

[LCDFI Letterhead]

IMPLEMENTING GUIDELINES ON THE CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)

A. RATIONALE/BACKGROUND

These guidelines are issued in line with the mission of the LANDBANK Countryside Development Foundation, Inc. (LCDFI) to deliver responsive capacity building services to its beneficiaries while promoting sustainable development.

These guidelines are hereby issued to:

1. Serve as uniform reference of LCDFI personnel particularly the Capacity Building Unit (CBU) staff in implementing the Capacity Building Program;
2. Ensure the proper coordination, implementation, documentation and reporting of trainings conducted;
3. Identify responsible personnel and their authority, accountability and responsibility in the program.

B. OBJECTIVES

The objectives of the Capacity Building Program for LANDBANK Borrowing Cooperatives (BCs) are as follows:

1. To capacitate the board of directors, officers and management staff of cooperatives on knowledge, competencies and skills on cooperative management specifically to:
 - Develop and/or improve the policies, systems and processes of cooperatives; and
 - Enable cooperatives to identify, address and strengthen their internal control systems.
2. To address the weaknesses identified as a result of the Enhanced Cooperative Operations Review Instrument (ECORI) rating of LANDBANK.

C. ACRONYMS

BAC – Bids and Awards Committee
BCs – Borrowing Cooperatives
CBD – Capacity Building Director
CBC – Capacity Building Coordinator
CBO – Capacity Building Officer
CBU – Capacity Building Unit
CDA – Cooperative Development Authority
DED – Deputy Executive Director
ED – Executive Director
ML – Maturity Level

PO – Payment Order
PPO – Procurement Purchase Order
PRF – Procurement Request Form
RFQ – Request for Quotation
RS – Resource Speaker
TO – Travel Order

D. COVERAGE

LANDBANK BCs qualified under LCDFI's training services are cooperatives nationwide categorized as Class A, B, C and D under the LANDBANK maturity level (ML) classification for cooperatives.

E. GENERAL GUIDELINES

1. Mode of Availment

There shall be two (2) modes for BCs to avail of LCDFI training services:

- a. By LANDBANK Enrollment – Priority shall be given to cooperatives with ML C and D. Training expenses shall be charged to the LANDBANK donation to LCDFI.
- b. By Request of Lead Cooperatives – This shall be primarily for cooperatives with ML A and B where a Lead Cooperative shall submit a formal request for customized training to LCDFI. Training expenses shall be for the account of the requesting Lead Cooperative.

2. Preparation of Training Calendar

This shall only apply to training requested by LANDBANK for ML C and D BCs:

- 2.1. Training Calendar must be based on the approved request from LANDBANK for the calendar year and must indicate training module, proposed dates and venues.
- 2.2. Schedule must be coordinated with LCDFI RS to confirm availability.
- 2.3. Approved Training Calendar shall be submitted to LANDBANK within the 4th quarter of the previous year.
- 2.4. Scheduled trainings may be adjusted and updated for valid reasons such as below minimum number of enrolled participants, force majeure and other fortuitous events.

Detailed Procedure is attached as *Annex A*.

Training requests by Lead Cooperatives shall be scheduled on a per request basis.

3. Training Administration

3.1 By LANDBANK Enrollment:

- 1) Based on the Training Calendar, LCDFI shall inform LANDBANK the training schedule one (1) month before the scheduled training/activities.

CLASS D

LANDBANK shall submit to LCDFI the list of enrolled participants attending the scheduled trainings two (2) weeks prior to actual training date.

- 2) LCDFI shall confirm with LANDBANK the final arrangements of the training schedule, venue and RS two (2) weeks prior to the actual training.
- 3) Trainings may be conducted from 1.5 days to 3.5 days, subject to the requirements of CDA and/or LANDBANK. To instill conduciveness to learning, minimum number of 30 participants to a maximum of 50 participants is allowed per training. Below minimum number of participants and/or excess in participants per training maybe allowed at the request of LANDBANK or in meritorious cases and justified by prevailing circumstances.

3.2 By Request of Lead Cooperatives

- 1) Any LANDBANK BC preferably with ML A or B may be considered a Lead Cooperative.
- 2) The Lead Cooperative may request for an LCDFI training on its own or with other cooperatives.
- 3) In the event that other cooperatives shall be invited to attend, the Lead Cooperative undertakes to represent all cooperatives and shall ensure payment of training fees to LCDFI.
- 4) One (1) month prior to the preferred training date/s, the Lead Cooperative shall submit a letter-request and accomplished Training Request Form to LCDFI.
- 5) LCDFI must submit quotation to requesting Lead Cooperative one (1) week upon receipt of training request.
- 6) Quotation must be based on a breakeven analysis to ensure that all expenses shall be covered by training fees.
- 7) If the Lead Cooperative is amenable to submitted quotation, the designated representative of the said cooperative must sign in the conforme at the submitted quotation from LCDFI.
- 8) LCDFI shall submit a Statement of Account to the Lead Cooperative requiring a 50% downpayment. Balance must be paid on the day of the training.
- 9) Trainings may be conducted from 1.5 days to 3.5 days, subject to the requirements of CDA and/or LANDBANK. To instill conduciveness to learning, minimum number of 20 participants to a maximum of 50 participants is allowed per training. Below minimum number of participants and/or excess in participants per training maybe allowed at the request of Lead Cooperative or in meritorious cases and justified by prevailing circumstances.

3.3 LCDFI shall ensure proper implementation of pre-conduct, actual conduct and post-conduct of training activities.

Detailed Procedure is attached as *Annex B*.

4. Training Assessment and Evaluation

- 4.1 Training Assessment and Evaluation refer to the review and evaluation of each conducted training activity, as well as completion of reportorial requirements.
- 4.2 Training Completion Report (LCDFI Training Form No. 8) shall be prepared within two (2) days after each training conducted. The report contains the following:
- Training Form No. 2: Registration Form
 - Training Form No. 3: Participants Profile form, if available
 - Training Form No. 6: RS Evaluation Form
 - Training Form No. 7: Participants' Evaluation Form
 - Training Form No. 9: Training Evaluation Summary
 - Action Plans
 - Photo documentation
- 4.3 LCDFI shall submit the Consolidated Training Completion Report with attachments to LANDBANK.

Detailed Procedure is attached as *Annex C*. LCDFI Training Forms attached as *Exhibits 1-12*.

5. Training Monitoring and Evaluation

- 5.1 The Monitoring Officer/s shall monitor and evaluate compliance to LCDFI requirements specifically on the following:
- 1) Training Module – determine whether RS utilized the module developed/updated by LCDFI; relevance of module to cooperative participants; and/or areas for improvement, if any
 - 2) RS – observe and evaluate RS performance and immediately provide feedback and discuss areas for improvement, if any
 - 3) LCDFI Facilitator – observe and evaluate performance and immediately provide feedback and discuss areas for improvement, if any
- 5.2 Each area (North/Central Luzon and NCR; South Luzon and Bicol; Visayas; and Mindanao) must be monitored on a quarterly basis.

Detailed Procedure is attached as *Annex D*. LCDFI Training Forms attached as *Exhibits 1-12*.

6. Database Management

- 6.1 Database Management is the proper recording of all training participants of the LCDFI Capacity Building Program.
- 6.2 An LCDFI Database officer-in-charge (OIC) shall be designated to handle database management. LCDFI may have additional personnel to assist in the population of database.
- 6.3 Reports may only be generated and released by Database OIC with written approval from the Deputy Executive Director/Executive Director.

Detailed Procedure is attached as *Annex E*.

7. Module Development

- 7.1 Module Development is the development and upgrading of LCDFI Training Modules to comply with the requirements of the Cooperative Development Authority (CDA) and/or LANDBANK as well as to ensure relevance of topics to address the needs of training participants.
- 7.2 LCDFI shall prepare the outline of topics required by CDA and/or LANDBANK.
- 7.3 Approved outlines shall be assigned to Module Developer/s to develop and/or update modules .
- 7.4 Scope of Work of Module Developer
 - Prepare/update training objectives based on approved outline
 - Prepare/update training content, presentation materials, visual aids, worksheets, workshop design and pre/post test
 - Recommend topics to improve module subject for approval of the LCDFI Executive Director
- 7.5 Minimum Qualification Requirements of Module Developer
 - A college graduate
 - At least five (5) years work experience in the field of expertise
 - Has attended relevant training courses within the past two (2) years in his/her field of expertise
 - Has experience in module development and/or technical writing in the past year
 - Cooperative experience is an advantage
- 7.6 Module Development honorarium shall be based on the approved budget.
- 7.7 Modules developed and upgraded shall be the property of LCDFI.
- 7.8 Modules developed and upgraded shall be submitted to LANDBANK and other regulatory agencies, as needed.

The Detailed Procedure is attached as *Annex F*.

8. Accreditation of Resource Speakers (RS)

- 1.1 Accreditation of RS is implemented by LCDFI to ensure that Pool of RS is composed of highly qualified and competent experts in their field of expertise who are able to deliver the LCDFI Modules effectively during conduct of training.
- 1.2 As an addendum to ***LCDFI Special Order No. 08-2014: Implementing Guidelines for Accreditation of Resource Speaker*** under the **Accreditation Process: Phase One**, qualified individuals must have attended relevant training programs within the past two (2) years regarding their field of expertise.

Please see *Annex H* the LCDFI SO No. 08-2014 for detailed guidelines on accreditation of RS. The Detailed Procedure is attached as *Annex G*.

F. ACCOUNTING ENTRIES

All Capacity Building Program expenses shall be charged to LCDFI Program Fund Expense – Capacity Building Expenses.

All Training Fees shall be booked as LCDFI Other Income.

G. PENALTIES/SANCTIONS

Any officer or employee of LCDFI who is involved in any violation of the foregoing provisions shall be subjected to appropriate administrative proceedings in accordance with the ***LCDFI office memo issued on July 16, 2013 with subject: Administrative Sanctions.***

H. INTERNAL CONTROL

1. Training Calendar is based on approved request from LANDBANK for the calendar year.
2. Trainings are implemented after LANDBANK has provided confirmed list of enrolled participants two (2) weeks prior to proposed date of training. Scheduled trainings may be adjusted and updated due to below minimum number of enrolled participants, force majeure and fortuitous events.
3. All documents are strictly reviewed and evaluated to ensure that these are aligned with existing policies and guidelines. The Unit's documents are presented to the Executive Director for confirmation and approval prior to processing.
4. Monitoring and evaluation reports are regularly submitted to LANDBANK and other regulatory agencies.
5. Payments and release of training funds are based on existing policies and guidelines.
6. Database and other documents are confidential and non-disclosure to third parties is strictly implemented.
7. Attached as Annex I is the Risk Management Plan for each sub-process to mitigate and address risks that may arise for the program.

I. REPEALING CLAUSE

This Special Order (SO) combines, updates and supersedes the provisions of SO 004 (Guidelines and Procedures in the Availment of LCDFI Trainings for LANDBANK-Assisted Cooperatives), issued in 2014.

J. EFFECTIVITY

This order shall take effect upon approval.

PETER ANDREW S. GUTIERREZ
Executive Director

******Approved as per LCDFI Board Resolution No. 15-045 dated October 7, 2015******