

LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1

KNOWLEDGE GAP	SPECIFIC KNOWLEDGE PRODUCT	ACTION NEEDED TO ACQUIRE KNOWLEDGE				Status (i.e. completed, done, delayed, on-going)
		Method of Capture and/or Development (e.g. Research, Consultancy, etc.)	Sources of Information (e.g. person, office, docs, reports, etc.)	By when	By who (Person/ Unit/ Division)	
1. KM LEADERSHIP						
Absence of designated library manager at the LGRC	RO designating a Library Manager	Term-based LibManager (RO & POs)	HRDP, CSC, FAD	June 2021	ORD, FAD	on-going
	Orientaion of Library Manager	Briefing/ Orientation on Library Management/ ILMS	LGA	December 2021	LGA	TBI
Absence of designated Information Officer	RO designating an Information Officer	Policy issuance	HRDP, CSC, FAD	April 2021	ORD, FAD	completed
Insufficient financial resources to support KM initiatives	Upgraded IT application for knowledge sharing	Solicit Funds/Equipment for knowledge sharing	LGA, ISTMS	3rd Quarter	ORD,RICTU, Multi-media and Knowledge Facility	on-going
Absence of policy for safeguarding KPs	Policy on Library Management including safeguarding KPs and other resource materials i.e. e-copy of references	<i>Policy issuance</i>	<i>ORD</i>	<i>3rd Quarter</i>	<i>ORD, FAD, Multi-media and Knowledge Facility</i>	<i>TBI</i>
	Process to safeguard KPs	<i>Research, Policy Development</i>	<i>LGA/ LGRRCs</i>	<i>3rd Quarter</i>	<i>Multi-media and Knowledge Facility</i>	<i>TBI</i>

Local Governance Legal Opinion not updated	Compilation of Legal Opinions	<i>Research/Consolidation</i>	<i>Legal Service-CO,</i>	<i>End of Dec 2021</i>	<i>Legal Unit</i>	<i>on-goig</i>
Limited space/storage for KM Materials and Equipment		<i>Transfer to a more spacious space (new building can be utilized)</i>	<i>ORD</i>	<i>2022</i>	<i>ORD,FAD, Multi-media and Knowledge Facility</i>	<i>TBI</i>
	<i>E-copies of KP</i>	<i>Compilation</i>	<i>LGA, CO, NGAs, Academe, CSOs, ORD, LGCDD, LGMED, FAD</i>	<i>To start in April 2021</i>	<i>ORD, Multi-media and Knowledge Facility</i>	<i>TBI</i>
	<i>G-drive/link to store KPs</i>	<i>Creation</i>	<i>LGA, CO, NGAs, Academe, CSOs, ORD, LGCDD, LGMED, FAD</i>	<i>To start in April 2021</i>	<i>ORD, Multi-media and Knowledge Facility</i>	<i>TBI</i>
Limited KPs in the LGRRC Library	KPs on 5 Areas of Local Governance	Solicitation, purchase, donation of KPs on the 5 Areas of Governance	DILG, NGAs, LRIs, CSOs, LGUs	December 2021	LGRRC	TBI
		<i>Compilation of e-copies of KP</i>	<i>LGA, CO, NGAs, Academe, CSOs, ORD, LGCDD, LGMED, FAD</i>	<i>To start in April 2021</i>	<i>ORD, Multi-media and Knowledge Facility</i>	<i>TBI</i>
		<i>Creation of G-drive/link to store KPs</i>	<i>LGA, CO, NGAs, Academe, CSOs, ORD, LGCDD, LGMED, FAD</i>	<i>To start in April 2021</i>	<i>ORD, Multi-media and Knowledge Facility</i>	<i>TBI</i>

LGU Plans and Manuals (CDP-CLUP, POPSPlan, DRRM Plan, LCCAP, SWM Plan, GAD Plan & Budget, CapDev Agenda)	Compilation of LGU Plans and Manuals	Request LGUs/FOs to submit	LGU	Dec 2021	Information Officer, PM, FPs, Divisions	TBI
Database needs updating	Compilation of updated databases	Updating of database	DILG, NGAs, LRIs, CSOs, LGUs	December 2021	LGRRRC	on-going
Central Coordinating Unit for knowledge/information management to formalize KM initiatives not fully institutionalized	EO Designating an Information Officer	<i>Policy issuance</i>	HRDP, CSC, FAD	<i>April 2021</i>	ORD, FAD	<i>done</i>
	RO Organizing an IT Team	<i>Policy issuance</i>	HRDP, CSC, FAD	<i>May 2021</i>	ORD, FAD	<i>TBI</i>
2. PROCESS						
The organization has an organized system for managing crisis situations or unforeseen events that ensures uninterrupted operations, prevention, and recovery.	RO organizing the Crisis Management Team	<i>Policy issuance</i>	<i>Reports</i>	<i>June 2021</i>	<i>ORD/ Personnel Division</i>	<i>TBI</i>

3. PEOPLE						
Induction process for new staff to familiarize them with KM and its benefits, the KM system, and KM tools is not fully implemented	On-boarding programs for newly-hired employees	policy issuance	CSC, LGA, Central Office, Divisions	upon assumption to office	Personnel Section/ Concerned Division, Capacity Development Facility	on going
Informal mentoring, coaching, and tutoring processes.	Process on mentoring, coaching and tutoring	<i>Policy Issuance</i>	<i>SPMS Form 6</i>	<i>June 2021</i>	Personnel Section/ Concerned Division, Capacity Development Facility	<i>on going</i>
Employees are organized into small teams/groups (i.e., quality circles, work improvement teams, cross-functional teams, communities of practice) to respond to workplace problems/concerns.	RO organizing work improvement teams	<i>Policy Issuance</i>	<i>CSC, FAD</i>	<i>June 2021</i>	Personnel Section/ Concerned Division	<i>TBI</i>
4. TECHNOLOGY						
Unorganized location of KPs particularly on e-copies of resource materials and references	Latest Inventory of knowledge products (library, e-copies, G-drive, links)	<i>Compilation of e-copies of KP</i>	<i>LGA, CO, NGAs, Academe, CSOs, ORD, LGCDD, LGMED, FAD</i>	<i>To start in April 2021</i>	<i>ORD, Multi-media and Knowledge Facility, Library Manager</i>	<i>TBI</i>
		<i>Creation of G-</i>	<i>LGA, CO, NGAs, DILG CO, ORD, DILG CO/ peer to</i>	<i>To start in April 2021</i>	<i>ORD, Multi-media</i>	<i>TBI</i>
IT Infrastructure partially aligned to the organization's KM strategy	Modern IT equipment, applications	Installation of modern	DILG CO, ORD,	2021	ORD/FAD/Multi-	TBI
	Training of IT personnel	Orientation/Training	<i>DILG CO/ peer to</i>	<i>December 2021</i>	<i>ORD/Multi-media</i>	<i>on-going</i>
5. PROCESSESS						
Knowledge inventory that identifies and locates knowledge assets or resources partially maintained	Sytem on filing and inventory of knowledge products	Research /Inventory/Knowledge Mapping	LGA		<i>LGRRC Team</i>	TBI
	Training of personnel	Orientation/Training	LGA	December 2021	<i>ORD/Multi-media and Knowledge Facility</i>	TBI

Documentation and sharing of knowledge accrued from completed tasks or projects not fully implemented	Compendium of knowledge accrued from completed tasks	Inventory/Filing/knowledge sharing through LGRRRC website	LGRRRC Facility/DILG R1 personnel	2021-2022	<i>ORD/Multi-media and Knowledge Facility</i>	TBI
Critical knowledge from employees leaving the organization is retained.	Policy on twinning/ManOps-update	Turnover/Indorsement /Coaching/Mentoring	DILG R1 personnel	June 2021	Public Education and Citizenship Facility, DILG R1 personnel	TBI
The organization shares best practices and lessons learned across the organization so that there is no constant re-inventing of the wheel or work duplications.	Sharing of best practice/Memo/Circular/ManOps-Update	Conference/Presentation during the Jewels of the North Awarding /documentation and sharing of best practices	PLGRC, MSAC	June 2021	Public Education on Governance and Citizenship Development/Multi-media and Knowledge Facility	TBI
6. LEARNING AND INNOVATION						
7. KM OUTCOMES						