



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Bonifacio Drive, Port Area, Manila

097.13 DPWH  
11-N-2019

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DEPARTMENT ORDER )  
NO. 124 )  
Series of 2019 )  
11.15.19

**SUBJECT: Guidelines in the Conduct of Training Impact Evaluation (TIE)**

In order to identify the areas of improvement and enhance the quality of training programs conducted by the Department, and in order to comply with the best practice and standards in human resource management, the following guidelines are hereby prescribed:

### I. PURPOSE

To ensure consistency, this order aims to provide the Department's Training Officers with the standard process of conducting Training Impact Evaluation using an improved user-friendly tool that offers faster dissemination, easier access, and simpler computation and documentation.

Training Impact Evaluation (TIE) is a higher level of training evaluation process that provides information as to whether training participants were able to apply their learning back in their respective workplaces. TIE helps the management in selecting and designing effective training programs and actions that actually lead to increase in organizational performance.

Furthermore, the conduct of Training Impact Evaluation is compliant with the implementation of Civil Service Commission Program to Institutionalize Meritocracy and Excellence in Human Resource Management or PRIME-HRM which aims to elevate public sector human resource management to a level of excellence. It serves as a monitoring and evaluation framework for determining value and effectiveness of Learning and Development investments.

### II. GENERAL GUIDELINES

1. The Capacity Development Division (CDD), Human Resource and Administrative Service shall be responsible for evaluating the impact of training programs conducted in the DPWH Central Office while the Human Resource Development Section (HRDS), Administrative Division in each regional office shall be responsible for evaluating the impact of training programs conducted in the region.
2. All training programs (technical and non-technical) regardless of duration shall be subjected to training impact evaluation. HR interventions like orientations, cascading initiatives, refresher courses, conferences, consultative workshops, teambuilding activities and other half day L&D interventions are exemptions to this rule.
3. Training Impact Evaluation shall be conducted within 1 year but not earlier than six (6) months after implementation of the program.

4. Training Impact Evaluation shall assess the Behavior and Learning Application or Level 3 of the Kirkpatrick's Levels of Evaluation Model. This level evaluates the extent to which the training participants applied the learning and changed their performance and behavior, based on the training they received.
5. Annual review shall be conducted by the Capacity Development Division to evaluate the Training Impact Evaluation process in terms of its efficiency and effectiveness.

### **III. PROCESS IN THE CONDUCT OF TRAINING IMPACT EVALUATION**

1. CDD and HRDS Training Officers shall conduct review of the following documents for each course:
  - a. Results of Pre and Post Test
  - b. Course Design
  - c. List of Participants
  - d. Participants Profile
2. Based on the results of the review of the abovementioned documents in Item 1, Training Officers from CDD and HRDS shall prepare the corresponding tools/instrument for Training Impact Evaluation:
  - a. TIE Activity Log (Appendix B)
  - b. TIE Database (Appendix C)
  - c. TIE Survey Form with guidelines (Appendix D)
  - d. TIE Monitoring Sheet (Appendix E)
3. A Notice of Conduct of Training Impact Evaluation (Appendix A) duly signed by the Undersecretary for Support Services for training programs in the Central Office, or by the Regional Director for training programs conducted in the Regional Office shall be prepared, informing the concerned offices regarding the impact evaluation process and schedule. A list showing the names of training participants and their corresponding immediate supervisors shall be attached in the letter.
4. The one-page Training Impact Evaluation survey form/questionnaire will be adopted in conducting impact evaluation. The TIE survey shall use a combination of quantitative and qualitative method. Quantitative data can be generated using the 5-point Likert Scale: (1) Strongly Disagree, (2) Disagree, (3) Neutral, (4) Agree and (5) Strongly Agree. On the other hand, qualitative data can be gathered from portions in the survey where respondents could indicate their explanations, comments and suggestions.
5. The said survey shall be disseminated to the immediate supervisor, as the respondent, of all the training participants.
6. Dissemination of TIE survey forms shall be done on-line via email using the Department's intranet and internet. For offices with connectivity problems, TIE survey forms can be printed and sent manually via snail mail or hand carried to the respondent/s.

7. The supervisor's assessment shall provide information on three categories namely: 1) Application of the new knowledge and skills in the participant's actual performance at work; 2) Changes in work performance, and 3) Changes in behavior/attitude.
8. Immediate supervisors must return the accomplished impact evaluation survey within 5 working days upon receipt of the said survey form.
9. The required return rate of survey forms for a population of 30 (total number of participants on the course) and above is 80% under the set conditions such as 95% confidence level with 9% margin of error. For trainings with a total number of 29 participants and below, the required return rate of survey forms is 90%. Retrieved survey data are considered conclusive once the above established percentage responses are reached. Please see Table 1 for sample computation.

**Table 1.** Sample computation of required return rate of survey forms

Number of participants on the course	Return rate (%)	Required No. of retrieved surveys
40	80%	32
30	80%	24
25	90%	23
20	90%	18

10. Results of the Training Impact Evaluation survey shall be tabulated and analyzed using the following templates and be used as basis for the preparation of the Impact Evaluation Report:
  - a. TIE Data Collection Template (Appendix F)
  - b. Training Impact Evaluation Report (Appendix G)
11. The total average percentage results of the Training Impact Evaluation Survey shall be analyzed using the equivalent adjectival rating and operational definition as shown in Table 2 below:

**Table 2.** Survey Scores Adjectival Rating and Operational Definition

ADJECTIVAL RATING	PERCENTAGE RATING	OPERATIONAL DEFINITION
HIGH	90% - 100%	<p>Training with <b>HIGH</b> impact indicates that the training course is highly relevant and is very much needed for the participant's job. It indicates that the participants were able to fully utilize the skills and knowledge gained during the training.</p> <p>The participants also demonstrate remarkable improvement in their work performance and there is significant increase in productivity and achievement of work targets.</p> <p>A high level of improvement and positive change in terms of the participants' behavior, attitude and motivation towards work was also observed.</p>

MODERATE	70% - 89%	<p>Training with <b>MODERATE</b> impact indicates that the training course is significantly relevant and is much needed for the participant's job. It indicates that the participants were able to mostly utilize the skills and knowledge gained during the training.</p> <p>The participants also demonstrate noticeable improvement in their work performance and there is moderate increase in productivity and achievement of work targets.</p> <p>A moderate level of improvement and positive change in terms of the participants' behavior, attitude and motivation towards work was also observed.</p>
LOW	50% - 69%	<p>Training with <b>LOW</b> impact indicates that the training course is less relevant and is quite not needed for the participant's job. It indicates that the participants were able to slightly utilize the skills and knowledge gained during the training.</p> <p>The participants also demonstrate little improvement in their work performance and there is minimal or limited increase in productivity and achievement of work targets.</p> <p>A low level of improvement in terms of the participants' behavior, attitude and motivation towards work was also observed.</p>
NONE AT ALL	20% - 49%	<p>Training with <b>NO</b> impact indicates that the training course is not relevant and is not needed for the participant's job. It indicates that the participants were not able to utilize the skills and knowledge gained during the training.</p> <p>The participants also demonstrate no improvement in their work performance and there is no increase in productivity and achievement of work targets.</p> <p>It was also observed that the participants show no improvement in terms of their behavior, attitude and motivation towards work.</p>

12. The supervisor's assessment of the training participant's learning application, work performance and behavioral change will be the main source of data in the survey. However, a follow-through validation will be required if a LOW individual score is observed. To validate, another survey will be administered where both the training participant (Appendix H) and his/her co-worker (Appendix I) perform the assessment.

13. For information and consideration on matters requiring management decision/action, a Training Impact Evaluation Report (Appendix G) shall be submitted to the HRAS Director (for CDD) or Regional Director (for HRDS) within thirty (30) days after the conduct of Impact Evaluation survey.
14. The HRDS shall submit to the HRAS Director a Training Impact Evaluation Summary Report or TIESR (Appendix J) which shall contain the summary of results of all Impact Evaluations conducted per semester. The TIESR, approved by the Division Chief and the Regional Director, shall be submitted semi-annually on the following deadlines:

Period of Impact Evaluation	Deadline of Submission
1 <sup>st</sup> Semester of the CY (January – June)	Last day of September
2 <sup>nd</sup> Semester of the CY (July – December)	Last day of March

15. The HRDS may use a transmittal letter (Appendix K) for the TIESR submission and shall no longer need to attached each of the TIE Reports to the TIESR.
16. Copy of the signed TIE Report will be disseminated to the following: 1.) Section/Unit in charge of Learning Needs Assessment and 2.) Course Designers who shall review and revise course design and session plan, if needed, based on the results of the training impact evaluation.
17. The Chief Administrative Officer shall monitor the progress of actions to be taken/committed in response to the recommendations in each TIE Report and ensure that these are successfully executed.

#### **IV. PENALTY CLAUSE**

Immediate Supervisors of training participants are required to respond to the survey and make themselves available for interview, as required. Non-compliance shall constitute a violation of reasonable office rules and regulations as stipulated in Rule 10 of the Revised Rules on Administrative Cases in the Civil Service.

In cases of validation procedure, training participants and his/her co-worker are also required to respond to the survey.

#### **V. REPEALING CLAUSE**

All memoranda, rules and regulations and guidelines inconsistent herewith are hereby repealed and amended accordingly.

This Order shall take effect immediately.



**MARK A. VILLAR**  
Secretary

10.1.2 MSV/MAP/ARM

Department of Public Works and Highways  
Office of the Secretary



WIN9L10891



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila

September 28, 2018

**MEMORANDUM**

**TO :** BUREAU DIRECTORS  
SERVICE DIRECTORS  
UPMO DIRECTORS  
REGIONAL DIRECTORS  
This Department

**ATTENTION :** ADMINISTRATIVE OFFICERS CONCERNED

**SUBJECT :** Conduct of Impact Evaluation for 2017-2018 Training Programs

As part of the standard post-training activities of the Capacity Development Division, HRAS, an Impact Evaluation Survey will be conducted for all 2017 and 2018 training programs implemented in the Central Office with the duration of 5 days and up. The said evaluation will determine the level of impact of the training on the participants' job performance and behaviour and assess the effectiveness of the training program.

In this regard, please be advised that the concerned immediate supervisor/s of the training participant/s from your office will receive an email on **October 11, 2018** containing the link and instructions of the Impact Evaluation Survey and the same will be asked to accomplish the said on-line survey within five (5) days upon receipt.

Attached for your reference is a matrix showing the number of participants to be evaluated per office.

Your respective Administrative Officers are directed to provide assistance to the CDD staff in determining the names and active email addresses of the concerned immediate supervisors and to monitor the compliance of the supervisors to the said survey.

Your unwavering support and assistance to CDD, HRAS for the continuous improvement of our Learning and Development Programs will be highly appreciated.

For information and compliance.

**ARDELIZA R. MEDENILLA, MNSA, CESO I**  
Undersecretary for Support Services

**TRAINING IMPACT EVALUATION**  
**ACTIVITY LOG**

When conducting a Training Impact Evaluation, you may schedule your activities using the table below and following the recommended timeframe.

Indicate the date when you plan to start the task (START DATE) and when you target to finish the same task (END DATE).

TASK	START DATE	END DATE	DURATION (In Working Days)
1. Preparation of Memorandum			1
2. Creation of Database			3
3. Customized link and encode details in the survey form			1
4. Customize email content			1
5. Send email and monitor transmittal			1
6. Update monitoring database			8
7. Generate summary of impact evaluation results			1
8. Conduct validation for outliers			2
9. Prepare Impact Evaluation Report for approval			2

TOTAL: 20 WD



**TRAINING IMPACT EVALUATION DATABASE**

**BATCH** \_\_\_\_

Training Programs conducted from \_\_\_\_ (month year) to \_\_\_\_ (month year) \_\_\_\_

**Office:** \_\_\_\_\_

<b>COURSE TITLE</b>	<b>DATE</b>	<b>NAME OF PARTICIPANTS</b> (SURNAME, FIRST NAME MIDDLE NAME)	<b>POSITION</b>	<b>DIVISION</b>	<b>NAME OF SUPERVISOR</b>	<b>POSITION</b>	<b>Email Address</b>	<b>CONTACT NUMBER</b> (SUPERVISOR)
		1						
		2						
		3						
		4						
		5						
		6						
		7						
		8						



**TRAINING IMPACT EVALUATION DATABASE**  
**(Training Title)**  
**(Date of Training)**

<b>NAME OF PARTICIPANTS</b> (SURNAME, FIRST NAME MIDDLE NAME)	<b>POSITION</b>	<b>OFFICE</b>	<b>NAME OF SUPERVISOR</b>	<b>POSITION</b>	<b>Email Address</b>	<b>CONTACT NUMBER</b> (SUPERVISOR)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						



Republic of the Philippines  
 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
 Human Resource and Administrative Service  
 Capacity Development Division

**GUIDE IN ACCOMPLISHING THE TRAINING IMPACT EVALUATION SURVEY**

**PURPOSE:**

This survey aims to assess the impact of DPWH in-house training/s in the workplace. It intends to measure the effect of the training to the participant in terms of the following areas: 1) Application of new knowledge and skills in the participant's actual performance at work; 2) Changes in work performance; and 3) Changes in behavior/attitude.

**INSTRUCTION TO THE SUPERVISOR:**

Please evaluate Mr./Ms. \_\_\_\_\_ (First Name, Middle Initial, Last Name) who attended the training course: last \_\_\_\_\_

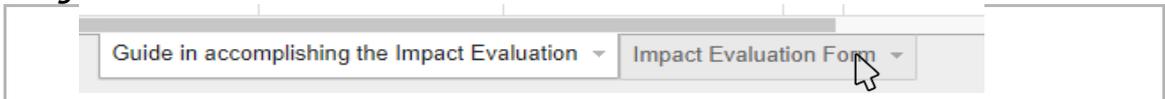
by accomplishing the **Impact Evaluation Form** found on the second sheet of this Excel document entitled: *"Training Impact Evaluation Survey (For the Supervisor)"*

Kindly answer the survey form as honestly as you can and please do not hesitate to write any comments/suggestions because your feedback will be helpful for the continuous improvement of the DPWH training programs.

**STEP BY STEP GUIDE:**

**STEP 1:** The survey questions are found on the next excel spreadsheet entitled "Impact Evaluation Form". You may begin by clicking the tab found at the bottom of this excel file (see sample Image 1 below)

**Image 1:**



**STEP 2:** Accomplish the survey by **putting the numerical digit "1"** to the column/box corresponding to your answer (see Image 2 below) and by typing your input/comments in the allotted rectangular box.

**PLEASE BE INFORMED THAT THIS EXCEL FILE IS PROGRAMMED WITH A MATHEMATICAL FORMULA, USE OF ANY OTHER NUMBER WILL RESULT TO ERROR OR INVALID OUTPUT.**

**Image 2:**

To what extent do you agree with the following:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The training course attended by the participant was relevant and directly applicable to his/her job responsibilities.					1

**STEP 3:** When finished, simply close the window. We will be sending you a confirmation email indicating that we have seen and downloaded the survey which you have patiently and successfully accomplished.

**NOTE:**

- You are encouraged to accomplish the survey **within five (5) days** upon receipt of this impact evaluation document.
- For average results of 70% below, you are requested to write, on the separate spreadsheet provided here, your additional recommendation on how to increase the impact of the training to DPWH employees.
- Your response to this request is highly appreciated. Thank you!
- For any questions regarding this survey form, please contact the Capacity Development Division at (02) 304-3337.



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Capacity Development Division

**TRAINING IMPACT EVALUATION SURVEY**  
(FOR THE SUPERVISOR)

Training: \_\_\_\_\_

Training participant: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor of participant: \_\_\_\_\_

Position: \_\_\_\_\_

This survey form aims to assess the extent to which the training participant was able to apply their new knowledge and skill into the workplace and the extent to which the participant's work performance and behavior/attitude has changed as a result of attending the training course. Kindly put the numeric number "1" to the column which best describe your answer to the survey statements below.

**Application of new knowledge and skills in the participant's actual performance at work**

To what extent do you agree with the following:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The training attended by the participant was relevant and directly applicable to his/her job.					
2. The new knowledge gained from the training was used by the participant in his/her job.					
3. The participant makes use of the skills learned from the training in his/her tasks.					
4. The participant was able to introduce new systems, procedures or innovations at work.					

If you answered the above questions with *Strongly Disagree*, *Disagree* or *Neutral*, please write a brief explanation of why the training was not relevant and/or why the knowledge and skills were not used in the job:

**Changes in work performance**

To what extent do you agree with the following:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. When comparing the performance of the participant BEFORE the training and AFTER the training, the participant exhibited significant improvements in his/her performance.					
2. The participant makes fewer mistakes at work.					
3. The participant delivers better quality of output.					
4. The participant accomplishes his/her task at a faster rate.					
5. The participant was given additional assignment/s due to his/her improved performance.					

Please list any areas at work where the participant did particularly well, as a result of the training (Optional):

**Changes in behavior/attitude**

To what extent do you agree with the following:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The participant shows new positive attitude after the training					
2. The participant's self-confidence has increased.					
3. The participant's motivation to work has improved.					
4. The participant's interpersonal skill was enhanced.					

Please list any further comments, suggestions or observations:

0	0	0	0	0
Total Average:				<b>0 %*</b>

\*For total average result of 70% below, please indicate on a separate spreadsheet your additional recommendation to increase the impact of the training.



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**Additional recommendation, if any, to increase the impact of the training to the participant:**

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

\_\_\_\_\_  
(Name)  
(Position, Office)







## Tabulation Sheet per Question

	<b>Application of the new Knowledge and Skills</b>	<b>Strongly Disagree (1)</b>	<b>Disagree (2)</b>	<b>Neutral (3)</b>	<b>Agree (4)</b>	<b>Strongly Agree (5)</b>	<b>Average Score</b>	
1.	The training attended by the participant was relevant and directly applicable to his/her job.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
2.	The new knowledge gained from the training was used by the participant in his/her job.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
3.	The participant makes use of the skills learned from the training in his/her tasks.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
4.	The participant was able to introduce new systems, procedures or innovations at work.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
<b>Total Average per category</b>								

	<b>Changes in Work Performance</b>	<b>Strongly Disagree (1)</b>	<b>Disagree (2)</b>	<b>Neutral (3)</b>	<b>Agree (4)</b>	<b>Strongly Agree (5)</b>	<b>Average Score</b>	
1.	When comparing the performance of the participant BEFORE the training and AFTER the training, the participant exhibited significant improvements in his/her performance.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
2.	The participant makes fewer mistakes at work.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
3.	The participant delivers better quality of output.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
4.	The participant accomplishes his/her task at a faster rate.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
5.	The participant was given additional assignment/s due to his/her improved performance							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
<b>Total Average per category</b>								

	<b>Changes in Behavior/Attitude</b>	<b>Strongly Disagree (1)</b>	<b>Disagree (2)</b>	<b>Neutral (3)</b>	<b>Agree (4)</b>	<b>Strongly Agree (5)</b>	<b>Average Score</b>	
1.	The participant shows new positive attitude after the training							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
2.	The participant's self-confidence has increased.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
3.	The participant's motivation to work has improved.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
4.	The participant's interpersonal skills was enhanced.							(0) Strongly Disagree (0) Disagree (0) Neutral (0) Agree (0) Strongly Agree
<b>Total Average per category</b>								





## B. Results per Survey Question:

**Table 3 –Number and Percentage of Respondents per Survey Statement**

Application of the New Knowledge and Skills	Number of Respondents per Survey Statement					Average Score	Percentage of Respondents per Survey Statement
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree		
1.) The training attended by the participant was relevant and directly applicable to his/her job.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
2.) The new knowledge gained from the training was used by the participant in his/her job.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
3.) The participant makes use of the skills learned from the training in his/her tasks.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
4.) The participant was able to introduce new systems, procedures or innovations at work.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
<b>Changes in Work Performance</b>							
5.) When comparing the performance of the participant BEFORE the training and AFTER the training, the participant exhibited significant improvements in his/her performance.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
6.) The participant makes fewer mistakes at work.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree

7.) The participant delivers better quality of output.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
8.) The participant accomplishes his/her task at a faster rate.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
9.) The participant was given additional assignment/s due to his/her improved performance							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
<b>Changes in Behavior/Attitude</b>							
10.) The participant shows new positive attitude after the training							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
11.) The participant's self-confidence has increased.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
12.) The participant's motivation to work has improved.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree
13.) The participant's interpersonal skills was enhanced.							( %) Strongly Disagree ( %) Disagree ( %) Neutral ( %) Agree ( %) Strongly Agree

**IV. Comments/Suggestions/Recommendations**

**IV. Analysis and Findings**

**VI. Recommendation**

Prepared by:

**(NAME)** \_\_\_\_\_  
(Designation)

Reviewed by:

**(NAME)** \_\_\_\_\_  
(Designation)

Noted by:

**(NAME)** \_\_\_\_\_  
(Designation)



Republic of the Philippines  
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Human Resource and Administrative Service  
Capacity Development Division

**TRAINING IMPACT EVALUATION SURVEY**  
(FOR THE PARTICIPANT)

Training: \_\_\_\_\_  
Date of Training: \_\_\_\_\_  
Training Participant: \_\_\_\_\_ Position: \_\_\_\_\_

This survey form aims to assess the impact of the training you have attended in terms of: 1.) Application of new knowledge and skill into the workplace, 2.) Change in your work performance, and 3.) Change in your behavior/attitude as a result of attending the training course.

Kindly put the numeric number "1" to the column which best describe your answer to the survey statements below.

**Application of new knowledge and skills in actual performance at work**

To what extent do you agree with the following:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The training that I have attended was relevant and directly applicable to my job.					
2. I was able to use the new knowledge that I have gained from the training.					
3. I made use of the skills I learned from the training.					
4. I was able to introduce new systems, procedures or innovations at work.					

If you answered the above questions with *Strongly Disagree*, *Disagree* or *Neutral*, please write a brief explanation of why the training was not relevant and/or why the knowledge and skills were not used in the job:

**Changes in work performance**

To what extent do you agree with the following:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. I exhibited significant improvements in my work performance.					
2. I made fewer mistakes at work.					
3. I delivered better quality of output.					
4. I accomplished my task at a faster rate.					
5. I was given additional assignment/s due to my improved performance.					

Please list any areas at work where you did particularly well, as a result of the training (Optional):

**Changes in behavior/attitude**

To what extent do you agree with the following:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. I exhibited new positive attitude after the training.					
2. My self-confidence has increased.					
3. My motivation to work has improved.					
4. My interpersonal skill was enhanced.					

Please list any further comments, suggestions or observations:

0	0	0	0	0
Total Average:				<b>0 %*</b>

\*For total average result of 70% below, please indicate on a separate spreadsheet your additional recommendation to increase the impact of the training.



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**Additional recommendation, if any, to increase the impact of the training:**

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Position, Office)



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
Human Resource and Administrative Service  
Capacity Development Division

## APPENDIX I

### TRAINING IMPACT EVALUATION SURVEY (FOR PEER/CO-WORKER)

Training: \_\_\_\_\_  
Date of the Training: \_\_\_\_\_  
Training Participant: \_\_\_\_\_ Position: \_\_\_\_\_

This survey form aims to assess the extent to which the training participant was able to apply their new knowledge and skill into the workplace and the extent to which the participant's work performance and behavior/attitude has changed as a result of attending the training course. Kindly put the numeric number "1" to the column which best describe your answer to the survey statements below.

#### Application of new knowledge and skills in the participant's actual performance at work

To what extent do you agree with the following:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. The training that Mr./Ms. _____ attended was relevant and directly applicable to his/her job.					
2. The new knowledge that Mr./Ms. _____ gained from the training was used in his/her job.					
3. Mr./Ms. _____ made use of the skills learned from the training in his/her tasks.					
4. Mr./Ms. _____ was able to introduce new systems, procedures or innovations at work.					

If you answered the above questions with *Strongly Disagree*, *Disagree* or *Neutral*, please write a brief explanation of why the training was not relevant and/or why the knowledge and skills were not used in the job:

#### Changes in work performance

To what extent do you agree with the following:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. Mr./Ms. _____ exhibited significant improvements in his/her performance.					
2. Mr./Ms. _____ made fewer mistakes at work.					
3. Mr./Ms. _____ delivered better quality of output.					
4. Mr./Ms. _____ accomplished his/her task at a faster rate.					
5. Mr./Ms. _____ was given additional assignment/s due to his/her improved performance.					

Please list any areas at work where the participant did particularly well, as a result of the training (Optional):

#### Changes in behavior/attitude

To what extent do you agree with the following:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1. Mr./Ms. _____ showed new positive attitude after the training					
2. The self-confidence of Mr./Ms. _____ has increased.					
3. The motivation to work of Mr./Ms. _____ has improved.					
4. The interpersonal skill of Mr./Ms. _____ was enhanced.					

Please list any further comments, suggestions or observations:

0	0	0	0	0
Total Average:				0 %*

\*For total average result of 70% below, please indicate on a separate spreadsheet your additional recommendation to increase the impact of the training.



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Human Resource and Administrative Service  
Capacity Development Division

**Additional recommendation, if any, to increase the impact of the training to the participant:**

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Position, Office)

QMS-HRAS-CDD-FORM#E-8



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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
REGIONAL OFFICE \_\_\_\_  
Address

**TRAINING IMPACT EVALUATION SUMMARY REPORT**  
\_\_\_\_ Semester of CY \_\_\_\_

Training/s conducted	No. of participants	Level of Impact	Remarks
SAMPLE: 1. District Engineer Candidates Course (May 9-June 9, 2017)	38	HIGH (91%)	Highly recommended as a continuing training program
Total No. of training participants:			

**Prepared by:**

**Approved:**

\_\_\_\_\_

\_\_\_\_\_

(Name)

(Name)

Division Chief

Director

**APPENDIX K**  
Transmittal Letter Template



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE** \_\_\_\_  
Address

(Date)

**MEMORANDUM**

**FOR** : **Director MICHAEL S. VILLAFRANCA**  
Human Resource and Administrative Service

**SUBJECT** : **Training Impact Evaluation Summary Report (TIESR) for** \_\_\_\_  
**Semester of CY** \_\_\_\_\_

Respectfully submitted herewith is the Training Impact Evaluation Summary Report (TIESR) showing the results of impact evaluations conducted on \_\_\_\_ semester of CY \_\_\_\_ which includes recommendations for your review, comment and/or approval.

**Name of Regional Director**  
Office

Office code. Initials