



**EXECUTIVE ORDER NO. PCG - 02
SERIES OF 2023**

AN ORDER ADOPTING RESOLUTION NO. 04-2022 OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE ENTITLED: "A RESOLUTION ESTABLISHING GUIDELINES IN IDENTIFYING LEARNING SERVICE PROVIDERS IN THE CITY GOVERNMENT OF PASIG", AND FOR OTHER PURPOSES.

WHEREAS, the City Government of Pasig adheres to the policy of Equal Employment Opportunity Policy and the principles of merit, fitness, and equality. As such, there shall be no discrimination in the selection of employees for training on account of age, gender, sexual orientation, marital status, disability, religion, ethnicity or political affiliation;

WHEREAS, in support of individual personnel development which is an integral part of learning and development, each office shall be responsible for ensuring the relevance and adequacy of learning and development programs and activities for its respective personnel;

WHEREAS, all departments and offices are encouraged to conduct learning and development activities to ensure organizational effectiveness and efficiency, continuous systems and processes improvement and provision of enabling work environment that shall be shared by employees at different levels;

WHEREAS, in certain learning and development interventions, there is a need for learning service providers that are professionals/experts in their field;

WHEREAS, in identifying learning and development service providers, it is important to assess their readiness and evaluate their competency;

WHEREAS, the Human Resource Development Committee issued Resolution No. 04-2022 setting the guidelines in identifying learning service providers in the City Government of Pasig;

WHEREAS, there is a need to adopt the said Resolution for the proper identification and assessment of learning service providers in the City Government of Pasig and to ensure that the City Government continuously provide quality and adequate learning and development programs and activities for the different personnel of the City;

NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO, Mayor of the City of Pasig, by virtue of the powers vested in me by law do hereby adopt Resolution No. 04-2022 of the Human Resource Development Committee entitled: "A Resolution Establishing Guidelines in Identifying Learning Service Providers of the City Government of Pasig."

SECTION 1. DEFINITION OF TERMS.

a. Learning and development (L&D) – broadly defined as a set of interventions for the personal, career, and professional development of Pasig City officials and employees that intend to improve individual and organizational performance.

b. Learning Service Provider (LSP) – refers to an individual, a group of individuals, a unit, or an Institution/Organization within or outside agency who/ that provide interventions and initiatives that aim to capacitate officials and employees through direct provision of L&D and/or facilitation. It includes Subject Matter Experts (SMEs), Resource Persons, lecturers and facilitators.

c. Learning and Development Resource Pool – refers to the databank/database of recognized and accredited learning service providers in various fields or areas of expertise.

SECTION 2. CRITERIA.

A. To ensure the standard of quality of learning and development activities, the following shall be considered in selecting individual SMEs, speakers, trainers, and facilitators.

AREA	DETAILS
Education	<ul style="list-style-type: none"> • Relevant education/academic degree/s of team lead and key personnel • Relevant education/academic degrees/s of team members/co-facilitator/ documenter
Professional Experience	<ul style="list-style-type: none"> • Proven record that can substantiate any claims to the experience or skill (preferably with documented outcomes); relevant professional license/s of team lead and key personnel
Physical Attribute	<ul style="list-style-type: none"> • Sustainability of fitness for the task/role
Integrity	<ul style="list-style-type: none"> • Absence of critical incidents that might otherwise tarnish or put to question the person’s credibility, character, ethical behaviour or intellectual integrity as a learning service provider

B. If gender expertise is required in the learning and development intervention, the same has to be included in the Terms of Reference or letter of conformé as a prerequisite for selecting trainers/facilitators and resource persons.

C. ADDITIONAL CRITERIA

C.1 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
- Exhibits a good sense of humor; can laugh at self
- 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

C.2 Organizational Relationships and Commitment

- Is willing to devote the time required to prepare for training, and adjust the program according to the needs of the end-user
- Is willing to provide continuous coaching and support for participants after training, if needed
- 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

SECTION 3. HONORARIUM — Professional fees of the learning service providers shall be based on the prevailing industry rate and DBM Circular No. 2007-1, dated April 23, 2007, which prescribes the guidelines on the grant of honoraria to lecturers, resource persons, coordinators and facilitators.

Internal learning service providers may be given honoraria subject to the City Government provision of honorarium for Facilitators, Resource Speakers, SMEs, and the like.

SECTION 4. LEARNING AND DEVELOPMENT RESOURCE POOL – An L&D Resource Pool shall be established and reviewed by the Human Resource Development Committee every year. All recognized and accredited learning service providers by the Civil Service Commission and the Career Executive Service Board based on the latest issued certified list, as well as those groups of specialists and employees accredited as Gender and Development Resource pool members by the Philippine Commission on Women, shall be part of the L&D Resource Pool. A gender balance among the members of the pool shall be maintained, as far as practicable.

SECTION 5. MONITORING AND EVALUATION. — The performance of the LSPs shall be evaluated on an annual basis. Those who obtained a Very Satisfactory rating shall be retained in the L&D Resource Pool.

SECTION 6. SEPARABILITY CLAUSE. — If any clause, provision, paragraph, or part thereof shall be declared unconstitutional or invalid, such judgment shall not affect, invalidate, or impair any other part hereof but such judgment shall be merely confined to the clause, provision, paragraph or part directly involved in the controversy in which such judgment has been rendered.

SECTION 7. REPEALING CLAUSE. — All other orders or issuances inconsistent herewith are hereby repealed, amended, or modified accordingly.

SECTION 8. EFFECTIVITY. — This Order shall take effect immediately.

SIGNED this 4th day of January 2023, in the City of Pasig.


VICTOR MA REGIS N. SOTTO
City Mayor

