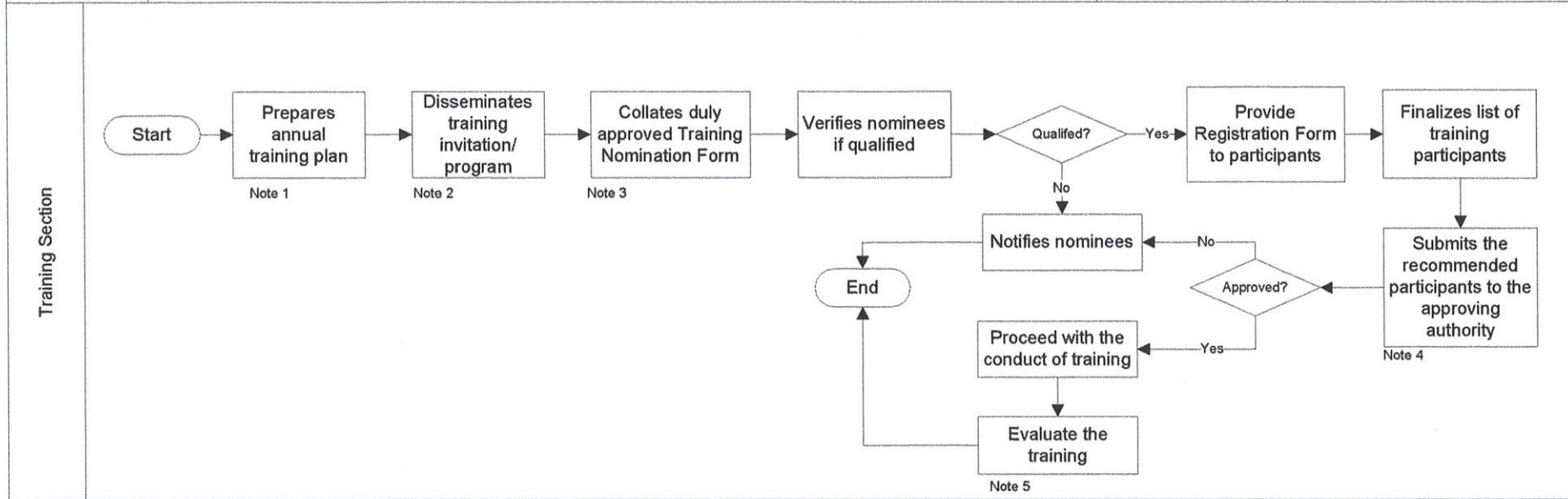




Process Title	Training Implementation	Document Number	DOJ-PM-ADS02-006	Page 1 of 1
		Revision	1	
Objective	To establish procedures On the implementation of trainings.	Effective Date	30 October 2018	



- Forms**
1. DOJ-PM-ADS02-006.F01 - Training Nomination Form
 2. DOJ-PM-ADS02-006.F02 - Registration Form
 3. DOJ-PM-ADS02-008.F01 - Post-Program Evaluation Sheet
 4. DOJ-PM-ADS02-008.F02 Post-Training Evaluation Assessment

WORK INSTRUCTIONS

Note 1
Based on Training Needs Analysis (TNA), management directions and/or requests by offices concerned.

Note 2
1. The dissemination of training invitations/programs is based on the approved Training Plan.
2. The training invitations/programs is disseminated to applicable offices for nomination of participants by their respective Heads of Office using Training Nomination Form (DOJ-PM-ADS02-006.F01).

Note 3
The Training Section shall not accept Training Nomination Form after the set deadline specified in the form.

Note 4
Prepares the necessary action documents required for the training to be submitted for the approving authority.

Note 5
Evaluation of training course/program shall be done after each and every training using Post-Program Evaluation Sheet (DOJ-PM-ADS02-008.F01).
The impact of training shall be monitored/measured every three (3) months upon return to the official stations of employees concerned using - Post-Training Evaluation Assessment (DOJ-PM-ADS02-008.F02).

- References**
1. DOJ Issuances for Travel Authority Requirements

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