

April 8, 2019

REGIONAL ORDER

No. 20 s. 2019

GUIDELINES IN IDENTIFYING LEARNING SERVICE PROVIDER/S (LSPs)

**TO: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISION
This Region**

1. In support to the individual personnel development which is an integral part of learning and development, each functional division and schools' division offices shall be responsible for ensuring the relevance and adequacy of L&D programs and activities for its respective personnel.
2. All Functional Divisions are encouraged to conduct L&D activities to ensure organizational effectiveness and efficiency.
3. In identifying LSPs, it is important to assess their competence to provide the desired L&D requirement.
4. To ensure the quality of L&D activities, the following are the criteria to be considered in selecting individual resource persons, speakers, trainers and facilitators, and groups/institutions as Learning Service Providers.

A. Resource Person/Speaker/Trainer/Facilitator

- Background or area of specialization (holds doctoral degree, master's degree or a subject/area specialist) by securing Personal Data Sheet (PDS)/Resume/Curriculum Vitae/Portfolio of the resource person, speaker, trainer and facilitator
- Experience – Proven record (service record/portfolio) that can substantiate any claims to the experience or skill and preferably with documented outcomes
- Physical Attribute – sustainability of fitness for the task or role
- 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
(Note: If gender expertise is required in the L&D intervention, the same has to be included in the Terms of Reference (TOR) of letter of conforme as prerequisite for selecting trainers/facilitators and resource persons.)
- Facilitation Skills
 - ✓ Knows the 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
 - ✓ Shows respect for the ideas and opinions of others
 - ✓ Is able to communicate and articulate her/his own and other's ideas

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- Demonstration of Organizational Relationships and Commitment through
 - ✓ Is willing to devote the time required to prepare for training
 - ✓ 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 variety of individuals at all levels of 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

B. Higher Education Institutions (HEIs)

- Accreditation/recognition by any of the following:
 - ✓ Civil Service Commission (CSC);
 - ✓ Commission on Higher Education (CHED);
 - ✓ Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU); and
 - ✓ International Organization for Standardization (ISO)

C. Other Type of Learning Service Providers

- Quality services supported with the following:
 - ✓ Service cost and pricing structure
 - ✓ Staff credentials
 - ✓ Client feedback
 - ✓ Previous experience
 - ✓ Depth of related experience
 - ✓ Staffing capability
 - ✓ Quality of products and services
 - ✓ Financial capability
 - ✓ Linkages the service provider with others to meet special needs
 - ✓ Reputation of service
 - ✓ Proximity/location
 - ✓ Service offers e.g. delivery service
 - ✓ Can co-operate with organization and follow instruction
 - ✓ Previous and current project performance
 - ✓ Customer orientation/ensure customer satisfaction
 - ✓ Reputation based on track record

5. Professional fees or honoraria of non-DepEd learning service providers and/or resource speakers shall be subject to the guidelines under Budget Circular Nos. 2007-1 and 2 and National Budget Circular No. 2007-510. Internal learning service providers may be given honoraria subject to the Department of Education's existing rules and regulations.

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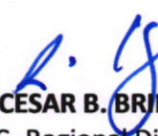
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6. A gender balance L&D Resource Pool shall be maintained and reviewed by the Human Resource Development Division (HRDD) annually.
7. The performance of the LSPs shall be evaluated each activity. Those who obtained a Very Satisfactory rating shall be retained in the L&D resource pool.
8. Immediate dissemination of this Order is highly desired.


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