

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
Maynila

February 26, 1988

DECS O R D E R  
No. 20, s. 1988

GUIDELINES ON SEMINARS, WORKSHOPS,  
CONFERENCES AND TRAINING PROGRAMS

To: Undersecretaries  
Assistant Secretaries  
Bureau/Cultural Agency Directors  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Superintendents/Administrators

1. The holding of educational seminars, workshops, conferences, training programs and similar activities could be excellent venues for keeping abreast of developments in the field of education and related areas of concern. However there is a need to insure that the subjects of concern and the funds for such activities be used maximally to insure that they contribute to the enrichment of education as well as to the proper dissemination of information, especially of government programs and those undertaken by the private sector in cooperation with the government.

2. In order to bring about a systematic and coordinated program involving those activities sponsored by any unit or institution under the Department or by the Department jointly with a duly accredited non-government organization, or by an accredited non-government organization, all concerned must abide by the guidelines issued as joint CSC-DBM Memorandum Circular 87-1 dated July 1, 1987, attached. In addition, the following guidelines shall be observed:

- a. Any unit within the Department, any state college or university, any other government entity, or any non-government organization may sponsor or organize educational seminars, workshops, conferences, or similar gatherings within its area of concern, provided that prior approval of the Department is secured for activities that are national in scope requiring government funding in whole or in part.
- b. Each request for permission to undertake a program shall be accompanied by a budget approved by the sponsors of the activity for the concurrence of the Department.
- c. Non-government organizations include foundations, professional associations, organizations of educational institutions, and civic organizations which are non-profit and are duly registered with the Securities and Exchange Commission, as well as business enterprises which have educational and humanitarian programs duly recognized by the Department.

- d. Sponsors and organizers shall render a report to the Department within thirty days after the completion of the activity. The report shall be accompanied by a financial statement duly certified by a Certified Public Accountant or by the Chief Accountant of the agency concerned, and shall be reviewed by the appropriate Bureau or Office. Non-submission of such report may be sufficient cause for non-approval of future requests.
  - e. Government participants in privately sponsored programs may be allowed travelling allowances and actual transportation fares and training fees consistent with the provisions of joint CSC-DBM Memorandum Circular 87-1. The allowances shall not exceed P100.00 per day per participant for non-residential programs, P200.00 per day per participant for residential programs.
  - f. Activities of similar nature sponsored by international organizations or institutions abroad shall be with the consent of this Department and the Department of Foreign Affairs.
  - g. Rates for international programs shall be in accordance with the terms and conditions agreed upon for such programs.
3. Each approved program shall be covered by an appropriate issuance to the field for the information and guidance of all concerned.
4. The competent office within the Department shall be responsible for the processing of requests for co-sponsorship of activities referred to in this Order, and shall monitor the implementation of approved programs.
5. The following shall serve as members of a Committee to Accredite Non-government Organizations which desire to participate under this program.

Dr. Aurelio O. Elevazo .....	Chairman	
Dr. Diosdado P. Tuason .....	Member	
Dr. Marcial A. Salvatierra.....	"	(To act only when
Dr. Nilo R. Rosas .....	"	the conference or
Dr. Martha Alegre Mogol.....	"	program concerns
Dr. Juanita S. Guerrero.....	"	their level or area
Dr. Aparicio Mequi .....	"	of concern.)
Dr. Pedro L. Esteban.....	"	

6. It is desired that the Committee submit for approval the criteria and procedure for accrediting non-government organizations.
7. This Order shall take effect immediately.

(SGD.) LOURDES R. QUISUMBING  
Secretary

Incl.:

As stated

Reference:

MEC Order: No. 17, s. 1982

Allotment: 1-2-3-4--(M.O. 1-87)

To be indicated in the Perpetual Index under the following subjects:

Republic of the Philippines  
CIVIL SERVICE COMMISSION  
DEPARTMENT OF BUDGET AND MANAGEMENT

JOINT CSC-DBM MEMORANDUM CIRCULAR NO. 87-1

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

SUBJECT : Guidelines in the Conduct of Government Training Programs

In line with the current drive of the government to reduce expenditures and effect economy measures in all phases of government operations, the following guidelines in the conduct of training programs are hereby issued:

1. Training programs to be conducted shall be within the agency's area of concern. These programs shall include orientation, supervisory development, professional development, and other employee development courses, aside from technical and/or scientific courses unique to the functions of the agency.
2. Residential training programs may not be allowed, except those conducted by government training institutions for specific clientele groups. Courses falling under this category are: the Career Executive Service Development Program (CESDP); executive development, middle management, and other technical courses conducted by the Civil Service Commission; and courses conducted by the Foreign Service Institute and the National Defense College of the Philippines.
3. Expenses for non-residential programs shall not exceed P100.00 per day per participant to cover costs of meals and snacks, as well as other essential items. For residential programs, total expenses for board and lodging shall not exceed P200.00 per day per participant. T-shirts, rings, pins, unnecessary field trips and excursions and additional incidental expenses shall not be allowed.
4. Training programs shall be conducted in places where majority of the participants are stationed in order to minimize costs of travel. The use of government training facilities and other less expensive venues shall be observed. Orientation/Reorientation programs shall be conducted either at the central or regional offices wherein employees are stationed.
5. Government participants residing outside the venue of the training program, (i.e., venue: Metro Manila, participants coming from the regional offices; venue: Iloilo City, participants coming from Bacolod City) may be allowed travelling allowances and actual transportation fares subject to COA rules and regulations, provided that if the training fee includes expenses for meals, the same shall be deducted from the travelling allowances. Those coming from the place where the training program is held shall only be allowed actual transportation fares.

6. In accordance with MC # 1, s. 1976, honoraria for resource speakers shall not exceed P100.00 per hour or P50.00 per half-hour. Personnel of the sponsoring agency who act as resource persons are not authorized to collect honoraria as provided for in CSC Res. No. 98-C, s. 1976.
7. The usual constraints on the availability of funds and existing accounting and auditing requirements shall apply.
8. Attendance by government personnel in conventions, seminars, workshops and other activities conducted by private groups utilizing government funds may be allowed provided that:
  - a) said activities are not available in any government-sponsored training; or
  - b) the activity is conducted locally by an international organization and is directly related to the work of the participants; and
  - c) provided further, that there will only be a maximum of two (2) participants per agency to be selected from among those who have not attended a similar activity for the last three (3) years.

Otherwise, attendance shall be on official time only and at no expense on the part of the government except the salaries of the participants.

9. "Within 30 days after the conduct of the training course, the sponsoring agency shall submit to the Civil Service Commission, copy furnished the Department of Budget and Management, a narrative report on the actual conduct of the course based on the approved course design, together with an evaluation report, a list of successful participants and a statement of expenditures incurred duly certified by the Chief Accountant of that Agency."
10. Submission of requirement No. 9 shall be one of the prerequisites for the approval of succeeding requests for authority to conduct training activities.

This Memorandum Circular takes effect immediately.

(SGD.) GUILLERMO N. CARAGUE  
Secretary  
Department of Budget and Management

(SGD.) CELERINA G. GOTLADERA  
Chairman  
Civil Service Commission

A true copy