


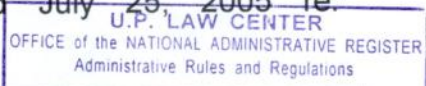
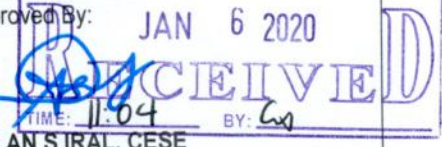

	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DHRD-MC- 88
	TOPIC HUMAN RESOURCE DEVELOPMENT COUNCIL	ISSUE NO. 2
	SUB-TOPIC RENAMING THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) TO HUMAN RESOURCE DEVELOPMENT COUNCIL (HRDC) AND ESTABLISHING ITS POLICIES, GUIDELINES AND PROCEDURES	REVISION NO. 1
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1.0 LEGAL BASES

- 1.1 Implementing Rules of Executive Order 292 series of 1987 on the Civil Service Law, Rule VIII Section 14;
- 1.2 CSC Memorandum Circular No. 10, s. 1989; re: Establishing a Personnel Development Committee in All Departments, Agencies, Instrumentalities, Branches and Subdivision in Government, including Government-Owned and Controlled Corporation and Local Government dated February 22, 1989;
- 1.3 CSC Memorandum Circular No. 43, s. 1993; re: Streamlining and Deregulating Human Resource Development Functions dated October 14, 1993;
- 1.4 Memorandum Circular No. 30, s. 2014 re: Adoption of HR Maturity Level Indicators for the Human Resource Management Systems in the Public Sector dated December 22, 2014;
- 1.5 CSC Resolution Nos. 1400376 and 1400377 enhancing the CSC Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) dated March 5, 2014;
- 1.6 CSC Memorandum Circular No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators;
- 1.7 BJMPDPRM-Letter Orders No. 2017-494 dated January 31, 2017, Creation of the BJMP Personnel Development Committee;
- 1.8 Philippine Public Safety College Board of Trustees Resolution No. 95-01 dated March 23, 1995 re: Prescribing the Criteria for Accreditation/Equivalence of Non-Commissioned Officer Courses in the Policy, Fire and Jail Services; and
- 1.9 Standard Operating Procedure 2005-06 dated July 25, 2005 re: Equivalency of Career Courses in the BJMP.

Prepared By:  JINSP JULIE ANNE L AGUILAR OIC, Admin Division, DHRD	Reviewed By:  DENNIS U ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/ Quality Management Representative	Approved By: JAN 6 2020  ALLAN S STRAL, CESE Jail Director Chief, BJMP
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2.0 RATIONALE

The services of abled and skilled personnel in the Jail Bureau is indispensable in its noble goal to be the country's foremost catalyst for the transformation and rehabilitation of Persons Deprived of Liberty (PDL) who are under its custody. The development of personnel redounds to the development of the organizations. Hence, whenever an employee gains new experiences, exposures, skills or training, the organization benefits in one way or the other.

In line with this basic principle, the Jail Bureau hereto provides an avenue for its personnel to attain excellence in their qualifications by rationalizing its rules on career development programs. It is indispensable to establish sound internal systems and procedures and to strengthen the existing guidelines and policies of the Jail Bureau. Hence, the creation of an effective Human Resource Development Council (HRDC), and establishing its policy guidelines and procedures become imperative, in accordance with existing Civil Service Commission's (CSC) rules and regulations.

3.0 OBJECTIVE

This directive aims to provide uniform guidelines and procedures in the availment of training/seminar/conference and rendition of reports to attain the following objectives:

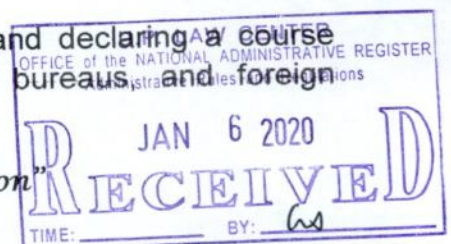
- 3.1 To ensure that personnel meet the demands and requirements of their present and future positions;
- 3.2 To provide opportunities for career and professional growth; and
- 3.3 To further enhance professionalized jail personnel by allowing them to attend seminars, conferences, and trainings on official time.


4.0 DEFINITION OF TERMS

4.1 After Activity Report (AAR) – a summary of activities performed over a given period of time. For purposes of this policy, all jail personnel attending local and foreign scholarship/training, field observations, study tours or research, secondments to international bodies or government agencies stationed abroad, internship program to local or international bodies and other career development programs not exceeding twenty (20) working days shall be required to submit an AAR.

4.2 Course Equivalency – the process of evaluating and declaring a course offered by the AFP, PNP, and other uniformed bureaus and foreign

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military/law enforcement/public safety training institutions as equivalent to a particular PPSC course.

4.3 Host Agency – unit/organization/entity that extended the invitation.

4.4 HRDC Resolution – An official Council document reflecting the recommendations of the body to formal invitations or internal policies for the approval of the Chief, BJMP.

4.5 Human Resource Development Council – the body authorized to evaluate and determine nominees to invitations for training, scholarships, field observations, study tours, research, secondments to international bodies or government agencies, internship programs and other career development programs applicable to Bureau personnel. It shall be herein referred to as the Council.

4.6 Ministerial Meeting – a meeting attended by personnel as part of the duties of his/her administrative office.

4.7 Official Time – a period covered by office hours and therefore is fully compensated by the Bureau.

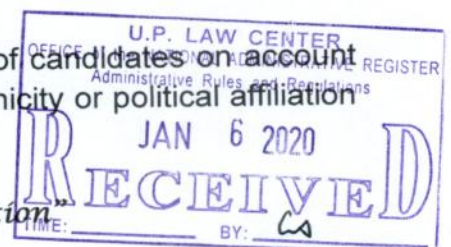
4.8 Pre-Screening Process – an evaluation procedure wherein the applicant's qualification is determined using the criteria stated in sub-paragraph 6.1 Qualifications.


4.9 Re-Entry Action Plan (REAP) – a document outlining how the education or skills acquired will be used to develop programs in the Jail Bureau upon return to the Philippines. For purposes of this policy, all personnel who attend local and foreign scholarships/training, field observations, study tours or researches, secondments to international bodies or government agencies stationed abroad, internship program to international bodies and other career development programs exceeding twenty (20) working days shall be required to submit a Re-Entry Action Plan.

4.10 Signature Block – the group of text containing information regarding the signatory such as name, rank and designation.

5.0 GENERAL PROCEDURES

5.1 There shall be no discrimination in the selection of candidates on account of age, gender, civil status, disability, religion, ethnicity or political affiliation

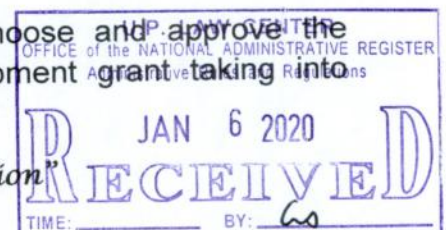



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unless specifically indicated in the training course or by the sponsoring agency.

- 5.2 There shall be an equitable distribution of scholarships and trainings and development opportunities among jail personnel and employees across the National Headquarters, regional offices and jails.
- 5.3 All invitations to local and foreign-assisted scholarships, study grants, trainings, seminars, workshops, conferences and conventions sent to the different offices of the Jail Bureau must be forwarded to the HRDC for appropriate action. Personal invitations to jail personnel to such activities must be referred to the HRDC for pre-screening purposes.
- 5.4 The availment of all human resource development programs shall be based on the applicant's needs and career path. Priority shall be given to applicants who have not availed of any scholarship, study grant, training, seminar, workshop, conference or convention for the last two (2) years whose functions are relevant to such program.
- 5.5 The completeness and confidentiality of records related to screening and deliberations shall be maintained and may be released only by the HRDC Secretariat upon approval of the HRDC Chairperson.
- 5.6 Scholarships, trainings, seminars, conventions and conferences applied for whether sponsored by and/or funded by the BJMP or by other government and non-government institutions, should not prejudice the existing official functions, duties and responsibilities of the employee-applicant.
- 5.7 All personnel who are granted scholarship or availed of training, seminar, convention or conference abroad shall be required to prepare their After Activity Report (AAR) and/or Re-Entry Action Plan (REAP) to be submitted at the Directorate for Human Resource Development or Regional Human Resource Development Division upon return, except if the same is treated confidential by the Chief, BJMP or Regional Director for security reasons.
- 5.8 Attendance to local trainings, seminars, conventions and conferences may be availed by the employee not more than three (3) times a year, except when by reason of his/her official functions, he/she is designated as representative or focal person and other meritorious cases.
- 5.9 The Chief, BJMP or Regional Director shall choose and approve the attendance of personnel to any career development grant taking into

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consideration the recommendations of the HRDC through a resolution. He shall also choose the alternate of the successful applicant, in case of unforeseeable events.

5.10 This policy does not apply to mandatory training courses offered by the Philippine Public Safety College (PPSC), National Jail Management and Penology Training Institute (NJMPTI) and those trainings and seminars conducted or sponsored by the BJMP and the DILG.

6.0 SPECIFIC PROCEDURES

All uniformed and non-uniformed personnel of the Jail Bureau may avail of the opportunities and attendance to trainings, seminars, conventions and conferences both local and abroad in order to develop and enrich their personal and technical capabilities, and to improve their performance on their respective office duties and responsibilities, relevant to the attainment of the mandate, vision, and mission of the Jail Bureau.

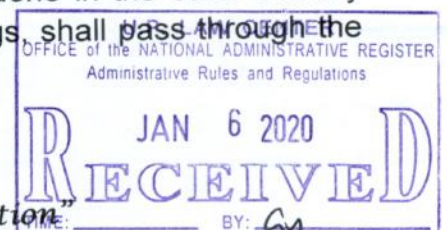
6.1 QUALIFICATIONS

To avail of any human resource development interventions, applicants must possess the following:

- 6.1.1 Performance rating of at least Very Satisfactory (VS) for the last two (2) consecutive rating periods;
- 6.1.2 Physically and mentally fit;
- 6.1.3 Have no pending criminal or administrative case;
- 6.1.4 Have rendered the service obligation of any previous service contract, except in cases of personal invitations; and
- 6.1.5 Have no approved application from any other local or foreign scholarship.

6.2 PUBLISHING OF INVITATIONS

6.2.1 All invitations to local scholarships, foreign academic scholarships, foreign trainings, short-term courses conducted abroad and other career development programs, such as study tours, internship and other agency-sponsored research to be done in the other country as well as other development undertakings shall pass through the HRDC for deliberation.





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6.2.2 Participation to ministerial meetings and conferences, fora and symposia related to local or international commitments of the Jail Bureau or the DILG shall no longer be processed by the HRDC.

6.2.3 Personal or direct invitations for BJMP personnel must be endorsed to the HRDC for the pre-screening process.

6.2.4 DHRD/HRDD shall disseminate and publish all invitations and information for scholarship, training and attendance to conventions and seminars through a memorandum and DHRD website within twenty-four (24) hours upon receipt.

6.2.5 Publication shall include all necessary information and documentary requirements for submission of interested personnel.

6.3 SUBMISSION OF APPLICATION

6.3.1 Interested personnel shall submit documentary requirements to the HRDC Secretariat concerned. Application to regional invitations shall be submitted to the RHRDC while application to national invitations shall be submitted to the NHRDC.

6.3.2 Applicants must be endorsed or recommended by their respective head of unit.

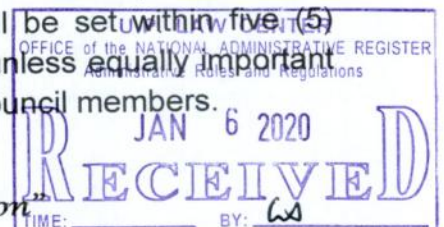
6.3.3 Applicants shall submit a signed Service Obligation Contract for Scholarship Grants together with their application. However, signature block for "Grantor" should be left blank. The approving authority of the grant shall sign the contract.

6.3.4 The Secretariat shall consolidate all applications and evaluate the same based on established criteria of the HRDC.


6.3.5 For personal invitations, DHRD/HRDD shall notify personnel through a memorandum for the submission of required documents.

6.4 HRDC MEETING AND DELIBERATION

6.4.1 The Secretariat shall coordinate with the HRDC Chairperson for the date of deliberation of applicants that shall be set within five (5) working days from the receipt of invitation unless equally important engagement/s cause the unavailability of Council members.



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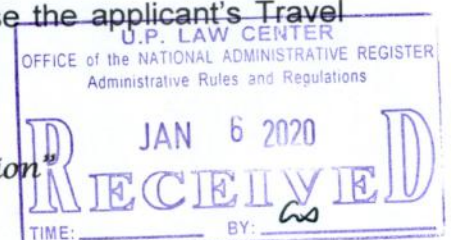
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- 6.4.2** The Chairperson, HRDC shall convene the Council for the screening and shortlisting of applicants based on its set criteria.
- 6.4.3** Personnel with personal invitation from the host agency shall be pre-screened in accordance with the qualifications under subparagraph 6.1.
- 6.4.4** If there is only one (1) nominee requested in the invitation, the Council shall endorse the top three (3) high-ranking applicants to the Chief, BJMP or Regional Director. This provision is not applicable to personal invitations nor to interventions with recommended officer(s) by the Chief, BJMP.
- 6.4.5** A Resolution shall be prepared by the Secretariat for signature of the members of the HRDC.
- 6.4.6** The Secretariat shall forward the signed resolution to the Chief, BJMP or Regional Director for his approval or disapproval.
- 6.4.7** For invitations needing Travel Authority from DILG, deliberation and recommendation shall be finalized at least one (1) month prior to the date of travel to ensure that ample time is available for processing.

6.5 APPROVAL

- 6.5.1** Chosen applicant and the Chief, BJMP or Regional Director shall enter into a Service Obligation Contract in accordance with the BJMP policy on the matter. The Chief, BJMP or Regional Director shall sign the contract as the "Grantor."
- 6.5.2** The grantee shall prepare and submit all necessary documents required by the host agency and submit the same to the DHRD/HRDD for processing.
- 6.5.3** DHRD/HRDD shall submit the application of the nominee to the host agency.
- 6.5.4** Upon successfully passing the qualifying examination of the host agency, the applicant shall inform DHRD/HRDD for the processing of needed documents. DHRD shall endorse the applicant's Travel Authority to DPRM.

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6.5.5 In the event that the highest-ranking applicant fails to comply all the requirements of the Jail Bureau or an unforeseeable event hinders him/her to avail the grant, the next highest-ranking applicant shall replace him/her as alternate. This provision shall not apply to personal invitation nor to interventions with recommended officer(s) by the Chief, BJMP.

6.5.6 DHRD/HRDD shall assist the applicant/s throughout the application phase.

6.6 ATTENDANCE TO INTERVENTION

6.6.1 The attendance of personnel in authorized human resource development programs shall be on official time.

6.6.2 Personnel shall adhere to the standards set forth by the host agency as well as obligation under the signed contract.

6.6.3 After the scholarship, training, seminar, conventions or conferences, the grantee shall be required to submit an After-Activity Report within twenty-four (24) hours upon return to work regardless of the length of the intervention.

6.6.4 The grantee shall submit a Re-Entry Action Plan, for engagements exceeding twenty (20) days, not later than five (5) days upon return.

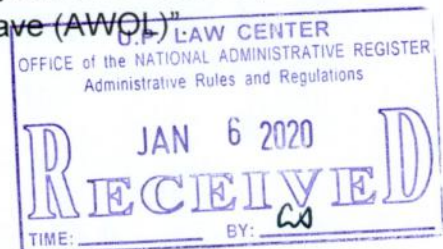
6.6.5 Failure to report back to work immediately upon completing the seminar/training/conference, without justifiable reason, shall be considered "Absent Without Official Leave (AWOL)".

7.0 THE HRDC AND SECRETARIAT

7.1 COUNCIL FUNCTIONS

7.1.1 Establish own internal procedures and strategies. Membership in HRDC shall be considered part of the member's regular duties.

7.1.2 Ensure the implementation of the policy guidelines for training and scholarship programs, and participation of Jail Officer Ranks, Jail Non-Officer Ranks and Non-Uniformed Personnel in seminars, workshops, fora and other developmental activities.





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7.1.3 Screen qualified nominees based on the HRD Plan, Policy Guidelines and set of criteria for scholarship grants, trainings, seminars, workshops and other related activities.

7.1.4 Evaluate and deliberate on the qualifications of candidates/nominees to:

7.1.4.1 Local or foreign scholarships;

7.1.4.2 Field observation, study tours or research to be conducted abroad;

7.1.4.3 Secondments to international bodies or government agencies stationed abroad;

7.1.4.4 Internship program to international bodies; and

7.1.4.5 Other career development programs identified by the management.

7.1.5 Recommend to the Chief, BJMP the most qualified nominees and recipients in accordance with screening results, except, if concerned personnel had been directly identified by the host/sponsored agency.

7.1.6 Resolve or facilitate resolution of relevant issues raised by any significant party.

7.1.7 Evaluate applicants for equivalency based on existing procedures and guidelines on course equivalency.

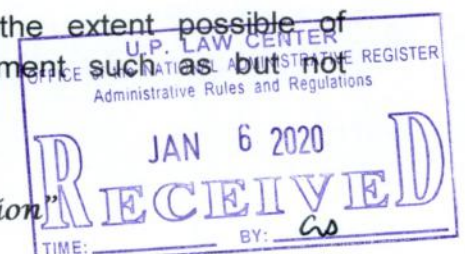
7.2 SECRETARIAT FUNCTIONS

7.2.1 Ensure that the approved guidelines and documented agreements are followed in the process of identifying nominee/s to scholarship/training.


7.2.2 Raise issue encountered for resolution of the HRDC if needed.

7.2.3 Continuously explore training opportunities, scholarship programs and other capability building activities for all employees offered by local and international agencies.

7.2.4 Ensure wide and timely circulation to the extent possible of notices/invitations for personnel development such as but not



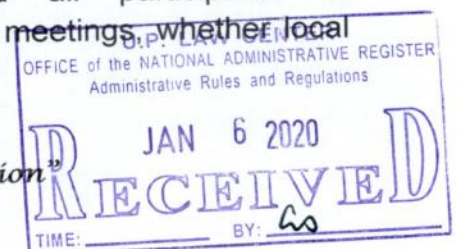
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limited to scholarships, trainings, seminars, conferences and study tour opportunities.

- 7.2.5** Clarify information regarding invitations to scholarships, training programs, and other related travels abroad.
- 7.2.6** Update the pool of potential candidates taking into account the career development plan of each official/employee.
- 7.2.7** Prepare response to written queries of nominees to the status of their application.
- 7.2.8** Assist the HRDC during criteria setting and deliberation.
- 7.2.9** Assist the nominee by:
- 7.2.9.1** Providing departure briefing and technical assistance to scholars/grantees, whenever necessary.
- 7.2.9.2** Coordinating and establishing network with agencies concerned for availment and efficient implementation of scholarships, trainings and other career development programs.
- 7.2.9.3** Maintaining and safeguarding the sanctity and confidentiality of records and deliberations and others relative thereto. Documents shall be made available only upon approval of the Chairperson, HRDC or Chief, BJMP.
- 7.2.9.4** Establishing a database of officials and staff who have availed of local and foreign scholarship/training as well as regular scholarship opportunities.
- 7.2.9.5** Ensuring compliance with the provisions of the scholarship contract, particularly on service obligation and submission of travel reports.
- 7.2.10** Secure hard and electronic copies of country papers or post travel reports of all scholars/grantees and all participants to scholarships/trainings including ministerial meetings, whether local or foreign for reference.

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7.2.11 For ease of doing business, there shall be a National Human Resource Development Council (NHRDC) which shall screen, deliberate and process all official and personal invitations of jail personnel in the National Headquarters and a Regional Human Resource Development Council (RHRDC) which shall screen, deliberate and process all official and personal invitations to jail personnel in their respective areas of responsibility. The screening and deliberation of applications must be completed within five (5) working days from the deadline of submission of application.

7.2.12 No request for issuance of Authority to Travel on official time shall be processed for any career development program without the effective endorsement of the NHRDC to the Chief, BJMP or RHRDC to the Regional Director.

7.3 COMPOSITION OF THE HRDC

7.3.1 NATIONAL HEADQUARTERS

7.3.1.1 Chairperson - Deputy Chief for Administration of the Jail Bureau

7.3.1.2 Vice-Chairperson - Chief of Directorial Staff of the Jail Bureau

7.3.1.3 Members

7.3.1.3.1 Director for Human Resource Development

7.3.1.3.2 Director for Personnel and Records Management

7.3.1.3.3 Director for Program Development

7.3.1.3.4 Director for Comptrollership

7.3.1.3.5 Director for Operations

7.3.1.3.6 Director for Welfare and Development

7.3.1.3.7 Chief, Legal Service Office

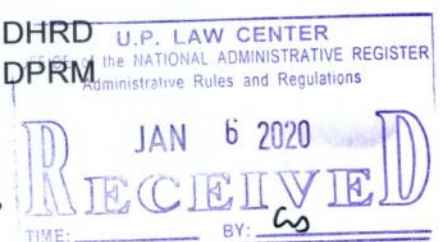
7.3.1.3.8 National Executive Senior Jail Officer (NESJO)

7.3.1.3.9 One (1) Non-Uniformed Personnel Representative


7.3.1.4 Secretariat

7.3.1.4.1 Chief, Administrative Division, DHRD

7.3.1.4.2 Chief, Administrative Division, DPRM



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7.3.2 REGIONAL OFFICE

7.3.2.1 Chairperson - Assistant Regional Director for Administration

7.3.2.2 Vice-Chairperson - Regional Chief of Staff

7.3.2.3 Members

7.3.2.3.1 Chief, Human Resource Development Division

7.3.2.3.2 Chief, Personnel and Records Management Division

7.3.2.3.3 Chief, Operations Division

7.3.2.3.4 Chief, Welfare and Development Division

7.3.2.3.5 Regional Executive Senior Jail Officer (RESJO)

7.3.2.3.6 One (1) Non-Uniformed Personnel Representative

7.3.2.4 Secretariat

7.3.2.4.1 Chief, Administrative Section, HRDD

7.3.2.4.2 Chief, Administrative Section, PRMD

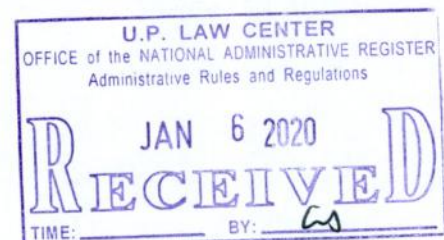
8.0 GUIDELINES ON STUDY LEAVE


See Section 68, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order No. 292 as amended by CSC MC No. 21 s. of 2004, dated September 17, 2004 and BJMP Memorandum Circular No. 2008-02 dated May 15, 2008.

9.0 EFFECTS OF ADMINISTRATIVE CASE

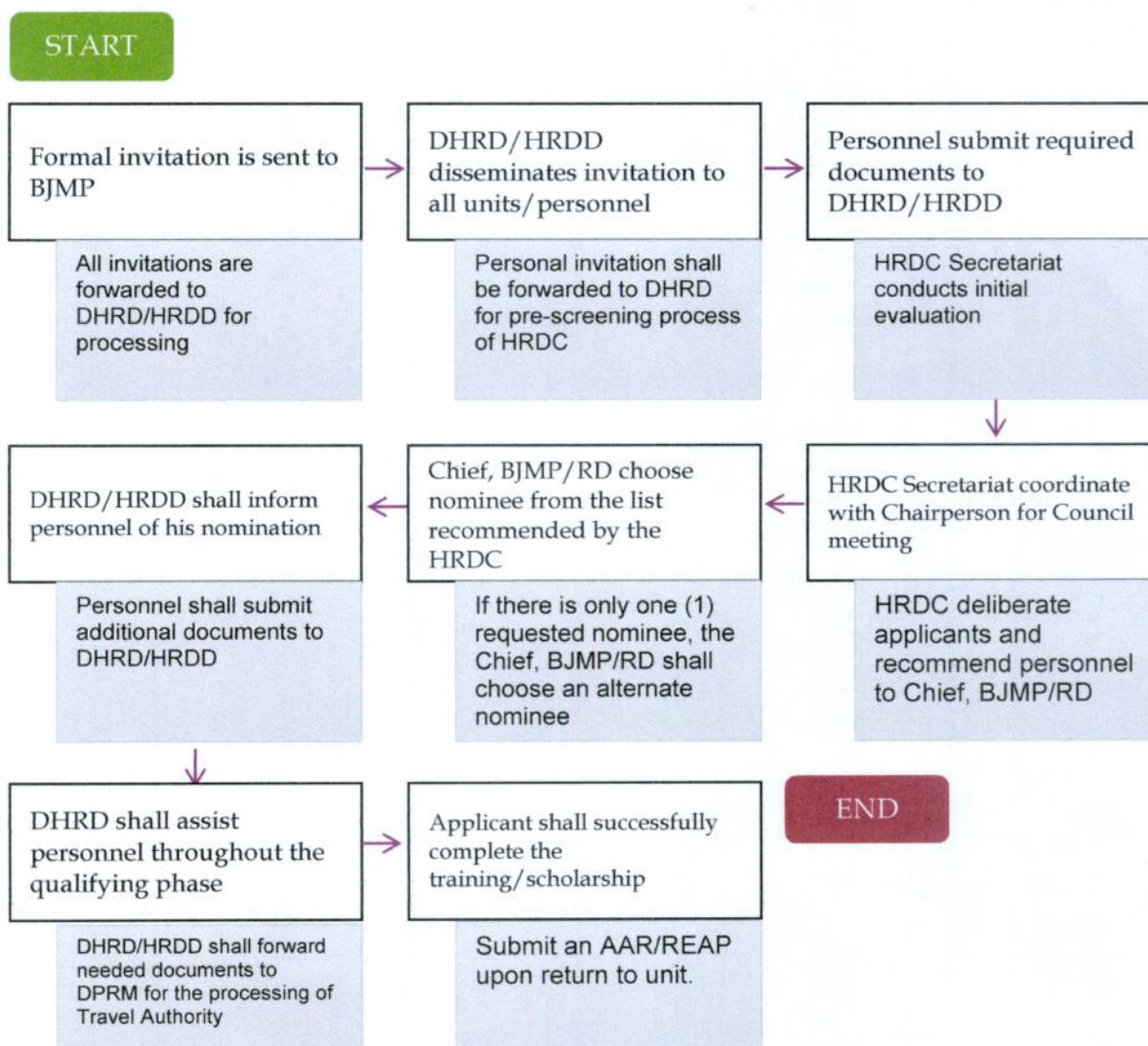
9.1 When a personnel is formally charged with an administrative offense where the penalty is suspension or dismissal prior to enrollment, he/she shall be automatically disqualified to avail of the grant.

9.2 When a formal charge is filed after enrollment, the personnel shall be allowed to continue his/her studies, unless the charge is for a grave offense and the evidence of guilt is strong.



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10.0 PROCESS FLOW

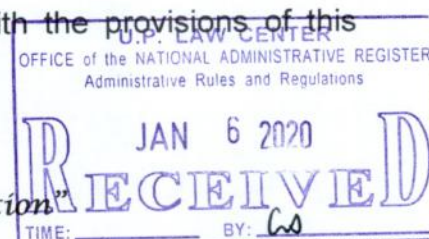



11.0 MONITORING CLAUSE

DHRD and its regional counterparts shall monitor the implementation of this policy through the records and other documentations on Council activities maintained by the HRDC Secretariats. The provisions of this policy may be reviewed at any time and amended in accordance with the SOP on Policy Development Cycle.

12.0 REPEALING CLAUSE

All BJMP issuances/directives that are inconsistent with the provisions of this policy are hereby repealed and/or modified accordingly.



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13.0 SEPARABILITY CLAUSE

In the event that any provision or part of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and in effect.




14.0 EFFECTIVITY CLAUSE

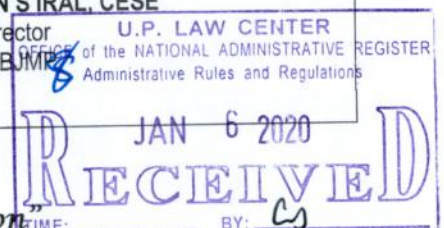
This Memorandum Circular (MC) shall take effect fifteen (15) days from filing thereof at the Office of the National Administrative Register (ONAR), University of the Philippines Law Center (UPLC) in accordance with Sections 3 and 4, Chapter II, Book VII of Executive Order No. 292, otherwise known as the "Administrative Code of 1987."

Approved and signed this _____ day of _____ 2019 at BJMP National Headquarters, 144 Mindanao Avenue, Quezon City.

15.0 ANNEX

Annex A. Re-Entry Action Plan

Prepared By:  JINSP JULIE ANNE L. AGUILAR OIC, Admin Division, DHRD	Reviewed By:  DENNIS U. ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau/ Quality Management Representative	Approved By:  ALLAN S. IRAL, CESE Jail Director Chief, BJMP
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Annex A. Re-Entry Action Plan

(BJMP Header)

RE-ENTRY ACTION PLAN (REAP) FORM

Rank and Name	
Position/Designation	
Unit of Assignment	
Degree Program Training/Seminar	
Period Covered/Duration	
Sponsored/Conducted By	
Place and Venue	

ORGANIZATIONAL DEVELOPMENT OBJECTIVES

<p>Agency/Office</p> <ul style="list-style-type: none"> Name of the office or unit where your REAP will be implemented Who will benefit from your REAP 	
<p>Situationer Describe the following:</p> <ul style="list-style-type: none"> Current situation in terms of problems, challenges and opportunities for enhancement in the office or unit where your REAP will be implemented. Capacity and performance gaps in the workplace that the REAP is expected to address or contribute. (may refer to lack of systems, processes or mechanisms in performing a task) How can your REAP address this issues? 	
<p>Development Impact (Describe how these improvements will impact the Organisation's delivery of services. What benefit/s to external clients do you expect to see as a result of these improvements?)</p> <ul style="list-style-type: none"> Statement must refer to specific clientele; May refer to improvements in access to service, level of participation and satisfaction of targeted clients. 	
<p>Organisation Outcomes (What improvements in organisation's processes, systems, strategies, policies and structures will result from the enhanced competencies brought about by the program/ course?)</p> <ul style="list-style-type: none"> Statement must vividly capture improvements in organizational 	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="font-size: small; text-align: center;">U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTER Administrative Rules and Regulations</p> <p style="font-size: x-large; font-weight: bold; text-align: center;">RECEIVED</p> <p style="text-align: center;">JAN 6 2020</p> <p style="font-size: small; text-align: center;">TIME: _____ BY: <i>CW</i></p> </div>



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<p>strategies, policies, structures, systems, processes, mechanisms.</p> <ul style="list-style-type: none"> May refer to improvements in turn-around time in a process, quality of delivery of service etc, number, quality, timeliness of completed programs and projects, budget to implement programs and projects 	
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<p>Competencies (What relevant knowledge, skills and behavior) is the awardee expected to develop/enhance through his/her scholarship that will benefit the organization as a whole.</p> <ul style="list-style-type: none"> Statement must show improvements in relevant knowledge and skills May refer to improvements in a combination of knowledge, skills by a group of targeted stakeholders. 	
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<p>Competency gap (Describe current competency gap in the workplace that the REAP is expected to address or contribute to;</p> <ul style="list-style-type: none"> What are the current problem, gap or opportunity for enhancement at the competency level; May refer to lack of skills and knowledge in the implementation of a new system, process or mechanism, roles; 	
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RE ENTRY ACTION PLAN(REAP)

<p>Title (Provide a brief but descriptive title of the REAP. The title should give the reader a good idea of the nature of the REAP)</p> <ul style="list-style-type: none"> Must be short, incorporate key word/ phrases Must capture the readers' attention; Must give the reader idea what the REAP will accomplish. May capture the breadth and depth of your REAP (such as Installation of a Monitoring and Assessment Tool in targeted work unit) 	
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<p>Objectives (Objective must refer to results not activities or processes and should be SMART - Specific, measurable, attainable, result-oriented and with timeframe)</p> <p>Note: Remember that your plan should support the Workplace Development Objectives, particularly the Organisational outcome/or development impact</p> <ul style="list-style-type: none"> Must contribute to the organizational outcome and development impact; Must be results based; Focus may be on: <ul style="list-style-type: none"> -Pilot testing in a work unit -Institutionalization/ sharing to other work units, the whole organization or to other organizations; -Organisations are using the output developed for a sustained period of time -Change introduced is continuously improved 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p style="font-size: small;">U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTER Administrative Rules and Regulations</p> <p style="font-size: x-large; font-weight: bold; letter-spacing: 5px;">RECEIVED</p> <p style="font-size: large; font-weight: bold;">JAN 6 2020</p> <p style="font-size: small;">TIME: _____ BY: <u>CS</u></p> </div>
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<p>Output/s (What output/s is expected of the awardee from the scholarship and which is envisioned to contribute to the organizational outcome?)</p> <ul style="list-style-type: none"> Statement must point to a tangible output expected to be completed by the awardee for implementation in her/his workplace 1-2 years upon return from Australia; May refer to an enhanced guidebook, improved manual, framework, improved process map that will be approved by supervisor and used at work; 	
<p>Conditions (What authority, materials and other support are needed for the awardee to produce the expected outputs?)</p> <ul style="list-style-type: none"> Statement must zoom in on reinforcements, support needed to complete the output that will be implemented at work; May refer to access to data, visible support from immediate supervisors, colleagues; 	
<p>Standards (How well must the competency be performed or what criteria will be used to consider the outputs acceptable?)</p> <ul style="list-style-type: none"> Standard may be in terms of quality, quantity, timeliness or cost; or process requirements These standards may apply to both the outputs from the course of study and the Re-Entry Action Plans Standards are written from the perspective of the Organisation Statement must explain the specifications of targeted stakeholders for the output to be approved and eventually used in the organization May refer to an output being pilot-tested or stakeholders consulted for review and approval of the output; 	
<p>Success Indicators (What will serve as evidences of success of the REAP? This can be in terms of quantity, quality and time? This may include % of usage of specific system or process; change in behaviour of users or customers; improvements in the Organisation's processes (and when possible, change in customers' condition; increase in revenue, etc.) Note: This has to be consistent with the plan objectives set.)</p> <ul style="list-style-type: none"> Output is shared to critical stakeholders and are trained in this competency (or what can be referred to as multiplier effect) Output used to improve a system, process, mechanism, strategy, service delivery is used by other work units in the organization; 	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center; font-size: small;">U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTER Administrative Rules and Regulations</p> <p style="font-size: 2em; text-align: center; margin: 0;">RECEIVED</p> <p style="text-align: center; font-size: small;">JAN 6 2020</p> <p style="text-align: center; font-size: x-small;">TIME: _____ BY: <i>CS</i></p> </div>
<p>Beneficiaries of the REAP (Who is the main user and/or beneficiary of the REAP?)</p> <ul style="list-style-type: none"> Statements must provide both the user and beneficiary of the REAP; User could be within your work unit and beneficiaries could be within and beyond your work unit 	



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ACHIEVEMENT OF THE REAP OBJECTIVES

<p>Actions to achieve the REAP Objectives Write specific steps to be undertaken relative to the plan. It should be arranged in logical and sequential order.</p>	
<p>Responsible Person(s) (Identify who will be in-charge to do each steps/action cited in the first column. Please do not simply write –“HRD Office” or “the community/partners”)</p>	
<p>Target Date (Specify duration/date(s) not just month for conducting each steps/action cited. Preferably with start and end dates)</p>	
<p>Physical and Human Resources Provide specific details of the physical and human resources required to successfully implement the Action Plan (Indicate physical HR support for the plan – from what offices; what facilities, materials, equipment, personnel are necessary in implementing the Re-entry Action Plan?)</p>	
<p>Budgetary Requirements Provide specific details of the budget resources required to successfully implement the Action Plan (Specify needed funds and for what expense item(s)/activity. How much? This will give the Head of Office or approving officer (s) a view of costs for implementing the plan</p>	
<p>Risk Assessment Describe the risks that might impact on the success of the Action Plan and how you plan to manage these to ensure success. (Identify factors that will block/limit/slowdown accomplishment of intended results or lessen quality of outputs. Some examples are:</p> <ul style="list-style-type: none"> - Change in leadership and priorities - Waning interest of stakeholders - Delay in flow of required funds - Intervening activities or other urgent concerns overlapped schedule of Re-Entry Action plan implementation <p>Indicate how these will be addressed.)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center; font-size: small;">U.P. LAW CENTER OFFICE of the NATIONAL ADMINISTRATIVE REGISTER Administrative Rules and Regulations</p> <p style="text-align: center; font-size: large; font-weight: bold;">RECEIVED</p> <p style="text-align: center; font-size: x-large;">JAN 6 2020</p> <p style="text-align: center; font-size: small;">TIME: _____ BY: <i>CS</i></p> </div>

Prepared by:

Noted by:

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signed
Grantee

signed
Director, DHRD/Chief, HRDD

APPROVED/DISAPPROVED

signed
Grantor

