

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Maynila

November 17, 1978

MEC MEMORANDUM  
No. 319, s. 1978

COMPREHENSIVE SURVEY ON GOVERNMENT TRAINING  
ACTIVITIES HELD FROM JANUARY 1977 TO  
DECEMBER 1978

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units/Offices  
Coordinator, State Colleges and Universities  
Schools Superintendents  
Heads of Private Schools, Colleges and Universities

1. Conformably to Letter of Instructions No. 754, copy attached, a Training Coordination Committee is conducting a comprehensive review of all government training programs to obtain a more accurate basis in the formulation of guidelines for coordinated and integrated implementation of training activities for purposes of fostering greater efficiency, economy and effectiveness in government operations.
2. In view of the aforementioned government-wide training review, this Ministry is preparing a consolidated report of the various training activities (local and overseas) conducted and/or participated in from January 1977 to December 1978 by all bureaus, services, units, offices, cultural agencies, regional offices, state and private colleges and universities, and school divisions. It is, therefore, requested that the inclosed survey forms be accomplished as accurately and as completely as possible and submitted to this Office, c/o Training Center, on or before December 8, 1978.
3. Effective January 1979 and thereafter, all training activities to be conducted and/or participated in by MEC personnel should be reported on a quarterly basis using the same format, but slightly revised to meet the needs of the reporting agency, region, division, office or school to the MEC Training Center for general monitoring and consolidation.







1. Bureau, regional and cultural agency directors,  
2. State services and heads of units or offices,  
3. State and private colleges and universities,  
4. School superintendents are enjoined to give this  
document preferential attention and immediate and careful  
consideration to meet the deadline for the submission of  
annual reports.

(SGD.) FELICIA G. BERNARDINO  
Deputy Minister of Education and Culture

1. To be  
2. As stated

1. To be

1. To be

1. To be: 1-2-3-4-5-6-7-8-9-10

1. To be indicated in the Perpetual and  
2. To be the following subjects:

- ✓ DEPARTMENTS & OFFICES
- ✓ PERSONNEL
- ✓ FINANCES
- ✓ SCHOOLS
- ✓ SURVEY
- ✓ TRAINING PROGRAMS
- ✓ UNIVERSITIES & COLLEGES









**DIRECTING THE CREATION OF A TRAINING COORDINATION COMMITTEE TO REVIEW GOVERNMENT TRAINING ACTIVITIES FOR PURPOSES OF FOSTERING QUALITY, EFFICIENCY, ECONOMY AND EFFECTIVENESS**

TO: The Secretary, Civil Service Commission  
The Minister of Education and Culture  
The Director of the Dept. of Labor  
The Director of Economic Planning  
The Director-General, National Empowerment and Youth Council

WHEREAS, Law No. 103, Act of 1972 directed a comprehensive review of government activities for purposes of enhancing quality and efficiency in government operations;

WHEREAS, one of the major areas of government participation is training;

WHEREAS, training activities constitute a substantial portion of government activities;

WHEREAS, it is necessary to conduct a comprehensive basic review of training activities of the government in the light of existing training policies to plan organizational needs of government and to determine the manpower requirements of the private and specialized sector as outlined in the Philippine Development Plan;

AND WHEREAS, the Honorable Sr. NARCOS, President of the Commission on Higher Education, directed the following:

That a training coordination committee is hereby created to conduct a comprehensive review of various government agencies and to determine the various training activities and to identify the various training activities; (b) identifying possible areas of collaboration among the training activities of various government agencies in the light of existing training needs of various government agencies and the manpower requirements as specified in the Philippine Development Plan and existing guidelines for coordinated and integrated implementation of training activities; and (c) assigning the various government agencies to coordinate training activities in the following areas:

- 1. Civil Service Commission for general training (Civil Service Training Center government agencies)







2. The Committee is specifically instructed to study the budgets allotted by agencies for their training activities and shall therefore recommend measures necessary to reduce expenditures of government by assigning principal agencies to coordinate and undertake training activities.

3. The Committee shall submit its recommendation in the form of a Framework Plan for Government Training Activities specifying herein the general objectives of the training activities undertaken, the targets and objectives of these training activities, the agencies responsible, and the operational guidelines.

4. The Committee shall be headed by the Chairman, Civil Service Commission, with the Minister of the Budget, the Minister of Education and Culture, and the Minister of Economic Planning as members. The Committee shall be supported in its work by a technical staff composed of personnel from the Civil Service Commission, the Ministry of the Budget, the Ministry of Education and Culture, and the National Economic Development Authority. Minimum necessary costs for the study, not to exceed P150,000 may be charged to the Special Activities Fund.

5. The Committee shall submit a preliminary report on or before November 30, 1978.

Done in the City of Manila, this 18th day of October in the year of Our Lord, nineteen hundred and seventy-eight.

(SGD) FERDINAND B. MARCOS  
President of the Philippines











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Indicate the Training Programs Conducted by Other Agencies Where You Sent Your Personnel

Title of Training (a)	Course Description (b)	General Objective of Training (c)	Duration of Trng.		No. of Trainees		Level of Participants (h)
			Inclusive Dates (d)	No. of Trng. Hours (e)	Agency Personnel (f)	Other Agen. Per. (g)	

Prep

Noted by: \_\_\_\_\_  
 (Name)  
 \_\_\_\_\_  
 (Position)

1-	Sponsoring Agency (i)	Type of Training (j)	Cost of Training (k)	Remarks (l)

Prepared by: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Position)

For the corresponding numbered/listed items, respectively indicate: INSTRUCTIONS

1. The full name of the reporting agency.
2. The agency thrust/s for 1977/70. State thrusts as indicated in the Budget Act.
3. The total number of regular agency personnel as of CY 1978.
  - a) Levels:
    - 1st level - holders of clerical, trades, crafts and custodial positions involving non- or sub-professional work in a non-supervisory or supervisory capacity.
    - 2nd level - holders of positions in the professional, technical or scientific level in a non-supervisory or supervisory capacity.
    - 3rd level - includes career administrators or executives who are members of the Career Executive Service.In the 1st and 2nd level, indicate breakdown for supervisory (s) and non-supervisory (ns) positions.
  - b) Nature of Appointment:
    - Permanent - those incumbent of positions with permanent appointments.
    - Temporary - includes position-holders whose nature of appointment is either temporary or provisional.
    - Casual/Contractual - covers those who are appointed to casual positions or whose terms of services are covered by contractual agreements.
    - Employees on teachers on-detail - covers those who work in offices related to but other than for the good of the service.Totals of the two columns should be equal.
4. The appropriations and sources of training funds for CY 1977 and 1978.
5. a) The full title of the training course. Include courses conducted by the reporting agency for its own personnel, and those sponsored by other government agencies, private training institutions and professional organizations where the reporting agency sent employee-participants, such as the GSC, COS, HRM, DAP, NDGP, GACPA, etc.
  - b) A brief description of the course.
  - c) The general objective/s of the course.
  - d) The dates when the course began and terminated.
  - e) The number of training hours per participant, per training course.
  - f) The number of trainees from the reporting agency participating in training programs (local and abroad).
  - g) The number of trainees from other agencies participating in the program. Please indicate breakdown per agency.

- (h) The level of participation at 1st, 2nd and 3rd levels. Indicate in fiction. In case of multiple levels, indicate per level.
  - (i) The name of the agency for the conduct of the training.
  - (j) The type of training: Orientation/Recruitment of new employees or old employees to familiarize them with the service; Employee Development for personnel in secretarial, clerical or in nature; Professional/Technical for those in the legal, scientific, social sciences, finance, budget, Supervisory Development supervisors and middle management, e.g. international Development Commission appointed; Middle Management middle management etc.; Executive Development service level.
- Indicate, for each (R) or non-resident.
- (k) The total cost if it is self-conducted or if it is sponsored by another agency. Indicate cost, the closest allowances, per day.

Participants as provided in the 1st, 2nd  
Refer to item 3 above for classification  
of heterogeneous groups by the entity responsible.  
Agency/organisation/institution of the course.

ing. Use the following for new employees.  
entation - refers to a person, intended,  
s recently promoted or transferred, etc.  
them to new jobs, posts, or activities conducted  
ent - refers to training material,  
n the 1st level, which includes  
managerial, custodial

Development designed  
cient/Scientific - covers engineering,  
o 2nd level such as mathematics, including  
ic and other related fields, personnel,  
, education, library  
etc.

opment - refers to both the skills and  
ed to provide them with the necessary  
duction to Supervisory level which they were  
rise, etc. originally

Development designed  
stand comparable level  
Personnel of the  
e.g. JET, STREAM,  
or career executive

ment - includes courses  
if it is residential

h type of training, whether  
ntial (NR), e.g.  
Professional - NR the course, in case  
curred in the conduct of the course, in case it  
ted; or the cost per participant, include in the  
nother agency. In both cases, transportation  
estimate of travel or other expenses, if any.

(Continued at the

- (1) Other information in connection with the report. Attach  
attach: as to training fees collected, if any.
- Proper copies of the report, 2 (original and duplicate) of which  
should be sent to the CSC Office of Training and Personnel Development  
Manila, the third copy for the MEC Training Center and  
your file.
- Please submit this report on or before December 8 or 15, 1978.

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