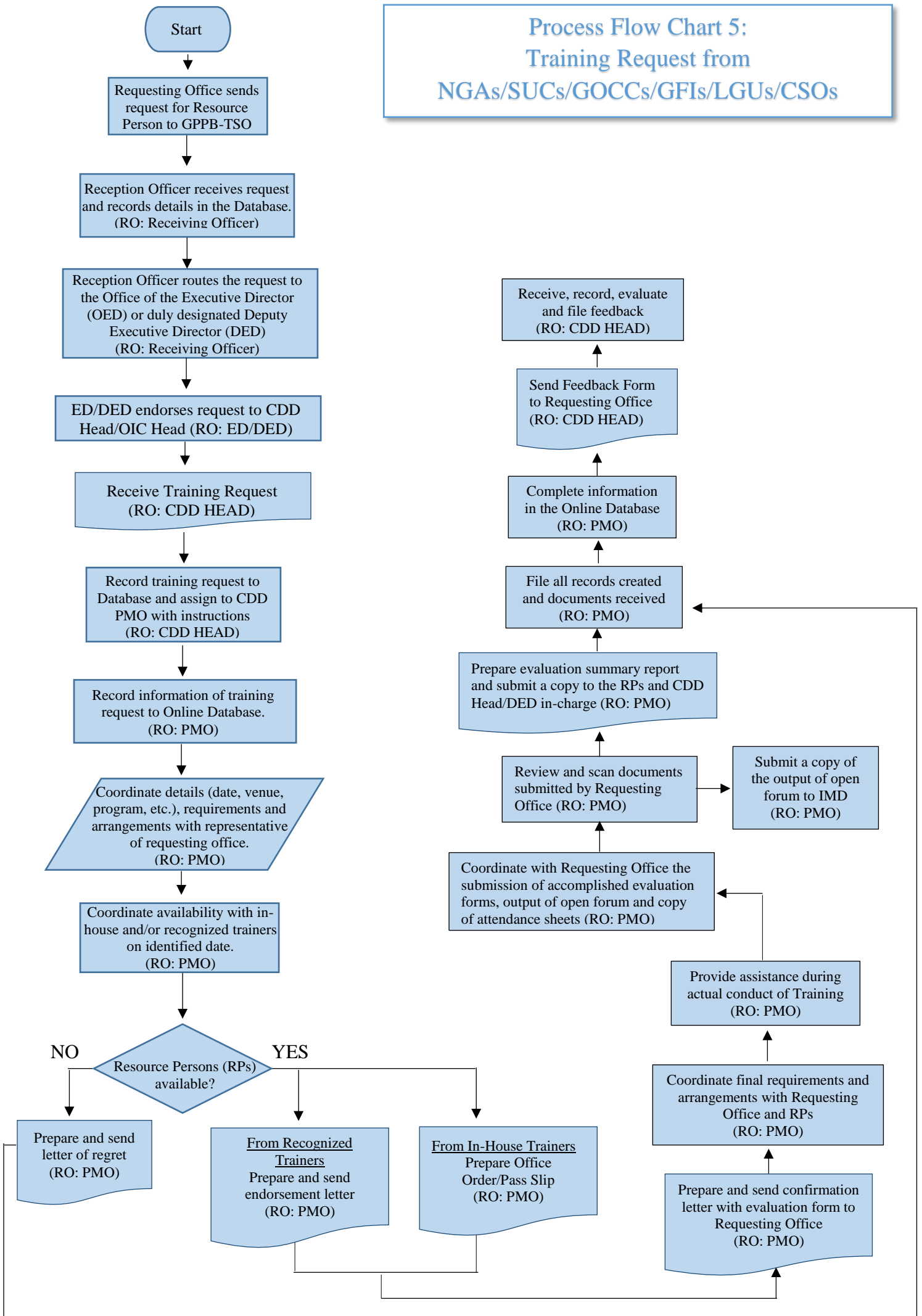


**CAPACITY
DEVELOPMENT
DIVISION**

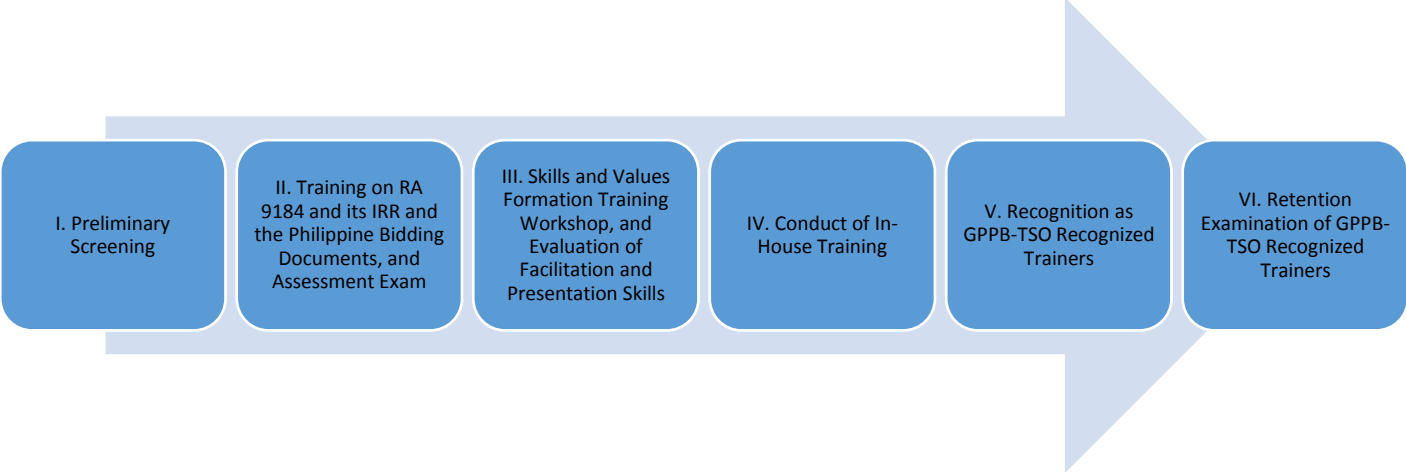
Process Flow Chart 5: Training Request from NGAs/SUCs/GOCCs/GFIs/LGUs/CSOs



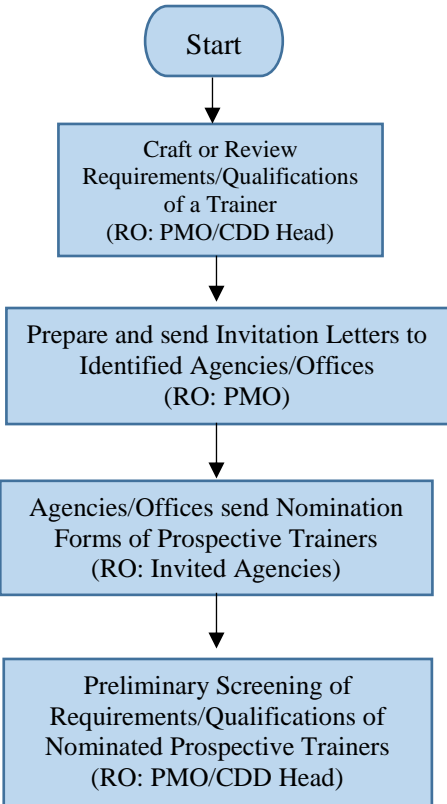
TRAINING REQUESTS PROCESS FLOW:

1. The Requesting Office prepares and sends request for Resource Person (RP) to the GPPB-TSO addressed to its Executive Director, through postal mail, electronic mail or facsimile
2. Within two (2) working days upon receipt, Reception Officer scans, records the details of the request to the Database and files the request for safe keeping.
3. Within two (2) working days upon receipt, Reception Officer forwards the request to the Executive Director (ED) or the duly designated Deputy Executive Director (DED).
4. Within two to five (2-5) working days upon receipt, ED/DED endorses the request to the CDD Head/OIC Head, with instructions.
5. Within two to three (2-3) working days CDD Head/OIC Head receives and records the request to the Database and assigns it to CDD PMOs, with instructions.
6. The designated CDD PMO coordinates with the Requesting Office within seven (7) working days. The PMO shall verify the details of the request and records the details to the Database. The Training Needs Assessment (TNA) to guide both the Requesting Office and the PMO in the finalization of training design.
7. The Requesting Office shall accomplish the TNA and forwards it to the designated CDD PMO, the soonest possible time.
8. Within seven (7) working days upon receipt of the accomplished TNA, the CDD PMO shall finalize the training design. The final design will be forwarded to the Requesting Office for approval.
9. Once the training design has been finalized and approved, the CDD PMO shall endorse request to Resource Persons. The Resource Person shall confirm their availability, otherwise it will be endorsed to other Resource Persons. The CDD PMO is given two (2) weeks to look for available Resource Persons.
10. Upon confirmation of availability by the Resource Person, the CDD PMO shall prepare the necessary documents (confirmation letter, evaluation forms, Travel Order/Pass Slip, etc.) to finalize the endorsement. Within seven (7) working days, the CDD PMO shall forward the confirmation to the Requesting Office.
11. The CDD PMO shall coordinate the final arrangements to the identified RP (final date of training, venue, program, topics, transportation arrangement, etc.), at least two to five working days before the training schedule.
12. The Requesting Office shall forward the accomplished evaluation forms, attendance sheet, summary of Q and A, to the CDD PMO within seven (7) working days after the conduct of training.
13. The CDD PMO shall summarize the evaluation form and shall inform the RPs of their ratings and suggestions provided by participants.
14. The CDD Head/OIC Head shall forward a feedback form to the Requesting Office. The requesting Office must accomplish and submit the feedback form to the CDD Head/OIC Head within five (5) working days from **receipt thereof.**

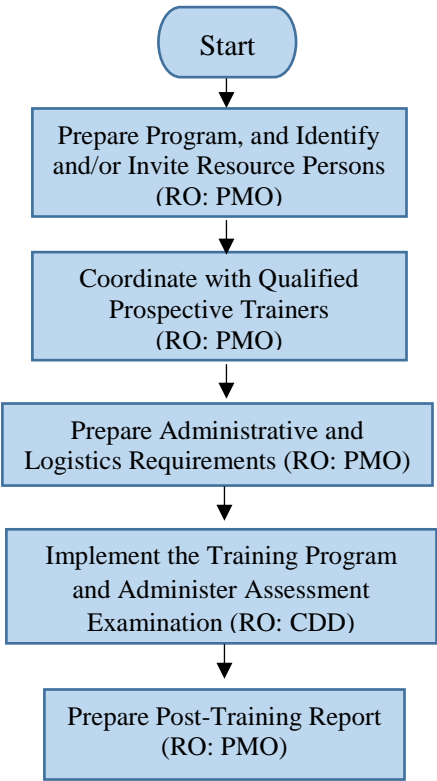
**Process Flow Chart 6:
CDD Programs – Recruitment, Training of Trainers and Skills**



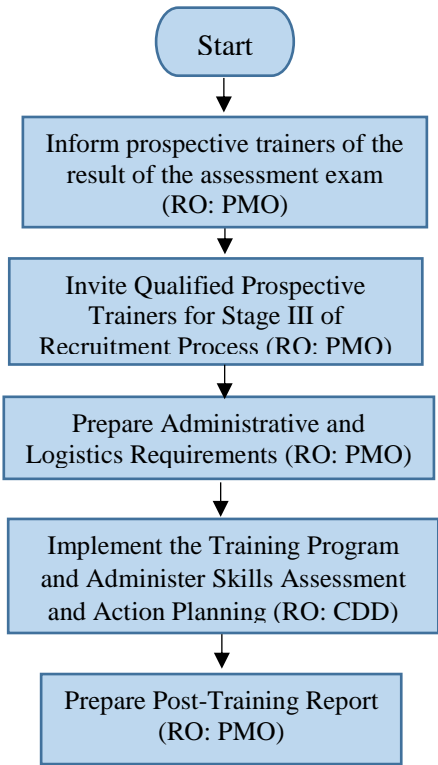
**STAGE I
PRELIMINARY SCREENING**



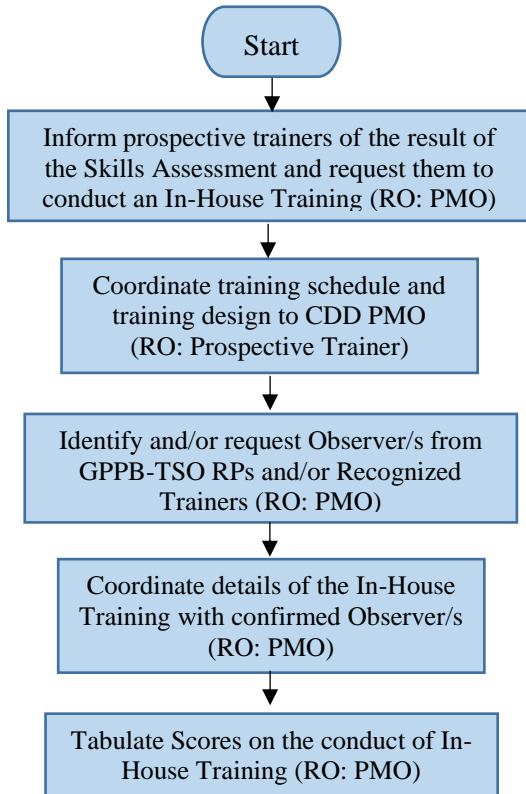
**STAGE II
TRAINING ON RA 9184 AND ITS IRR AND THE PHILIPPINE BIDDING DOCUMENTS, AND ASSESSMENT EXAM**



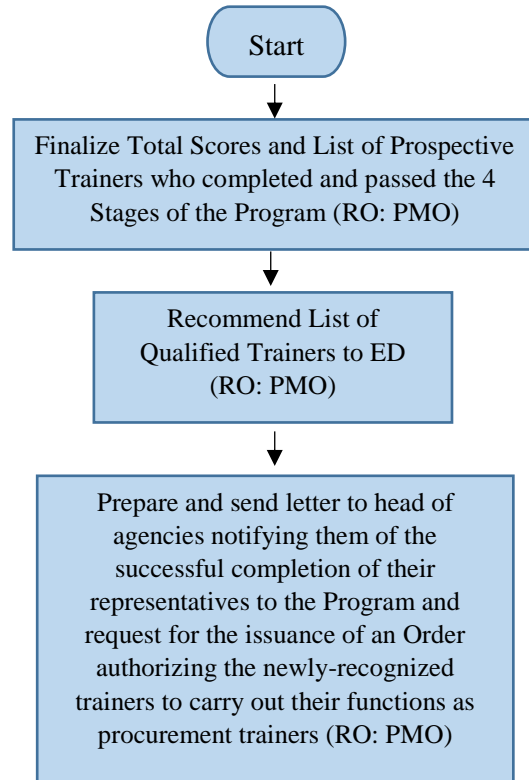
**STAGE III
SKILLS AND VALUES FORMATION AND EVALUATION OF FACILITATION AND PRESENTATION SKILLS**



STAGE IV
CONDUCT OF IN-HOUSE TRAINING



STAGE V
RECOGNITION AS GPPB-TSO TRAINER



STAGE I

1. The CDD PMO shall prepare the following: (a) qualifications of a prospective trainer; (b) list of invited agencies/offices, and (3) letter of invitation to Heads of agencies, subject to review and approval of the CDD Head.
2. Upon approval of the CDD Head, The CDD PMO shall send the letter of invitation including the information about the qualifications of a prospective trainer, with the nomination form to identified agencies.
3. Identified agencies /offices shall submit to the GPPB-TSO the accomplished Nomination Forms within the set deadline of submission.
4. CDD PMO shall conduct a Preliminary Screening of Requirements/Qualifications of Nominated Prospective Trainers and shall forward the list to the CDD Head, for approval.

STAGE II

1. CDD PMO shall prepare the final program of activities for the training on R.A. 9184 and its IRR, and the Philippine Bidding Documents; and shall identify and/or Invite Resource Speakers.
2. CDD PMO shall coordinate with the qualified prospective trainers as to their availability.
3. CDD PMO shall prepare the Administrative and Logistics Requirements such as Invitation Letters, Office Order, and

Purchase Request/s; and prepare supplies and materials to be used in the training.

STAGE III

4. The CDD team shall implement the training activity and administer the assessment exam.
5. The CDD PMO in-charge shall prepare the post-training report and shall submit it to the CDD Head.
1. CDD PMO shall inform prospective trainers of the result of the Assessment Exam.
2. CDD PMO shall invite the Qualified Prospective Trainers for the Skills Training and Values Formation Seminar-Workshop.
3. CDD PMO shall prepare the necessary administrative and logistics requirements for the training.
4. CDD team shall implement the training program and administer the Skills Assessment and Action Planning.

STAGE IV

1. CDD PMO shall inform the prospective trainers of the result of the Skills Assessment and shall request them to conduct an In-house Training as part of the Recruitment Process;

2. The prospective trainer shall coordinate with the CDD PMO the details of their In-house training schedule.
3. CDD PMO shall identify and /or request Observers/s from GPPB-TSO Resource Speakers and/or GPPB Recognized Trainers to evaluate the prospective trainers in the conduct of their in-house training.
4. CDD PMO shall tabulate the result of the In-house training conducted by the prospective trainers.

STAGE V

1. CDD PMO shall finalize the total scores of the prospective trainers who completed and passed the Recruitment Process and shall submit it to the CDD Head.
2. CDD Head will recommend the List of Qualified Trainers to the ED/DED;
3. CDD PMO will send letter and notify the head of the agencies of the result of the recruitment program and request the head of the agency for the Issuance of an Office Order authorizing the newly-recognized trainers to carry out their functions as GPPB Recognized Trainer.