



ZUELLIG FAMILY FOUNDATION

MEMORANDUM
12 February 2020

FOR : AUSTERE A. PANADERO, Executive Director *[Signature]*

THRU : RAMON EMMANUEL R. DERIGE, Deputy Executive Director *[Signature]*
 HEIDEE E. BUENAVENTURA, Institute Director *[Signature]*

FROM : PHILIP JEROME A. FLORES, QA and Certification Manager *[Signature]*

SUBJECT : (1) APPROVAL AND IMPLEMENTATION OF REVISED BLTCP CERTIFICATION PROCESS
 (2) RE-CALIBRATION AND ISSUANCE OF BLTCP v2 EQUIVALENCY CERTIFICATE FOR TRAINERS

*srj
for discussion / approval.*

1. In our desire to strengthen the credibility of the certification program and in response to recommendations on continuing quality improvement, the Institute, with help from training consultants, have reviewed and revised the Bridging Leadership Trainer Certification Program (BLTCP) certification process.
2. The program has been implemented since 2015 and aims at ensuring training quality for results in ZFF BL-based training programs. It serves as a mechanism to certify a BL trainer's level of mastery of BL concepts, training and design competencies using principles and practices of Adult Learning (AL), Art of Hosting (AoH), and transformative teaching-learning methodologies. At the same time, the program aims to develop trainers to address demand for BL training programs.
3. One of the major revisions done is the transition from level-based to track-and-competency-based certification. This means that the new certification design is built on set of key competencies on learning and development that will be measured through a specific assessment methodology consistent with the desired results of each certification track.
4. The enhanced BLTCP was presented and vetted in the Joint Programs Meeting last September 23, 2019 and was approved for re-launch during the Executive Meeting last October 7, 2019. This memo formally endorses the new version of ZFF's trainer certification program for its full implementation commencing this February 2020. Attached is the certification write-up for reference. It has been reviewed and proofread for coherence and compliance to the foundation's publication protocol.
5. Given the changes in the certification process, a re-calibration through competency analysis and alignment of BLTCP v1 to BLTCP v2 (attached) was done and results show the following equivalency:

BLTCP v1	BLTCP v2
BLTCP Level 1	BL Training Facilitator
BLTCP Level 2	BL Training Facilitator, BL Training Designer
BLTCP Level 3	BL Training Facilitator, BL Training Designer, BL Training Manager

6. Relative to item number 5, the following **fourteen (14) ZFF staff and forty-two (42) active faculty members and practitioners** are recommended for awarding of certificate of equivalency, corresponding to their certification level under the old BLTCP program. Please see attached list.
7. For your review and approval. Thank you very much.

BLTCPV1 and BLTCPV2 COMPETENCY ANALYSIS AND ALIGNMENT FOR CERTIFICATION RE-CALIBRATION

CERTIFICATION	BL Training Facilitator						BL Training Designer						BL Training Manager						REMARKS
	COMPETENCY	BLTF1	BLTF2	BLTD1	BLTD2	BLTD3	BLTD4	BLTD5	BLTD6	BLTM1	BLTM2	BLTM3	BLTM4	BLTM5	BLTM6				
B11	BL11		/													Can be demonstrated in performing QA functions (oversight and evaluation of training) – part of staff deliverables under training management (KRA)			
	BL12		/																
	BL13		/																
	BL14		/																
	BL15		/																
	BL16		/																
	BL17		/																
B12	BL18		/																
	BL19		/																
	BL21		/																
	BL22		/																
	BL23		/																
	BL24		/																
B13	BL25		/																
	BL26		/																
	BL31		/																
	BL32		/																
	BL33		/																
	BL34		/																
	BL35		/																
	BL36		/																
	BL37		/																

BLTCPV2

<p>BLTCP Level 1</p> <p>BL11: Integrate Adult Learning principles and practices into session delivery</p> <p>BL12: Deliver lectures: Giving an organized presentation.</p> <p>BL13: Use of visual aids and a variety of training materials: Preparing and using visual aids and other training materials that are clear, simple, and easy to understand</p> <p>BL14: Build rapport: Creating trust, inspiring confidence, displaying a positive attitude, being prepared to give and take feedback and ability to mirror other people.</p> <p>BL15: Facilitation: Fostering a learning climate using a variety of training methodologies that elicits participation, encourages thinking, challenges the participants and encourages them to apply new learning.</p> <p>BL16: Listening: Making sense of and understanding what another person is saying</p> <p>BL17: Asking questions: Drawing information from others to understand and learn from others</p> <p>BL18: Summarizing: Reviewing key points and summarizing information regularly to help recall</p> <p>BL19: Training Administration and Logistics: Making arrangements for training activities that are conducive to learning with the appropriate audio-visual equipment, ensuring that the training needs of the participants are provided for, making available a sufficient number of training materials and hand-outs, among others.</p>	<p>BLTCP Level 2</p> <p>BL21: Training Needs Analysis: determining the standard level of competence, comparing it with the actual competence of an individual, and identifying the learning gaps.</p> <p>BL22: Formulate training objectives that are behavioral and SMART.</p> <p>BL23: Session Planning, Design and Development: Planning and developing a well-organized session with content, methodology and time allocation that has logical and psychological flow and are appropriate to varied needs of participants, will help in the attainment of session objectives, and contribute to the attainment of course objectives.</p> <p>BL24: Training Facilitation: Deployment of A, and Aoh principles and practices to encourage and stimulate learning and growth in identified competencies, to include coaching as a learning platform</p> <p>BL25: Training Monitoring and Evaluation: Carrying out regular checks of learning through reflection and feedback for objective and regular assessments of the usefulness and relevance of course content, process and effectiveness of trainers/facilitators and training staff, and identifying areas that need further explanation, clarification and discussion all throughout the training to ensure that objectives of the session are met</p> <p>BL26: Training Management: Ensuring the overall quality of the training activity by managing administrative and logistical requirements and arrangements, including but not limited to, the deployment of supplies and equipment, learning materials and references, support to resource persons, and engagement of suppliers.</p>	<p>BLTCP Level 3</p> <p>BL31: Planning, Design and Development of Training Programs: lead and manage the deployment of TMA, results mapping, and other tools to design and execute relevant learning strategies and programs for various audiences to address identified gaps in BL competencies over a specific period</p> <p>BL32: Managing Learning Programs: Lead the implementation of training programs covering the entire training cycle and manage the conduct of training activities in support of the achievement of training and capacity building programs for various stakeholder groups.</p> <p>BL33: Hosting Meaningful Conversations as Platforms for Capacity Building and Leadership Formation: Deployment and practice of Aoh principles and skills to foster an environment conducive to learning and growth, to include coaching as a learning platform</p> <p>BL34: Trainer Development: Effectively conduct training and assessment of BL Trainers</p> <p>BL35: Coaching: Provides guidance and support to trainers in actual training activities.</p> <p>BL36: Quality Assurance: Ensure the quality of training interventions by enforcing training standards and protocols in the whole training cycle to preserve and maintain the ZH brand promise in capacity building programs.</p> <p>BL37: Partnerships: Engagement with partners and stakeholders to promote the development of and access to BL capacity building programs.</p>
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BLTCPV2

<p>Certified BL Training Facilitator</p> <p>BLTF1 : Prepare Session Facilities/Resources</p> <p>BLTF2: Facilitate Training Session</p>	<p>Certified BL Training Designer</p> <p>BLTD 1: Identify Learner's Training Requirements and Prepare Curriculum Plan</p> <p>BLTD 2: Prepare Session Plans</p> <p>BLTD 3: Prepare Instructional Materials</p> <p>BLTD 4: Prepare assessment Instruments (Institutional)</p> <p>BLTD 5: Organize learning and teaching resources</p> <p>BLTD 5: Revise training materials based on learnings from actual implementation</p>	<p>Certified BL Training Manager</p> <p>BLTM 1: Conduct Pre-assessment</p> <p>BLTM 2: Execute Training Programs and Activities.</p> <p>BLTM 3: Ensure Quality of Training Intervention.</p> <p>BLTM 4: Conduct Post-Training Assessment</p> <p>BLTM 5: Review Delivery of Training Session</p> <p>BLTM 6: Evaluate Learning Impact.</p>
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ZUELLIG FAMILY FOUNDATION

ZFF STAFF (14)

Name	Unit	V1 Level	BLTCP Certification
			V2 Equivalency
Banglos, Ray Anthony	IHLGP	1	BL Training Facilitator
Comia, Angeli	IPHSDP	2	BL Training Facilitator, BL Training Designer
Cresencio, Jescir	CNGP	2	BL Training Facilitator, BL Training Designer
Malcabias, Charisse	IHLGP	2	BL Training Facilitator, BL Training Designer
Arandia, Joyce Ann	IHLGP	2	BL Training Facilitator, BL Training Designer
Macaraan, Jenny	IHLGP	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Poa, Mary Rose	KMG	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Chung, Catherine	IPHSDP	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Buenaventura, Heidee	Institute	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Flores, Philip Jerome	Institute	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Medina, Maria Ellen	Institute	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Narvasa, Faith	Institute	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Jose, Jeromeo	IHLGP	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Nacnac, Anjelica Joy	UNFPA	3	BL Training Facilitator, BL Training Designer, BL Training Manager

AP FACULTY MEMBERS/OTHER BL PRACTITIONERS (42)

Name	Organization	V1 Level	BLTCP Certification
			V2 Equivalency
Arcete, Alvin	ADZU	1	BL Training Facilitator
Bagastos, Maynard	ADZU	1	BL Training Facilitator
Bulanon, Alma May	ADZU	1	BL Training Facilitator
Gonzales, Aurora	ADZU	1	BL Training Facilitator
Lapasaran, Julius	ADZU	1	BL Training Facilitator
Tugade, Judith Joy	ADZU	1	BL Training Facilitator
Guinaran, Ryan	BSU	1	BL Training Facilitator
Palao-ay Glenn	BSU	1	BL Training Facilitator
Panagan, Vicente	BSU	1	BL Training Facilitator
Caneda, Jake	CNU	1	BL Training Facilitator
Garcia, Laurence	CNU	1	BL Training Facilitator
Jardin-Ranario, Roselle	CNU	1	BL Training Facilitator
Lapa, Maria Imelda	CNU	1	BL Training Facilitator
Palompon, Daisy	CNU	1	BL Training Facilitator
Alindajao, Josephine	DMSFI	1	BL Training Facilitator
Balajadia, Hadji	DMSFI	1	BL Training Facilitator
Bersabe, Mary Joan	DMSFI	1	BL Training Facilitator
Chavez, Mila	DMSFI	1	BL Training Facilitator
Guino, Cremia	DMSFI	1	BL Training Facilitator
Manlapus, Cynthia	DMSFI	1	BL Training Facilitator
Torralba, Magdalena	DMSFI	1	BL Training Facilitator
Gregorio, Ernesto	UP-CPH	1	BL Training Facilitator
Mortel, Buenalyn	UP-CPH	1	BL Training Facilitator
Escoto, Louise Annette	UPV	1	BL Training Facilitator



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Name	Organization	V1 Level	BLTCP Certification
			V2 Equivalency
Firmase, Josephine	UPV	1	BL Training Facilitator
Padilla, Philip Ian	UPV	1	BL Training Facilitator
Prieto-Carolino Alice	UPV	1	BL Training Facilitator
Sartorio Melanie	UPV	1	BL Training Facilitator
Siega-Sur, Jusie Lydia	UPSHS	1	BL Training Facilitator
Labarda, Meredith	UPSHS	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Abalos, Evalyn	SU	2	BL Training Facilitator, BL Training Designer
Naranjo, Michele	SU	2	BL Training Facilitator, BL Training Designer
Coritico, Jennifer	External RP	1	BL Training Facilitator
Ismael, Aryameir	External RP	1	BL Training Facilitator
Ayuza, Luz	External RP	2	BL Training Facilitator, BL Training Designer
Sebastian, Joen	External RP	2	BL Training Facilitator, BL Training Designer
Alvior, Helena Marie	External RP	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Araneta, Czarinnah	External RP	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Alterado, Axell	External RP	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Blanco, Ramir	External RP	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Fabugais, Maria Teresa	External RP	3	BL Training Facilitator, BL Training Designer, BL Training Manager
Ting, Timothy	External RP	3	BL Training Facilitator, BL Training Designer, BL Training Manager