

# GOOD PRACTICE DOCUMENTATION

## Admin Tactic Session investing on Personhood and Professionalism Kalahi-CIDSS Capability Building Activity for Administration Staff anchored on Personal and Career Development

### I. CONTEXT

It is in 2018 that number of Field Office VIII Kalahi CIDSS staff has downsized for the program already undertakes LGU-led implementation. Along with this downscaling of staff is the experiential decrease of motivation among staff as tardiness has been pervasive. The worker commitment's neglected aspect is punctuality. When you come late in the office, it makes a poor interpersonal relationship with co-workers and it loses your individual productivity. Tardiness or lateness can be linked to absenteeism. According to *The Determinants of Lateness: Evidence From British Workers*, late arrival can also be called "withdrawal behaviour" as it suggests precursor to absenteeism or turnover. This behavior is determined by attitude and the performance. According to open.lib.umn.edu, we should keep track of attitudes because they are often associated with importance outcomes such as performance, helping tardiness.

The concern on staff personal and professional development is within the function of the Capability Building Unit. CBU is handling range of activities by which individuals, groups, and organizations improve their capability to achieve their goals. The unit helps in influencing attitude of employees necessary to achieve organizational goals. Achieving goals does not only mean focusing on accomplishment of targets but equally important is the emphasis on the attitudinal aspect.

Kalahi-CIDSS meetings and tactic sessions is crucial to one's organization so that common understanding and levelling of certain issues and concerns is achieved and be understood by all. But meetings and tactic session should not be all milestone-based but also involved with Personal and Professional/ Career development. Attitude is its forgetting ingredient. In this way, it responds to achieving plans and directions. It has been also observed for the Admin Tactic Session in Kalahi to combine it with Team Building to also ensure harmonization among staff in the workplace to kindle good relationships and help build effective team for achieving common objectives.

## II. Implementation

Admin tactic session is a Capability Building Activity by which Admin is the proponent. It is in its first instance that the modules on Professionalism and Personhood were developed for the Administration Staff. The objectives of the two modules are the following; to open awareness on the importance of integrity and identity of self, develop one’s coping capacities, to create professionalism in the workplace, to establish personal accountabilities, to build trust, camaraderie and cooperation among group and to talk concerns, issues and corresponding recommendations.

It was all conceptualized by OIC Division Chief of Promotive Services Natividad G. Sequito. She called for a meeting with the CapBuild Unit staff on April 12, 2018 and talked about the direction for the Tactic Session. According to DC/RPC Natividad G. Sequito, Kalahi CIDSS envisions staff to develop their technical and interpersonal skills. She formulated advisers to take in charge for the sharing of experiences.

The session itself aims to enhance one’s capacities, create professionalism in the workplace and establish individual capabilities and accountabilities of employees. Equally important to this is the work ethics; to be more cooperative and trustworthy among group members.

The activity was conducted April 17-20, 2018 at Caluwayan Palm Island Resort and Restaurant. DC Natividad G. Sequito was the Resource Person throughout the 2 modules. DC Sequito put emphasis that it is necessary to keep track the state of being. She further reminded the participants to prioritize growth in terms of Personhood and Professionalism.

On the session about Personhood, participants were encouraged to write one adjective they can describe themselves. She eventually asked them to close their eyes and reflected; if it is the still the description they have for themselves, what has changed and what has not. After which, DC Sequito asked for some participants to volunteer and introduce themselves of what they know about themselves at this point in time.

Our pursuit for Personal development and growth is rooted in the fundamental core of self-awareness. DC Sequito reminded the participants that one’s knowledge of self is rooted on one’s self-awareness. She also discussed about the four self-awareness archetypes.



Participants were asked to close their eyes for reflection on what has changed about them throughout the years



AA Kinneith Cayubit shared of what he sees of himself.



Weakness of one's self is also important to be aware of. For change can either be positive or negative; some gets stuck and some grows. Dc Sequito had the participants answered, "What keep you moving forward?" Also with this, the Admin staff were asked to fill in the Personal Development Plan to be accomplished and shared in the session with Advisors. DC Sequito acknowledged that individual growth is hindered due to many factors. Motivating factor is still at play in achieving our own goals. In the third table are the interventions to make this motivating factor possible to achieve. The participants were asked to keep this Personal Development Plan as they will get back to it after 3 months if progress is realized.

*PERSONAL DEVELOPMENT PLAN*  
*April- July 2018*

In order to be inspired to continue to keep growing, we have to be open to change. Change could be hard but progress is impossible without it. Below is the table for *Hindering factors* or the difficulties which prevent you from growing. *Motivating Factors* are the driving forces through which you strive to achieve your goals and *Interventions* suggest things to do in order to achieve your identified motivating factors.

Feel free to fill in the tables. Use another sheet if you must.

HINDERING FACTORS/ CHALLENGES	MOTIVATING FACTORS	INTERVENTIONS

Prepared by: \_\_\_\_\_ Adviser: \_\_\_\_\_

Personal Development Plan conceptualized by DC Sequito and the CapBuild Unit

A good place to start developing personhood is one to become aware of how s/he thinks and how s/he feels. In lieu to this, 9 advisers including RPC Sequito, DRPM Gerry Peneda, AO V Athena Flores, RCIS Betsy Estorninos, M & E III Mariano Noel, SMO Jennifer Caspe-Paa and 2 Social Worker Officers from CSWOs of Tacloban Melinda Segudallas and Fe Chona Bahin were there to listen to personal life stories of participants. Participants put trust to their advisers in sharing their stories. In return, advisers took insights from their advisees. Before this sharing , DC Sequito gave the advisers briefing the do's and don'ts in sharing as it remained confidential. Both advisers and advisee signed a confidentiality clause in relation to the activity.







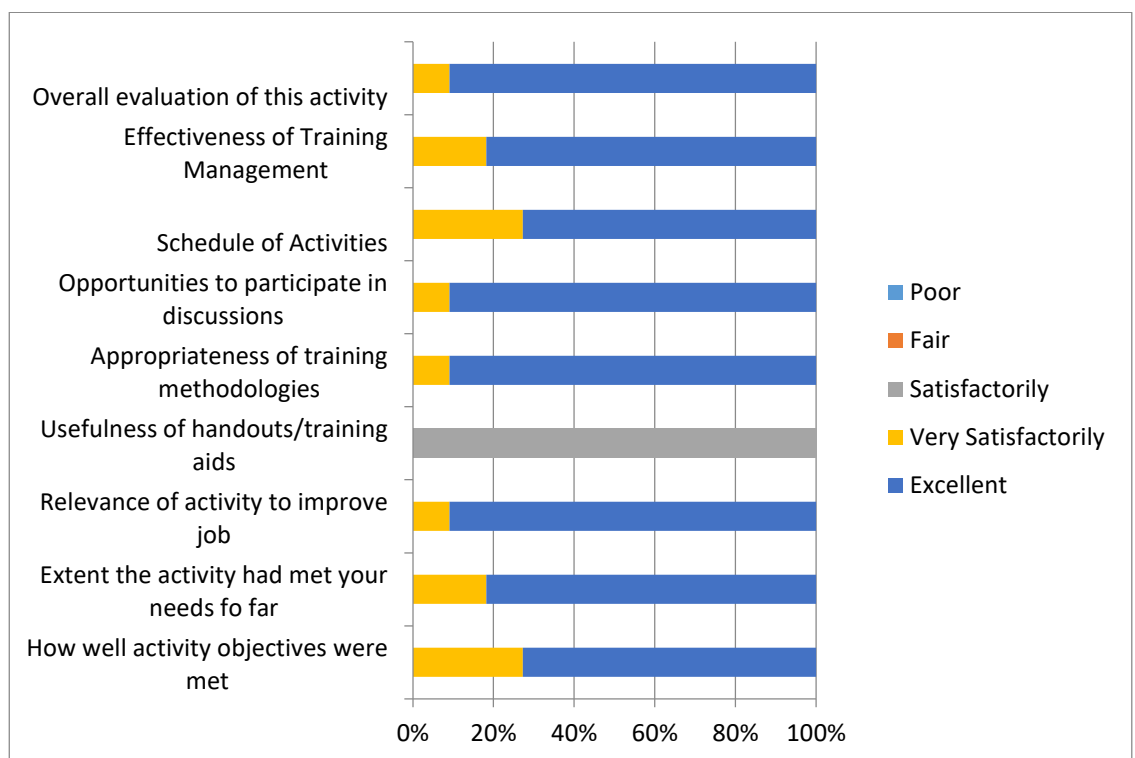
A heartfelt sharing of experiences of advisers and advisees

On professionalism, an activity was set for each unit to play out the picked paper containing emotions. They will act a depicting certain emotions commonly observed in workplace. After the activity, DC Sequito emphasized the need of coping or handling emotions quickly so that it will not produce another negative feeling, rather productivity. DC Sequito recommended that communicating feelings in the workplace is vital. She emphasized the importance of our acknowledgement of our emotion, its causes, its effects to the behavior, how you accept and learn from it and snap back to reality.



### III. Results/Impact

Based from the evaluation (2<sup>nd</sup> Level) collated after the activity, majority of the participants (91%) rated the activity as “Excellent”. The remaining 8% rated the activity as “Very Satisfactorily”. All participants consider the activity having the high relevance in improving their job functions. Particularly, 91% rated this as “Excellent” and 8% “Very Satisfactorily”. One participant highlighted the learning gain from the activity: *“Know the worth of one’s self, learn to cope with personal awareness and professionalism and how to become more self-aware as the more you now about yourself the better you are at adopting life changes especially in your job functions”*. Another participant pointed out the facilitating factor that contributed the success of the activity: *“The advisers giving advise to the participants made us understand in situations that can apply to ourselves and work”*.

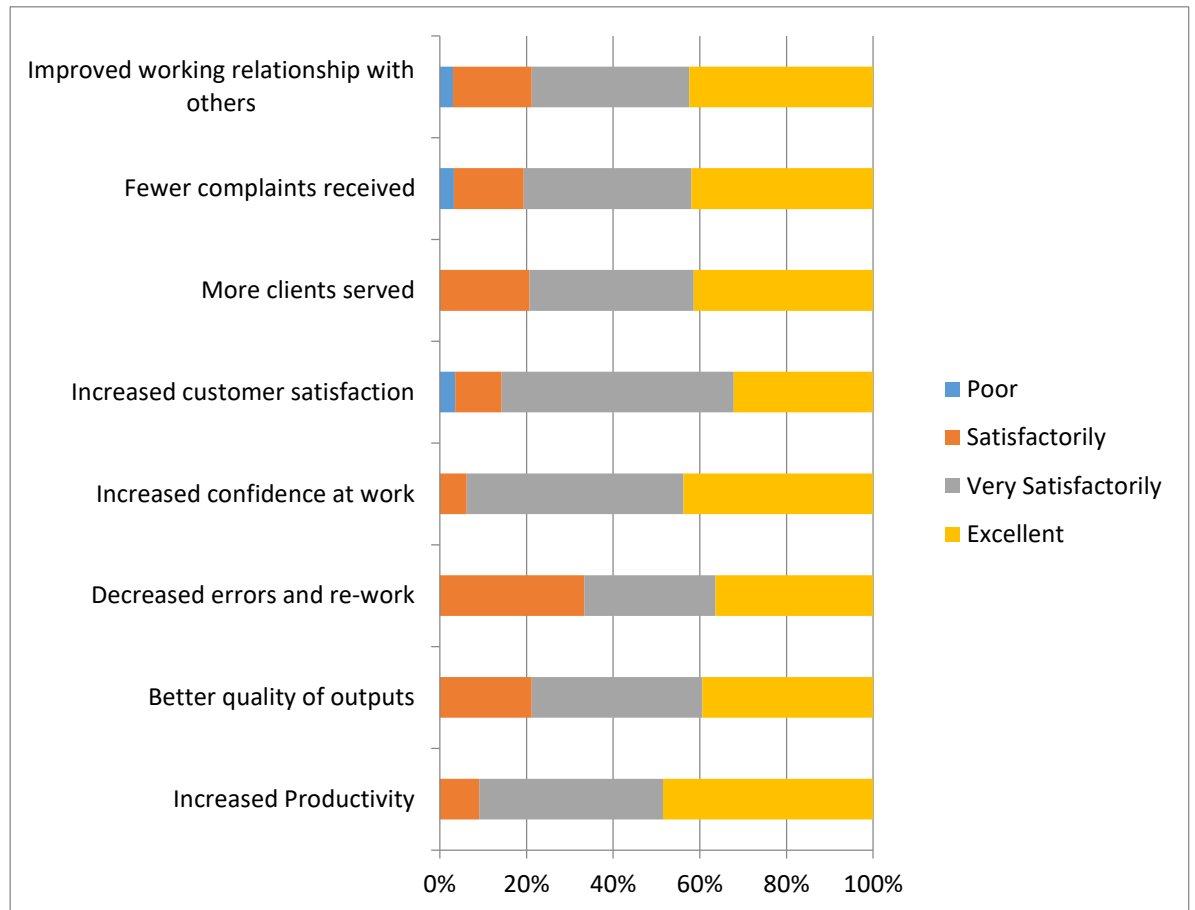


#### 2<sup>nd</sup> Level Evaluation after the activity

Another round of evaluation was conducted among participants 5 months after the conduct of the intervention. The 3<sup>rd</sup> Level Evaluation is designed to assess the effectiveness of the interventions. It aims to measure how the knowledge, skills and attitude gained by the participants from the learning intervention are translated into personal efficiency, improved behaviour and better job performance. Based from the evaluation, all staff improved their productivity as assessed by their superior, peers and subordinates. Particularly, there are 48% staff increased their productivity who received the rating of Excellent (4), the highest from the scale. Their increased in productivity refers to an increase number of tasks accomplished as per standards within the prescribed timeframe. This is the indicator where most number of staff garnered the highest rate of Excellent (4).



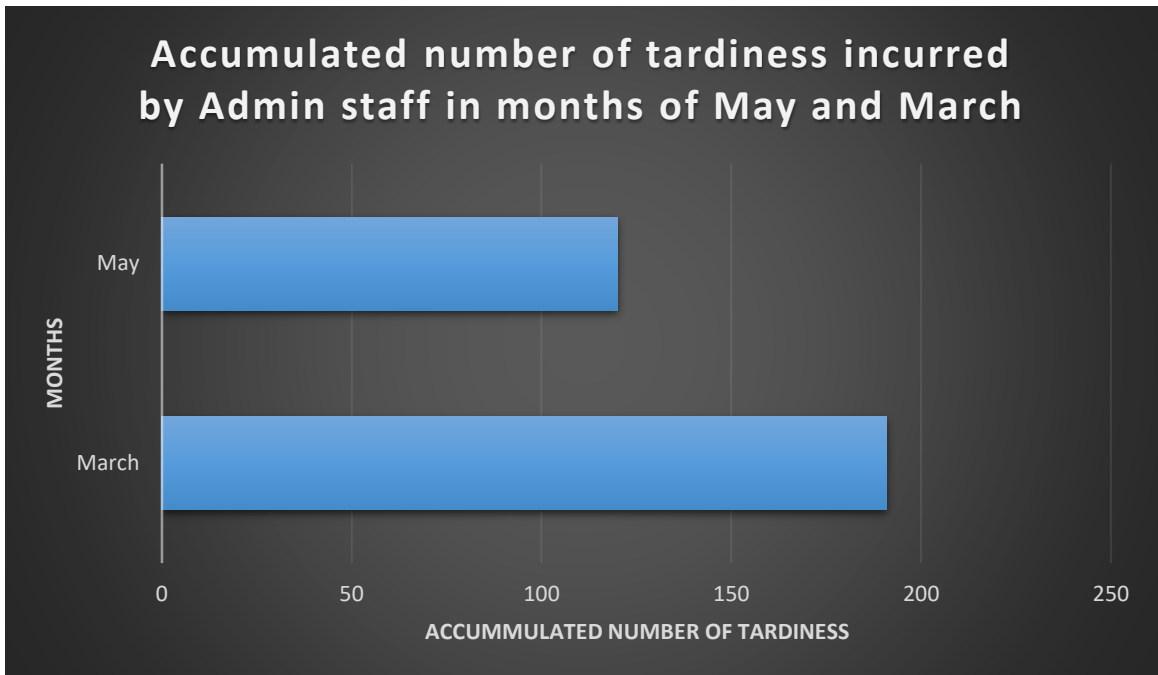
While the indicator on *Improved Working Relationship with Others* and *Fewer Complaints Received* observed a significant behavioral change where it received a 42% rating each as being Excellent (4). Majority of the Key Performance Indicator rating were above the *Satisfactorily* rating which translates to an overall improved Staff performance brought by the learning interventions.



**3<sup>rd</sup> Level Evaluation**

Another, notable impact observed is on the decline of tardiness/lateness among the Admin staff after the Admin Tactic Session.

Below is the Quantitative evidence which shows as to the number of times most of Admin staff have incurred tardiness; a comparison within the months of March and May. Note that the months of March and April were chosen to be compared for they are consecutively months before and after April which Admin tactic session was conducted.



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**Accumulated number of tardiness by 38 Admin staff in the months of March and May 2018.**

For the month of May, there are accumulated 191 days of tardiness among 38 Admin staff. This was reduced to the accumulated 120 days of tardiness for the month of May.

In conclusion,  $5 \frac{1}{10}$  average days have consumed over 10 allowable days for March. On the other hand,  $3 \frac{1}{10}$  average days have consumed over 10 allowable days for May.

With this, it only shows the notable decline in tardiness among the 38 Admin staff between March and May.

The 71 days decline of tardiness improves the productivity of the Admin staff. The Administration staff were motivated to work and produced quality work accomplishment for the 1<sup>st</sup> semester

Based from Behavior Report, the following were significant improvement among the employees observed on the succeeding months (May-September 2018) after the conduct of the activity:

Possess a "Can-Do" attitude Always ready, available and will to get the job done
Displays positive attitude when interacting with clients and co-worker
Consistently arrives to work on time. Provides consistent, timely, high quality work
Can work without supervision, reliable and submits report even before the deadline
Reliable and can perform with minimum supervision.

Able to deal with the situation and can ask other people/unit's help just to fulfill the task being given to him.
Works in an open manner, shares information with others to get the job done.
Knows his duty as liaison officer and no need to remind him of what to do.
Well regarded by colleagues, can easy interact with.
Reliable and can perform with minimum supervision. Able to deal with the situation can ask other people/unit's help jus to fulfill the task being given
Has his own initiatives when it comes to work, Provides help to the BA & AA in obligating if bulk documents are in, posses jolly and respectful attitude.
Has a good working attitude. Fast learner, punctual, calm, respectful has his own initiatives. Well organized on his documents
Attentive and can follow instruction easily
Punctual employee and can deliver result without supervision

**Lesson Learned**

Tactic sessions or meetings should not only tackle work related issues and concerns but also can be centered on growth of each employee towards personhood and professionalism. The activity helped in targeting the personhood of the employees to improve their motivation in increasing their productivity in work. It was evident in the result of the reduced tardiness of the involved staff before and after the tactic session was conducted as well as the favourable result from the 2<sup>nd</sup> and 3<sup>rd</sup> Level Evaluation.

**D. Implications for Replications**

During the Capability Building meeting on July 18, 2018 wherein present are the Capability Build Unit of Kalahi CIDSS and Pantawid Pamilyang Pilipino Program with the DSWD Region VIII's Capability Building Section head Ann Ritzel Caragos has initially expressed replication of modules for future meetings or trainings. This was also reiterated by OIC-Division Chief Natividad Sequito that the module will be applied to Pantawid Pamilyang Pilipino Program and Sustainable Livelihood Program under the Promotive Division as part of the staff development. It was planned that the module will be revised applicable to the concerned unit. There will be coordination with the Capability Building Unit of Promotive Division Programs and Capability Building Section of DSWD Field to address this concern.



**Key Persons**

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