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PROVINCE OF PANGASINAN
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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 June 1, 2015 at Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Members Angel M. Baniqued, Jr. and Generoso D. Tulagan, Jr.

PROVINCIAL ORDINANCE NO. 188-2015

**AN ORDINANCE INSTITUTIONALIZING THE CENTER
FOR EXCELLENCE IN EMPLOYEE AND
ORGANIZATION DEVELOPMENT AND
APPROPRIATING FUNDS THEREOF**

WHEREAS, based on Memorandum Circular No. 10, s, 1994, the Civil Service Commission has prescribed the attendance and satisfactory completion of training programs as a component of every position qualification standard, where such training programs are duly accredited by the Commission;

WHEREAS, the deregulation policy of the Commission has extended to the human resource development function, such that pursuant to CSC MC 43, s. 1993, agency heads are primarily responsible for the formulation and establishment of their respective training and development programs;

WHEREAS, the Commission has declared that in-house training programs or those conducted by government agencies to form part of their total human resource management program in accordance with their approved training and development programs are automatically accredited by the Commission, subject to the following:

1. That for purposes of meeting the required training in the qualification standard of a specific position, the successful completion of a particular training course is certified by the head of agency or his/her duly authorized representative as part of the agency training and development or human resource development programs; and



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2. That such certification will attest to the relevance of a particular training to the position being filled-up.

WHEREAS, the Provincial Government of Pangasinan thru the Human Resource Management and Development Office, has undergone International Standardization for Organization (ISO) Certification on Recruitment and Training;

WHEREAS, the CENTER FOR EXCELLENCE IN EMPLOYEE AND ORGANIZATION DEVELOPMENT shall be the center for the culture of learning that helps the employees and the organization continually improve achievement of goals and attain new possibilities and capabilities;

WHEREAS, the in-house trainings conducted by the Provincial Government thru the Human Resource Management & Development Office supports the ISO certification and culture of learning to be able to enhance efficiency, effectiveness and productivity and to develop and maximize the potential of each provincial employee.

WHEREAS, the training plan is prepared by the Human Resource Management and Development Office based on the identified training needs;

WHEREAS, the Human Resource Management & Development Office conducts annual in-house trainings on functional, core value and leadership competencies to equip employees with the basic competencies required vis-à-vis their position or designation;

WHEREAS, there is a need to institutionalize the Center for Excellence in Employee and Organization Development to attain and sustain the culture of high-performing employees and organization.

NOW, THEREFORE, on motion of SP Members Angel M. Baniqued, Jr. and Generoso D. Tulagan, Jr., duly seconded, be it ordained by the Sangguniang Panlalawigan that:

SECTION 1. TITLE – This ordinance shall be known as “AN ORDINANCE INSTITUTIONALIZING THE CENTER FOR EXCELLENCE IN EMPLOYEE AND ORGANIZATION DEVELOPMENT AND APPROPRIATING FUNDS THEREOF.”



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SECTION 2. DECLARATION OF POLICY

The Province of Pangasinan hereby institutionalizes the Center for Excellence in Employee and Organization Development and providing funds thereof to ensure that the objectives and goals for which it was established shall be achieved.

SECTION 3. OPERATIVE PRINCIPLES/PURPOSES. This ordinance shall have the following principles/purposes: that helps the employees and the organization continually improve achievement of goals and attain new possibilities and capabilities.

1. The Provincial Government of Pangasinan through the Human Resource Management and Development Office (HRMDO) shall institutionalize the Center for Excellence in Employee and Organization Development as the center for the culture of learning.
2. The basis for the conduct of in-house training and development programs at the Center for Excellence in Employee and Organization Development shall be obtained from the training plan and needs analysis which will be undertaken to identify performance requirements and the knowledge, skills and abilities needed by the provincial government workforce to achieve their objectives.
3. All in-house training and development programs to improve and enhance the capabilities of employees and the organization shall be managed by the HRMDO.
4. All training and development programs shall center on developing the Functional, Value-based/Core Values and Leadership Competencies of provincial employees.

SECTION 4. DEFINITION OF TERMS – For purposes of this ordinance, the following terms shall be defined as follows:

1. Competencies refer to the following:

- a. **Functional competencies** – pertain to a particular job or function to assess and applied to produce employees' output and accomplishments



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- b. **Value-based/Core Values competencies** – pertain to the Core Values, Norms and Conduct of government employees reflecting the type of people and behaviors that are valued
 - c. **Leadership competencies** – are unique set of competencies that are only applied to people with a certain level or certain potential. These are used to assess the individual's ability and skills to be a leader or manager.
2. **Training Plan** include the following:
- a. the competencies to be obtained
 - b. the time-frame for achieving the competencies
 - c. the training to be undertaken
 - d. the delivery modes to be employed
 - e. who is responsible for the delivery and/or assessment of each competency
 - f. assessment details and arrangements
 - g. qualification to be issued
3. **Needs Analysis** refers to the identification of performance requirements and the knowledge, skills, and abilities needed by an agency's workforce to achieve the requirements.
4. **Training Needs Identification (TNI)** refers to the identification of a specific training requirement of an employee in order to perform his function well.
5. **CENTER FOR EXCELLENCE IN EMPLOYEE AND ORGANIZATION DEVELOPMENT** refers to the learning and development arm of provincial government employees.
6. **Training and Development** ensures continuous skill development of employees working in organization and habituates process of learning for developing knowledge to work. It is the foundation for obtaining quality output from employees.

SECTION 5. ROLES AND RESPONSIBILITIES

1. **The Provincial Government shall be responsible for:**
 - a. Overall supervision of the Center for Excellence in Employee and Organization Development
 - b. Providing support for the effective implementation of the culture of learning
 - c. Providing budget requirements



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2. The Human Resource Management and Development Office (HRMDO) shall be responsible for:

- a. Developing, managing, monitoring and evaluation of training and development programs conducted based on employee and organization performance
- b. Establishing procedures and implementing guidelines
- c. Ensuring that training and development programs are implemented on a continuing basis

3. The Human Resource Management and Development Office (HRMDO) Program Implementers shall be responsible for:

- a. Conducting Needs Analysis.
- b. Preparing training plan and calendar of activities
- c. Preparing training modules
- d. Conducting and implementing training and development programs
- e. Monitoring and evaluation on the effectiveness of the training and development programs

SECTION 6. SOURCE OF FUND – Funds for this ordinance amounting to two million pesos (P2,000,000.00) shall be appropriated and drawn from the Non-Office Account of the Provincial Government of Pangasinan. Funds allocated for this program shall be incorporated in the Province's Annual Investment Plan and Annual Budget.

SECTION 7. ADMINISTRATIVE CLAUSE – This ordinance shall cover only the Employees of the Provincial Government of Pangasinan regardless of employment status.

SECTION 8. SEPARABILITY CLAUSE - If any part or provision of this Code shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected shall continue to be in full force and effect.

SECTION 9. REPEALING CLAUSE - All ordinances and administrative circulars and executive orders or parts thereof which are found to be inconsistent with provisions of this Code are hereby repealed and amended accordingly.




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SECTION 10. EFFECTIVITY CLAUSE - This ordinance shall take effect immediately after approval of the Sangguniang Panlalawigan.


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


VICE GOVERNOR JOSE FERDINAND Z. CALIMLIM, JR.
Presiding Officer

APPROVED:


AMADO T. ESPINO, JR.
Governor