

GUIDELINES ON THE SCREENING AND SELECTION OF PERSONNEL TO ATTEND LOCAL AND/OR FOREIGN LEARNING AND DEVELOPMENT ACTIVITIES (LDAs)

To ensure the transparency and objectivity in the selection of MIAA officials and/or personnel to attend local and/or foreign learning and development activities (LDAs), the MIAA Human Resource Development Committee (HRDC) has designed a point rating system taking into consideration the following criteria with the corresponding scores in the selection of the best attendee to the learning activity among the recommended participants who have been endorsed by their Managers/OICs.

I. FOR EXTERNAL LDAs WITH SCHOLARSHIP GRANTS

1. NEED FOR TRAINING (30 POINTS)

The attendance to the LDA shall be relevant to and address the competency gap/s as reflected in the submitted Individual Development Plan (IDP) of the concerned personnel.

Need for Training (Candidate)	Score
Attendance to LDA addresses 2 or more competency gap/s	30
Attendance to LDA addresses 1 competency gap	20
Attendance to LDA does not address any competency gap	10

2. APPROPRIATENESS OF THE LDA (30 POINTS)

The LDA must be related to the position/designation currently held by the personnel. Attendance to the LDA shall have direct beneficial effects to the recommended personnel and the learnings gained shall be applicable to his/her office assignment.

Appropriateness of the LDA	Score
Applicants would greatly benefit from participation in the training, and would utilize information gained regularly	30
Applicant might benefit from training and could use the information from time to time	20
Applicant would rarely use the specific information from the training	5

3. POTENTIAL FOR DEVELOPMENT AND PERFORMANCE RATING (20 POINTS)

The recommended personnel must be rated by their immediate supervisors for their potential for development using the Potential Assessment Form prior to their attendance to the LDA. Further, their performance rating of the latest Strategic Performance Management Systems (SPMS) grading period shall also be taken into account. Points on the rating of their immediate supervisor's potential assessment and latest SPMS grading period are as follows:

	Score
Supervisor's Potential Assessment	5
SPMS Performance Rating	15

Potential Development Assessment			SPMS Performance Rating		
Equivalent Score of the Average Rating x 5% (Weighted Score = Average Score)			Average Rating		Equivalent Score
70/14	5	5	5-4.99	100 x .15	15
56-69 / 14	4.928	4	4.98-3.99	75 x .15	11.25
42-55 / 14	3.9	3	3.98-2.99	50 x .15	7.5
28 - 41 / 14	2.9	2	2.98-1.99	25 x .15	3.75
14 - 27 / 14	1.9	1	1.98-0	0 x .15	0

4. YEARS IN THE GOVERNMENT SERVICE (10 POINTS)

The length of service to MIAA is one of the factors for consideration. The candidates who have rendered longer period of service at the Authority shall be given higher scores, to wit:

Number of Years	Score
More than 10 years	10
Between 5 to 10 years	7
Between 2 to 5 years	4
Between 0 to 2 years	0

5. RELEVANCE IN THE POSITION / DESIGNATION (10 POINTS)

The attendance to the external LDAs shall also be relevant to the position or designation currently held by the recommended personnel.

Number of Years	Score
5 years and above holding the current position / designation	10
Between 2 to 5 years in the current position / designation	7
Between 0 to 2 years in the current position / designation	4

ii. FOR EXTERNAL LDAs WITH NO SCHOLARSHIP GRANTS

1. NEED FOR TRAINING (30 POINTS)

Need for Training (Candidate)	Score
Attendance to LDA addresses 2 or more competency gap/s	30
Attendance to LDA addresses 1 competency gap	20
Attendance to LDA does not address competency gap	10

2. APPROPRIATENESS OF THE LDA (30 POINTS)

Appropriateness of the LDA	Score
Applicants would greatly benefit from participation in the training, and would utilize information gained regularly	30
Applicant might benefit from training and could use the information from time to time	20
Applicant would rarely use the specific information from the training	5

3. REGENCY OF TRAINING (EXTERNAL LDA) (15 POINTS)

Recency of the last LDA attended	Score
No external LDA	15
With external LDA beyond 5 years	11
With external LDA between 2 – 5 years	7
With external LDA within 2 years	3

4. YEARS IN THE GOVERNMENT SERVICE (15 POINTS)

Number of Years	Score
More than 10 years	15
Between 5 to 10 years	11
Between 2 to 5 years	7
Between 0 to 2 years	3


5. RELEVANCE IN THE POSITION / DESIGNATION (10 POINTS)


Number of Years	Score
5 years and above holding the current position / designation	10
Between 2 to 4 years in the current position / designation	7
Between 0 – 1 year in the current position / designation	5


III. FOR LEARNING ACTIVITIES WITH CONTINUING PROFESSIONAL DEVELOPMENT (CPD) CREDIT UNITS FOR LICENSED PROFESSIONALS


Selection of participants to LDAs that provide CPD credit units to licensed professionals shall not be subjected to the deliberation of the HRDC. This exemption is justified by the fact that all of them have to attend these activities as CPD credit units are mandatory requirement in the renewal of their Professional Identification Cards (PICs).


To avoid vacuum of on-duty personnel, however, attendance to these activities shall be scheduled in a manner that all will be given opportunity to attend at different times, with priority given to those whose PICs are soonest to be renewed.

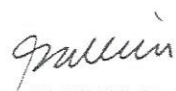

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