# TOF AGRICULTURE OF AG

### **BUREAU OF ANIMAL INDUSTRY**

# **GENERAL PROCEDURE**

Document Name:

### GP BAI-06

Personnel Training

Rev. No.: 01

November 8, 2017

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# 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  |
|---------------------------------------|----------------------------|--|
| Orientation and training for 3 months | SH of concerned<br>Section | PL BAI-07 Personnel     Training Program   |
| Evaluate competence of Employee       | SH of concerned<br>Section | <ul> <li>Use GF BAI-36 Employee<br/>Competence Evaluation<br/>Form</li> <li>GF BAI-73 Post-Training<br/>Evaluation Questionaire</li> </ul> |

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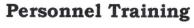
# **GENERAL PROCEDURE**

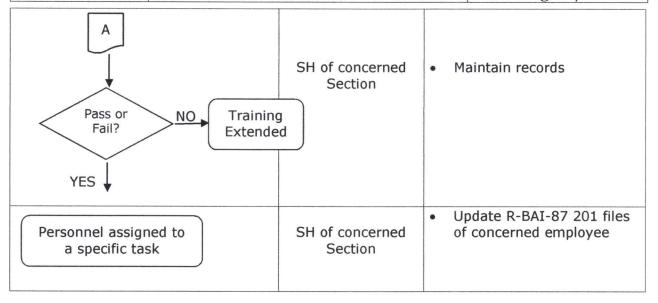
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## **B.** Training for Staff

| FLOW   | RESPONSIBILITY                              | DETAILS  |
|--|---|--|
| Conduct competency evaluation of staff       | HR Head/Training<br>Officer                 | <ul> <li>GF BAI-165 Training Needs<br/>Analysis</li> <li>PL BAI-07 Personnel<br/>Training Program</li> <li>GF BAI-36 Employee<br/>Competence Evaluation<br/>Form</li> </ul>                              |
| Identify needs based on evaluation conducted | DQMR/Training<br>Coordinator of<br>division | PL BAI-06 Training Plan  |
| Personnel undergo<br>training                | HR Head                                     | <ul> <li>In-house or outsourced<br/>training</li> <li>Issuance of memo for<br/>concerned staff</li> </ul>  |
| Effectiveness of training evaluated          | HR Head/Training<br>Officer                 | <ul> <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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# **Personnel Training**

Personnel assigned additional task

HR Head/Training Officer

HR Head/Training Officer

• Maintain records

• Maintain records

• Update R-BAI-87 201 Files of concerned employee

| Prepared by:              | Reviewed/Approved by:       |  |
|---------------------------|-----------------------------|--|
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| HRDS Head                 | Top Management              |  |