I. LEGAL BASIS

a. CSC Memorandum Circular No. 3, Series 2012, Re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME –HRM); and


II. OVERVIEW/RATIONALE

The Bureau of Jail Management and Penology (BJMP) is a government agency that specializes in safekeeping and development of persons deprived of liberty (PDL). The complexity and peculiarity of the profession requires specific skillset honed through experience and trainings specially crafted by the Bureau. Aside from the conduct of human resource development activities, constant evaluation and monitoring provide feedbacks that determine the need to improve and adopt changes relative to the dynamics of the profession.

Trainings and seminar are learning and development activities aimed at enhancing current skills, knowledge, or experience of participants on certain area(s) of interest. The Bureau regularly conducts or facilitates such activities either in collaboration with other agencies or by itself for the purpose of promoting professional and personal growth to the participants. Establishing and conducting effective and responsive learning experiences require substantial time and resources. The impact of these activities must be measured and evaluated to ensure that the Bureau is achieving the desired short term and long term overall result. A Training Impact Evaluation (TIE) on all Bureau conducted learning and development activities ensure that trainings are updated and efficient in delivering its objectives.

The process stated herein aims to establish the procedure in the conduct of Training Impact Evaluation on all Bureau facilitated trainings or seminars to ensure quality and responsive learning and development programs for personnel.

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III. PURPOSE

The purpose of the policy is to regularly evaluate the impact of BJMP facilitated trainings and seminars to ensure quality service, and effective and efficient use of government resources.

IV. SCOPE

Training Impact Evaluation shall be conducted to all BJMP facilitated trainings and seminars.

V. PROCEDURE

DHRD shall keep a list of Bureau facilitated learning and development interventions and its participants for purposes of monitoring. Participants who will determine the significance of the Training Impact Evaluation procedure shall be randomly selected among the list. Number of participants who will undergo evaluation procedure must be at least 50% of the total participants to generate accurate feedback on the activity.

DHRD shall coordinate with C, HRDD for the conduct of TIE to personnel. A memorandum addressed to the C, HRDD shall contain the list of personnel (participants and their supervisor) to accomplish the TIE as part of the procedure. TIE forms may be downloaded at the official DHRD website or accomplished online. Filled-out forms shall be submitted to regional HRDD and endorsed to DHRD.

After the written evaluation, DHRD shall determine if participants of learning and development intervention shall undergo panel interview and shall schedule the same in coordination with C, HRDD. Interviews are to be facilitated by regional HRDD personnel guided by standard questions provided by DHRD but interviewers may ask questions not in the list provided but substantial in rating and obtaining the objectives of the activity.

The interview panel shall consist of D, DHRD or C, HRDD, immediate supervisor of the interviewee, and Bureau’s Subject Matter Expert (SME) on the training or activity attended. Other officers may be added to the panel provided that the aforementioned

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are included. Findings of the panel are to be forwarded to the DHRD together with other pertinent documents.

Upon completion of all procedures, DHRD shall evaluate data and prepare report and recommendations. Evaluation report containing findings and recommendations shall be submitted to the Human Resource Development Council (HRDC) for evaluation and official recommendation through a council resolution. Resolution shall then be endorsed to the Chief, BJMP routed through the Command Group for approval.

If approved, DHRD shall endorse to concerned office(s) the implementation of approved action(s).

TIE procedure shall be conducted at least six (6) months from the date the learning and development intervention being evaluated was conducted. DHRD shall review forms and documents used in the Training Impact Evaluation procedure on its own or upon recommendation by concerned office or personnel.

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VI. PROCESS FLOW

START

DHRD maintain list of trainings and participants

DHRD randomly selects participants to undergo TIE procedure

Regional HRDD direct personnel to accomplish TIE forms

Schedule TIE of trainings conducted at least 6 months prior

Memorandum to C, HRDDs directing the conduct of TIE to at least 50% of participants

Forms are to be accomplished within 24 hours of notice, downloadable at website

DHRD schedule 2nd phase in coordination with HRDD; HRDD form panel

DHRD determine whether participants need to undergo interview (2nd phase of TIE)

Regional HRDD consolidate forms and forward to DHRD

Interview must be completed within 5 days of notice from DHRD

2nd phase based on: duration, objectives, funding, and number of participants of training

Accomplished forms are to be submitted within 5 days from notice of conduct of TIE

HRDD consolidate and submit interview documents to DHRD

DHRD prepare TIE report to be submitted to HRDC for evaluation

HRDC resolution endorsed to C, BJMP for approval

Submit interview documents, arranged with tabbing, within 5 days upon completion

TIE report to be used as basis for course/training revisions

DHRD endorse approved action(s) to concerned office(s) for implementation

END

VII. REPEALING CLAUSE

All BJMP issuances/directives that are inconsistent with the provisions of this policy are hereby repealed and/or modified accordingly.
VIII. SEPARABILITY CLAUSE

If, for any reason, any part or provision of this policy is declared invalid or unconstitutional, any part or provision not affected thereby shall remain in full force and effect.

IX. EFFECTIVITY

This SOP shall take effect fifteen (15) days after the approval of the Chief, BJMP.

Approved and signed this _______ day of ___________ 2019 at BJMP National Headquarters, 144 Mindanao Avenue, Quezon City.
# Training Impact Evaluation Tool (Supervisor)

## Training Profile

<table>
<thead>
<tr>
<th>Name of Training</th>
<th>Date Conducted</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place Conducted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Participants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Provider</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Objectives</td>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c)</td>
<td></td>
</tr>
</tbody>
</table>

**Instructions:** This Training Impact Evaluation Tool is designed for supervisors to evaluate the impact of the training participated by their subordinate. In reference to the above training, please indicate to what degree you agree with each statement using this rating scale:

1 = Strongly Disagree  
2 = Disagree  
3 = Agree  
4 = Strongly Agree  
N/A = Not Applicable

**Please use “Comments” to provide a brief explanation or further feedback.**

### The Training/Seminar

| 1. Prior to the above-mentioned training, the purpose and objectives was clear to the supervisor and participant. | 1 | 2 | 3 | 4 | N/A |
| 2. Prior to the above-mentioned training, expectations on the outcome and output of the participant was clear. | 1 | 2 | 3 | 4 | N/A |

**Comments:**

### Training Application

| 3. Training was applicable in current job function of participant | 1 | 2 | 3 | 4 | N/A |
| 4. If answered “Agree” or “Strongly Agree” to Question 3, What are the most significant reasons? (Check All that apply) | | | | |

- The training/seminar itself
- Help from immediate supervisor/seniors
- Formal or informal recognition of efforts
- Past experiences of participant(s)
- A good system of accountability
- Referring back to course material
- Learning from training/seminar Instructors
- Own efforts and discipline of participant(s) to apply what was learned
- New and additional trainings attended by participant(s)
- Extra help from co-workers

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Jail Director

**Approved By:**

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5. If answered "Disagree" or "Strongly Disagree" to Question 3, what are the main reasons? (Check All that are true)

<table>
<thead>
<tr>
<th>Reason</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was learned is not useful to current designation of participant/s</td>
<td>Participant/s have difficulty in applying learning/s</td>
</tr>
<tr>
<td>Participant/s do not use or apply learning/s</td>
<td>There is no benefit to apply learning/s</td>
</tr>
<tr>
<td>Participant/s not assigned to designations related to training/seminar</td>
<td>Participant/s is/are unable to apply learning/s</td>
</tr>
<tr>
<td>Participant/s have too many things to do</td>
<td>The training is already obsolete</td>
</tr>
</tbody>
</table>

Other Reasons/ Comments:

Overall

6. The training produced desired result/s

<table>
<thead>
<tr>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

Please cite a situation wherein the training was applied by the participant/s in your workplace.

Already seeing positive results from this training/seminars

<table>
<thead>
<tr>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

Please indicate specific instance/s or improvement/s brought about by the training/seminar.

8. Expecting positive results from this training in the future

<table>
<thead>
<tr>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

Please specify outcomes or results that you are expecting in the future because of the training.

9. What suggestions do you have to improve the applicability of the training?

10. Please provide a specific example, if any, on how the training helped the unit achieve positive results.

Thank you for taking time to answering this Training Impact Evaluation Tool for Supervisors. Furthermore, may we request for your contact numbers and email address so we might contact you, in case we may need additional information and details. Thank you.

Name

Unit Assignment

Contact numbers

Email Address

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ANNEX B

Directorate for Human Resource Development

TRAINING IMPACT EVALUATION TOOL (Participant)

<table>
<thead>
<tr>
<th>Training Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Training</td>
</tr>
<tr>
<td>Date Conducted</td>
</tr>
<tr>
<td>Place Conducted</td>
</tr>
<tr>
<td>Number of Participants</td>
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<tr>
<td>Training Provider</td>
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<tr>
<td>Training Objectives</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

INSTRUCTIONS: On a scale of 1 to 4, rate the course in each of the indices below. The ends of the scale are as indicated per item. Encircle the number which best indicates your rating.

<table>
<thead>
<tr>
<th>1 none</th>
<th>2 some</th>
<th>3 most</th>
<th>4 all</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. COURSE OBJECTIVES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. COURSE EXPECTATIONS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. TRAINING MATERIALS/HANDOUTS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructions: Thinking about the training you completed, please indicate to what degree you agree with each statement using this rating scale:

1 = Strongly Disagree  2 = Disagree  3 = Agree  4 = Strongly Agree  N/A = Not Applicable
Please use "Comments" to provide a brief explanation or further feedback.

<table>
<thead>
<tr>
<th>The Training/Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prior to attending the training, its purpose/s and objective/s were clear:</td>
</tr>
<tr>
<td>2. Prior to the training, expectations on the outcome and output of participants were clear.</td>
</tr>
</tbody>
</table>

Comments:

<table>
<thead>
<tr>
<th>Training Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Training was applicable in current job function.</td>
</tr>
</tbody>
</table>

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Jail Director

Chief, BIMP

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4. If answered "Agree" or "Strongly Agree" to Question 3, what are the most significant reasons? (Check All that apply)

<table>
<thead>
<tr>
<th>Reason</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>Formal or informal recognition of efforts</td>
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<tr>
<td>My past experiences</td>
<td>New and additional trainings attended</td>
</tr>
<tr>
<td>A good system of accountability</td>
<td>Extra help from my co-workers</td>
</tr>
</tbody>
</table>

Other Reasons/ Comments:

5. If answered "Disagree" or "Strongly Disagree" to Question 3, what are the main reasons? (Check All that are true)

<table>
<thead>
<tr>
<th>Reason</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was learned is not useful to current designation</td>
<td>Too difficult to apply</td>
</tr>
<tr>
<td>Have been told not to use it</td>
<td>There is no benefit in applying it</td>
</tr>
<tr>
<td>Don’t remember what was learned</td>
<td>Training/seminar was not able to impart all the necessary knowledge</td>
</tr>
<tr>
<td>Have too many things to do</td>
<td>The training is already obsolete</td>
</tr>
</tbody>
</table>

Other Reasons/ Comments:

Overall

6. The training was worthwhile                                           1  2  3  4  N/A

Please cite certain situation/s when your training was applicable in your workplace.

7. Already seeing positive results from this training/seminars           1  2  3  4  N/A

Please specify improvement/s that is/are product/s of the training.

8. Expecting positive results from this training in the future           1  2  3  4  N/A

Please specify improvement/s that you are expecting in the future because of the training.

9. What are your suggestions to be able to apply or to better apply what you have learned?

10. Please provide a specific example on how the training has helped you achieve positive results in your current designation.

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We will be conducting random interviews among the participants of this survey to get more information and details. Please provide your contact numbers and email address so we may contact you and make convenient arrangements. Thank you.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Assignment</td>
</tr>
<tr>
<td>Contact number</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
</tbody>
</table>

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