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OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that at the regular session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on January 22, 2024 at the Session Hall, Capitol Building, Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Member Jerry Agerico B. Rosario

PROVINCIAL ORDINANCE NO. 315-2024

AN ORDINANCE INSTITUTIONALIZING THE ORGANIZATION, ESTABLISHMENT, AND OPERATION OF THE PROVINCIAL LEARNING AND DEVELOPMENT INSTITUTE (PLDI)

WHEREAS, Section 15 of Republic Act No. 7160, An Act Providing for a Local Government Code of 1991, provides for the political and corporate nature of local government units, every local government unit created or recognized under the Code is a body politic and corporate endowed with powers to be exercised by it in conformity with the law. As such, it shall exercise powers as a political subdivision of the national government and as a corporate entity representing the inhabitants of its territory;

WHEREAS, Section 129 of the same Code provides each local government unit the power to create its own sources of revenue and to levy taxes, fees, and charges subject to the provisions herein, consistent with the basic policy of local autonomy. Such taxes, fees, and charges shall accrue exclusively to the local government units;

WHEREAS, Learning and Development, also known as L&D, is a continuous process of encouraging the professional development of employees. It involves analyzing skills gaps in the organization and designing training programs that empower employees with specific knowledge and skills that drive increased performance;

WHEREAS, the Civil Service Commission (CSC) aims to integrate competencies in human resource systems of government agencies, not only in recruitment but also in training and employee development;

WHEREAS, the Competency-Based Learning and Development Program (CBLDP) directly addresses the problem of competency gaps. It operates under the competency-based L&D framework, an approach that uses competencies as the standards against which employee development needs are assessed and priorities are

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set against the need of the organization. CBLDP utilizes competencies as the foundation for designing targeted programs with learning outcomes that directly link to the competency requirements;

WHEREAS, the Provincial Government of Pangasinan, through the Human Resource Management and Development Office (HRMDO), shall open its doors to other HR practitioners, leaders, and learners from across various organizations through the Provincial Learning and Development Institute (PLDI);

WHEREAS, the Provincial Learning and Development Institute (PLDI) shall be the learning arm of the Provincial Government of Pangasinan in developing the competencies of leaders and employees through carefully crafted training programs that will provide participants with full-proof technologies, not theories, processes, not principles, and outcomes, not outlooks;

WHEREAS, the institutionalization of the organization, establishment, and operation of the Provincial Learning and Development Institute (PLDI) shall further skills development, improving knowledge, skills, and attitudes of participants; support systems, sharing of best practices, programs, and processes with other organizations to help them improve their human resource and organizational systems; synergy, building networks and partnerships with various local government units, agencies, and organizations to improve ease of doing business; and sustainability, generating income from course offerings and training programs to sustain human resource management and development programs;

NOW THEREFORE, on motion of SP Member Jerry Agerico B. Rosario, duly seconded -

Be it ordained by the Province of Pangasinan in Regular Session assembled:

SECTION 1. Title. – This Ordinance shall be known as the “Ordinance Institutionalizing the Organization, Establishment, and Operation of the Provincial Learning and Development Institute (PLDI)”.

SECTION 2. Purpose. – The Provincial Learning and Development Institute shall be the learning arm of the Provincial Government of Pangasinan, which aims to provide innovative, effective, and integrated training programs that promote continuous learning growth.

SECTION 3. Powers and Functions of the Institute. – The Provincial Learning and Development Institute (PLDI) shall:

- a. Provide competency-based learning and development programs;



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- b. Adopt a continuing professional development program and technology to update the knowledge and skills of the subject matter experts as well as the participants;
- c. Conduct continuous learning planning, design, monitoring, and evaluation of various training programs, seminars, workshops, etc. offered;
- d. Develop its capability to design and formulate training programs, seminars, workshops, etc.;
- e. Develop its capacity as a training institute and learning arm of the Provincial Government of Pangasinan through developing in-house trainers to provide training services;
- f. Coordinate the conduct of training programs, seminars, workshops, etc. independently or in partnership with various organizations or private sectors;
- g. Recommend the imposition of fees or charges to cover the expenses of trainings, seminars, workshops, etc. to the Sangguniang Panlalawigan for its approval;
- h. Conduct competency-based assessment; and
- i. Issue training certificates after the completion of the training programs, seminars, workshops, etc.

SECTION 4. Control and Supervision. – The control, supervision, management, and operation of the Institute shall be vested with the Human Resource Management and Development Office (HRMDO).

SECTION 5. Operation and Maintenance of the Institute. – the income generated by the Institute through the conduct of various training programs, seminars, workshops, etc. shall be the source of funds for necessary and incidental expenses for the operation, maintenance, management, and administration of the Institute.

The Provincial Government shall ensure that the Institute is supported by appropriate network of organizational support systems and mechanisms, including human resource requirements. The Governor through the Human Resource Management and Development Office (HRMDO) shall have overall supervision over the programs and services offered by the Institute. For the initial operation of the Provincial Learning and Development Institute (PLDI), the Learning and Development Division of the Human Resource Management and Development Office (HRMDO) shall manage and oversee the day-to-day operations of the Institute.



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SECTION 6. Training Programs and Services Offered. – In keeping with the demand and priority of the market, the Institute shall offer courses which shall address or improve organizational/institutional, leadership, functional, and core competencies aligned with the gaps and needs of the clients/ participants.

SECTION 7. Venues. – The venues of the training programs, seminars, workshops, etc. offered by the Institute shall be at the designated buildings owned by the Provincial Government suited for learning. The venues for training programs, seminars, workshops, etc. that are requested but not offered and included in the calendar of the Institute shall be determined by the requesting organization or agency.

SECTION 8. Fees. – In accordance with the Provincial Tax Ordinance No. 1-2022 of the Province of Pangasinan, the Institute shall collect fees, corresponding to the following packages:

Inclusions	Training Package		
	Package A Php 2,000.00 per participant per day	Package B Php 1,500.00 per participant per day	Package C Php 1,000.00 per participant per day
Learning Service Provider (LSP)/ Subject Matter Expert (SME)	✓	✓	✓
Course Administrator	✓	✓	✓
Training Materials	✓	✓	✓
Certificate of Completion	✓	✓	✓
Training Kit	✓	✓	x
Handouts	✓	✓	x
Meals (Morning Snacks, Lunch, Afternoon Snacks)	✓	x	x

The fees for venues determined or at the request of the requesting organization or agency shall be borne by them. They shall also be responsible for coordinating with the management of the venue.

Fees for training packages shall be reviewed every two (2) years, unless prior cost items indicated in the computation of the training fees necessitate an earlier review.

SECTION 9. Discounts and Exemptions. – Discounts and waiving of payments shall be subject to the approval of any of the following officials: Provincial Governor, Provincial Vice Governor, or Board Members. In the absence of the abovementioned officials, the Chairperson of the Provincial Learning and Development Team or the Department Head of the Human Resource Management and Development Office may approve.

SECTION 10. Payment. – Prior to the conduct of the training programs, seminars, workshops, etc., payment shall be made via Landbank deposit or through the Provincial Treasury Office.



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SECTION 11. Provincial Learning and Development Institute Trust Fund (PLDITF). – There is hereby created a Provincial Learning and Development Institute Trust Fund (PLDITF) which shall be maintained by the Provincial Accounting Office and the Provincial Treasury Office. All charges, fees, and other income realized from the management and operation of the Provincial Learning and Development Institute (PLDI) shall be maintained as trust fund of the Institute.

SECTION 12. Disposition of the Provincial Learning and Development Institute Trust Fund (PLDITF). – The management and disposition of the trust fund shall be governed by the following:

- The disbursement and liquidation of the trust fund shall be in accordance with the pertinent government accounting and auditing rules and regulations; and
- The trust fund shall be reserved exclusively and strictly for the expenses of the Provincial Learning and Development Institute (PLDI) as enumerated below:

- Operations and Maintenance;
- Cost of Supplies, Materials, and Equipment;
- Program development and implementation related to the provision of programs and services

SECTION 13. Provincial Learning and Development Institute (PLDI) Board. – The Provincial Learning and Development Institute (PLDI) Board shall be composed of the following:

- Governor - Chairperson
- Vice Governor - Vice Chairperson
- SP Committee Chairperson on Committee on Human Resources and Development, Labor and Employment Concerns - Member
- Provincial Administrator - Member
- Department Head of the Human Resource Management and Development Office - Member

SECTION 14. Duties and Responsibilities of the Provincial Learning and Development Institute (PLDI) Board. – The following shall be the duties and responsibilities of the Board:

- Establish the Implementing Rules and Regulations of this Ordinance;
- Formulate a standard manual of operations of the Institute;
- Identify the training programs and services to be offered based on the available resources of the province, aligned with the demand and priority of the market and gaps and needs of the clients/ participants;
- Monitor the implementation of the policy and guidelines in the standard manual of operations;



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- e. Monitor the effectiveness of the training programs and services offered;
- f. Market the training programs and services offered to national agencies, non-government organizations, and private sectors;
- g. Identify and recommend standard training fees and charges; and
- h. Coordinate and collaborate with national agencies, non-government organizations, and private sectors for program implementation and improvement.

SECTION 15. Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators. – The Provincial Learning and Development Institute (PLDI) will adhere to the guidelines for honoraria assigned to lecturers, resource persons, coordinators, and facilitators. These guidelines are in accordance with Budget Circular No. 2007-1, released by the Department of Budget and Management on April 23, 2007. Any amendments to this circular will be promptly adopted by the PLDI to maintain compliance and ensure alignment with the latest circulars.

SECTION 16. Implementing Rules and Regulations. – The Human Resource Management and Development Office (HRMDO) shall spearhead the formulation of implementing rules and regulations of this Ordinance within sixty (60) days from its approval.

SECTION 17. Repealing Clause. – All ordinances and administrative circulars and executive orders or parts thereof which shall be found to be inconsistent with provisions of this Ordinance shall hereby be repealed and amended accordingly.

SECTION 18. Separability Clause. – If any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which shall not be affected shall continue to be in full force and effect.

SECTION 19. Approval and Effectivity. – The Institutionalization of the Organization, Establishment, and Operation of the Provincial Learning and Development Institute (PLDI) shall take effect upon approval of the Sangguniang Panlalawigan of the Province of Pangasinan.

CERTIFIED BY:

VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:

MARK RONALD DG. LAMBINO
Vice Governor
(Presiding Officer)

APPROVED:

RAMON V. GUICO III
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