ACTIVITY	PERSON RESPONSIBLE	RESOURCES NEEDED	TIMELINE
To enhance monitoring and evaluation tool	Develop a web based monitoring and evaluation form	Virginia Francia O. Gavica/NAST	IT personnel/ committee; laptop or desktop; program/software	1st Qtr (2022)
To enhance the L&D plan of NAST to align with DOST.	Conduct FGD to enhance/revisit the L&D plan of NAST	-do-	TWG	1st Qtr (2022)



## Regional Offices

OBJECTIVE	ACTIVITY	PERSON RESPONSIBLE	RESOURCES NEEDED	TIMELINE
To harmonize Competency Assessment	Harmonization of Competency Assessment Tools and	Ms. Normina Pahm	Time, Manpower, Funding,	December 2022
Tools and other Competency-based L&D	Competency-based L&D		pertinent supplies and materials	
To acquaint newly-hired employees on the office's rules and regulations, as well as functions (duties and responsibilities)	Orientation/on-boarding of newly-hired employees	Ms. Normina Pahm	Time, Manpower, Funding, pertinent supplies and materials	January 31, 2022
To further enhance knowledge and skills in the use of new technologies	Digital Literacy Training Program	Ms. Lady Diane	Time, Manpower, Funding, pertinent supplies and materials	March 2022
To strengthen and reinforce shared values amongst the organization (alignment of personal values to the Organization's Core Values)	Values Policy Guidelines Training/Orientation	Mr. Jerome Remillete	Time, Manpower, Funding, pertinent supplies and materials	April 2022
To reinforce greater awareness on gender and development	Gender and Development/Sensitivity Training	Mr. Landz	Time, Manpower, Funding, pertinent supplies and materials	January 2022

To heighten awareness and understanding of mental health and mental disorders as well as to help employers foster a healthy and supportive workplace through awareness of their employee's mental health concerns.	Mental Health Seminar/ Psychological First Aid Training	Ms. Jasmine Bañez	Time, Manpower, Funding, pertinent supplies and materials	January 2022
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A graduation ceremony was held on December 20, 2021 wherein selected trainees shared about their insights from the learning program. Certificates were then presented to the attendees.

A video tribute was shown, featuring the highlights of the program.

Special recognition was awarded to the following participants in these categories:

- **Best in Participation:** Arlene Centeno
- **Creative Thinker Award:** Geraldine Ducusin
- **Learner Efficiency Award:** Lynderlitte Maglaque
- **Most Inquisitive Participant:** Kristine Santos

#### SUMMARY OF PARTICIPANTS' EVALUATION PER SESSION AND SPEAKER

MODULE	TRAINING DATE	POST TRAINING EVALUATION AVERAGE SCORE
Training Needs Analysis	26-Oct-21 to 28-Oct-21	4.426667
Training Design and Curation	16-Nov-21 to 18-Nov-21	4.69
Facilitation Skills Training	23-Nov-21 to 25-Nov-21	4.62
Managing the Learning & Development Function	07-Dec-21, 10-Dec-21, and 13-Dec-21	4.372
Levels of Evaluation	15-Dec-21 to 16-Dec-21	4.55


## **ANALYSIS/CONCLUSION/RECOMMENDATIONS**

Based on the results of the participants' post-test results, participants have acquired foundational knowledge on the competencies of learning and development program implementation. The workshop output of the trainees demonstrate that they have acquired the basic skills required in implementing the learning and development functions in their respective agencies.

Many of the participants showed interest and full participation during the first few sessions of the program. However, during the months of November and December 2021, trainees have been observed to have had lessened their participation in the program activities. On several occasions, participants ask permission that they need to leave for a meeting or another program in their offices. One of the participants, coming from the regional offices, pointed out that offices are busy during the last quarter of the year due to year-end reports and activities. It is therefore recommended that programs must not be implemented during this period, so as to get the most of the program implementation.

A follow-through programs should be implemented to sustain the benefits of this initiative. However, succeeding programs must be agency-specific since the level of implementation of L&D varies among the DOST agencies e.g. some agencies are competency-based while others are not.

### **Prepared by:**

  
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### **Reviewed by:**

  
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### **Noted by:**

  
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