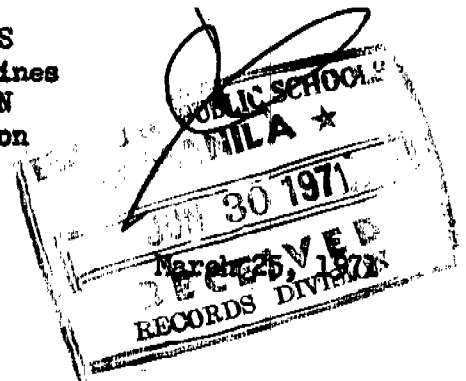


REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
Department of Education
Maynila



PANGGAPAN NG KALIHIM
Office of the Secretary

DEPARTMENT ORDER
No. 9 ,s. 1971

DOCUMENTATION OF IN-SERVICE TRAINING PROGRAMMES

To All Bureau Directors
and Heads of Offices:

Training is the concern of every executive of this Department. It enables management to equip employees with the knowledge, skills and attitudes essential to the efficient performance of their assigned task. Training is not an end in itself; it is but a means to a desired end. It involves within its scope not only present but future work. It is the primary aim of training, moreover, to increase the effectiveness of government operations and develop and maintain a high level of employees' performance. It is due to the foregoing reasons that this Office views with approval the training projects that are going on or have been terminated successfully by agencies of this Department.

It has been observed, however, that this Office is seldom informed on these matters. Training reports are submitted directly to the Civil Service Commission for credit and record purposes without informing this Office.

It will be readily observed that coordination is desired in planning, documentation, and reporting of these activities. In line with these requirements, the following procedures shall be observed:

1. Training plans, designs, syllabus and training orders shall be submitted to this Office for inclusion in the Civil Service Commission calendar. In-service training which is conducted by Bureaus and Offices under this Department and which involves payment of per diem and traveling expenses to participants and resource persons should be undertaken only with prior approval by the Secretary.

2. Completion reports in three copies should be submitted to this Department, duly accomplished for approval. (See attached sample report form and instructions.)

3. The Personnel Unit of this Office will compile these reports of completion for transmittal to the Civil Service Commission. Acknowledgement replies or comments from the Commission shall be relayed to the agencies concerned.

This order shall take effect immediately.

(SGD.) JUAN L. MANUEL
Acting Secretary



INSTRUCTIONS FOR ACCOMPLISHING THIS FORM

What to Fill in:

- Item 1. Name of Department, Bureau, Office, Corporation or Local Government.
- Item 2. Date report was prepared.
- Item 3. Title of course and purpose or objectives.
- Item 4. State whether lecture, role-playing, conference, on-the-job training, etc.; also devices and tools used, e.g., film showing, flip charts, etc.
- Item 5. Dates the course was started and terminated.
- Item 6. Total number of hours covered by the training for each trainee. Total manhours is obtained by multiplying the number of trainees by the number of training hours.

- Column (a) Self-explanatory. Please arrange in alphabetical order.
- Column (b) The position of employee in the agency.
- Column (c) Note any other pertinent information in connection with individual's participation in the training program.

No. of Copies and Distribution:

Prepare three (3) copies. One copy to be kept in the Bureau or Office concerned; one copy to be sent to the Chief Training Officer of the proper Department; and one copy together with a copy of the worksheet and course syllabus or outline of the training course to be furnished the Civil Service Commission, Manila.

When to Submit and to Whom:

GTC Form 4 (Revised) shall be accomplished and submitted to the Personnel Services Division, Civil Service Commission, upon the termination of an in-service training course.

N.B. The Personnel Services Division puts up a summary of training reports conducted for each semestral period, for all reports received on or before January 15 and July 15 for each semester, respectively.

Republic of the Philippines
CIVIL SERVICE COMMISSION
Manila

IN-SERVICE TRAINING COMPLETION REPORT

1. Agency _____ 2. Date _____

3. Type of Training Activity* _____

4. Methods of Instruction _____

5. Inclusive Dates _____ 6. Duration (No. of
Training Hours) _____
Total Manhours _____

Name of Employee Completing the Course/Participat- ing in the activity (a)	Position (b)	R e m a r k s (Rating, honors, cita- tions, etc.) (c)

I certify that this report is true
and correct:

Training Officer

APPROVED:

Chief of Office or Authorized Representative

*Please attach a copy of the worksheet and course syllabus or program.

Republic of the Philippines
CIVIL SERVICE COMMISSION
Manila

IN-SERVICE TRAINING COMPLETION REPORT

1. Agency _____ 2. Date _____

3. Type of Training Activity* _____

4. Methods of Instruction _____

5. Inclusive Dates _____ 6. Duration (No. of
Training Hours) _____
Total Manhours _____

Name of Employee Completing the Course/Participat- ing in the activity (a)	Position (b)	Remarks (Rating, honors, cita- tions, etc.) (c)

I certify that this report is true
and correct:

Training Officer

APPROVED:

Chief of Office or Authorized Representative

*Please attach a copy of the worksheet and course syllabus or program.

