

ELA Sectoral Orientation

Reminders:

- Know your team members
- Assign a Leader / Presenter / Secretariat / Documenter
- The Leader and Presenter should be a department or unit head under the Office of the Mayor
- The Secretariat / Documenter assigned may be a department/unit head or support staff
- Leader: _____
- Presenter: _____
- Secretariat: _____
- Documenter: _____
- The secretariat will get all e-copies of the ELA reference materials from the CPDO
- The secretariat will **print the ELA Manual** as a major reference guide for the series of activities
- Be ready to conduct several meetings and your own sector's public consultation
- Please document the activities / consultation

Activities	Major Outputs																																										
1. Identify priority Issues and Concerns of the Sector/Subsector	Long list of issues																																										
Sub-activity 1.1 Review existing local plans 1.1.1 CLUP 1.1.2 CDP / LDIP 1.1.3 Previous ELA 1.1.4 Ambisyon Natin 1.1.5 Sustainable Development Goals 1.1.6 National Government Issues (if relatable)	Key issues culled from secondary sources																																										
2. Prioritize Issue																																											
2.1. Prioritize Objectively Box 5. Example of Simple Ranking <table border="1" style="margin: 10px auto;"> <thead> <tr> <th rowspan="2">LGU Problems</th> <th colspan="6">Respondents</th> <th rowspan="2">Total Score</th> <th rowspan="2">Ranking</th> </tr> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>Insufficient supply of potable water</td> <td>3</td> <td>2</td> <td>1</td> <td>3</td> <td>3</td> <td>3</td> <td>15</td> <td>1</td> </tr> <tr> <td>Inadequate road infrastructure</td> <td>2</td> <td>3</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>13</td> <td>2</td> </tr> <tr> <td>Unstable peace and order situation</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>8</td> <td>3</td> </tr> </tbody> </table> <p><i>Respondent Score:</i> 3 - biggest problem 1 - smallest problem</p>	LGU Problems	Respondents						Total Score	Ranking	A	B	C	D	E	F	Insufficient supply of potable water	3	2	1	3	3	3	15	1	Inadequate road infrastructure	2	3	2	2	2	2	13	2	Unstable peace and order situation	1	1	1	1	1	1	8	3	Ranked Issues
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3. Consult with Stakeholders (May be Combined with Step 8)																																											
3.1 Present the Prioritized Issues and Concerns to Target Stakeholders Document activity (pictures, minutes)	Minutes / Pictures / Attendance Sheet of Consultation																																										

4. Defining / Revisiting the LGU Vision and Mission				
4.1 Relate the Sector to the Vision and Mission		Sectoral / Sub-Sector Vision		
4.2 Conduct Vision-Reality Gap (Check first chapter of CDP)				
4.2.1 Scoring				
4.2.2 Activities to attain Vision (Broad activities only)		Vision-Reality Gap		
4.3 Formulate a short Sectoral / Sub-Sector Vision (aligned with the City Vision)				
5. Formulating Goals and Objectives				
5.1 Process				
5.1.1 "Using your mission statement as guide, what do you want to achieve for the people in your municipality for the next three years?"				
5.1.2 Collect and cluster similar responses to this question. Major clusters of issues or categories of desired conditions may form a goal category. You may now form goal statements around these issue clusters		List of Ranked Issues along with its corresponding Goals and Objectives; Activities; and Performance Indicators		
5.1.3 Check if crafted goals sufficiently address the mission statements				
5.1.4 For each of the goals formulate corresponding objective statements				
5.1.5 Cluster similar and related objectives. Choose which of the objectives best advance/s the goal statements. Given time and resource constraints define and have a sense of the best solution towards attaining the goals				
5.1.6 Once the goals and objectives have been developed, develop performance indicators to measure the extent of achievement of desired results (check manual for performance indicators)				
6. Prioritizing Programs, Projects, and Capacity Development Needs				
Identification of a set of prioritized programs, projects, capacity development and legislative requirements necessary to bring the ELA to action				
6.1 Process				
6.1.1 agree on a set of criteria to be used				
* Impact and Relevance (20%)				
* Timeframe (within the LCE term of office) (20%)				
* Resource constraints (20%) – less cost the higher the score				
* Acceptability (20%)				
* Contribution to the goals of cross-cutting themes on poverty reduction, environmental sustainability, gender and development, and peace and unity, and participatory governance (20%)				
6.1.2 The team evaluate each of the identified programs/projects vis-à-vis the set criteria				
6.1.3 The team review the initial list, as the process may have to undergo several iterations before the final list is drawn up.				
		1. Identify the human resource/capacity requirements of the ELA; 2. Determine their current capacity level vis-à-vis the ideal capacity requirements 3. Formulate a human resource/capacity development plan		
Name of Programs, Projects, and Capacity Development	Program 1	Program 2	Program 3	Program 4.....
Impact and Relevance (20%)	19	20	17	20
Timeframe (20%)	18	16	19	15
Resource constraints (20%)	16	16	19	15
Acceptability (20%)	19	19	19	20
Contribution to the goals of cross-cutting themes (20%)	19	19	19	18
SubTotal	91	90	93	88
Rank	2	3	1	4

6.2 Identifying Capacity Development Needs Process

6.2.1 Review the Vision-Reality Gap

6.2.2 Identify ideal capacity requirements

6.2.3 Identify current internal LGU capacity

ELA Outcome Area/ Proposed Project	Implementation Strategy	Capacity Requirements											
		Competency Requirements (K/S/A)		Structure		Systems & Procedures		Policies		Logistical		Others	
		*	#	*	#	*	#	*	#	*	#	*	#

* Ideal Capacity Requirement # Actual Capacity Requirement

6.2.4 After determining existing LGU capacity on the ELA, categorize responses using the following:

Priority	Description	Code
High	If the requirement is not present and therefore must be addressed immediately	H
Medium	If the requirement is not totally present but manageable and/or can be acquired on time	M
Low	If the requirements is existing within the department/unit	L

Note: **maintain a unit/team/organizational perspective**. This is especially critical when identifying competency requirements as participants may have the tendency to look into individual instead of unit or team Knowledge-Skills-Attitude requirements.

6.2.5 Conduct the actual CapDev Planning

6.2.5.1 Design of data gathering strategy

6.2.5.1.1 Gather Data from HRMO

6.2.5.1.2 Gather Data from other LGUs (Benchmark)

6.2.5.1.3 Gather Data from other sources (standards, etc.)

6.2.5.2 Process and analyze data gathered

6.2.5.3 Assist in drafting the HR/CapDev Plan

Table 3. **HR/Capacity Development Plan**

Priority HRD/ Capacity Development Interventions	Target Office/ Staff	Desired Outcome	Implementation Details (Timeframe, Responsible Unit, Resource Requirements and Source)

For CapDev Planning, it might help that team focus on capacity requirements prioritized as High followed by items categorized as Medium.

7. Determining Legislative Requirements														
<p>7.1 Review the Prioritized (Ranked) Programs, Projects, CapDev and identify areas/aspects that require legislative and policy actions.</p> <p>7.2 Identify possible legislative measures/interventions (Coordinate with SP Committee Chairman / Vice Chairman)</p> <p>7.3 Prepare the list</p> <p>Figure 6. Sample Format of Priority Legislative Measures</p>		A list of priority legislative and policy measures to support the Sector												
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8. Consult and Present Outputs to the Sector's Stakeholders														
<p>3.1 Present outputs to Target Stakeholders</p> <p>Document activity (pictures, minutes)</p>		Minutes / Pictures / Attendance Sheet of Consultation												
9. Prepare Final Report														
Powerpoint, AVP, and Word Document														

- Main Reference: How to Formulate an Executive and Legislative Agenda for Local Governance and Development