REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Rey M. Raagas

1. PURPOSE

This section covers BuCor's procedure and work instructions in learning and development planning, implementation and evaluation to ensure a competent pool of human resource and enhanced organizational capacity, as managed by the Personnel Training School.

2. SCOPE

This work instruction is used in the learning and development process in BuCor.

3. DEFINITION OF TERMS & ACRONYMS

PTS	• Personnel Training School
IDP	• Individual Development Plan

4. RESPONSIBILITIES

The following Personnel Training School (PTS) staffs are responsible for the implementation and management of this procedure:

4.1. Chief, Training
4.2. In-Charge, Academic Affairs
4.3. In-Charge, Administrative Affairs
4.4. Course Director
4.5. Tactical Officers
4.6. Medical Staff
4.7. PTS Personnel

5. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References/Forms
START → Prepares Program of Instruction (POI)	• In-charge, Academics	• Subject Description • Scope of Training • Number of Hours (Lecture and Practical exercises)	Program of Instruction (POI)
Prepares Disposition Form	• In-charge, Administrative	• Purpose of training/seminar • Budget Estimates	Disposition Form (DF)
Signs DF and submits to ADCA for evaluation	• Chief, PTS	• Evaluates DF and POI • Recommends to DG for approval	DF POI
Receives approved DF and POI from the Office of the Director General	• PTS Staff	• Receives approved DF	DF POI
Prepares list of participants for issuance of S.O.	• PTS Staff	• Prepares list of participants • For issuance of S.O.	Memo re: list of participants
Prepares corresponding Purchase Request and Vouchers	• PTS Staff	• Purchase of training materials and supplies	
Conducts training/seminar → **END**	• PTS Staff		Special Order

6. GUIDELINES

6.1. In-charge, Academics prepares Program of Instruction as per instruction from the Chief, PTS.

    6.1.1. Program of Instruction should contain the following information:
- Subject Description
- Scope of training
- Number of Hours (Lectures and Practical Exercises)

6.2. Chief, PTS or In-charge, Administrative prepares Disposition Form

    6.2.1. Purpose of training, Budget estimates, Recommended action

6.3. Submits to ADCA for further evaluation.

    6.3.1. In found in order, ADCA will recommend to DG for approval.

    6.3.2. Otherwise, Disposition Form and POI will be revised by Chief, PTS based on the recommendation of ADCA.

    6.3.3. The same will be forwarded to ADCA for reconsideration and recommends DG's approval

6.4. Upon receipt of the approved DF, Chief PTS will issue memorandum to all office requiring to submit names of participants at least one to two weeks before the scheduled training/seminar.

6.5. Upon receipt of the recommended participants from the concerned offices, PTS staff shall validate list of participants to respond to training needs of BuCor Personnel as identified in their Individual Development Plan.

6.6. Prepares final list of participant for the issuance of S.O.

6.7. Prepares Purchase Request and Vouchers for the purchase of training materials and supplies needed.

6.8. Conduct of training proper.

6.9. Conducts End Evaluation at the end of the training.

6.10. Issues Certificate of Completion and updates training records of the participants.

6.11. PTS Staff prepares liquidation and reimbursement voucher.

6.12. Chief, PTS prepares and submits Post Training Report/ After Activity Report to the Director General in order to communicate information about the training that was provided, how it was received, its possible/potential impact, together with any additional observations and recommendations.