

Republika ng Pilipinas
(Republic of the Philippines)
KAGABAGAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

October 6, 1975

DEPARTMENT MEMORANDUM
No. 163, s. 1975

CSC JUNIOR EXECUTIVE TRAINING PROGRAM

To the: Bureau Directors
Regional Directors
Chiefs of Services/Offices/Units

1. Pursuant to Letter of Instructions No. 317, copy attached, the Civil Service Commission is conducting a Junior Executive Training (JET) Program for Division Chiefs and other officials of equivalent rank. The Program will be conducted on Saturdays, from November 8, 1975 to April 24, 1976. An informational material giving the objectives of the program and other details is likewise attached.

2. It may be noted from the included material that the CSC-JET (Junior Executive Training) Program is designed primarily for division chiefs and other similar officials from Greater Manila Area. Means of nomination to this Program, together with accomplished CS Form 212, should be submitted to this Office not later than October 9, 1975.

3. Also attached for the information of the field is a schedule of in-service training courses, some from the JET Program, to be conducted by the Civil Service Commission this fiscal year.

4. It is desired that these training programs be given wide publicity in the divisions.

(SGD.) ELECISO ALBERGUE
Acting Secretary of Education and Culture

Incls.:
As stated

MALACANANG
NSFIS

LETTER OF INSTRUCTIONS NO. 317

TO : All Heads of Departments, Bureaus, Offices, Agencies,
Government-owned or Controlled Corporations and Local
Governments

The Civil Service Commission

WHEREAS, the Constitution provides that the Civil Service Commission shall establish a career service and adopt measures to promote morale, efficiency and integrity in the government service;

WHEREAS, I have decreed that the Commission shall provide leadership and assistance in formulating, administering and evaluating programs relative to the development and retention of a competent and efficient work force in the public service and shall be responsible for the coordination and integration of a service wide continuing program of personnel development for all government personnel at all levels;

WHEREAS, to insure the accomplishment of the nation's goals it is imperative that government personnel at all levels should have the necessary knowledge, skills, and attitudes geared toward national development;

NOW, I HEREBY, I, FERDINAND B. MARCOS, President of the Philippines, do hereby order:

1. All departments, agencies and offices, government-owned or controlled corporations and local governments, in coordination with the Civil Service Commission, shall establish more extensive and intensive continuing programs of employee development at all levels and for this purpose they shall act as their respective training classes, seminars or institutes or set up such classes, seminars or institutes in cooperation with other departments, agencies, offices, government-owned or controlled corporations or local government.

2. The Civil Service Commission shall lead in this effort and, in consultation with the departments and agencies concerned, shall work out the arrangements for the implementation of this letter of instructions.

DONE in the City of Manila, this 23rd day of September, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND B. MARCOS
President of the Philippines

CERTIFIED COPY:

(SGD.) MELQUIADES T. DE LA CRUZ
Presidential Staff Director
Records Officer

Republic of the Philippines
CIVIL SERVICE COMMISSION
Office of Career and Employee Development

The CSC-JET (Junior Executive Training) Program
Through Salary Justification

CONCEPT

The current sweeping reform of the civil service provides a most opportune time to intensify and better integrate service-wide training efforts to redirect the bureaucracy to the new realities of Philippine public administration.

An excellent instrument for attaining developmental goals, there is need for training, however, to adopt a critical mass strategy in order to optimize the limited resources available to it.

Division chiefs occupy critical positions in most organizational hierarchies in that they represent the line that transforms policies into action. They are responsible for program implementation at operational levels; they are vital communication links between members of the Career Executive Service and first line supervisors. The attainment of organizational objectives defined and set at the Career Executive Service levels of the hierarchy hinges on the ability of middle managers to break these down into specific tasks and assignments.

The CSC-JET service-wide program is designed therefore for people at middle management and/or middle supervisory levels who compose the critical mass in operationalizing plans and programs. The basic participatory element is direct involvement in the implementation of government programs.

Objectives:

The program aims:

1. To redirect division chiefs and/or officials of equivalent rank to the managerial effectiveness required of them by the program thrusts of the New Society;
2. To inculcate a new spirit of professionalism, discipline and dedication to the public service; and
3. To instill awareness in the overall goals of the civil service in support of national development programs.

More specifically, after successful completion of the program participants are expected to:

1. Gain a working knowledge of basic concepts of effective oral and written supervision and administration;
2. Apply oral and written techniques to improve the efficiency of their supervisory duties;
3. Improve their communication and interpersonal skills for effective leadership of their work groups; and
4. Deepen their sense of responsibility for the accomplishment of local organization objectives and the goals of the New Society.

Course Content

A. The New Organization

- Development Perspectives
- Program Objectives of the New Society
- New Structure of the Civil Service
- Roles and Functions of Middle Management
- Ethics of the Public Service

B. Action-Oriented Leadership

- The Leadership Behavior Continuum
- The Z Theory of Worker Motivation
- Rationality in Decision-Making
- Situational Control Typology
- Indicators of Leadership Effectiveness

C. Management by Objectives and Results Evaluation (M.O.R.E.)

- Systems Approach to Management
- Defining Objectives and Results
- Establishing Performance Standards
- Tools and Techniques of Assessment, Coordination and Control

D. The Administrative Context

- Program Planning and Budgeting
- Civil Service Policies and Procedures
- Auditing Regulations
- Supplies and Equipment Management
- Office Bookkeeping

E. The Societal Milieu

- Philippine Values and the National Development Program
- Crisis Management
- Accountability to the People

Methodology:

Background reading materials in Spanish should be distributed in advance of advertised sessions. Additional materials may be distributed during the course. In close with lectures given by chosen speakers, they shall constitute the core of the discussions.

Lectures-discussions, group work, individual exercises, case studies and workshops will be the basic learning activities. Participants will be encouraged to express their views and observations on what is presented to them. They will be given assigned assignments and projects to work out. Short class films will be shown to reinforce theoretical exposure with practice.

Periodic evaluation of the Program will be complemented by follow-up interviews with the participants as well as with their supervisors and selected members of their work force.

Participants:

Participants to the program shall be division chiefs and other officials of an appropriate rank in the National Civil Service. They shall be recommended by their respective heads of office on prescribed and within terms.

Other Operating Details:

Duration: 75 consecutive Saturdays

November 6, 1975 to April 23, 1976
8:00-12:00 Noon or 8:00-5:00 P.M.

Venue: Central Deck of the Philippine - the three lecture rooms and the auditorium on the 15th floor

Training Fee: P500 each participant

Recognition:

Certificates of training will be awarded to participants who successfully complete the course.

The Civil Service Commission will recognize successful completion of the program as equivalent to six (6) units of academic study in recognition of public administration or one (1) year of relevant experience for purposes of admission to relevant civil service examinations and in cases of promotion and other personnel actions. The Development Agency of the Philippines shall be requested to accredit the program for purposes of the competitive examinations for admission to the second phase of the Career Executive Service Development Program.

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Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

The Civil Service Commission is pleased to announce, in addition to the CSC-DEP Program, this fiscal year's schedule of In-Service Training Courses.

Course descriptions are attached to guide you in selecting participants. Reservations must be made on the attached forms and signed by the Head of Office or his duly authorized representative. Admission priority will be given to apply up to date in order of applications exceed the required number.

<u>Course</u>	<u>Schedule</u>
PERSONNEL MANAGEMENT COURSE (Training Fee: P240)	Oct. 20 - Nov. 7, 1975 January 5-23, 1976 Feb. 18 - March 5, 1976 June 7-25, 1976
TRAINING OFFICERS COURSE (Training Fee: P300)	Nov. 17 - Dec. 13, 1975 March 15 - April 8, 1976 May 10 - June 4, 1976
BASIC MANAGEMENT COURSE (Training Fee: P150)	November 12-25, 1975 December 1-12, 1975 March 10-23, 1976
INSTRUCTORS COURSE IN SUPERVISORY DEVELOPMENT (Training Fee: P150)	Oct. 27 - Nov. 7, 1975 December 19-24, 1975 February 2-13, 1976
INSTRUCTORS COURSE ON TRAINING METHODS (Training Fee: P160)	January 5-15, 1976 February 2-13, 1976 April 19-30, 1976
Facilitators Course on STRUCTURED EXPERIENCES FOR HUMAN RELATIONS (Training Fee: P120)	January 19-27, 1976 February 16-24, 1976 April 17-20, 1976

Further inquiries may be made with the Office of Career and Employee Development, Civil Service Commission, M. Rodriguez Sr. Ave., Quezon City at telephone numbers: 62-20-22 (PLDT) and 55-22-30 (GTS).

Very truly yours,
BY AUTHORITY OF THE COMMISSION:

(SGD.) LUCENA SORIANO
Chief, Office of Career and
Employee Development

PERSONNEL MANAGEMENT COURSE

Description

The main thrust of this course is to provide participants a thorough orientation to the philosophy and processes of personnel management. It aims to develop in them a broader perspective and deeper understanding of the role of the personnelist in helping management facilitate the achievement of organizational goals through the proper selection, utilization, training and discipline of personnel. The course familiarizes them with the policies and procedures adopted for the civil service system in order to insure service-wide consistency in upholding merit and career principles in public employment.

Course topics include: the imperatives of organized group effort, the Philippine civil service system, recruitment and selection, position classification and compensation, career and employee development, employee relations, and personnel discipline. Concepts on motivation, leadership, and communication are also considered.

Duration: Three (3) Weeks

Training Fee: P240

Tentative Schedules: October 20-November 7, 1975; January 5-23; February 16-March 5; June 7-25, 1976

Who May Attend

Personnel Officers, Administrative Officers and others serving in equivalent and/or relevant personnel management positions. Division Chiefs who have at least twelve (12) units in public administration or management may also be admitted.

How To Make Nominations

Each participant shall be nominated by the head of office not later than forty (40) days before the start of the training sessions. Nominations shall be accompanied by the nominee's Information Sheet (Form 212) and submitted to:

Office of Career and Employee Development
Civil Service Commission
9th Floor, Abdoza Building
117 E. Rodriguez Sr. Avenue
Quezon City

Admissions shall be on the first-come, first-served basis.

TRAINING OFFICERS COURSE

Description

The focus of the course is on the role of training officers in planning and implementing career and employee development programs at departmental or agency levels.

Learning areas include: The management of change, the psychology of adult learning, the nature and scope of staff development, systematic program planning and administering group courses.

Lecture-discussion, case study method, role-playing and workshops will be some of the techniques used. Sessions are flexible and informal to give opportunities for participants to ask questions, dispute statements, contribute examples from their own experience and obtain opinions concerning their problems. The course allows the application of principles learned in the discussion of problems and cases.

Duration: Five Weeks

Training Fee: P300

Tentative Schedules: November 17-December 19, 1975; March 15-April 8, 1976; and May 10-June 4, 1976

Who May Attend

Those appointed to Training Officer or trainer positions. Others designated as trainers may also attend provided they have taken 18 units in professional education subjects or in psychology. Priority will be given to duly appointed trainers in case applications exceed the required number.

How To Make Nominations

Each participant shall be nominated by the head of office not later than thirty (30) days before the start of the training sessions. Nominations shall be accompanied by the nominee's Information Sheet (Form 212) and submitted to:

Office of Career and Employee Development
Civil Service Commission
9th Floor, Abaza Building
117 E. Rodriguez Sr. Avenue
Quezon City



BASIC MANAGEMENT COURSE

Description

The Basic Management Course is designed to provide supervisors and middle managers with specific management skills and tools for leading the workforce to improved performance. It aims to foster a greater receptivity to change and to enhance capacity to cope better with the environment in which organizations function. Emphasis will be placed on team activity and group effectiveness.

The method of presentation will follow a cycle of lectures, workshop and discussions. Learning areas include: national goals and public administration, the management functions, communication process, problem solving and decision making, planning and scheduling work, organizing the workforce, controlling the plan, and planning personnel time.

Duration: Two Weeks

Training Fee P150.

Tentative Schedules: November 12-24; December 1-12, 1975;
March 10-23, 1976

Who May Attend

Division Chiefs and others of similar rank and level performing supervisory functions in their respective organizations. Agencies may arrange for group courses conducted at their own quarters.

How To Make Nominations

In the case of individual nominations, each participant shall be nominated by the head of office not later than thirty (30) days before the start of the training sessions. Nominations shall be accompanied by the nominee's Information Sheet (Form 212) and submitted to:

Office of Career and Employee Development
Civil Service Commission
9th Floor, Abnaza Building
117 E. Rodriguez Sr. Avenue
Quezon City

Admission shall be on the first-come, first-served basis. In the case of agency programs, arrangements shall be made with the Chief Training Officer, CEED, CSC.



INSTRUCTORS COURSE IN SUPERVISORY
DEVELOPMENT

Description

The course is designed to provide opportunities to people involved in staff development to train as instructors in Introduction to Supervision in their own agencies. Trainee-instructors will be provided with varied background literature on subject-matter content. Discussions and workshop experience on the more difficult aspects of supervision are included. Demonstration and practice sessions provide skills training in specific instructional techniques. At the end of the course each trainee-instructor shall have accumulated a set of instructional plans which may be used as modules and/or adapted to their particular agency needs.

Duration: Two Weeks

Training Fee: P100

Tentative Schedule: October 27-November 7; December 10-24, 1975;
February 2-13, 1976

Who May Attend

Training Officers, Personnel Officers or Administrative Officers or other trainers. Supervisors and public administration scholars who are certified by the agency or Department chief training officer as available for assistance as instructors in agency training courses may also be admitted.

How to Make Nominations

Each participant shall be nominated by the head of office not later than thirty (30) days before the start of the training sessions. Nominations shall be accompanied by the nominee's Information Sheet (Form 212) and submitted to:

Office of Career and Employee Development
Civil Service Commission
9th Floor, Abasco Bldg.
167 E. Rodriguez Sr. Avenue
Quezon City

Admissions shall be on the first-come, first-served basis.



INSTRUCTORS COURSE ON TRAINING TRAINERS

Description

A consistent, orderly and fair appraisal of employee performance is essential to effective personnel management. More than any other factor, the supervisor-trainer is responsible for the success of any performance evaluation system.

This course is designed to develop a corps of instructors equipped with the necessary knowledge and skills in making supervisors understand, accept, and appreciate their role in making performance appraisal facilitative of employee motivation and development as well as of organizational effectiveness. After completing the course, participants will be certified to conduct such courses in their own respective agencies and to assist other trainers in similar courses in other agencies.

Duration: Two Weeks

Training Fee: P160

Tentative Schedules: January 5-15; February 2-13; April 19-30, 1976

Who May Attend

Only Training Officers and Personnel Officers who have taken the basic Training Officers Course and/or the basic Personnel Management Course, or who have completed similar courses in other agencies, or who have at least 9 units of public administration and/or management subjects at the graduate level, may participate in this course.

How to Make Nominations

Each participant shall be nominated by the head of office not later than thirty (30) days before the start of the training sessions. Nominations shall be accompanied by the nominee's Information Sheet (Form 212) and submitted to:

Office of Career and Employee Development
Civil Service Commission
9th Floor, Abilene Bldg.
117 E. Madison Sr. Avenue
Quezon City

Admissions shall be on the first-come, first-served basis.



FACILITATORS' COURSE ON SUPERVISOR EXPERIENCES
FOR HUMAN RELATIONS

Description

This course is a seminar-workshop which aims at developing in the participants facilitative skills in using the basic and simpler structured experiences in human relations training.

The participants will participate, by groups, structured experiences representing the usual contents of human relations training: supervisors, involvement, communications, group processes, etc. Planning human relations training to meet specific organizational problems is included. The course also allows participants' creativity in designing "ice-breakers." Readings supplemented by lectures will provide basis for group discussions.

Duration: Seven days

Training Fee: P120

Relative Schedules: Jan. 19-27, 1976; Feb. 15-24, 1976; and
April 12-20, 1976

Who May Attend

Appointed or designated Training Officers who have taken the CSC Training Officers Course.

How to Make Reservations

Each participant shall be permitted by the head of office not later than thirty (30) days before the start of the training sessions. Reservations shall be accompanied by the applicant's Information Sheet (Form 212) and returned to:

Office of Career and Employee Development
Civil Service Commission
2nd Floor, Manila City
117 E. Rodriguez Sr. Avenue
Quezon City

Admissions shall be on the first-come, first-served basis.

