	<b>BUREAU OF ANIMAL INDUSTRY</b>	
	<b>GENERAL PROCEDURE</b>	
	<i>Document Name:</i>  <b>Personnel Training</b>	GP BAI-06 Rev. No.: 01 November 8, 2017 Page: 1/3

### 1.0 Objectives

- To improve the competency of BAI personnel to perform tests and produce desired products and services.

### 2.0 Scope

- This procedure covers the training program for newly hired staff and training needs of staff on new techniques in the delivery of services, production and testing services.

### 3.0 Definition of Terms

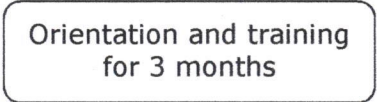
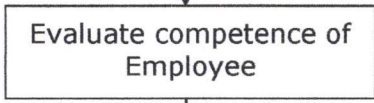

### 4.0 Records


- PL BAI-06 Training Plan
- R-BAI-80 Training Program Evaluation File
- R-BAI-25 Employee Competence Evaluation File
- R-BAI-87 201 Files of Employees
- PL BAI-07 Personnel Training Program
- R-BAI-54 Post-Training Evaluation File
- R-BAI-81 Training Needs Analysis File

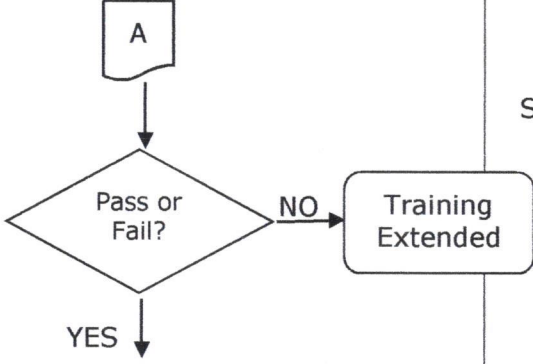
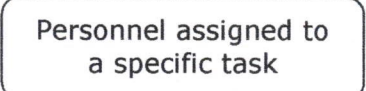
### 5.0 References

### 6.0 Process Flow

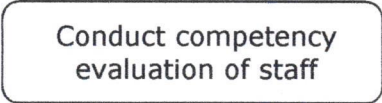
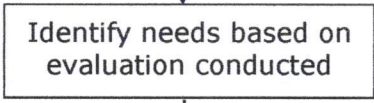
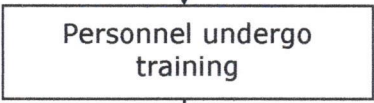
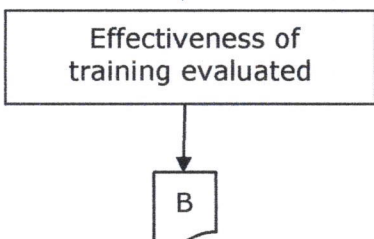
#### A. Training of Newly Hired Personnel

FLOW	RESPONSIBILITY	DETAILS
	SH of concerned Section	<ul style="list-style-type: none"> <li>PL BAI-07 Personnel Training Program</li> </ul>
	SH of concerned Section	<ul style="list-style-type: none"> <li>Use GF BAI-36 Employee Competence Evaluation Form</li> <li>GF BAI-73 Post-Training Evaluation Questionnaire</li> </ul>
		

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	SH of concerned Section	<ul style="list-style-type: none"> <li>Maintain records</li> </ul>
	SH of concerned Section	<ul style="list-style-type: none"> <li>Update R-BAI-87 201 files of concerned employee</li> </ul>

### B. Training for Staff

FLOW	RESPONSIBILITY	DETAILS
	HR Head/Training Officer	<ul style="list-style-type: none"> <li>GF BAI-165 Training Needs Analysis</li> <li>PL BAI-07 Personnel Training Program</li> <li>GF BAI-36 Employee Competence Evaluation Form</li> </ul>
	DQMR/Training Coordinator of division	<ul style="list-style-type: none"> <li>PL BAI-06 Training Plan</li> </ul>
	HR Head	<ul style="list-style-type: none"> <li>In-house or outsourced training</li> <li>Issuance of memo for concerned staff</li> </ul>
	HR Head/Training Officer	<ul style="list-style-type: none"> <li>GF BAI-107 Training Evaluation Form</li> <li>GF BAI-36 Employee Competence Evaluation Form</li> <li>GF BAI-73 Post-Training Evaluation Questionnaire</li> </ul>



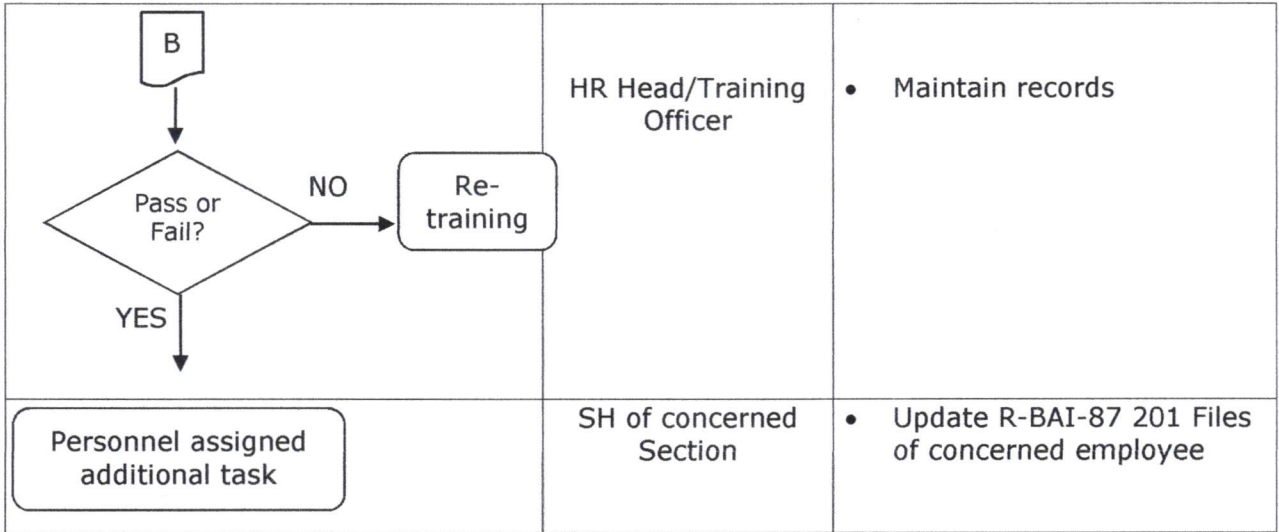
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Prepared by:	Reviewed/Approved by:
<p align="center">BENJAMIN D. BAJO, JR., MPA HRDS Head</p>	<p align="center">RONNIE D. DOMINGO, DVM, MSc Top Management</p>