

Ref. No. 2023- 104
November 14, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DIVISION/SECTION/UNIT HEADS

ATTENTION : PERMANENT EMPLOYEES

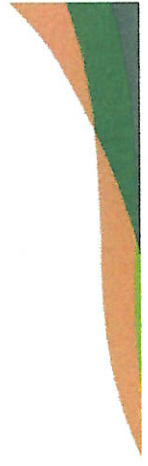
SUBJECT : INTERNAL GUIDELINES, PROCEDURES AND POLICIES FOR LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS

In the exigency of the service and pursuant to Department of Agriculture (DA) Memorandum Order No. 31, Series of 2021 dated April 29, 2021, which directs the creation of a Human Resource Development Committee (HRDC) in all DA RFOs, Bureaus, Attached Agencies, and Corporations. The Department of Agriculture-Bureau of Agricultural Research (DA-BAR) HRDC was constituted by virtue of Special Order No. 211, Series of 2022, as amended, to establish and strengthen the DA-BAR's Human Resource Management system, which is tasked to enhance, equip and develop the knowledge, skills, attitudes (KSA) and competencies of the DA-BAR personnel through formulation and implementation of Learning and Development (L&D) interventions. These include, but not limited to, training, seminars, workshops, conventions, conferences, and scholarships.

In view of this, the following guidelines, procedures, and policies for learning and development (L&D) interventions are crafted and prescribed:

I. GENERAL GUIDELINES

- I.A. All DA-BAR officials and permanent employees may avail of human resource development programs or L&D interventions to enhance and upgrade their leadership, organizational, core, and technical competencies and their KSA in general. Availment of these programs shall be based on
- 1.) BAR L&D Training Plan; and/or 2) Individual Development Plan (IDP);
 - 3) Supervisor's observation and objective assessment; 4.) Individual Performance Commitment Review (IPCR).
- I.B. All DA-BAR officials and permanent employees shall be provided with at least one (1) human resource development program or L&D intervention per year, in consonance with the Civil Service Commission's (CSC) Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Maturity Level II Indicator, pursuant to Memorandum Circular (MC) No. 24 Series of 2016.



- I.C. All information and invitations related to scholarships, training, seminars, conventions and conferences (local/foreign) received from L&D service providers shall be properly disseminated and coordinated to all permanent employees and/or target participants through the Human Resource Management Unit (HRMU) and upon instruction of the HRDC.
- I.D. The HRMU shall be responsible for facilitation, coordination and monitoring of human resource development programs of the bureau. All BAR Special Orders (SOs) authorizing employees to participate in the L&D programs and interventions (local/foreign) shall be prepared by the HRMU.
- I.E. All in-house training, seminars, workshops, conferences, conventions and other L&D programs/interventions conducted and/or participated by BAR employees shall be coordinated with the HRMU for evaluation and recommendation to the HRDC and the Director.
- I.F. There shall be no discrimination in providing L&D interventions and/or scholarships for BAR employees on account of gender identity, sexual orientation, age, civil status, disability, religions, ethnicity, and/or political affiliation under Equal Opportunity Principle (EOP).
- I.G. All participants who avail of outside L&D programs shall become part of BAR's potential pool of Subject Matter Experts (SME) as deemed needed by the bureau for in-house training/seminars.
- I.H. The HRDC shall conduct interview activities of applicants to determine and facilitate the selection of the most qualified nominees. Comparative Assessment Data or CAD (see *Annex C*) shall be prepared by HRMU for the use of HRDC during deliberations. CAD and interviews shall be necessary if the number of slots for nomination/application for the availing of L&D programs/interventions is limited or if the number of nominees is more than the number of slots available.
- I.I. The following Evaluation/Assessment Criteria shall be used by the BAR HRDC in determining the qualified nominee/s for L&D programs and interventions during deliberations:

| Criteria | Weight |
|---|--------|
| A. Job Relevance | 35% |
| B. Performance Rating | 20% |
| C. Work Experience and Outstanding Accomplishment | 20% |




| Criteria | Weight |
|---------------------------|-------------|
| D. Education and Training | 15% |
| E. Communication Skills | 10% |
| Total | 100% |

II. AVAILMENT AND APPLICATION PROCEDURES

II.A. Participation in Training, Seminars, Workshops, Conventions and Conferences

Step 1: Recommendation

- a. All employees who wish to avail of such L&D interventions shall secure a recommendation from their Division Head/Immediate Supervisor. The Division Head/Immediate Supervisor shall review the relevance and appropriateness of the intervention against the competency needs of the employee.
- b. The duly accomplished Recommendation Form (see Annex A), with attached Course Outline and/or Invitation Letter from the organizer/sponsor shall be submitted to HRDC through HRMU at least two (2) weeks prior to the scheduled L&D program or at least two (2) weeks prior to the deadline of submission of nomination/s set by the Department of Agriculture (DA) Human Resource Development Division (HRDD).
- c. In special cases where time is limited such as, but not limited to, receipt of the invitation letter for the participation in such L&D intervention is less than two [2] weeks, the employee may directly coordinate with the HRMU.

Step 2: Assessment and Evaluation

- a. The HRDC shall be responsible for the screening and evaluation of nominees, whether they meet the qualifications required for the L&D program or the requirements stated under II-6 of DA Memorandum Order No. 31, Series of 2021.
- b. CAD, Minutes of the Meeting and draft SO shall be prepared by the HRMU, upon concurrence and instruction of the HRDC.

Step 3: Approval and Communication

- a. Upon approval of the SO by the Director, its dissemination and posting shall be facilitated by the Records Unit (RU).




- b. The respective Responsibility Centers shall prepare and facilitate the Obligation Request and Status and Disbursement Voucher (ORS, DV) for payment of registration fees and other L&D-related costs.

Step 4: Attendance and Participation

- a. After completion of each L&D intervention, each participant must submit to the HRMU a copy of Certificate of Attendance/Completion and accomplish the BAR prescribed Learning Application Plan (LAP) completely and accurately. The LAP must contain the training details, employee's learnings or insights gained from the activity/program, and a complete learning application plan with timelines for its implementation.
- b. A copy of available training materials such as handouts, slides presentations, videos, recordings, etc. from the L&D interventions shall be provided to the HRMU for documentation and future reference.
- c. In the event that the authorized participant/s is/are unable to attend the L&D intervention, a justification citing their valid reason/s for not being able to attend shall be forwarded to HRMU prior to the L&D intervention for recording purposes.

Step 5: LAP Monitoring and Re-echo

- a. A Learning Application Plan (LAP) shall be submitted to HRMU within five (5) working days after the completion of the training program or within five (5) working days after returning to office from the L&D activity. Re-echoing of the activity (in small and/or big groups) shall be included in the LAP. Re-echoing activities shall be documented and submitted to HRMU for recording and filing.
- b. To monitor implementation of the learning application plan, the immediate supervisors of the participants shall accomplish the LAP Monitoring and Evaluation (M&E) Form and submit to HRMU within three (3) to six (6) months from the submission of participant's LAP.

II.B. Degree/Diploma Scholarship Programs

II.B.1. DA-BAR's MS and PhD Degree Scholarship Program

- a. For applications to the DA-BAR Degree Scholarship Program, the HRDC shall endorse the applicant/s to the Degree Scholarship Program Management Committee (DSPMC).

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- b. The grantee may avail of official study leave for the duration of their degree, provided that a copy of their scholarship contract is submitted to the HRMU.
- c. The implementing guidelines for DA-BAR Degree Scholarship Program are embodied in DA-BAR Memorandum Order No. 2022-001, issued on June 17, 2022.

II.B.2. Foreign Scholarship and Training Program (FSTP)

- a. For applications to FSTP, all interested employees may choose from the list of available scholarship programs under the FSTP posted on the official website and/or call for nominations of the administering offices.
- b. *All applications shall be coursed through the BAR HRDC for evaluation/assessment, whether they meet the qualifications required by the administering offices and the requirements stated under II-6 of DA Memorandum Order No. 31, Series of 2021.*
- c. Upon evaluation and assessment, a Letter of Nomination, addressed to the HRDC Chairperson of the Department of Agriculture-Office of the Secretary (DA-OSEC) and signed by the Head of the Bureau/Director, shall be prepared by the HRMU.
- d. The following basic documentary requirements shall be submitted to the DA-OSEC HRDC Secretariat along with the other documents required by the administering offices:
 - i. Letter of Nomination
 - ii. Certified True Copy of Service Record
 - iii. Certified True Copy of Statement of Actual Duties and Responsibilities
 - iv. Photocopy of Transcript of Academic Records (Baccalaureate/Graduate)
 - v. Photocopy of Diploma (Baccalaureate/Graduate)
 - vi. Certification that the nominee has no pending administrative and criminal case
 - vii. Certification that the nominee has no pending scholarship nomination for another program and has no pending service obligation for a previous scholarship for Government employees
 - viii. Updated Personal Data Sheet (PDS)/bio-data/resume/with a list of in-service training and seminars attended (Spell out acronyms; certificates of training need not be submitted)



ix. Human Resource Development Committee (HRDC) Deliberation Report with signatures of the members.

e. Prior to the availing of the foreign scholarship program, the DA-BAR and the grantee shall execute an Official Scholarship Service Contract. In consideration of his acceptance to the foreign scholarship grant, the grantee binds himself to the obligations stated under E.O. 367¹, amending E.O. 129². The bureau shall pay the salary and other financial privileges of the grantee as stated in the aforementioned E.Os. for the duration of the grant. The bureau shall also ensure that the grantee shall render the required service obligation after the scholarship program as provided in the Scholarship Service Contract.

II.B.3. Scholarship Service Obligations

Upon Completion of the Local/Foreign Course, the scholar must render the service obligation prescribed in Executive Order (E.O.) No. 367 Series of 1989.

| Nature | Scholarship Term | Service Contract |
|---|--|------------------|
| For academic/ Non-academic programs, including extensions | A fraction of a year less than two (2) months | Six (6) months |
| | A fraction of a year less than six (6) months but not less than two (2) months | One (1) year |
| | For every year or a fraction thereof not less than 6 months | Two (2) years |

II.C. Other Local L&D Programs (Scholarship Programs)

Availing of local scholarship programs shall follow the Procedures in Section II.A hereof.

¹ Further Amending Executive Order No. 129 Dated May 6, 1968, As Amended by Executive Order No. 421, Dated November 26, 1973

² Providing Rules and Regulations Governing Official Travel Abroad of Officials and Employees of the Government, Both National and Local, Including Government-Owned or Controlled Corporations, and Prescribing Rates of Allowances and other Expenses Therefor.



Prior to the preparation of the Special Order (SO) authorizing the employee to go on scholarship, the DA-BAR and the grantee shall execute a Scholarship Service Contract.

All grantees of scholarship programs shall be required to submit a Re-Entry Action Plan or REAP (see Annex D) to the HRMU within thirty (30) days after the completion of the scholarship program or within thirty (30) days after returning to office.

III. OTHER PROVISIONS ON AVAILING OF HUMAN RESOURCE DEVELOPMENT PROGRAMS

III.A. BAR permanent employees shall be authorized to participate in conventions, seminars, conferences, symposia, and such other activities *conducted by non-government organizations or private institutions* that require a registration fee as part of the human resource development program, chargeable against BAR funds and subject to availability of funds and government accounting and auditing rules and regulations.

III.B. Registration or participation fees shall not exceed two thousand (₱ 2,000) pesos per day for each participant unless supported by a justification stating the reason for the amount exceeding the ₱2,000/day/participant limit.

III.C. BAR employees may avail of other human resource development programs/L&D interventions on their own, provided that a copy of Certificate of Attendance/Participation shall be submitted to HRMU for documentation purposes and proper recording.

III.D. Pursuant to Executive Order (EO) No. 77, Series of 2019, Section 12. **Transportation Expenses.** "In case the officials and employees authorized to travel abroad **shall not** be provided with transportation by the host country or sponsoring organization, they shall be allowed transportation expenses for the economy class..." Further, Section 11.a states that "pre-departure expenses not exceeding Php3,500.00 shall be allowed to cover miscellaneous expenses...."

III.E. Those who avail of travel abroad for L&D interventions may be granted Daily Subsistence Allowance (DSA) based on the daily rates established by the International Civil Service Commission (ICSC) of the United Nations which may be accessed at www.undp.org.ph or at www.dfa.gov.ph of the Department of Foreign Affairs (DFA), also subject to the approval of the DA-Office of the Secretary. However, "if hotel/lodging, meals and incidental expenses are provided by the host country or donor institution, the DSA shall not be allowed" (EO 77, Section 14.c).

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III.F. Only personnel on travel abroad to attend international conferences or meetings shall be entitled to DSA differentials subject to the approval of the DA-Office of the Secretary, while personnel on scholarships, fellowships, training, workshops, and study grants abroad shall not be allowed payment of DSA differentials.

III.G. The nomination for the foreign degree scholarships and other training programs abroad shall be limited to one nominee per year, except for special cases (e.g. all expenses such as, but not limited to, tuition/registration fee, airfare, hotel/lodging, meals and other incidental expenses to be incurred for the program are provided by the administering office/organizer/sponsor) or personally shouldered by the nominee or where there are explicit instructions from the head of agency or the arrangements will be of no-cost to Philippine Government.

IV. FUNDING

The DA-BAR shall allocate funds for the learning and development (L&D) activities of the bureau to support the bureau's human resource development program, subject to the government accounting and auditing rules and regulations.

Funds for the L&D activities shall cover the expenditures for the conduct of BAR in-house L&D interventions, attendance and participation in training, seminars, workshops, convention, conferences provided by other government agencies and private L&D service providers and such other activities/programs enumerated hereof.

V. LIMITATION

These guidelines are supplementary to the Department of Agriculture (DA) Memorandum Order No. 31, Series of 2021.

VI. EFFECTIVITY

This order shall take effect immediately and shall remain in force unless revoked in writing. All issuances inconsistent herewith are deemed revoked.


JUNEL B. SORIANO, PhD





*Magsasakang Agrikultura,
Mabatid na Pagganap*

BAGONG PILIPINAS

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMC Bldg., Filinvest Road, corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8451 2800 and (+632) 8461 2900 • 14d@bar.gov.ph

REFERENCES

- Bureau of Agricultural Research. (2022, November 23). SO No. 211 s. 2022: Amending *Special Order No. 184, s. 2022 Reconstitution of the DA-BAR Human Resource Development Committee (HRDC)*
- Bureau of Agricultural Research. (2022, June 17). Memorandum Order No. 2022-001: *DA-BAR Degree Scholarship Program Implementing Guidelines*
- “CSC MC 24, s. 2016: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators,” CIVIL SERVICE GUIDE: A Compilation of Issuances on Philippine Civil Service, <https://www.csguide.org/items/show/946>.
- Department of Agriculture. (2021, April 29). Memorandum Order No. 31, s. 2021: *Amendment to Memorandum Order No. 09, Series of 2018 RE: Personnel Development Committee (PDC) Prescribed Guidelines, Policies, and Procedures on scholarships, Trainins, Seminars, Conferences, Conventions, and Study Leave.*
- Department of Budget and Management. (2016, April 22). NBC No. 563, s. 2016: *Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions,* <https://www.dbm.gov.ph/wp-content/uploads/Issuances/2016/National%20Budget%20Circular/NBC%20No%20563.pdf>

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www.bar.gov.ph



DA-BAR Official



Executive Order No. 77, s. 2019: Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel, march 15, 2019

Executive Order No. 367, s. 1989: Further Amending Executive Order No. 129, *Providing Rules and Regulations Governing Official Travel Abroad of Officials and Employees of the Government, Both National and Local, Including Government-Owned or Controlled Corporations, and Prescribing Rates of Allowances and other Expenses Therefor*, Dated May 6, 1968, As Amended by Executive Order No. 421, Dated November 26, 1973 (August 21, 1989).

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ANNEXES

- ANNEX A: Recommendation Form
- ANNEX B: Assessment and Evaluation Form
- ANNEX C: Comparative Assessment Data
- ANNEX D: Re-Entry Action Plan (REAP)
- ANNEX E: Process Flow of Attendance and Participation in Training, Seminars, Workshops, Conventions, Conferences and Scholarships

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Annex A

RECOMMENDATION FORM

Program Title: _____

Inclusive Date/s: _____

Service Provider: _____

Venue: _____

The following employee/s is/are recommended to attend the learning and development program stated above:

| Name of Employee/s | Position/ Designation | Reason/s for Recommendation |
|--------------------|--------------------------|--------------------------------|
| | | |
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| | | |

Date:

Recommended by:

*Immediate Supervisor/
 Head, Division/Section*





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 RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
 (+632) 8461 2800 and (+632) 8461 2900 • rad@bar.gov.ph
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 Bureo ng Ekonomiya

ASSESSMENT & EVALUATION FORM

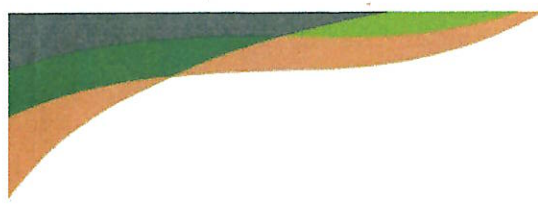
Annex B

COURSE/PROGRAM INFORMATION

| | |
|----------------------------|-------------------|
| | Program Title: |
| Other Program Information: | Inclusive Date/s: |

EMPLOYEE INFORMATION

| | |
|-------------------------|------------------------------|
| | Name of Employee: |
| | Position/Division: |
| | Reason/s for Recommendation: |
| Performance Ratings: | |
| Educational Background: | |
| Period: | |
| Period: | |



This form is to be completed during the interview activities to assess the nominee's overall qualifications for the attainment of the above-mentioned L&D program.

| CRITERIA | | | | | (5) | (4) | (3) | (2) | (1) |
|--|----------------|-------|---------|----------|-------------------|-----|-----|-----|-----|
| | Strongly Agree | Agree | Neither | Disagree | Strongly Disagree | | | | |
| JOB RELEVANCE: The L&D program is relevant to the nominee's position/required job competencies/bureau's mandate and/or in consonance with the nominee's Individual Development Plan (IDP). | | | | | | | | | |
| WORK EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS: The nominee has noticeable work experience and he/she has initiated or created significant changes in the workplace. | | | | | | | | | |
| EDUCATION AND TRAINING: The nominee has related educational background and/or training required or needed for the L&D program. | | | | | | | | | |
| COMMUNICATION SKILLS: The nominee demonstrates effective communication skills (verbal/written) and is able to share his/her thoughts and ideas in a clear and concise manner. | | | | | | | | | |
| Comment/s: | | | | | | | | | |

NAME OF EVALUATOR

Position, Department/Section



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BUREAU OF AGRICULTURAL RESEARCH
 RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
 (+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph
Magkano ang Agrikultura,
Magkano ang Ekonomiya

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COMPARATIVE ASSESSMENT DATA

Program Title: _____
 Inclusive Date/s: _____
 Service Provider: _____
 Other Information: _____
 Qualification Requirements (QR) prescribed by the L&D Service Provider:

- _____
- _____

| Remarks | Total | Assessment & Evaluation Criteria | | | | | Position/ Division | Name of Nominees (LAST NAME, FIRST NAME, MIDDLE INITIAL) |
|---------|-------|----------------------------------|---|--|---------------------------|-------------------------|-----------------------|--|
| | | A. Job Relevance | B. Performance Rating (2 Consecutive Periods) | C. Work Experience and Outstanding Accomplishments | D. Education and Training | E. Communication Skills | | |
| | | 35% | 20% | 20% | 15% | 10% | | |
| | | A | B | C | D | E | | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
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Human Resource Development Committee

Head, PDD
Member

Position/Division
2nd Level Representative,
ABARE, Principal

Head, KMISD
Member

Position/Division
Ad Hoc L&D Focal Point
Person

Head, PMELD
Member

Position/Division
1st Level Representative,
Principal

Head, HRMU
Member

Assistant Director
Chairman

RE-ENTRY ACTION PLAN (REAP)

A. Background Information

| | |
|------------------------------------|--|
| Program Title: | |
| Inclusive Dates: | |
| Name of Employee: | |
| Position, Division/Section: | |
| Workplace Situation: | |

| | |
|--------------------------|--|
| REAP Title: | |
| Objectives: | |
| Start Date: | |
| Expected Outputs: | |

B. Action Steps

| Action | Responsible Person | Support Needed from: | Target Date |
|--------|--------------------|----------------------|-------------|
| | | | |
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You may continue on a separate sheet.



C. Required Resources

| | |
|---|--|
| Physical and human resources required to successfully implement the action plan: | |
| Budget resources required to successfully implement the action plan: | |

Prepared by:

Name of Employee

Position, Section/Division

Reviewed by:

Name of Division/Unit Head

Head, Division/Unit

Approved:

JUNEL B. SORIANO, PhD

Director





REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
 RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
 (+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

Annex E

PROCESS FLOW OF ATTENDANCE AND PARTICIPATION IN TRAINING, SEMINARS, WORKSHOPS, CONVENTIONS, CONFERENCES AND SCHOLARSHIPS

| Flow Chart | Input | Output | Responsible Person/s | Timeline |
|-------------------------------------|---|--|---|---|
| STEP 1: RECOMMENDATION | <ol style="list-style-type: none"> Request to participate in/ attend to L&D intervention BAR L&D Training Plan/ IDP/ Supervisor's Observation and Objective Assessment/IPCR | <ol style="list-style-type: none"> Fully accomplished Recommendation Form with attached Invitation Letter, Course Outline/Training Details | <ol style="list-style-type: none"> Division Head/ Immediate Supervisor Participant/Grantee | At least two (2) weeks prior to the scheduled L&D program or at least two (2) weeks prior to the deadline of submission of nomination/s set by the DA |
| STEP 2: ASSESSMENT & EVALUATION | <ol style="list-style-type: none"> Duly accomplished Recommendation Form with attached Invitation Letter, Course Outline/ Training Details | <ol style="list-style-type: none"> Comparative Assessment Data (CAD) (if slot for L&D intervention is limited) HRDC Minutes of the Meeting (if applicable) Draft Special Order (SO) | <ol style="list-style-type: none"> HRDC HRMU | SO: 2-3 working days after convening of HRDC |
| STEP 3: APPROVAL & COMMUNICATION | <ol style="list-style-type: none"> CAD HRDC Minutes of the Meeting Draft SO | <ol style="list-style-type: none"> Approved SO Disseminated and posted SO to the BAR bulletin board Prepared and Facilitated Obligation Request and Status-Disbursement | <ol style="list-style-type: none"> Office of the Director Records Section Responsibility Center Participant/Grantee | Communication: One (1) working day upon approval of the SO |

| Flow Chart | Input | Output | Responsible Person/s | Timeline |
|--|----------------|--|--|--|
| | | Voucher (ORS-DV) 4. For scholarship programs- Signed Scholarship Service Contract | | |
| STEP 4: ATTENDANCE & PARTICIPATION | 1. Approved SO | 1. Training Materials 2. Learning Application Plan (LAP) and Certificate of Attendance/Completion 3. Justification (in the event that authorized participant/s is/are unable to attend/participate to the L&D intervention) 4. For scholarship programs- Re-entry Action Plan (REAP) | 1. Participant/Grantee | LAP: Within five (5) working days after the completion of the training program or within five (5) working days after returning to office REAP: Within thirty (30) working days after the completion of the scholarship program or within thirty (30) working days after returning to office |
| STEP 5: LAP MONITORING & RE-ECHO | 1. LAP | 1. Documentation of LAP/ Re-echoing of the L&D Intervention 2. LAP Monitoring and Evaluation (M&E) Form | 1. Participant/Grantee 2. Division Head/ Immediate Supervisor | LAP M&E: within three (3) to six (6) months from submission of participant's LAP |

