

DETAILED PROCEDURE ON PREPARATION OF TRAINING CALENDAR

Activity	Person/Unit Responsible	Output	Timeframe
1. Receive training requests from LANDBANK for next year	LCDFI	Training requests for next year	4 th Quarter of Current Year
2. Inform LANDBANK regarding trainings requested that cannot be covered by LCDFI	DED/ED	Memo to LANDBANK	4 th Quarter of Current Year
3. Prepare Training Calendar based on the submitted request from LANDBANK in their respective areas and submit to Capacity Building Director	CBOs	Training Calendar per area	4 th Quarter of Current Year
4. Consolidate and endorse training calendar to LCDFI Executive Director for review/approval	CBD	Consolidated Training Calendar for review/approval	4 th Quarter of Current Year
5. Submit the Approved Training Calendar to LANDBANK	CBU DED/ED	Approved Training Calendar	4 th Quarter of Current Year
6. Monitor and update Training Calendar	CBU	Updated Training Calendar, if any	As needed
7. Prepare necessary documents to coordinate concerns on the Training Calendar with LANDBANK	CBU DED/ED	Memo to LANDBANK, copy of documents regarding concerns on Training Calendar	As needed

DETAILED PROCEDURE ON TRAINING ADMINISTRATION

Activity	Person/Unit Responsible	Output	Timeframe
Pre-Conduct of Training			
1. Secure list of enrolled participants from LANDBANK	CBU	List of enrolled participants and Participants Profile Form	Two (2) weeks before date of training
2. Prepare necessary pre-training documentation papers	CBU	Approved Activity Proposal (Training Form No. 1)	Two (2) weeks before date of training
3. Secure schedule of RS and signed Letter of Conformance	CBU	Signed Letter of Conformance	Two (2) weeks before date of training
4. Inform RS on the training profile and specific objectives of the training to be conducted	CBU	Training Profiles, LCDFI copy module and curriculum	Two (2) weeks before date of training
5. Coordinate with suppliers for training venue and meals per Government Procurement Reform Act (RA 9184)	CBU BAC ED	PRF, RFQ, Abstract of Quotation	Two (2) weeks before date of training
6. Prepare Notice of Award and Procurement Purchase Order for the winning bidder of venue and meals	CBU/BAC Chairman/ED	Notice of Award and Procurement Purchase Order	Two (2) weeks before date of training
7. Prepare necessary documentation papers for official travel and conduct of training	CBU	Approved Travel Order, Itinerary of Travel, Certificate of Appearance, Payment Request memos, cash advance request, Billing Statement from winning bidder, if applicable	Two (2) weeks before date of training
8. Prepare/arrange transportation, lodging, training manuals, materials and other training documents and logistical requirement	CBU	Airfare/ferry/bus booking, lodging booking, training manuals, materials and other training documents	Two (2) weeks before date of training

CLASS D

Activity	Person/Unit Responsible	Output	Timeframe
Actual Conduct of Training			
9. Facilitate registration of Participants	CBO	LCDFI Training Form. No. 2 and CDA Registration Forms (for mandated trainings only)	First day of training
10. Distribute training IDs, Training Manuals and Supplies	CBO	Training IDs, Manuals and Supplies	First day of training
11. Administer Pre-Test Forms	CBO	Pre-test questionnaires (per module basis)	Before the start of lecture/discussions
12. Forward accomplished Pre-test to RS	CBO	Accomplished pre-test	Before the start of lecture/discussions
13. Facilitate Opening Program (Prayer, National Anthem, House Rules, Introduction of Resource Speaker)	CBO	Audio visual presentation	First day of training
14. Facilitate actual conduct of training and assist RS and participants on training workshops and other activities required by the RS	CBO	Workshop materials	During conduct of training
15. Secure training Participants Profile Form and workshop outputs	CBO	Participants Profile Form Workshop outputs	Immediately after accomplished
16. Photo documentation of training proper	CBO	Photos	During conduct of training
17. Facilitate the preparation of Co-op Action Plan	CBO	Action Plan (LCDFI Training Form No. 5)	Last day of training immediately after the lecture of RS
18. Secure generated Co-op Action Plan	CBO/BCs	Generated Coop Action Plan	Last day of training immediately after the lecture of RS
19. Administer Post-Test	CBO	Post-Test Questionnaire	Immediately after preparation of action plan

CLASS D

Activity	Person/Unit Responsible	Output	Timeframe
20. Collect/secure accomplished post-test	CBO	Accomplished Post-Test	Within 5-10 mins. after the forms were distributed
21. Facilitate Closing Program: secure impressions/feedback from participants through training evaluation	CBO	Accomplished training evaluation forms (LCDFI Training Form No. 4)	After the Post-Test
22. Secure accomplished evaluation forms	CBO	Training Evaluation form	Immediately after conduct of training
23. Distribute certificate of completion to participants who completed required training hours	CBO/RS	Certificate of Completion	Immediately after conduct of training
24. Secure accomplished Training Participants Evaluation	CBO/RS	Accomplished Participants Training Evaluation form (LCDFI Training Form No. 7)	Immediately after conduct of training
25. Evaluate RS	CBO	Accomplished RS Evaluation Form (LCDFI Training Form No. 6)	Immediately after conduct of training
26. Facilitate RS transportation to and from the training venue and lodging	CBO	OR, RER, Transportation tickets	Immediately after conduct of training
27. Disburse Payment Order for training venue/caterer, or billing statement for sent bill arrangement	CBO	Official Receipt from caterer or Billing Statement for sent bill arrangement	Immediately after conduct of training
28. Disburse Payment Order for RS Honorarium upon satisfactory completion of activities and transportation allowance	CBO	Signed PO and RER	Immediately after conduct of training
29. Disburse payments for meals/lodging of RS	CBO	Official Receipts	Immediately after conduct of training
30. Secure Certificate of Appearance from RS	CBO	Signed Certificate of Appearance	Immediately after conduct of training
Post-Conduct of Training			
31. Endorse accomplished Training Evaluation Forms (participants) to concerned Capacity Building	CBO/CBC	Approved Training Evaluation Summary	Within three (3) days upon return

CLASS D

Activity	Person/Unit Responsible	Output	Timeframe
Coordinator for summary report	CBD/DED/ED		to office after official travel
32. Endorse CDA Registration Forms to concerned Capacity Building Coordinator for CDA reporting (for mandated trainings conducted only)	CBO/CBC	CDA Registration Form	Within three (3) days upon return to office after official travel
33. Liquidate Cash Advance of Training Activities	CBO ED	Approved Liquidation Report	Within seven (7) calendar days after the training activity
34. Prepare training reports	CBU CBD/DED/ED	Training Completion Report (LCDFI Training Form No. 8), Actual Expense vs Budget (LCDFI Training Form No. 10)	Within five (5) days upon return to office after official travel
35. Upload Training Pictures at LCDFI Facebook Page	CBO	Uploaded pictures	Within five (5) days upon return to office after official travel
36. Update Quarterly Liquidation of Trainings Conducted and Quarterly Accomplishment Report	CBU/DED/ED	Quarterly Liquidation Report and Accomplishment Report	End of every quarter
37. File all documentation in the Programs Folders	CBU	Training folder	Within seven (7) working days after the training
38. Endorse reports to staff-in-charge to update LCDFI Database of training participants	CBU/Database OIC	Training documents: - Attendance Sheet - Training Profile - Completion Report	Within five (5) working days upon completion of required documents
39. Submit training reports to LANDBANK and other regulatory agencies	CBD DED/ED	Report on CDA-mandated trainings, Consolidated	As scheduled by LANDBANK and other

CLASS D

Activity	Person/Unit Responsible	Output	Timeframe
		Training Completion Report, Accomplishment Reports	regulatory agencies

DETAILED PROCEDURE ON TRAINING ASSESSMENT AND EVALUATION

Activity	Person/Unit Responsible	Output	Timeframe
1. Consolidate training reports and submit complete documentation to LANDBANK and other regulatory agencies	CBD DED/ED	Report on CDA-mandated trainings, Consolidated Training Completion Report, Accomplishment Reports	As scheduled by LANDBANK and other regulatory agencies
2. Conduct monthly meeting to discuss issues and concerns in the trainings that were conducted in the previous month	CBU	Minutes of the Meeting	1 st week of the month
3. Conduct regular and annual review of the program	CBU CBD DED/ED	Consolidated Training Reports, Accomplishment Reports	Annually or as needed

DETAILED PROCEDURE ON TRAINING MONITORING AND EVALUATION

Activity	Person/Unit Responsible	Output	Timeframe
1. Select training activities scheduled for the month to be monitored and evaluated and prepare pre-training documentation papers	Monitoring Officer (CBD/DED/ED)	Activity Proposal for Monitoring	Two (2) weeks before date of training
2. Endorse copy of approved Activity Proposal for Monitoring to concerned LCDFI Facilitators	Monitoring Officer (CBD/DED/ED)	Activity Proposal for Monitoring	Two (2) weeks before date of training
3. Monitor and evaluate actual conduct of training and provide feedback to RS and/or LCDFI Facilitator.	Monitoring Officer (CBD/DED/ED)	RS Evaluation form (Training Form No. 6)	During conduct of training
4. Accomplish the RS Evaluation Form (LCDFI Training Form No. 6) and endorse to concerned LCDFI Facilitator.	Monitoring Officer (CBD/DED/ED)	RS Evaluation Form (Training Form No. 6)	Last day of training
5. Prepare Monitoring and Evaluation Report and submit to DED/ED	Monitoring Officer (CBD/DED/ED)	Monitoring and Evaluation Report	Within five (5) working days upon return to office after official travel
6. Include as attachment to the training reports to LANDBANK and other regulatory agencies, if needed	CBD DED/ED	Consolidated Training Completion Report, Accomplishment Reports	As scheduled by LANDBANK and other regulatory agencies
7. File all Monitoring and Evaluation Reports	CBD	Training Monitoring and Evaluation Folder	Within seven (7) working days after the training

DETAILED PROCEDURE ON DATABASE MANAGEMENT

Activity	Person/Unit Responsible	Output	Timeframe
1. Provide copy of pertinent training documentation needed to populate database.	CBU	Training documents: <ul style="list-style-type: none">- Attendance Sheet- Training Profile- Completion Report	Within five (5) working days upon return to office after official travel
2. Populate database with pertinent information as required by the software	Database OIC	Populated database	Within a month after every conduct of training
3. Generate reports required by LANDBANK and other regulatory agencies with written approval from Deputy Executive Director/Executive Director	Database OIC CBD/DED/ED	Database reports	Within three (3) days after receipt of request for report

DETAILED PROCEDURE ON MODULE DEVELOPMENT

Activity	Person/Unit Responsible	Output	Timeframe
1. Prepare draft of LCDFI Training Curriculum in compliance with requirements from the Cooperative Development Authority (CDA) and LANDBANK	Capacity Building Unit (CBU)	Draft of LCDFI Training Curriculum	November of each year
2. Review and provide recommendations for updates, as needed, to the Executive Director (ED)	CBU	Memo to ED on recommendations, if any	November of each year
3. Approve LCDFI Training Curriculum and recommendations for updates	Executive Director (ED)	Approved LCDFI Training Curriculum	December of each year or as needed
4. Provide LANDBANK and other regulatory agencies updated approved copy of LCDFI Training Curriculum	CBU Deputy ED (DED)/ED	Approved LCDFI Training Curriculum	December of each year or as needed

DETAILED PROCEDURE ON ACCREDITATION OF RESOURCE SPEAKERS

Activity	Person/Unit Responsible	Output	Timeframe
1. Receive resume of candidates and evaluate initial compliance with minimum criteria based on corresponding LCDFI guidelines	CBU	Consolidated resume of candidates	November of each year or as needed
2. Prepare Competency Qualification of candidates and recommend inclusion in Pool of RS	CBU	Competency Qualification of RS and Memo to ED recommending inclusion of qualified candidates	November of each year
3. Evaluate performance of RS for three (3) consecutive batches of trainings conducted and recommend accreditation for those who garner minimum required rating to qualify	CBU	Summary of results of RS Evaluation Forms and Memo to ED recommending accreditation of qualified RS	December of each year or as needed
4. Approve the accreditation of recommended RS	DED/ED	Memo approving accreditation of RS	December of each year or as needed
5. Provide LANDBANK an updated copy of Pool of RS with competency qualifications	CBU DED/ED	Memo to concerned LANDBANK units, copy of Pool of RS with competency qualifications	December of each year or as needed
6. Monitor and evaluate performance of RS	CBU	Accomplished RS Evaluation Form	Every conduct of training



LANDBANK Countryside Development Foundation, Inc.

SPECIAL ORDER 08
Series of 2014

IMPLEMENTING GUIDELINES FOR ACCREDITATION OF RESOURCE SPEAKER

Background/ Rationale

LCDFI offers a wide array of training modules designed for specific institutional requirements of LANDBANK's priority clients particularly borrowing cooperatives, farmers and fishers. LCDFI trainings range from those that address the identified weaknesses of LANDBANK-assisted cooperatives to trainings mandated by the Cooperative Development Authority (CDA) for cooperatives' officers and top management.

Training modules are developed by professionals and cooperative experts. Duration of training ranges from an effective 12 hours to 28 hours, depending on the topic. These modules are conducted through different training methods such as presentations, demonstrations, structured learnings, group discussions, workshops, etc. by experts and professionals from LCDFI's pool of Resource Speakers (RS).

To get quality and effective resource speakers, LCDFI ensures these individuals to be competent trainers and credible in their field of expertise through a process of accreditation.

Accreditation Process

LCDFI accredits qualified individuals through two (2) phases.

1. Phase One- Must meet the following requirements:
 - a. A college graduate
 - b. At least five (5) years professional experience in the field of expertise
 - c. At least one (1) year cooperative experience/exposure
 - d. Trainers Training Certification (for CDA mandated trainings)
 - e. Willing to comply with LCDFI guidelines
 - f. Willing to travel outside of local area of residence
 - g. (For LANDBANK employees) Memo approval of Immediate Supervisor and filing of employee-leave during conduct of training/activity
2. Phase Two- The Evaluation Process covers at least three (3) conducted trainings during which Resource Speaker must obtain an Above Average Rating from participants, facilitator (LCDFI staff), and LANDBANK on the following aspects:
 - a. Achievement of Training Objectives
 - b. Coverage of Course Content

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Guidelines on RS Accreditation
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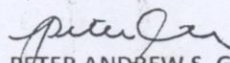
- c. Knowledge of Subject Matter
- d. Effectiveness of Delivery
- e. Effective Communication Skills
- f. Rapport/Interaction with Participants
- a. Ability to Answer Questions of Participants

Monitoring and Evaluation

Accredited LCDFI Resource Speakers are evaluated using a Rating System based on the following aspects:

- 2. Per training/activity: conducted immediately after training
 - a. Achievement of Training Objectives
 - b. Coverage of Course Content
 - c. Knowledge of Subject Matter
 - d. Effectiveness of Delivery
 - e. Effective Communication Skills
 - f. Rapport/Interaction with Participants
 - g. Ability to Answer Questions of Participants
- 3. Annual Evaluation – All Accredited RS shall be evaluated annually based on:
 - a. Over-all Execution of Trainings
 - b. Impact of Training in Addressing Cooperative Weaknesses

This Order shall take effect immediately, and all previous orders inconsistent with this Order are considered repealed or modified.


PETER ANDREW S. GUTIERREZ
Executive Director
17 December 2014

RISK MANAGEMENT PLAN ON THE CAPACITY BUILDING PROGRAM FOR LANDBANK BORROWING COOPERATIVES (BCs)

ANTICIPATED RISKS	RISK MANAGEMENT PLAN
1. PREPARATION OF TRAINING CALENDAR	
<ul style="list-style-type: none"> Late submission of list of training requests from LANDBANK 	<ul style="list-style-type: none"> LCDFI CBD/ED to follow-up memo from LANDBANK Adjust schedule of preparation of calendar
<ul style="list-style-type: none"> No training venue that can meet with training budget in selected area during scheduled date 	<ul style="list-style-type: none"> Consider venues in nearby cities/municipalities Inform LANDBANK and consider rescheduling training, if needed
<ul style="list-style-type: none"> Location of proposed venue far from location of BCs 	<ul style="list-style-type: none"> Coordinate with LANDBANK and consider venue closer to area of cooperatives Coordinate with participating cooperatives for possible training venue facilities
2. TRAINING ADMINISTRATION	
<ul style="list-style-type: none"> Contracted RS cancelled prior to conduct of training 	<ul style="list-style-type: none"> CBO to contract stand by/alternate qualified RS Facilitator/CBO to familiarize and study topics to be discussed for each non-technical module to act as temporary RS LCDFI to train and accredit internal RS to act as alternate/temporary RS Put on record failure of RS to arrive. If reasons are valid, this shall not affect overall evaluation.
<ul style="list-style-type: none"> Contracted RS failed to arrive on day of travel due to illness and/or other reasons 	<ul style="list-style-type: none"> CBO to coordinate with contracted RS for possible adjustment on travel time of same day by plane or land trip; if not possible CBO to contract stand by/alternate qualified RS LCDFI to train and accredit internal RS to act as alternate/temporary RS Put on record failure of RS to arrive. If reasons are valid, this shall not affect overall evaluation.
<ul style="list-style-type: none"> Contracted RS failed to arrive on day of training due to illness and/or other 	<ul style="list-style-type: none"> CBO to contract stand by/alternate qualified RS

CLASS D

ANTICIPATED RISKS	RISK MANAGEMENT PLAN
reasons	<ul style="list-style-type: none"> • Facilitator/CBO to familiarize and study topics to be discussed for each non-technical module to act as temporary RS • LCDFI to train and accredit internal RS to act as alternate/temporary RS • Put on record failure of RS to arrive. If reasons are valid, this shall not affect overall evaluation. • Inform LANDBANK and consider rescheduling training, if needed
<ul style="list-style-type: none"> • Contracted RS is unable to complete conduct of training 	<ul style="list-style-type: none"> • CBO to contract stand by/alternate qualified RS to complete the conduct of training • Facilitator/CBO to familiarize and study topics to be discussed for each non-technical module to act as temporary RS • LCDFI to train and accredit internal RS to act as alternate/temporary RS • For technical modules, identify from nearest LANDBANK branches/regional offices for qualified and available speakers • Put on record failure of RS to complete training. If reasons are valid, this shall not affect overall evaluation. • Inform LANDBANK and consider rescheduling training, if needed
<ul style="list-style-type: none"> • Typhoons with direct effect to conduct of training 	<ul style="list-style-type: none"> • If advised prior to day of training, coordinate with LANDBANK and consider rescheduling • If advised on day of training and still manageable/possible, move time of training (e.g. start at 1:00PM instead of 8:00AM)
<ul style="list-style-type: none"> • Other natural calamities (e.g. earthquakes) with direct effect to conduct of training 	<ul style="list-style-type: none"> • If calamity occurred prior to conduct of training, coordinate with LANDBANK and reschedule • If calamity occurred on day of training, immediately coordinate with LCDFI Head Office (HO) and LANDBANK to implement emergency measures and secure safety of participants, resource speaker and facilitators. Reschedule training, if still necessary
<ul style="list-style-type: none"> • Public transportation unavailable for RS and/or LCDFI staff on day of 	<ul style="list-style-type: none"> • If justifiable, consider hiring private vehicle

CLASS D

ANTICIPATED RISKS	RISK MANAGEMENT PLAN
travel for training	<ul style="list-style-type: none"> If manageable/possible, move time of training (e.g. start at 1:00PM instead of 8:00AM)
<ul style="list-style-type: none"> RS and/or LCDFI staff had an accident 	<ul style="list-style-type: none"> If prior to start of training and accident is not serious in nature, move time of training (e.g. start at 1:00PM instead of 8:00AM) or designate alternate LCDFI staff and/or RS If prior to start of training and accident is serious, immediately coordinate with LCDFI HO and LANDBANK to implement emergency measures to secure their safety. Reschedule training. If accident occurred on day of training and accident is not serious in nature, consider delaying schedule in conduct or designate alternate LCDFI staff and/or RS If accident occurred on day of training and accident is serious in nature, immediately coordinate with LCDFI HO and LANDBANK to implement emergency measures to secure their safety. Reschedule training.
<ul style="list-style-type: none"> Contracted training venue not available due to emergency or other reasons 	<ul style="list-style-type: none"> If advised prior to training, secure alternate venue and immediately inform/coordinate with LANDBANK the change in venue If advised on day of training, locate other available venues in the area and coordinate with LANDBANK
<ul style="list-style-type: none"> Committed/authorized LCDFI staff unable to provide secretariat functions and facilitate training 	<ul style="list-style-type: none"> Designate another LCDFI staff to provide secretariat functions and facilitate training Put on record failure to facilitate. If reasons are valid, this shall not affect staff performance
<ul style="list-style-type: none"> LCDFI Capacity Building Officer (CBO) needs to conduct multiple trainings on the same week in different locations but can only provide secretariat functions and facilitate one (1) training 	<ul style="list-style-type: none"> Designate another CBO or CB Coordinator (CBC) to provide secretariat functions and facilitate the other training CBOs coordinate schedule ahead of time with other CBO/CBC for anticipated simultaneous conduct of trainings
3. TRAINING ASSESSMENT AND EVALUATION	
<ul style="list-style-type: none"> Reports have been compromised due 	<ul style="list-style-type: none"> Secure back-up copies

ANTICIPATED RISKS	RISK MANAGEMENT PLAN
to force majeure or other fortuitous events	<ul style="list-style-type: none"> • Re-create documents • Report immediately to LANDBANK
4. TRAINING MONITORING AND EVALUATION	
Please refer to Anticipated Risks under No. 2: Training Implementation	
5. DATABASE MANAGEMENT	
<ul style="list-style-type: none"> • Reports have been compromised due to force majeure or other fortuitous events 	<ul style="list-style-type: none"> • Secure back-up copies (soft/hard copy) • Re-create documents • Report immediately to LANDBANK
<ul style="list-style-type: none"> • Database Software has been corrupted 	<ul style="list-style-type: none"> • Secure back-up copies (soft/hard copy) • Re-create documents • Report immediately to LANDBANK
6. MODULE DEVELOPMENT	
<ul style="list-style-type: none"> • Copyright issues of modules 	<ul style="list-style-type: none"> • LCDFI indicate in the Terms of Reference of Module Developer that module is property of LCDFI
<ul style="list-style-type: none"> • Improper safekeeping 	<ul style="list-style-type: none"> • CBD designate one CBO as module safekeeper • CBO shall keep a centralized folder/box for original copies of updated module • CBO shall secure soft copy of modules
<ul style="list-style-type: none"> • Module not applicable to target clients 	<ul style="list-style-type: none"> • CBU conducts quarterly review of modules
<ul style="list-style-type: none"> • Module reviewer not familiar with the topic 	<ul style="list-style-type: none"> • Reviewer shall seek assistance with supervisor or unit head
<ul style="list-style-type: none"> • Too much topics to be discussed and compressed in one module on a limited required number of hours per module 	<ul style="list-style-type: none"> • CBU conducts quarterly review of CDA/LANDBANK Curriculum
<ul style="list-style-type: none"> • Designated LCDFI Resource Speaker (RS) failed to meet deadline of submission to revise LCDFI training materials 	<ul style="list-style-type: none"> • Indicate specific deadline in the conforme • If 2-3 days prior to deadline look for alternate RS in case the contracted RS failed to submit the revised/updated training module
7. ACCREDITATION OF RESOURCE SPEAKERS	
<ul style="list-style-type: none"> • RS fails to attend relevant trainings to update knowledge under field of expertise 	<ul style="list-style-type: none"> • LCDFI to constantly monitor status of relevant trainings attended by RS • Require RS to attend relevant trainings at least every two (2) years