

**I. Project Information**

Project Code: MIRBA

Project Title: EXECUTIVE COURSE ON PROGRAM ADMINISTRATION AND QUALITY MANAGEMENT

Project Start: October 1, 2023

Project End: March 31, 2024

Project Price: PHP 1,200,000.00

Client Organization: House of Representatives

**II. Project Team**

Project Manager: GERALD MACABINQUIL

Team Members: NONE

Supervising Fellow: MARIA FELICIDAD F. BILLEDO

Consultants/ Resource Persons: DR. NICASION ANGELO AGUSTIN

**III. Project Details****Project Description**

The Legislative Power is vested in the Congress of the Philippines which consists of the Senate and House of Representatives. Upon their shoulders are upholding the Philippine Constitution and crafting laws, it is then of vital importance that the human resource under these houses is equipped with organizational management and management analysis skills in order for them to function as an efficient support to our law-makers.

The Secretariat of the House of Representatives (HRep) is committed to provide technical support to its members. This intertwines with one of the HRep's Core Values which is Excellence – Pursuing continuous learning and growth of the organization and its human resources to provide the highest quality of service. For an institution that is inundated with bills and resolutions constantly, it's a necessity for its workforce to be equipped with program administration and management competency skill set.

Through the Executive Course on Program Administration and Quality Management (EC PAQM), the Development Academy of the Philippines (DAP) - Graduate School of Public Development and Management (GSPDM) has once again responded to the call of government institutions to aid them in ensuring that our national workforce is capacitated with the right skills that are relevant to the current tides. The GSPDM is honored to take part in training the senior and junior staff of the HRep on Program Management.

Participants who have successfully attended the complete course hours and submitted all course academic requirements will automatically receive 3-academic credit units to the Master in Public Management (MPM) program's PMM 214: Program Administration and Quality Management (PAQM), if they enroll in the said program within a year of completing the certificate course.

**Project Objective**

At the end of the course, the students will be able to:

Program Administration and Quality Management (PMM 214: PAQM) is part of the major courses of the MPM Program. This course introduces students to the concepts and principles on program management. Students will develop their organizational, management and analysis skills to equip them on how to execute and sustain programs effectively.

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**[2024] PROJECT ACCOMPLISHMENT REPORT**

The course is designed to provide the participants with the opportunity to:

1. Learn the basic concepts in project management;
2. Acknowledge and understand the challenges and potentials of HRep in enhancing its performance in managing projects;
3. Design, develop, adopt and implement processes, rules and internal policies, and tools and methods to improve performance in managing specific HRep projects; and
4. Develop strategies on synergy, partnership and collaboration across the various committees and departments of the HRep to further promote efficiency in project management.

Focus Area: PROGRAM ADMINISTRATION AND QUALITY MANAGEMENT

Project Type: EDUCATION

Project Beneficiary: HOUSE OF REPRESENTATIVES, JUNIOR AND SENIOR OFFICERS

Regional Coverage: NATIONAL

**IV. Project Accomplishments**

Key Activities Implemented: ONLINE WORKSHOPS INCLUDING REPORTING, BREAKOUT SESSION DISCUSSIONS

Major Outputs: PROJECT OUTPUT PRESENTATION

Project Impact:

During their time in the program, participants actively engaged in the practical application of their learning. They embarked on a journey of developing a Program Administration initiative within their respective departments in the house of representatives. This initiative was not just a theoretical exercise but a hands-on, real-world project that required the utilization of various project management tools and strategies.

This initiative served as a pivotal link between theoretical knowledge and hands-on implementation. Participants not only identified a priority quality issue within their departments but also collaborated with a team to address a straightforward, quick-win problem. This collaborative effort allowed them to apply their learning in a practical setting, enabling them to see the direct impact of their actions.

Subsequently, participants presented the outcomes of their initiative to their peers, receiving valuable feedback that further enhanced their team's efforts. This experience not only fortified their skills but also provided a tangible opportunity to translate the acquired knowledge from the course into real-life bureaucratic settings.

Overall, this hands-on exercise fostered a seamless connection between theory and practical application. It not only enriched their learning experience but also equipped them with the necessary skills and confidence to tackle complex challenges in their future careers.

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**[2024] PROJECT ACCOMPLISHMENT REPORT****Lessons Learned:**

Engaging in online sessions demanded heightened concentration from the learners, particularly as they navigated their departmental duties alongside participating in the course. Acknowledging these challenges, the faculty and learning team adeptly adjusted their pedagogical approaches to ensure the delivery of a responsive and high-quality course.

Despite the inherent difficulty of balancing studies with professional responsibilities, learners exhibited a profound appreciation for and commitment to the course. They shared insights into the importance of initiating personal improvement and gained a deeper understanding of the challenges faced by both junior and senior officers in implementing various project tools to uphold good governance standards. The co-learners expressed fervent passion and dedication to completing the course, driven by the aspiration to acquire the skills necessary to deliver exemplary service to the people.

The newly acquired skills and knowledge from the course are perceived as valuable assets that will empower the learners to explore innovative approaches, thereby enhancing the effectiveness, safety, and client-centered focus of their institutions' services. Furthermore, they lauded the course's balanced activities, which included pertinent reading materials, informative videos, engaging presentations, and evaluations, all of which contributed to a comprehensive understanding of the subject matter.

In conclusion, the co-learners conveyed heartfelt gratitude to the mentors and the learning management team for providing this exceptional opportunity. They cherished the chance to participate in the course, recognizing it as a rare and transformative experience that equips them with the necessary tools to contribute significantly to the delivery of higher-quality service to our nation.

**V. Attachments**

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

**Prepared by:**  
GERALD C. MACABINQUIL  
Project Manager**Noted / Approved by:**  
DR. LIZAN E. PERANTE-CALINA  
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