



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

July 13, 2020

DIVISION MEMORANDUM
No. 172, s. 2020

**GUIDELINES IN IDENTIFYING LEARNING SERVICE PROVIDERS
OF THE DEPARTMENT OF EDUCATION, DIVISION OF CITY
SCHOOLS-TAGBILARAN**

TO All DepEd Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. It is the policy of the Department of Education, Division of City Schools-Tagbilaran to adhere the Equal Employment Opportunity Principle (EEOP) and to strictly adhere to the principles of merit, fitness and equality. There shall be no discrimination in the selection of employees for training on account of gender, civil status, disability, religion, ethnicity or political affiliation.
2. In support of individual personnel development, which is an integral part of training and development, each office shall be responsible for ensuring the relevance and adequacy of L&D programs and activities for its respective personnel.
3. All division/unit offices are encouraged to conduct in-house or virtual L&D activities in relation to ensuring organizational effectiveness, efficiency and maintaining systems or enabling environment shall be shared by the different levels.
4. In identifying training and development providers, it is important to assess the individual's readiness and evaluate their ability.
5. This Office hereby establish the **GUIDELINES IN IDENTIFYING LEARNING SERVICE PROVIDERS** which are formulated as follows:

A. CRITERIA

To ensure the quality of L&D activities, the following shall be considered in selecting individual resource persons, speakers, trainers and facilitators, and groups/institutions:

AREA DETAILS

- Education/Expertise background or area of specialization;
- Experience proven record that can substantiate any claims to the experience or skill and preferably with documented outcomes;
- Physical Attribute Sustainability or fitness for the task or role;



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- Integrity Absence of critical incidents that might otherwise tarnish or put to question the person's credibility, character, ethical behavior or intellectual integrity as a learning service provider; and
- If gender expertise is required in the L&D intervention, the same has to be included in the TOR or letter of conformé as a prerequisite for selecting trainers/facilitators and resource persons.

B. FACILITATOR SELECTION CRITERIA

Facilitation Skills

- Knows key elements of facilitation
- Has good listening skills; clarifies and probes for understanding
- Is able to use a variety of media for delivery of information
- Is comfortable and articulate in front of groups
- Responds non-defensively to challenges
- Exhibits a good sense of humor; can laugh at self
- Is self-aware; can self-correct
- Puts people at ease; creates a comfortable learning environment
- Shows respect for the ideas and opinions of others
- Exhibits an ability to draw out differing ideas and opinions
- Is able to communicate and articulate her/his own and others ideas
- Is able to think quickly, improvise, and adjust to needs of others
- Is not judgmental

Organizational Relationships and Commitment

- Is willing to devote the time required to prepare for training
- Is willing to provide continuous coaching and support for participants after training
- Has demonstrated success in working with groups as a leader or facilitator
- Is able to establish rapport with a wide variety of individuals at all levels of the organization
- Is credible and respected within the organization
- Is considered a positive model for the values being taught, both inside and outside the sessions
- Supports the training initiative and understands why it is important to the success of the organization

C. HONORARIUM

- Professional fees of the learning service providers shall be based on the prevailing industry rate and as determined and approved by the Human Resource Development Committee.
- Internal learning service providers may be given honoraria subject to the COA existing rules and regulations on the matter.



D. L&D RESOURCE POOL.

An L&D Resource Pool shall be established and reviewed by HRDC every year. All Certified Trainers shall be part of the Pool. A gender balance among the members of the pool shall be maintained, as far as practicable.

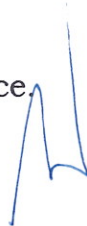
E. EVALUATION

The performance of the LSPs shall be evaluated. Those who obtained a Very Satisfactory rating shall be retained in the L&D resource pool.

F. EFFECTIVITY

This Memorandum takes effect immediately. Any existing order/memorandum found inconsistent thereto shall be deemed repealed or modified.

6. For information, guidance and compliance.



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JIAL/MKP/ADMIN/atm



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