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**[2016] PROJECT ACCOMPLISHMENT REPORT**

**I. Project Information**

Project Code	CLRAO
Project Title	Basic Course on Project Management and Training Management for the Bureau of Local Government Finance
Project Start	January 12, 2016
Project End	April 30, 2016
Project Price	PhP660,000.00
Client Organization	Bureau of Local Government Finance and Asian Development Bank

**II. Project Team**

Project Manager	Michelle N. Belga
Team Members	Ismael M. Usman, Clesa V. Corona
Supervising Fellow	Imelda C. Caluen
Consultants/ Resource Persons	Paz Resurreccion Alip, Theodore Demaisip, Jansen Mayor, Usec. Janet Abuel, Dr. Antoio Avila, Alvin P. Principe, Armi M. Advincula, and Ma. Pamela Quizon

**III. Project Details**

**Project Description**

The BLGF since it was organized in 1987 has taken the bold initiative to promote progressive development in local financial management. It introduced re-orientation and guide local treasurers and assessors in accepting new approaches and improved techniques to enhance local finance operations, and recently established the Capacity Building Division to institutionalize a responsive training unit in the Bureau.

In pursuit of improving the treasury and assessment services, the BLGF recognizes the need to capacitate its officers and technical staff to improve and strengthen project planning and management skills of the participants, specifically those who are involve on projects relating to local fiscal and financial management, as well as develop their competencies to be effective training managers to implement customized training programs and to generate maximum team performance.

In line with this, the Development Academy of the Philippines (DAP), through its Center for Governance's Local Governance and Development Office (CfG-LGDO), was requested by the Bureau of Local Government Finance to conduct Basic Courses on Project Management and Training Management for its 25 officers and staff from the Central Office proposed to be conducted on March 28 to April 2, 2016 at DAP Conference Center, Tagaytay City.

**Project Objective**

The Basic Course on Training Management is a two-day course that will develop or enhance participants' knowledge, attitudes, and skills towards becoming effective BLGF Training Managers. Specifically, the course will enable participants to:

- Explain basic training concepts;
- Describe the roles and responsibilities of a BLGF training manager;



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- Elaborate on the elements of an effective team and value of working as a team in training;
- Identify their strengths and areas for improvement as presenters; and
- Prepare individual personal and professional development plans to improve their training management skills.

The Basic Course on Project Management is a four-day intensive course, which is an intensive and practical course designed to improve and strengthen project planning and management skills of participants. Specifically, the course will enable participants to:

- Articulate the different phases and stages of the project cycle;
- Apply relevant tools, techniques and approaches to planning, implementation, and monitoring and evaluation of programs and projects; and
- Formulate a re-entry action plan.

Focus Area	Governance
Project Type	Training
Project Beneficiary	National Government Agency Officers and Staff
Regional Coverage	National Capital Region

#### IV. Project Accomplishments

##### Key Activities Implemented

- Development of customized training design
- Conduct of training on project management and training management
- Report preparation

##### Major Outputs

- Customized training design
- 1 batch of training conducted with 25 participants
- Group re-entry action plan
- Training report

##### Project Impact

Effective and efficient management of treasury and assessment services of local government units.

##### Lessons Learned

- Even during the negotiation phase, the team should get the profile of the participants in order to identify the appropriate training for the identified participants. Another is to involve experts on the subject matter during client meeting on designing the training program.



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- Should request from client focal person who can also decide on behalf of the management i.e. administrative matters
- Apart from the terms of reference, prepare probing questions to really get the need of a particular training
- During expectations setting, level-off with the participants if the handouts will be distributed on or before the actual conduct of the session (depending on the advice of the resource speaker).
- Other project team members should review/check the cover design, certificates and other training-related documents so as not to overlook necessary items/logo.
- To avoid delay, DAP-MVPool to allot sufficient lead time for the driver to depart and to secure confirmation one day before the actual trip schedule.

**V. Attachments**

- Summary of Evaluation for Course and Resource Person (for training program)
- Certificate of Project Closure (for all completed projects)

Prepared by:

  
**MICHELLE N. BELGA**  
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