

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON AT KULTURA
Department of Education and Culture
Maynila
Manila

TANGGAPAN NG KALIHIM
Office of the Secretary

April 6, 1975

DEPARTMENT ORDER
No. 11, s. 1975

TOWARD SYSTEMATIC AND EFFECTIVE
TRAINING ACTIVITIES

To: All Bureau Directors
and Heads of Offices:

1. Enclosed are Civil Service Commission Memorandum Circulars Nos. 1 and 2, 's. 1962, which pertain to delineation of functions of departmental and agency training officers towards systematic and effective planning, conduct, evaluation, follow-up and follow-through of training activities as well as granting of government in-service training awards. Every division chief or unit head, training officer-designate of each bureau or office should be enjoined to implement the contents of these memorandum circulars.
2. It is understood that in the absence of a training officer or training officer-designate, the division chief or unit head should submit the report or activity called for to the Department of Education and Culture Training Officer and that, all training plans, designs, syllabi, and training orders be referred to this Office for processing and approval. Two copies of all worksheets, courses syllabi, etc. should be submitted to this Office at least three weeks before the start of any training activity.
3. A summary of training activities for the fiscal year 1974-1975 should be submitted also on or before June 10, 1975. This Department Order supplements Department Order No. 9, s. 1971.
4. Immediate dissemination of the contents of this Department Order to all concerned is desired.

(SGD.) JUAN L. MANUEL
Secretary

Incls.:
As stated

Inclosure to D.O. No. 11, s. 1975

Republic of the Philippines
CIVIL SERVICE COMMISSION
Manila

MC # 1, s. 1962

MEMORANDUM CIRCULAR

To : ALL TRAINING OFFICERS OF DEPARTMENTS, BUREAUS,
OFFICES AND AGENCIES OF THE NATIONAL GOVERN-
MENT AND GOVERNMENT-OWNED OR CONTROLLED COR-
PORATIONS

SUBJECT: Delineation of Functions and Relationships of
Departmental and Agency Training Officers

Pursuant to the provisions of section 25 of Republic Act 2260, otherwise known as Civil Service Act of 1959, which vests the Civil Service Commission with the leadership role in career and employee development through a continuing program of employee training, supervisory, career and executive development for all government personnel at all levels and which authorizes it to lay down standards for the guidance of all agencies in establishing their own programs, and in view of questions which have arisen regarding the proper role and relationships of training staffs at the departmental and agency levels, this office hereby issues the enclosed guidelines for the information of all concerned.

The delineation of the functions and relationships of departmental and agency training officers will help increase government-wide training effectiveness. It will likewise serve to promote a more effective and systematic coordination of training effort within the respective departments besides contributing to more effective government-wide coordination of all training activities at the nation level.

This Office, through its Personnel Services Division will, upon request, continue to advise and assist departments and agencies in developing and promoting their training programs.

For the Commissioner:

(SGD.) JESUS V. GARILAO
Government Training Coordinator

March 7, 1962
Encl.

GUIDELINES ON THE FUNCTIONS AND RELATIONSHIPS OF
DEPARTMENT AND AGENCY TRAINING OFFICERS

Department Level	Agency Level (Bureau)
<p>1. Advises the Department Secretary on all matters relative to training and career development, such as :</p> <p>a. Setting department-wide standards, policies and guidelines on training for quantity and quality control.</p> <p>b. Approval of agency programs which will entail additional expenses.</p> <p>c. Scheduling of training programs for intra-departmental coordination</p>	<p>1. Advises head of agency on all matters relative to bureau-wide in-service training and career development.</p>
<p>2. a. Conducts periodic survey training needs in the Office of the Secretary and propose long and short range programs to meet found needs; coordinates individual and group training for all levels of personnel in Office-wide programs; and evaluate training programs with operating officials in the office.</p> <p>b. Conducts periodic determination of department-wide training needs and evaluation of programs throughout the department and submits reports to the authorities concerned.</p>	<p>2. Conducts periodic survey of agency training needs and proposes long and short range programs to meet found needs; coordinates individual and group training for all levels of personnel in agency-wide programs; and evaluates training programs with operating officials of the agency.</p>
<p>+ Bureau or office below department level.</p>	



Department Level	Agency Level (Bureau)
3. Give consultation services to: a. Chiefs of Divisions and Heads of Primary Units in the Office of the Secretary regarding division wide programs. b. Agency Training Officers.	3. Give consultation and advise to chiefs of divisions or heads of primary units regarding division-wide programs.
4. a. Conducts group inter-division training activities of personnel in the Office of the Secretary. b. Conducts department-wide training involving at least more than one agency.	4. a. Conduct group inter-division training activities in the agency. 5. Works close with:
5. Works closely with a. The Personnel Officer and other staff personnel in the Office of the Secretary. b. Agency training officers in setting up department-wide programs. c. Other staff agencies of the government, especially the Civil Service Commission, the Institute of Public Administration and the Management Service.	a. The agency personnel officer and other staff officers. b. The departmental training officer in departmental programs involving selected agency personnel.
6. Furnishes the Civil Service Commission information on training activities in the Office of the Secretary and the agencies within the department at least one week before the start of such activities.	6. Furnishes the departmental training officer a copy of all worksheets, course syllabi, etc. at least two weeks before the start of a training activity.

Department Level	Agency Level (Bureau)
7. Submits yearly program of all training activities in the Office of the Secretary to the proper Head of Department.	7. Submits yearly programs of all training activities of his agency to the proper head of Department through the head of agency at the beginning of each fiscal year.
8. Submits quarterly reports of all training activities in the Office of the Secretary to the Civil Service Commission. Date of completion of the program should be the criterion for determining in which quarter such training should be reported.	8. Submits quarterly reports of all training activities directly to the Civil Service Commission, copy furnished the departmental training Officer. Date of completion of program should be the criterion for determining in which quarter to report activities.
9. Develops training materials; pools agency training materials and supervises their distribution with his department.	9. Provides a pool of training materials for agency programs and provides the departmental training officer with copies of them.
10. Facilitates referrals for inter-agency participation in agency training programs.	10. Works toward the creation and maintenance of an agency library.
11. May organize and chair an intra-department committee of agency training officers.	11. Cooperates in carrying out training programs of other agencies.
12. Performs such other duties as the Head of Department may direct.	12. Performs such other duties as the Head of agency may direct.

Republic of the Philippines
Civil Service Commission
M a n i l a

MC # 2, s. 1962

MEMORANDUM CIRCULAR

To : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AGENCIES,
AND OTHER INSTRUMENTALITIES OF THE NATIONAL AND LO-
CAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CON-
TROLLED CORPORATIONS

SUBJECT: Government In-Service Training Awards Program

Pursuant to the provisions of Section 25 of Republic Act No. 2260 and the Cabinet Policy on In-Service Training approved on April 7, 1953, a Government In-Service Training Awards Program is hereby established to provide incentive to top management and agency training staffs in establishing and developing continuing and effective training programs in the agencies, subject to the following:

1. Scope. - This program shall apply to all government agencies on the national and local levels, including government-owned and controlled corporations.

2. Policy. - It shall be the policy of the Civil Service Commission to recognize and reward outstanding accomplishments in the field of in-service training by means of annual honorary awards which shall be determined and administered fairly and impartially by a duly constituted Board of Awards.

Outstanding accomplishments to be considered shall cover one award year only, to be reckoned on July 1 of a given fiscal year to June 30 of the succeeding year.

Training programs shall mean the total systematic training effort of the agency for its officials and employees. It shall not include not only formal group courses conducted by the agency's training officer or training staff, but also planned, continuous, on-the-job training conducted by first-line supervisors, the development of understudies and the encouragement of employee development thru individual initiative.

Training programs of an agency shall refer to those actually undertaken by the agency. A training program conducted by a bureau or office

shall be credited to the bureau or office and not to the department where the said bureau of office belongs.

3. Categories of candidates. - Under this program, three categories of candidates shall be eligible for awards:

- (a) Most outstanding Agency in In-Service Training
- (b) Most Outstanding Training Officer

If an agency has a training staff composed of two or more training officers, the award shall be given to such training staff.

- (c) Best Resource Person

This shall refer to any person, in the Department and agencies under it, who participates as lecturer or conference leader in an approved in-service training course. Provided, that the resource person is not himself a participant in the course. The winning candidate for the award shall be selected from among the nominees of the Departments and their agencies.

4. Basic Requirements. - (a) The awards shall be based on the agency reports submitted to the Civil Service Commission by agency training officers, training staffs, personnel officers or administrative officers, for evaluation by the Board of Awards. For the purposes of uniformity, all such reports shall be accomplished on forms prescribed by the Commission and submitted on or before scheduled due dates.

(b) Under the first and second categories of candidates, awards shall be determined not only by the number of training courses given and the quality of such training courses, but also by the comparative degree of maximization of facilities and resources available and the integration of training activities with other personnel management functions such as recruitment, performance ratings and promotion.

(c) In the evaluation of training activities, including training courses, consideration shall be given to the timeliness, propriety, variety, continuity, progressions and effectiveness of such activities. Methods and techniques of determining training needs, organizing and planning course content, selecting resource persons and of evaluating results will be given due recognition in appraising the quality of formal group courses.

(d) Under the third category, the award shall be based on the total number of participants in classes or conference handled and on the analysis of the evaluation of the resource person by participants or conferees and by the training officer handling the course. The result of such analysis shall be subject to review by the Board of Awards.

(e) In the making of awards, the Board shall be guided by the provisions of the Cabinet Policy on In-service Training, the provisions of the particular agency training policies and the standards set by the Board of Awards.

5. Board of Awards. - The Board of Awards shall be composed of the Personnel Service Chief, Civil Service Commission, as Chairman, and one representative each from the Institute of Public Administration and the Management Service of the Budget Commission as members. The Board shall screen candidates for each category of award and its recommendation shall be subject to the approval of the Commissioner of Civil Service.

Staff members of the Career and Employee Development Section, Personnel Services Division of the Civil Service Commission shall render all necessary assistance to the Board.

The Board shall be responsible for the proper administration of the Training Awards Program. To this end-

- (a) It shall lay down guidelines and standards for the proper administration for the awards.
- (b) It shall have the power to add, alter or modify the categories, nature and requirements of the award when the need and circumstances of the service so demand.
- (c) It shall have such other powers and functions consistent with the purpose of this program.

6. The awards. - The award shall be in the form of honorary recognition, such as pins, scrolls, citations or certificates, whichever shall be deemed proper by the Board.

Presentation of these awards shall be made in appropriate ceremonies to be held in connection with the annual celebration of Public Administration Week. The definite date and place shall be decided by the Board in conjunction with above said celebration and announced at least one month before the ceremonies.

7. Agency Support. - Agency heads, training staffs, personnel officers, administrative officers, and other officials responsible for employee development and training are requested to lend full cooperation and support for the successful administration of the government in-service training awards program.

(SGD.) ABELARDO SUBIDO
Acting Commissioner

