



GUIDELINES ON HRDO ACADEMY (SELF-PACED TRAINING)

The [HRDO ACADEMY](#) is one component of the **HRDO Learning Management Site**. It is designed to promote individual learning and development among employees. The self-paced training program allows employees to obtain core and technical skills that will contribute to improvement and efficiency in performing tasks and delivering services. ACADEMY can be accessed at any time, place, and device, provided that there is an internet connection.

To ensure that the Learning Management Site is utilized and the objectives of the Self-Paced Training Programs are met, please be guided by the following terms and conditions:

- The [HRDO ACADEMY](#) is designed to be completed at the convenience of the employees. The self-paced training programs can be taken outside the official office hours.
 - ❖ Should employees decide to take training courses during office hours, employees are responsible for ensuring that their immediate supervisor approves their training request should there be any potential impact on their work schedule or duties.

LINK: bit.ly/UPMHRDOAcademy

- Employees must accomplish the [registration form](#) for each training course they prefer to take.
 - ❖ Employees may register for any training course simultaneously but must finish each course satisfactorily

LINK: bit.ly/UPMHRDOAcademyRegistration

- Employees are encouraged to finish each training course within the specified timeframe that corresponds to the number of hours of the training course. Please see the table below.

Training Program Duration	Timeframe*
1-3 hours	Four (4) calendar days
4-6 hours	Six (6) calendar days
7-10 hours	Eight (8) calendar days
11-12 hours	Ten (10) calendar days
13-16 hours	Twelve (12) calendar days
17-20 hours	Fourteen (14) calendar days

*timeframe begins on the following date of registration

e.g. Employee A registered for a 3-hour training on October 2, 2024. He/she needs to accomplish the training course (including all recordings and assessments) on or before October 6, 2024.



Human Resource Development Office
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines
Tel. (632) 8141 loc 227 to 229 | Email: upm-hrdo@up.edu.ph

- ❖ Employees can accomplish the training courses outside the suggested timeframe, but the sooner he/she completes the training, the sooner that the certificate of completion can be processed by the HRDO.
4. Each training course consists of various modules (one topic per video recording) that span between 15 minutes to 1 hour & 30 minutes each. There is one assessment that corresponds to each module. Employees must obtain a score of at least 50% in each assessment in the training course to receive a certificate of completion. The HRDO L&D Section will send an email to employees regarding the results of their assessments.
 - ❖ Employees who fail to reach the minimum score in at least one of the assessments can retake the assessment that was below 50% within three (3) days from the date of the email of assessment results.
 - Should the employee reach the required score after one (1) retake, he/she will be granted a certificate of completion.
 - In case the employee does not reach the minimum score after three (3) retakes, he/she must re-register to the training program, retake all the assessments, and the above-mentioned terms and conditions shall apply again.
 5. Certificates of completion shall be sent to employees who meet the terms and conditions above.
 - ❖ Each training course has an equivalent number of training hours. This is based on the total duration of all the modules per course. The training hours and type of training are specified on the Certificate of Completion.
 - ❖ The HRDO L&D Section will distribute the certificates upon the completion of signatories from different offices.
 6. Employees are requested to answer the [LMS Feedback Form](#) after completing a training course. This will aid the HRDO in continuously improving the features and services of the Learning Management Site. The responses will be a significant contribution to the progressive development of the website.

LINK: bit.ly/UPMHRDOLMSFeedback

----- nothing follows -----

last updated: October 3, 2024