



**Training**

(Center)

**[2017 ] PROJECT ACCOMPLISHMENT REPORT**

**I. Project Information**

Project Code: CPPQL

Project Title: Course on Basic Policy Process

Project Start: May 1, 2017

Project End: July 16, 2017

Project Price: P 387,000.00

Client Organization: NGAs and GOCCs

**II. Project Team**

Project Manager: Sheena Carmina V. Mateo

Team Members: Aya Caraphina S. Abraham

Stephanie P. Azarcon

Evelyn E. Morales

Jose Mikhail F. Perez

Roxanne Marie B. Tabor

Supervising Fellow: Gilbert E. Lumantao

Consultants/Resource Persons: Jalton Taguibao

Orlando Mercado

Filomeno Sta. Ana

Aileen Lapitan

Janet Cuenca

**III. Project Details**

Project Description:

The Development Academy of the Philippines is mandated to foster and support the development forces at work in our nation's economy through selected human resource development programs, research, data-collection and information services. Its mission is to enhance capacities of agencies of government in fulfilling their mandates of serving the citizenry; to foster and support synergy among development forces at work in nation building; and to catalyze/promote exchange of innovating ideas and expertise on development in the Philippines and Asia.

It is in pursuit of this mission that the Center for Governance of the Academy through the Policy Research Office will be offering a series of training designed to promote evidence-based decision making in government.

In particular, the Course on Basic Policy Process is designed to enable participants to appreciate the importance/significance of policies and policy development, and to articulate the concepts, principles, and processes of policy analysis and development.

Project Objective:

The project aims to build and strengthen the capacities of participants in developing and crafting policies, which are geared toward fulfillment of their mandate.

Specifically, the course will help the participants to better understand the theoretical underpinnings and components of the policy process as well as the range of tools and techniques for policy development.

Thrust Areas:

Project Type: Training

Regional Coverage: National Coverage

**IV. Project Accomplishments**

Key Activities Implemented:

1. Project Mobilization and Preparation Documents:

- Invitation of Resource Persons





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- Preparation of LOI and terms of reference
- Enhancement of the module materials by the RPs;
- preparation of course materials (hand-outs, supplies, IDs, food, etc.), marketing the course
- 2. Project Implementation:
  - Conduct of training program
  - Documentation of activities
- 3. Project Closure
  - Debriefing
  - Training report

Major Outputs: 1) Training kit, 2) Conduct of the training and 3) Training report

#### Lessons Learned:

- The course fee needs to be raised to meet the new requirement on management fee of 15% and 10% income to revenue target. These new requirements were not considered/reflected during the preparation and approval of the financial plan since the requirements were only issued after the fact. Consequently, the Project Manager was enjoined to cut back further on budget. Since trainings have similar financial requirements, a standard financial plan would help the Project Managers in preparing their respective fin-plan.
- Despite the early preparations and constant follow up made in the processing of documents i.e LOI, training certificate, a change in management affects the usual order of business and consequently causes delay in the processing of documents. This risk of delay may have been minimized further if a memo has been issued regarding the matter requesting the facilitation of the documents.
- Avoid training days to coincide with the flag ceremony to minimize risk of sudden change of venue.
- Managing the number of participants requires careful monitoring, since there are participants who pay in advance before submitting the required confirmation form and walk-in participants coming from the province. In these cases, especially when the required number of participants has already been met, the Project Manager has to decide whether to admit these participants while considering a conducive learning environment for the training.

#### V. Attachments

1. Training Report

Prepared by:

*Sheena*  
**Sheena Carmina V. Mateo**  
Project Manager

Noted / Approved by:

*Imelda*  
**Imelda C. Caluen**  
Center Head

#### Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data