	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURE	
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1.0 Objectives

- To improve the competency of BAI personnel to perform tests and produce desired products and services.

2.0 Scope

- This procedure covers the training program for newly hired staff and training needs of staff on new techniques in the delivery of services, production and testing services.

3.0 Definition of Terms

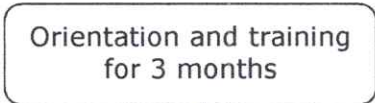
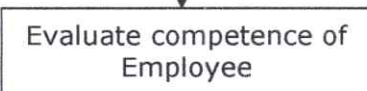

4.0 Records


- PL BAI-06 Training Plan
- R-BAI-80 Training Program Evaluation File
- R-BAI-25 Employee Competence Evaluation File
- R-BAI-87 201 Files of Employees
- PL BAI-07 Personnel Training Program
- R-BAI-54 Post-Training Evaluation File
- R-BAI-81 Training Needs Analysis File

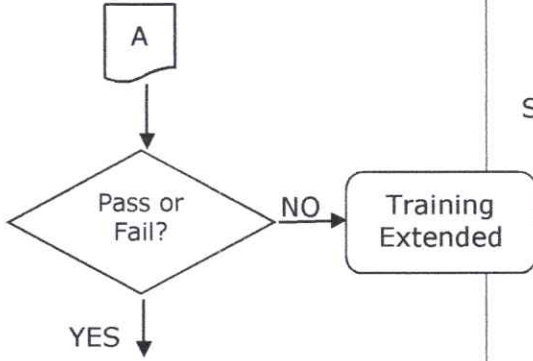
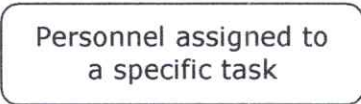
5.0 References

6.0 Process Flow

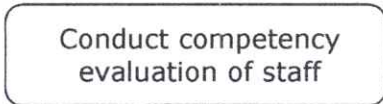
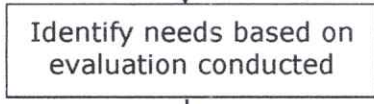
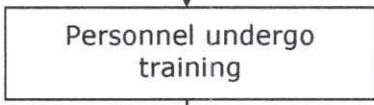
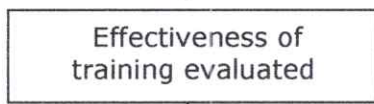

A. Training of Newly Hired Personnel

FLOW	RESPONSIBILITY	DETAILS
	SH of concerned Section	<ul style="list-style-type: none"> PL BAI-07 Personnel Training Program
 	SH of concerned Section	<ul style="list-style-type: none"> Use GF BAI-36 Employee Competence Evaluation Form GF BAI-73 Post-Training Evaluation Questionnaire

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	SH of concerned Section	<ul style="list-style-type: none"> Maintain records
	SH of concerned Section	<ul style="list-style-type: none"> Update R-BAI-87 201 files of concerned employee

B. Training for Staff

FLOW	RESPONSIBILITY	DETAILS
	HR Head/Training Officer	<ul style="list-style-type: none"> GF BAI-165 Training Needs Analysis PL BAI-07 Personnel Training Program GF BAI-36 Employee Competence Evaluation Form
	DQMR/Training Coordinator of division	<ul style="list-style-type: none"> PL BAI-06 Training Plan
	HR Head	<ul style="list-style-type: none"> In-house or outsourced training Issuance of memo for concerned staff
 	HR Head/Training Officer	<ul style="list-style-type: none"> GF BAI-107 Training Evaluation Form GF BAI-36 Employee Competence Evaluation Form GF BAI-73 Post-Training Evaluation Questionnaire



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<pre> graph TD B[B] --> D{Pass or Fail?} D -- YES --> Out[] D -- NO --> RT[Re-training] </pre>	<p>HR Head/Training Officer</p>	<ul style="list-style-type: none"> Maintain records
<p>Personnel assigned additional task</p>	<p>SH of concerned Section</p>	<ul style="list-style-type: none"> Update R-BAI-87 201 Files of concerned employee

Prepared by:	Reviewed/Approved by:
 BENJAMIN D. BAJO, JR., MPA HRDS Head	 RONNIE D. DOMINGO, DVM, MSc Top Management