



## Center for Governance

(Center)

### [2018] PROJECT ACCOMPLISHMENT REPORT

#### I. Project Information

Project Code: CPGLX

Project Title: Capability Program for Technical Legislative Staff

Project Start: March 1, 2018

Project End: August 31, 2018

Project Price: P 17,373,000.00

Client Organization: GAA

#### II. Project Team

Project Manager:

Sheena Carmina V. Mateo

Team Members:

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Consultants/Resource Persons:

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Kabzeel Sheba G. Catapang

#### Project Details

##### Project Description:

The Philippine Congress has recognized the need to continuously capacitate its senior executives, managers and technical staff. Accordingly, for 2018, Congress identified education and training capability building as a necessary intervention to ensure legislative staffs are able to effectively assist in the lawmaking functions of our legislators which includes committee hearings and legislative inquiries on various socio-economic and political issues.

In line with the budget allocation, the Development Academy of the Philippines in consultation with the Senate and the House of Representatives of the Philippines, through the Legislative Budget Research and Monitoring Office and the Committee on Appropriations, has designed and will implement a continuous training program that would meet the evolving capacity needs of



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congressional staff.

#### Project Objective:

As a general objective, this capability building program seeks to capacitate senior executives, managers and technical staff of both the Senate and House of Representatives in leadership and management skills.

At the end of this program, participants should be able to:

1. Deepen their understanding of management and leadership positions;
2. Realize what it takes to be an effective leader;
3. Gain wider perspective on socio-political and economic trends and innovations;
4. Hone their technical skills; and,
5. Realize new strategies and best practices relevant to their work from a model country.

#### Thrust Areas:

Project Type: Training

Regional Coverage:

### **III. Project Accomplishments**

Key Activities Implemented:

1. Project Mobilization and Preparation Documents:
  - Program Design, Module and Session design
  - Memorandum of Agreement with GRIPS
  - Identification and Invitation of Resource Persons
  - Coordination meetings
  - Preparation of LOI and terms of reference
  - Administrative and Logistics (Transportation, procurement, cash advance)
  - Preparation of course materials (hand-outs, supplies, IDs, food, etc.)
2. Project Implementation:
  - Conduct of training program
  - Documentation of activities
3. Project Closure
  - Debriefing
  - Training report

Major Outputs: 1) Program Design 2) Conduct of the training and 3) Training report

#### Lessons Learned:

Design

- To ensure that the program is targeting the right beneficiaries, the next run should implement a set of minimum requirements in the selection of participants. This is evidenced by some participants who are already retiring and those who were not physical fit to participate in some of the activities.
- As much as possible, try to research on the "history" between the RPs and participants. Case in point is Miral. We learned a little late that some of the participants have an issue with the office of Miral (CPBRD), and it translated during the presentation and open forum of the federalism lecture.
- For the next benchmarking study mission, to maximize the exchange of knowledge and practices between countries, it process should two way. Both institution should share and learn from each other's best practices.



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- Include a free day for cultural immersion.

#### Administrative

- Despite early preparations and constant follow up made in the processing of documents i.e airfare tickets, cash advance for tokens, the project team's timeline is always affected by the delay from the support services due to piecemeal information. Some tasks are taken on by the project team to facilitate the process.

#### IV. Attachments

1. Training Report

#### Prepared by:

Sheena Carmina V. Mateo  
Project Manager

#### Noted / Approved by:

Imelda C. Caluen  
Center Head

#### Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data