

HRD PLAN IMPLEMENTATION MATRIX

Calendar Year 2017

#1. SEMINAR-WORKSHOP ON BUSINESS PROCESS FLOWS AND PROCEDURES

Desired Outcome/s	Outputs to be Produced	Learning Objectives	Proposed HRD Intervention	Target Learners			Planned Schedule												Support Requirements					Source of Funds	
				Number	Office/s	Position/s	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Financial	Human Resource	Logistic	Executive Sponsorship	Other		
<p>Effective Public Service per vision of Davao del Norte</p> <p>Improved organizational systems and procedures</p>	Business Process Flow Chart	<p>At the end of the two-day activity the participants will be able to:</p> <p>1. Define the primary procedures in Business Process Review (BPR) through flow chart documentation and analysis;</p> <p>2. Design an existing process using the business process life cycle;</p> <p>3. Explain the methods for gathering and analysing processes; and</p> <p>4. Produce business process flow chart</p>	Seminar-Workshop on Business Process Flows and Procedures	50	All offices	Administrative Officers per office		X												P 25,000	2 Resource Persons 2 secretariat 1 documentor	1. Office supplies 2. other supplies 3. Food 4. AVP projector & laptop 5. Printing and reproduction	1. Approved Training Design 2. Memo Order enjoining participation	Contingency fund for miscellaneous expenses	HRDP