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By: **REYMART V. MAGLASANG**
Records Staff



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG- NAPOLCOM Center, EDSA cor. Quezon Ave., West Triangle, Q.C.
www.dilg.gov.ph



MEMORANDUM CIRCULAR

NO: 2020-141

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**SUBJECT : POLICY ON THE APPRENTICESHIP PROGRAM FOR
LGOOs II and III**

1. RATIONALE

The Department of the Interior and Local Government (DILG) maintains a key role in assisting the President exercise general supervision over local governments. Through its interventions in capacity development and performance management, the DILG ensures that local autonomy, decentralization and community development are strengthened while providing the critical link between the national and local governments.

Working at the forefront for the DILG are the Local Government Operations Officers (LGOOs). Serving as the LINK - Local Governance Assessor, Integrator, Networker and Knowledge Manager, the LGOOs help build and expand the network of resources, facilitate innovation and knowledge management within and among local governments units (LGUs), and assess LGU performance. With these key roles, the DILG strongly believes in the continuous enhancement of its human resources to be more responsive to the robust demands of good local governance.

The Local Government Academy, as the training arm of the DILG, offers training programs for the continuous development of LGOOs. These include the Training for LGOOs II and III, now renamed as ***Apprenticeship Program for LGOOs II and III***. It is a competency-based training program designed to equip the LGOOs with the necessary core, functional and leadership competencies that will prepare them to assume the roles and responsibilities of higher LGOO positions. Therefore, this training is a requirement to be considered for promotion.

2. PURPOSE

This policy aims to provide the guidelines governing the conduct of the Apprenticeship Program for LGOOs II and III.

3. DEFINITION OF TERMS

- 3.1. Apprenticeship Program – refers to the Apprenticeship Program for LGOOs II and III
- 3.2. Apprentice/s – refers to LGOOs II/III who shall participate in the Apprenticeship Program
- 3.3. Intake – refers to the specific conduct of activity for which the Apprenticeship Program is designed for

4. PROGRAM COMPONENTS

- 4.1. The Apprenticeship Program shall be officially called **Apprenticeship Program for LGOOs II and III.**
- 4.2. The Apprenticeship Program shall consist of the following components and/or parts:
 - General Orientation
 - Foundation Course
 - Supervised Field Work
 - Assessment Center
 - Revalida
 - Graduation

4.2.1. **General Orientation.** This shall provide apprentices with details of the Apprenticeship Program, including their roles and responsibilities as learners. It shall also enhance the apprentices' understanding of DILG's organizational role in local governance and public accountability. Only apprentices who pass the component/part assessment shall be allowed to proceed to the succeeding phase of the Apprenticeship Program.

4.2.2. **Foundation Course.** This consists of modules that shall enhance the apprentices' core, functional, and leadership competencies, and enable them to effectively perform as the DILG LINK in the LGUs.

4.2.2.1. Depending on the design of each intake, the modules in the Foundation Course shall include, but shall not be limited to, the following:

- Effective Interpersonal Relations and Team Development

- DILG Programs, Projects and Activities
- Results-based Project Development
- Dynamics of Local Governance
- Local Government Operations
- Managing Learning Events

4.2.2.2. Effective Interpersonal Relations and Team Development, shall be conducted as a face-to-face learning module by the DILG Regional Offices. The rest shall be conducted as online learning modules through the LGA's web-based learning management system (LMS).

4.2.2.3. Each apprentice must complete the requirements and pass each module to be able to proceed to the next Apprenticeship Program component. An apprentice who fails to pass a module shall be removed from the Apprenticeship Program.

4.2.2.4. A comprehensive exam shall be administered at the end of the course. Apprentices must pass to be able to proceed to the next program component.

4.2.3. **Supervised Field Work (SFW).** This shall provide the apprentices with the opportunity to apply the competencies gained from the Foundation Course. The apprentices shall work in LGUs alongside City/Municipal LGOOs considered to be more experienced colleagues, and who shall serve as their coaches.

4.2.3.1. Only apprentices certified by LGA to have passed the Foundation Course shall be allowed to proceed to the SFW.

4.2.3.2. Apprentices must complete three (3) months of work immersion in a municipality or city based on a set criteria.

4.2.3.3. Apprentices shall complete individual and team outputs, which shall be submitted and presented at the end of the SFW. These requirements shall be articulated in the design of each intake.

4.2.4. Assessment Center. After completion of the SFW, apprentices shall undergo a comprehensive assessment to validate the competencies acquired in the preceding parts of the Apprenticeship Program.

4.2.4.1. The assessment shall be divided into two (2) parts:

Part 1 - Paper and Pencil Examination

Part 2 - Simulated Exercises and Interview

4.2.4.2. Apprentices who will pass the assessment shall be recommended for graduation.

4.2.4.3. Apprentices who will fail any part of the comprehensive assessment shall be allowed only one (1) retake of each assessment part. Only those who pass the retake/s will be recommended for graduation.

4.2.5. Revalida. This shall be conducted if learning gaps are observed in the assessment center results and in findings of monitoring and evaluation activities. Apprentices shall be provided additional technical modules to address identified learning gaps and prepare them for post-program assignments. Only apprentices that have been recommended for graduation shall be allowed to participate in the Revalida.

4.2.6. Graduation. This shall mark the culmination of the Apprenticeship Program. It shall include awarding of Certificates of Completion, and Certificates of Recognition for top performers.

5. QUALIFICATION AND ADMISSION REQUIREMENTS

5.1. Eligibility Requirements. Applicants must be:

5.1.1. a holder of an LGOO II or LGOO III position for not less than six (6) months prior to the cut-off date specified by the LGA for the Apprenticeship Program intake;

5.1.2. a passer of Pre-Qualifying Exam (PQE) for technical positions;

5.1.3. physically and psychologically fit to undertake the Apprenticeship Program. Pregnant women shall not be allowed to participate in the program;

5.1.4. not be more than fifty (50) years old at the commencement of the Apprenticeship Program;

5.2. Apprenticeship Program Admission Requirements. Eligible applicants shall submit the following documents to the LGA no later than four (4) weeks prior to the official commencement of the Apprenticeship Program:

5.2.1. Letter from the concerned Regional, Bureau, Service or Office Director signifying intent to participate in the Apprenticeship Program together with the names of the LGOOs;

5.2.2. Medical clearance/s from a government physician indicating that the applicant:

5.2.2.1. Is physically fit to undergo program;

5.2.2.2. Is free from the following diseases and conditions: heart and lung ailments, hypertension, hepatitis, tuberculosis, asthma and epilepsy. For women, clearance must also state that the applicant is not pregnant; and

5.2.2.3. Passed the drug test administered by a duly-accredited testing center not earlier than four (4) weeks from the commencement of the Apprenticeship Program;

- 5.2.3. Certification that the applicant passed the psychological test administered by a duly-accredited psychologist; and
- 5.2.4. Affidavit of Undertaking, duly-notarized, scanned and certified as true copy by the HRMO or Chief Administrative Officer;
- 5.3. All application requirements shall be submitted to the LGA by the respective Region/Bureau/Service/Office.
- 5.4. The LGA shall assess the applications, and issue the master list of confirmed apprentices to the specific program intake two (2) weeks before the official commencement of the Apprenticeship Program. Only LGOOs included in the master list issued by the LGA shall be considered official apprentices and allowed to undergo the Apprenticeship Program.
- 5.5. By participating in the Apprenticeship Program, the LGOO Apprentices shall abide by the following terms and conditions, which shall be contained in the Affidavit of Undertaking to be signed by the Apprentice:
 - 5.5.1. Undergo required medical, physical, neurological and psychological examination;
 - 5.5.2. Assume other expenses not covered by the Department, which will be incurred prior to and during the program, such as but not limited to, providing individual daily cost of living during the SFP;
 - 5.5.3. Accept field assignment after undergoing the Apprenticeship Program; and
 - 5.5.4. Conduct self in a manner becoming of a DILG personnel and government employee.
- 5.6. LGOOs who shall not meet the age requirement may consider application to the Competency Assessment, which shall be conducted by the LGA in coordination with the DILG Central Office and the Civil Service Commission in lieu of the Apprenticeship Program.

6. APPRENTICESHIP PROGRAM IMPLEMENTATION SCHEME

6.1. Learning Modalities. The Apprenticeship Program shall be implemented using face-to-face and online learning modalities.

6.1.1. The use of specific modalities for the Apprenticeship Program components or parts shall be determined in the design of each intake.

6.1.2. Face-to-face learning shall be conducted by the LGA and the DILG Regional Offices.

6.1.3. Online learning sessions shall be conducted through LGA's LMS. The use of other online platforms (e.g., messaging applications, email, etc.) for the submission of module or course requirements is not permitted, unless expressly authorized by the LGA.

6.2. SFW Apprentice Deployment. The apprentices' deployment for Supervised Field Work shall be done as follows:

6.2.1. Apprentices shall undergo appropriate testing for COVID-19 and/or emerging infectious diseases before deployment. Only apprentices who shall test negative for infection shall be deployed for SFW;

6.2.2. Regional Apprentices shall be assigned in their respective regions, but not in their respective hometowns or previous field assignments, if any;

6.2.3. Apprentices from the Central Office shall be assigned in Regions III, IV-A, and the National Capital Region; and

6.2.4. A maximum of three (3) apprentices may be deployed in one municipality or city.

6.3. Selection of SFW Sites. The selection of field immersion assignments shall be guided by the following criteria:

6.3.1. Readiness of LGU to:

6.3.1.1. Accept or host an apprentice;

- 6.3.1.2. Provide data, information and administrative and logistical support to ensure accomplishment of apprentice outputs;
 - 6.3.2. Coverage of an LGOO who is a high performer and a good supervisor as identified by the Regional Management;
 - 6.3.3. Accessibility in terms of availability of transportation and communication; and
 - 6.3.4. Favorable peace and order situation and political dynamics.
- 6.4. Periodic Health Checks. Prior to the commencement of program components requiring face-to-face interaction, specifically the Foundation Course Module on Effective Interpersonal Relations and Team Development and the Supervised Field Work, apprentices shall be subjected to tests to check on infection for COVID-19 or other emerging infectious disease/s.
- 6.4.1. The Regional Office, Bureau or Service shall facilitate the conduct of appropriate tests (i.e., (i.e., Real-time polymerase chain reaction test, GeneXpert test) on all their apprentices no more than one (1) week prior to the commencement of the Foundation Course and the SFW;
 - 6.4.2. Only apprentices whose test results show negative infection from COVID-19 or other emerging infectious disease/s shall be allowed to participate in Foundation Course and the SFW;
 - 6.4.3. An apprentice who shall manifest symptoms of illness or disease/s during the duration of the face-to-face module or SFW shall be immediately brought by the concerned Apprenticeship Program Team to a medical care facility for check-up and or administration of appropriate tests;
 - 6.4.4. An apprentice who shall be found to be suffering from an infectious disease shall be required to undergo necessary treatment. Upon consideration of the Steering Committee, the concerned apprentice may be allowed to resume participation in the program upon complete recovery and presentation of clearance from the physician.

7. ASSESSMENT OF APPRENTICE PERFORMANCE

- 7.1. Assessment of learning is an integral part of the Apprenticeship Program. It gauges the attainment of learning outcomes in each component, part and module, and ensures that training standards are met. Assessment of apprentices cover both technical and behavioral aspects.
- 7.2. The LGA is responsible for conducting the assessment of apprentice performance in all parts of the Apprenticeship Program. The LGA may delegate the administration of assessment tools and/or activities, as prescribed in the program design for every intake.
- 7.3. Each program component, part and module is a requirement to the next. Therefore, apprentices must pass each module, part and component to be able to proceed in the program. With the exception of the Assessment Center, wherein apprentices who fail shall be allowed one (1) retake for each of the assessment parts, apprentices who do not obtain a passing grade in a module/part/component shall be required to leave the program.
- 7.3.1. An apprentice who fails the Assessment Center Paper and Pencil Examination shall be allowed to immediately retake the test.
- 7.3.2. An apprentice who fails the Simulated Exercise and Interview shall be required to undertake six (6) months of field exposure before a being allowed to have retake of the assessment.
- 7.3.3. An apprentice who fails in the retake of the Paper and Pencil Examination or the Simulated Exercise and Interview shall be required to discontinue his/her participation the program.
- 7.4. The passing rate for all components and modules shall be 80%.
- 7.5. An apprentice's final rating shall be computed based on the following:

Program Component	Weight
General Orientation	10%
Foundation Course	50%
Supervised Field Work	40%
Total	100%

7.6. Special awards to recognize exemplary performance throughout the Apprenticeship Program shall be given during the Closing Ceremony of each intake.

7.6.1. Exemplary performance means an apprentice:

7.6.1.1. Obtained an average rating of 90% or higher in all program components/parts;

7.6.1.2. Did not undergo retake of the Assessment Center; and

7.6.1.3. Has no cases of misdemeanor

7.6.2. Recipients of special awards shall be given priority in the granting of local and foreign scholarships, as mentioned under the DILG Merit and Promotions Plan.

7.7. The LGA shall be responsible for the issuance of the Certificates of Completion of each intake. LGA shall likewise be responsible for preparing any issuance related to its implementation.

8. APPRENTICESHIP PROGRAM COMMITTEES AND TEAMS

8.1. Steering Committee. A Steering Committee shall be organized to oversee the implementation of the Apprenticeship Program.

8.1.1. The Steering Committee shall be responsible for the following:

8.1.1.1. Provision of overall direction in the design and implementation of the Apprenticeship Program;

8.1.1.2. Approval of changes to the Apprenticeship Program scope and timelines;

8.1.1.3. Approval of host region(s) or office(s) for clustered apprentices; and

8.1.1.4. Act as Grievance and Appeals Board on matters arising from the implementation of the Apprenticeship Program. All decisions made by the Board shall be final and executory;

8.1.2. The Steering Committee shall be composed of the following:

Chairperson: Assistant Secretary for Human Resource Development
Co-Chairperson: Executive Director, LGA
Members: Director, Administrative Service
Three (3) DILG Regional Directors (representing Luzon, Visayas, Mindanao)
One (1) representative of the DILG Employees Union

8.2. Apprenticeship Program Secretariat. An Apprenticeship Program Secretariat shall be organized to provide technical and administrative support to the Steering Committee. It shall be composed of the following:

Head: Chief, Human Resource Development Division, LGA
Members: Chief, Local Government Training and Development Division, LGA
Chief, Research and Policy Development Division, LGA
Chief, Administrative and Financial Management Division, LGA
Chief, Human Resource Management Division, Administrative Service

8.3. Apprenticeship Program Teams. Each participating Region, Bureau, Service and Office shall organize its respective Apprenticeship Team.

8.3.1. The Apprenticeship Program Team shall be composed of the Apprenticeship Manager and the Apprenticeship Coordinator.

8.3.2. The Apprenticeship Program Team shall be responsible for the following:

8.3.2.1. Liaise with the LGA; and

8.3.2.2. Implement program modules or parts of the module, based on the Apprenticeship Program design.

9. APPRENTICE SUSPENSION AND DISMISSAL

9.1. An apprentice shall be suspended or disallowed from continuing with the Apprenticeship Program on the following grounds:

9.1.1. Technical Grounds

- 9.1.1.1. Failure in any of the modules
- 9.1.1.2. Non-submission of component requirements
- 9.1.1.3. Failure in the component comprehensive exam
- 9.1.1.4. Failure in the Assessment Center retake

9.1.1. Behavioral Grounds

- 9.1.1.1. Violation of the provisions of the national guidelines on sexual harassment in the workplace
 - 9.1.1.2. Unexcused absences equivalent to two (2) training days
 - 9.1.1.3. Habitual tardiness to classes and/or cutting of classes
 - 9.1.1.4. Any form of cheating during examination and preparation of any requirement of the Apprenticeship Program
 - 9.1.1.5. Any form of stealing
 - 9.1.1.6. Substance abuse
 - 9.1.1.7. Drunkenness
 - 9.1.1.8. Violation of training center rules and regulations
 - 9.1.1.9. Immoral or lascivious acts
- 9.1.2. Grave misconduct or violation of Civil Service Commission rules and regulations during the supervised field practice

9.1.3. Medical and Psychological Grounds

9.1.3.1. Pregnancy during any component of the program to protect the right and life of the unborn child

9.1.3.2. Medical ailments that limit participation to strenuous activities

9.1.3.3. Drug addiction

10. SERVICE OBLIGATION

10.1. Attendance to the Apprenticeship Program is considered on official time. Therefore, during the face-to-face module, an apprentice may only leave the training venue upon the approval of the Apprenticeship Program Committee.

10.2. Graduates of the Apprenticeship Program shall serve the Department for a period of not less than two (2) years as specified in Section 2 of Executive Order 367 dated 12 August 1989.

10.2.1. The DILG Administrative Service shall monitor apprentice compliance to the Affidavit of Undertaking.

10.2.2. In case the apprentice fails to fulfill the government service obligation requirement, s/he shall be required to pay the full cost of training as a requirement for clearance, the amount of which shall be determined by the LGA.

11. APPRENTICESHIP PROGRAM MONITORING AND EVALUATION

11.1. Monitoring activities shall be conducted to track the implementation of the program components and the attainment of training objectives. Information shall be periodically collected from the apprentices, resource persons, and field work supervisors throughout the training to ensure program standards are enforced, and implementation issues/concerns, if any, are immediately addressed.

11.2. Data shall be collected from Apprenticeship Program graduates at different periods for the evaluation of the effectiveness of the Apprenticeship Program. These activities shall be identified in the

program monitoring and evaluation plan prepared by LGA for each intake.

12. INSTITUTIONAL ARRANGEMENTS

12.1. Local Government Academy (LGA)

12.1.1. In consultation with the different operating units of the Department, prepare the overall design of the Apprenticeship Program, including the identification of appropriate strategies, development of modules, training materials and training standards, to ensure the quality of implementation of each training intake;

12.1.2. Conduct briefing for Regions and Central Office Bureaus and Services on the mechanics of the Apprenticeship Program implementation;

12.1.3. Implement the Apprenticeship Program, and oversee the implementation of training components/parts/modules by the Regional Offices;

12.1.4. Administer apprentice assessment tools, and/or conduct assessment activities;

12.1.5. Monitor the performance of apprentices;

12.1.6. Issue Certificates of Completion, Proficiency and Recognition to apprentices; and

12.1.7. Prepare issuances related to the implementation of the Apprenticeship Program

12.2. Regional Office/Bureaus and Services

12.2.1. Manage the conduct of Apprenticeship Program components, parts or modules, as determined in the design of each intake;

12.2.2. Assign facilitators or resource persons for training modules, as may be determined by the LGA;

12.2.3. Provide for the travelling expenses of regional apprentices and facilitators/resource persons;

12.2.4. Identify C/MLGOOs who shall serve as coordinators for the SFW;

12.2.5. Conduct or assist in the conduct of assessment activities, as determined by LGA;

12.2.6. Monitor the performance of apprentices;

12.2.7. Ensure accomplishment of the monitoring and evaluation forms by apprentices;

12.2.8. Ensure the administration of appropriate medical test/s to check _____ for COVID-19 and other emerging infectious disease/s infection on all apprentices prior to the Foundation Course and the SFW;

12.2.9. Monitor the health condition of apprentices; and

12.2.10. Monitor job performance of the apprentices after their graduation from the Apprenticeship Program

12.3. Administrative Service (AS)

12.3.1. Conduct PQE for LGOO position;

12.3.2. Ensure that selected apprentices meet the required Qualification Standard (QS);

12.3.3. Preparation of the Department Order;

12.3.4. Validation of the PQE result of the apprentices submitted to the LGA; and

12.3.5. Monitor apprentice compliance to the Affidavit of Undertaking

12.4. Learning Resource Institutions (LRIs)

12.4.1. As determined in the program design intake, and upon agreement with LGA, assist in conducting assessment, as well as monitoring and evaluation activities; and

12.4.2. Provide technical assistance in designing the Apprenticeship Program, and/or the development of modules and learning materials

13. EFFECTIVITY

13.1. This Circular takes effect immediately. All Department circulars, guidelines, letters of instruction or any part thereof which may be inconsistent with this policy are hereby repealed or modified accordingly.


EDUARDO M. AÑO
Secretary

