



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. 002021-06-0008 *JK*

PERSONNEL DEVELOPMENT COMMITTEE

POLICIES AND GUIDELINES ON LEARNING AND DEVELOPMENT (L & D)

I. STATEMENT OF POLICY

Consistent with the Department of Energy's vision to become a center of excellence in government service and ensures that the public is served by professionals, well trained, skilled personnel, the Department commits to a systematic program of development for its employees and to the continued improvement of its work environment conducive to the development of personnel skills, knowledge, and values.

Availment of human resource opportunities shall be based on job performance and the employees' needs for growth and advancement as aligned with the Department's goals. There shall be no discrimination in the selection of employees for training as the DOE's policy is to adhere to the Equal Opportunity Principle (EOP), and to strictly observe the principles of merit, fitness and equality, regardless of gender, civil status, disability, religion, ethnicity, social status, and/or political affiliation.

Learning and Development is a shared responsibility of both the personnel and the Agency. The DOE Employees are expected to acquire and maintain the knowledge, skills, and competencies related to their position and functions, as well as develop and pursue human resource development plans that are aligned with the Agency's mandate and priorities. The Department, on the other hand, is committed to the maximum development and utilization of the employees' abilities, skills, and potentials, thus, it shall undertake the following:

1. Establish and maintain a systematic plan of action for learning and development of employees at all levels in accordance with CSC standards;

2. Make available learning and development opportunities for career and personal growth on the basis of performance and accomplishments, not on personal considerations;
3. Keep track that every employee, regardless of personal circumstances, shall have undergone at least one (1) learning and development intervention during the year;
4. Develop a culture of productivity in the Department by continuously providing appropriate learning and development interventions;
5. Provide coaching and mentoring activities or other learning and development interventions whenever deemed necessary, for the employee's improvement in work performance and behavior;
6. Monitor the working environment and take appropriate and immediate action on issues involving EOP; and,
7. Conduct periodic review of employees' training needs based on the competencies and agency's agenda/ thrust/ priorities.

II. OBJECTIVES

1. To facilitate the enhancement/upgrade of knowledge, skills and attitude of the Department of Energy (DOE) personnel for professional and personal growth in furtherance of its goals and objectives.
2. To provide the DOE personnel with opportunities for study and non-study programs under a fair and equitable system of implementation.

III. DEFINITION OF TERMS

1. Actual Service	refers to Scholarship or Training Contract fulfillment, which includes services rendered during maternity/ vacation and sick leaves with pay. The start of the services rendered by the Grantee is computed upon his/her return to the DOE.
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<p>2. Conference/meeting/workshop/symposium/convention congress/forum</p>	<p>refers to activities involving free discussion and exchange of ideas and may include demonstration methods and practical application of skills and principles, resulting in group output.</p>
<p>3. Civil Service Commission Local Scholarship Program (CSC-LSP)</p>	<p>refers to the scholarship grant offered by the CSC to all civil servants who may wish to pursue master's degree or complete a bachelor's degree on full-time study. Applicants for the said program will have to pass the CSC requirements and shall be bound by a scholarship contract with CSC and DOE.</p>
<p>4. Delegate</p>	<p>refers to an attendee at conferences/meetings/workshops/symposia/conventions/congresses fora.</p>
<p>5. DOE's In-House Master's Degree Scholarship Program</p>	<p>refers to the 1-2 year Master's Degree Program conducted in-house at the DOE, which provides for full scholarship to 40-60 employees/officials of the DOE and could possibly be extended to attached agencies (PNOC, NEA, NPC, TRANSCO, PSALM), depending on the grant. The DOE grantees shall be bound by a Scholarship Contract entered into with the DOE.</p>
<p>6. Diploma/Certificate</p>	<p>refers to a non-degree short course of study that lead to a credential, which is completed within a year or a year-and-a half. Grantees of diploma/ certificate programs shall be bound by a scholarship contract entered into with DOE.</p>
<p>7. Grantee</p>	<p>refers to a recipient of a study program.</p>

<p>8. National Scholarship Fund for Development (NSFD)</p>	<p>refers to a "study-now-pay-later" scheme designed to provide employees with opportunities to acquire technological (vocational course) or complete formal education (collegiate course), or pursue post-graduate courses (Master's Degree) during weekends or after regular working hours, and which scholarship does not require any service obligation (LOI No. 468, s.1976; CSC MC No.2 and 7, s. 1977)</p>
<p>9. Nominee</p>	<p>refers to a DOE employee nominated by the concerned unit through the Personnel Development Committee (PDC) endorsed by the DOE to the sponsoring/ organizing agency/ institution.</p>
<p>10. Non-study programs</p>	<p>refers to local and foreign conferences, meetings, workshops, symposia, conventions, congresses, fora, and attendance in other professional activities.</p> <p>Foreign non-study programs, except meetings will be bound by scholarship contract / service obligation</p>
<p>11. Personnel Development Committee (PDC)</p>	<p>refers to the committee in the DOE tasked to formulate and establish training and development policies. Likewise, it screens and makes recommendations to the Agency Head on employees' nominations for study and non-study programs.</p>
<p>12. Scholarship/Study Grant</p>	<p>refers to regular degree courses (Bachelor's, Master's or Doctorate) which carry both the financial and moral support of the DOE; may be local or foreign and is within the field of study or work-related to the grantee's official duties and functions. Grantees</p>

	<p>of scholarship/study grants shall be bound by a scholarship contract entered into with the DOE.</p>
<p>13. Study Leave</p>	<p>refers to a maximum six (6)-month leave with pay, availed of by DOE employees for purposes of BAR or Board review, or completion of master's degree pursuant to Civil Service Commission (MC No. 21, s. 2004 dated 14 September 2004)</p>
<p>14. Study Program</p>	<p>refers to local and foreign degree and non-degree programs which aim to develop human resources for professional and personal effectiveness. Grantees of study programs shall be bound by a scholarship contract entered into with the DOE.</p>
<p>15. Study/Tour/Plant Visit/Observation Program</p>	<p>refers to activities organized to familiarize employees, or to enable them to observe the operations of relevant facilities and the technological developments. Grantees of study/tour/plant visit/observation programs shall be bound by scholarship contract entered into with the DOE.</p>
<p>16. Continuing Professional Education/Development (CPE/CPD)</p>	<p>refers to a Non-study Program which aims to develop the technical and non-technical skills in order to enhance and upgrade the practice of professions and to continuously improve the competence of professionals in accordance with the international standards of practice.</p> <p>Attendance to CPE/CPD programme is being granted for the renewal of the employee's Professional Identification Cards (CSC MC No. 18, s. 2018)</p>

17. Training/Seminar	refers to non-degree programs which aim to develop or enhance existing knowledge, skills, attitudes, discipline or behavior of the employees to improve performance. Grantees of trainings/seminars shall be bound by a scholarship contract entered into with the DOE.
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IV. COVERAGE

1. Who are covered?

All DOE employees in the first and second-level positions, whether holding permanent, temporary*, co-terminous*, contractual*, and casual* appointments; and employees from other government agencies detailed to DOE.

2. What programs are covered?

a. Study Programs (Local and Foreign)

a.1 Degree Programs

Scholarships / study grants (given by institutions recognized by the Civil Service Commission, Department of Budget and Management and the Commission on Higher Education) for under- and post-graduate courses (Bachelor's / Master's / Doctorate), and degree courses sponsored by the DOE.

Scholarships / study grants shall include but are not limited to the National Scholarship Fund for Development (NSFD), Civil Service Commission Local Scholarship Program (CSC-LSP), the Development Academy of the Philippines' Customized Master in Public Management Program (DAP-MPM), and the Department of Science and Technology – Philippine Council for the Development Academy of the Philippines' Customized Industry and Energy Research and Development (DOST-PCIERD), the guidelines for which scholarships/study grants are attached and shall form part of these Guidelines.

* Only for short-term and non-study courses which do not require any service obligation

a.2 Non-degree Programs

Certificate / diploma courses / training / seminar programs / study tours / plant visits / observation-orientation programs

b. **Non-study Programs (Local and Foreign)**

Conferences / meetings / workshops / symposia / conventions / congresses / fora / and attendance in professional activities

c. **Study Leave**

A support program for DOE officials and employees who will be taking up Bar/Board review classes; writing thesis/dissertation for completion of master's/doctorate degree. A maximum of six (6) month leave with pay may be availed. Such shall be bound by a Service Contract, depending on the length of the Leave with pay availed of.

V. GUIDELINES FOR NOMINATION

1. How are invitations disseminated?

All invitations from government and private organizations and / or training institutions, inter-regional and international institutions shall be subject to the following dissemination procedure:

- a. In the interest of equitable distribution of study and non-study programs as well as travel opportunities, whether local or foreign, all relevant invitations / communications shall be coursed through the Human Resource Management Division (HRMD). Said invitations shall be for dissemination to all DOE units through memoranda, DOE Intranet and posting at the DOE bulletin boards.
- b. Nominees shall comply with the requirements as well as the deadline for submission of nomination set by the HRMD.

- c. Direct invitations to employees who are focal points and/or those directly involved in training or travels that are project related shall no longer be disseminated by the HRMD.

3. Who can be nominated?

- a. All employees up to second-level positions may be nominated to any study or non-study program if they meet the following basic requirements:

- a.1 Compliance with the sponsors' educational / training institutions' requirements;
- a.2 Timely submission of Performance Evaluation System Forms (PESFs), with the following performance ratings, for the period immediately preceding the evaluation:

Very Satisfactory (VS) - performance rating for the last two (2) rating periods	- Study Leave, degree courses and foreign non-degree and non-study programs
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Satisfactory (S) performance rating for the last rating period	- Local non-degree and non-study programs
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- a.3 DOE residency as follows:

Study Program

- Degree programs

Doctorate	- 4 years
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Master's	- 3 years
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Bachelor's	- 2 years
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- Non-degree program
 - < 6 months - 1 year
 - 6 –12 months - 2 years

Non-study Program - 6 mos.

Study leave - 3 years

- a.4 Good health (based on the most recent DOE and other government-accredited Physical & Medical Examination results);
- a.5 No pending administrative and / or criminal charges;
- a.6 Certification from the division chief or head of office that the employees' attendance in study or non-study programs with a duration of thirty (30) calendar days or more shall not affect the operations of the division or unit concerned. In no case shall the number of personnel attending study or non-study programs with a duration of thirty (30) calendar days or more, exceed ten percent (10%) of the total number of filled positions in the division/office. Division/s offices with less than ten (10) employees shall be entitled to nominate one (1) employee.
- a.7 Certification from the division chief or head of office of who will assume or take over of the tasks/responsibilities while the employee/nominee is on training/ on leave.
- b. Contractual employees may likewise be nominated to study / non-study programs if they meet the abovementioned requirements and subject to the following conditions:
 - b.1 The employee has served the DOE continuously for at least one (1) year at the time of nomination and has proven competence, efficiency and dedication in the line of work.

- b.2 All provisions specified under the CSC C No. 13, s. of 1987 are met; and
 - b.3 The training grant duration shall not exceed two (2) months except in highly meritorious cases as may be determined by the PDC.
- c. Employees who have attended study/non-study program who have served the following percentages of their service obligations, except those employees who will attend project-related study programs:
 - c.1 For service obligation of two (2) years or more, at least fifty percent (50%) of existing service obligation, at the time of commencement of the new study program to which an employee is nominated.
 - c.2 For service obligation of less than two (2) years (DOE sponsored/endorsed degree programs where the nomination is for another degree program), one hundred percent (100%) of service obligation at the time of the commencement of the new degree program.
- d. Employees who have no pending nominations to other study/non-study programs. Nominations are considered pending when the Secretary has approved the PDC recommendation. An employee may waive his/her pending nomination but the new nomination shall be considered only six (6) months after execution of such a waiver.
- e. Employees who are not yet holders of bachelor's/master's / doctorate degrees and who would like to avail of DOE-sponsored / endorsed scholarships for bachelor's/master's/doctorate degrees.
- f. Employees who are already bachelor's degree holders who would like to obtain a bachelor of laws degree.

- g. Employees who are invited as Resource Speakers (provided the invite has been forwarded to and received by the Office of the Secretary) or as members of task forces or designated as Focal Points. Considering the nature of their nominations, the following basic requirements are waived:
 - h.1. service obligation; and,
 - h.2. no pending nomination
 - h.3. undertaking of who will take over

- h. New employees who are required to attend to work-related trainings necessary to perform particular tasks (e.g. PRDD's safety training for rig inspection). As such, the residency requirement may be waived.

- i. Employees who are registered and licensed professionals who need to comply with the government rules on Continuing Professional Education/Development (CPE/CPD). As such, registration fees shall be funded by the DOE.

3. **How to nominate?**

Except for nominations involving focal points or their duly authorized representatives for non-study programs, which nominations shall be acted upon by the Secretary, all other nominations shall be coursed through the PDC for deliberation and eventual recommendation to the Secretary or his duly authorized representative, and shall follow the procedure below:

- a. The employee/nominee accomplishes the prescribed nomination form bearing the recommendation of the Division Chief/Head of Unit and the endorsement of the Bureau/Service Director/ Head of Office.

- b. He/she forwards the fully accomplished form to the Budget Division or other concerned units (for funding outside of the DOE regular budget) for certification of fund availability.

- c. He/she submits the properly accomplished form/s to the PDC Secretariat, copy furnished the PDC Chairperson. Late submissions of nominations shall not be acted upon by the PDC.
- d. The PDC Secretariat/HRMD initially screens the nomination/s, conducts pre-PDC meeting, and schedules PDC deliberations.

VI. PDC GUIDELINES FOR EVALUATION

- 1. The PDC shall act only on nominations with funding sources, the identification of which shall be the nominating office's responsibility.
- 2. The PDC may conduct personal interviews to further evaluate and/or screen any nominee.
- 3. The PDC shall be guided by the following evaluation criteria:

3.1 Relevance to the mandate of the beneficiary's office 25%

On a scale of 1 to 5, rate the nominee where 5 is the highest and 1 is the lowest, where n is the rating and 5 is the constant factor, computed as follows:

$$\frac{n}{5} \times 25$$

3.2 General applicability to actual duties and responsibilities and/or immediate/ future work assignments 30%

On a scale of 1 to 5, rate the nominee where 5 is the highest and 1 is the lowest, where n is the rating and 5 is the constant factor, computed as follows:

$$\frac{n}{5} \times 30$$

3.3 Frequency of availment of the study program from the DOE, computed as follows: 20%

Where: n' = raw score

n = actual no. of study programs availed of for the last 10 years

N = highest no. of study programs availed of among the nominees

20 = max. percentage attainable per nominee

$$n' = \frac{n}{N} \times 20$$

Frequency Table

Percentage (%)	n'
20	0
19	1
18	2
17	3
16	4
15	5
14	6
13	7
12	8
11	9

10	10
9	11
8	12
7	13
6	14
5	15
4	16
3	17
2	18
1	19
0	20 or more

Example:

Fact: Messrs. Cruz, Santos and Perez have availed of 10, 12 and 8 study programs, respectively, in the DOE.

Computations:

$$\begin{aligned}
 \text{A: } n' &= 10/12 \times 20 = 16.66 = 4 \\
 \text{B: } n' &= 12/12 \times 20 = 20 = 0 \\
 \text{C: } n' &= 8/12 \times 20 = 13.33 = 7
 \end{aligned}$$

To find the corresponding frequency percentage, refer to the above frequency table.

Answer: Messrs. Cruz, Santos and Perez get 4%, 0% and 7%, respectively, the last being the highest.

3.4 Length of service in the DOE
computed as follows:

15%

Where:

n= no. of years of service in
the DOE

N=max. no. of years of
service in the DOE among nominees

15=max. percentage attainable by each nominee

$$\frac{n}{N} \times 15$$

Example:

Fact: Messrs. Cruz, Santos and Perez have rendered 11, 8
and 3 years service, respectively, with the DOE.

Computation:	Mr. Cruz	$11/11 \times 15 = 15$
	Mr. Santos	$8/11 \times 15 = 10.9$
	Ms. Perez	$3/11 \times 15 = 4.1$

Answer: Mr. Cruz gets 15%, the highest rating.

3.5 Others (factors critical to the nomination). Every member of the PDC, and the Chairperson, as warranted, shall rate each nominee, and the average rating determined accordingly. 10%

100%

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VII. ENDORSEMENT OF NOMINATIONS

1. PDC recommendations on local and foreign study and non-study programs shall be acted upon as follows:

Secretary/Authorized Representative	-	foreign
Undersecretary in charge for Administration	-	local

2. Requests for reconsideration on disapprovals on foreign and local study and non-study programs shall be filed by the Bureau/Service Directors/Heads of Offices within forty-eight (48) hours from receipt of action of the Secretary / Authorized Representative and the Undersecretary in charge of Administration, respectively.
3. For approved local nominations, the HRMD shall prepare the endorsement letter to the sponsoring agency or the agency conducting the undertaking, and the Training Order (TO). The HRMD shall likewise take charge of the processing of registration/training fees.
4. For approved foreign nominations, the HRMD shall prepare the endorsement letter to the sponsoring agency or concerned agency conducting the undertaking, and shall likewise assist the nominee in complying with other HRMD requirements (i.e., service record, certificate of actual duties, etc.)
5. In special cases, the Secretary may exercise his prerogative to nominate employees to sponsoring agencies or to agencies conducting the undertaking and, as such, these nominations may not be referred to the PDC.
6. For foreign study and non-study programs, as soon as the nominee / HRMD receives the acceptance of the nomination from the sponsoring agency or the agency conducting the undertaking, the HRMD shall prepare the travel authority or request for travel authority, as the case may be, and other required documents such as the Scholarship Contract and request for passport issuance / revalidation.

7. A minimum of twenty (20) working day lead time from receipt of the HRMD is required for the dissemination, PDC action, and request for Travel Authority (TA), and the processing of the document/s prior to the sponsor's deadline/official travel/start of the undertaking.
8. For local study programs, the HRMD shall prepare the authorization to attend the course and the scholarship contract.
9. Nomination/s that have been endorsed and accepted by the sponsoring agency without passing through the PDC shall automatically be disapproved by the PDC.

VIII. ENTITLEMENTS OF THE GRANTEE/DELEGATE

For undertakings, whether study or non-study programs endorsed by the DOE which carry both its moral and financial support, the Grantee/Delegate shall attend such undertakings on official time and be entitled to travel expenses in accordance with government-prescribed rates.

For entitlements to local degree programs please refer to attached specific guidelines for NSFD, CSC-LSP, DAP-MPM and DOST-PCIERD.

For foreign/local undertakings, please refer to Executive Order No. 77, s. 2019, entitled "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel" (attached).

In cases where the undertaking is fully funded by the sponsor, the nominee/attendee can no longer claim for differential in the Daily Subsistence Allowance (DSA) prescribed by the UNDP.

IX. OBLIGATIONS OF THE GRANTEE/DELEGATE

1. The Grantee/Delegate shall not withdraw from the study/non-study program for which he/she has been endorsed. In case of withdrawal, Item V.c.2 under the Guidelines for Nomination shall apply.
2. For the duration of the study/non-study program, the Grantee/Delegate shall not be given any assignment by the DOE or be allowed to accept other assignments outside the DOE nor be entitled to any emoluments/allowances or privileges other than those authorized for the study/non-study program as specified in the travel authority/training order.

3. The Grantee/Delegate shall not engage in any gainful employment outside the DOE for the duration of the study/non-study program.
4. The Grantee shall submit to the PDC through the HRMD and copy furnish the Accounting Division, both for records/liability/monitoring purposes, the official transcript of grades, certificate of performance or equivalent, at the close of each quarter, term, semester or trimester.

For non-study programs a copy of the certificate of attendance, participation, completion, etc., shall be provided to the HRMD/Treasury Division.

5. Upon termination of the study/non-study program, the Grantee/Delegate shall submit a report to the HRMD on the study and non-study program availed of within sixty (60) and thirty (30) calendar days, respectively, after return to duty.
6. To maximize benefits, the Grantee/Delegate within thirty (30) calendar days after arrival from the study/non-study program, shall;
 - Conduct briefing/echo seminar in the office, to be scheduled in coordination with the HRMD; and
 - Submit the training materials to the Information Technology and Management Services (ITMS) – Information and Data Management Division (IDMD), for repository and reference.
7. The Grantee/Delegate shall comply with the terms and conditions of the grant/sponsor, including the observance of proper conduct that would not bring disgrace or dishonor to the country or the DOE.
8. For foreign study/non-study programs:

The Grantee/Delegate shall report back to work at the DOE after:

- One (1) working day after arrival from Asian countries like Brunei, Pakistan, Taiwan, Bangladesh, Myanmar, Egypt, India, Japan, Korea, Indonesia, Israel, Libya, Malaysia, Singapore, Syria, Thailand, including Saudi Arabia, southern part of China (Hainan, Canton and Nanning), and Brisbane, Darwin and Perth in Australia, and Hawaii.
- Two (2) working days after arrival from the USA or from any European country (Australia, France, Greece, Iceland, Italy, Norway, Portugal, Spain, Switzerland, Denmark, Finland, Germany, Ireland, Netherlands and United Kingdom), including northern part of China (Xianamen, Nanking, Shen Yang, Chungking and Shanghai), and other parts of Australia.

9. For study and non-study programs (except attendance to meetings):

- a. The Grantee shall enter into a Scholarship/Training Contract with the DOE, faithfully abide by all the provisions specified in the foregoing and serve the DOE as follows, provided the Grantee completes (non-degree courses) / graduates (degree courses) from the study and non-study program (except attendance to meetings):

<u>Service Obligation</u>	<u>Duration of Program</u>
6 months	< two (2) months
1 year	two (2) months but < six (6) months
2 years	six (6) months to one (1) year

In the absence of a valid and executed contract, the service obligation above stated shall be binding and enforceable between the parties concerned.

- b. Except in highly meritorious cases, the Grantee's failure to comply with the above requirements related to the availed-of program obliges him/her to reimburse to the DOE the amount equivalent to the salaries and emoluments received during the study program.
- c. In the event that the Grantee fails to complete the service obligation and has rendered less than 75% of the required service obligation, he/she shall pay to DOE in full the amount equivalent to the salaries and emoluments received during the study/non-study program including the school/registration fees, plane fare, etc. (if there are any). However, proportionate refund shall be allowed, provided that the Grantee has served at least 75% of his/her total service obligation. As such, refund is computed based on the following:

$$R = \frac{(SOR - SOS) \times TCR}{SOR}$$

Where R = Refund

TCR= Total Compensation Received (Gross salary, Allowances and other benefits received while On study including the school fees, Transportation fees, etc. if there are any)

SOS= Service obligation served

SOR= Service obligation required

- d. Should there be sufficient reason for the extension of the grant, the Grantee shall submit a formal request to the DOE, with justification and recommendation from the Program Adviser/Sponsor within thirty (30) calendar days prior to the expiration of the TA and/or passport validity. It is understood that the extension request, if granted, shall be covered by additional service obligation computed pro rata.
 - e. Failure of the Grantee to meet the terms and conditions of the scholarship/training contract shall be sufficient cause for the cancellation of the said study grant and for his/her immediate recall. As such, the Grantee shall pay for all expenses incurred relative to the study program and / or salaries and allowances received during the period of scholarship.
10. All unfulfilled service obligations shall be added to the new study program's service obligations.
 11. Other obligations of the Grantee not specified herein shall be governed by the specific obligations as follows:
 - a. CSC-LSP CSC MC No. 11, s. 2002
 - b. DOST-PCIERD DOST-PCIERD guidelines
 - c. DAP-MPM DAP-MPM guidelines
 - d. NSFD NSFD guidelines
 - e. Study Leave D. O. No. 98-09-006
 12. Condonation by the DOE of the Grantee's obligations under this Policy Guidelines shall be allowed in the following instances:

- Involuntary phase-out of the Grantee in case there is a reorganization; and
- Death or permanent total disability of the Grantee.


X. REPEALING CLAUSE

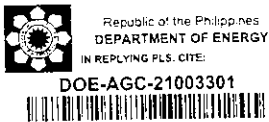
These Guidelines supersede and modify all other orders, memoranda, guidelines and other Department issuances inconsistent herewith, and may be revised as often as necessary upon the recommendation of the PDC, subject to the approval of the Secretary.

XI. EFFECTIVITY

These Guidelines shall take effect immediately.

Signed and approved on _____ day of JUN 03 2021.


ALFONSO G. CUSI
 Secretary
 Department of Energy




 URBU/DPAA/DMCC/ADMPC/MCPB/ETR/FJLH/RTR