

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

March 20, 1989

DECS O R D E R
No. 25, s. 1989

REVISED GUIDELINES IN THE CONDUCT OF GOVERNMENT
TRAINING AND DEVELOPMENT PROGRAMS

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

1. Inclosed is a copy of Memorandum Circular No. 9, s. 1989 of the Civil Service Commission on the subject: Revised Guidelines in the Conduct of Government Training and Development Programs, which is self-explanatory.
2. Immediate dissemination of this Order is desired for the information and compliance of all concerned.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incl.:
As stated

References:
MEC Order: No. 17, s. 1982
DECS Order: No. 20, s. 1988

Allotment: 1-2-3--(M.D. 1-87)

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

ACCREDITATION	OFFICIALS	SEMINAR
BUREAUS & OFFICES	REPORT	TRAINING PROGRAM
COMMITTEE	RULES & REGULATIONS	WORKSHOP
CONFERENCE		

(Inclosure to DECS Order No. 25, s. 1989)

Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

CSC MEMORANDUM CIRCULAR NO. 9 s. 1989

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

SUBJECT : Revised Guidelines in the Conduct of Government
Training and Development Programs

In line with the present thrust of government towards decentralization and deregulation, coupled with its drive towards cost effectiveness in government operations, the following guidelines in the administration of agency training and development programs shall be observed.

1. Training and development programs shall refer to the following:
 - 1.1 all training programs conducted by the agency which shall include orientation/reorientation, value development, employee development, supervisory development, retraining, pre-retirement seminars, and other courses on substantive or unique functions of the agency;
 - 1.2 training programs conducted by other government offices/private institutions availed of agency personnel;
 - 1.3 conventions or conferences conducted by professional organizations attended by government personnel;
 - 1.4 local scholarship grants sponsored by the agency itself and availed of by agency personnel/other government personnel;
 - 1.5 local scholarship grants sponsored by other government offices/private institutions availed of by agency personnel; and
 - 1.6 foreign-assisted scholarship programs availed of by agency personnel.

2. Residential or live-in programs, except conventions and conferences, whether conducted by the agency or other institutions, shall have a maximum of 50 participants. Maximum expenses for programs that are highly specialized or technical in nature unique to the functions of the agency shall be P19,200.00 per participant or P500.00 per day per participant. Expenses for other training programs shall not exceed the maximum amount of P14,400.00 per participant or P600.00 per day per participant. Such expenses shall cover board and lodging, supplies and materials, transportation, gasoline and oil expenses, communications expenses, rental of training rooms and honoraria for resource speakers.
3. Non-residential programs, except conventions and conferences, whether conducted by the agency or other institutions shall have a maximum of 50 participants. Maximum expenses for programs that are highly specialized or technical in nature unique to the functions of the agency shall be P9,600.00 per participant or P400.00 per day per participant. Expenses for other training programs shall not exceed the maximum amount of P6,000.00 per participant or P250.00 per day per participant. Such expenses shall cover meals and snacks, supplies and materials, transportation, gasoline and oil expenses, communications expenses, rental of training rooms and honoraria for resource speakers.
4. Attendance of government personnel in conventions and conferences shall be allowed for those with a maximum of 5 days duration and shall be limited to five participants per agency to be selected from among those who have not attended a similar activity for the last two years. Fees for conventions or conferences, whether conducted on a residential or non-residential basis, shall not exceed P500.00 per day per participant. Otherwise, the attendance shall be on official time only and at no expense on the part of the government except the salaries and allowances of the participants.
5. Training programs shall be conducted in places where majority of the participants are stationed in order to minimize cost of travel. The use of government training facilities and other less expensive venues shall be observed.
6. 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 expenses subject to COA rules and regulations, provided that if the training fee includes expenses for board and lodging, 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 expenses.

7. Honoraria for resource speakers shall conform with the rates of honoraria set by the Civil Service Commission.
8. The head of agency shall be responsible for approving the training and development programs of their respective agencies. Likewise, accreditation of such programs for purposes of personnel actions shall be the responsibility of the head of agency.
9. The usual constraints on the availability of funds and existing accounting and auditing requirements shall apply.
10. Each regional office of a department or agency shall submit to the Civil Service Regional Office (CSRO) concerned, a semestral report of individual programs or courses conducted or attended, using the attached form. (Annex "A"). Such reports should be forwarded to the CSRO's not later than June 15 for the first semester report, and December 15, for the second semester report.
11. Departments/agencies which fail to comply with any one of the conditions set herein shall be required to secure prior approval of the Civil Service Commission for the conduct of succeeding training and development activities.

This Memorandum Circular supersedes MC No. 5, s. 1976 and Joint CSC-DBM MC No. 87-1 (which was revoked on January 3, 1989) and other issuances inconsistent with the provisions of this Circular.

This Memorandum Circular shall take effect immediately.

(SGD.) PATRICIA A. STO. TOMAS
Chairman
Civil Service Commission

February 22, 1989

A true copy

(Inclosure No. 3 to DECS Order No. 25, s. 1989)

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Lungsod ng Quezon

JOINT CSC-DBM MEMORANDUM CIRCULAR NO. 87-2

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

SUBJECT : Revocation of the Provisions of the Joint CSC-DBM
MC No. 87-1

In line with the present thrust of government towards decentralization and deregulation, the Joint CSC-DBM Memorandum Circular 87-1, issued on July 1, 1987, is hereby revoked effective immediately.

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

(SGD.) PATRICIA A. STO. TOMAS
Chairman

January 3, 1989

A true copy

Republic of the Philippines
 CIVIL SERVICE COMMISSION
 QUEZON CITY

SEMESTRAL REPORT OF TRAINING, DEVELOPMENT, AND SCHOLARSHIP PROGRAMS/ACTIVITIES*
 (See instructions at the back)

Agency: _____
 Address: _____

Date _____

Program/Activity (1)	Inclusive Dates (2)	Nature of Participants (3)	No. of Participants (4)	No. of Training Hours (5)	Conducting Agency (6)	Total Per Cour

I hereby certify that the individual course expenses reported herein are true and correct.

Prepared by: _____

Approved by: _____

Agency Chief Accountant

Dept./Agency Head or

*Training and development programs/activities refer to any undertaking which aim to provide opportunities for training in skills building and enhancement, development programs in preparation for higher responsibilities, educational opportunities for broadening knowledge, and scholarships both academic and non-academic, to develop competencies and enhance capabilities. The programs/activities include those which are participated in by agency personnel, whether conducted by a government or private institution locally or abroad, and those which are agency-funded foreign-assisted grants. They also include degree programs attended in academic institutions locally or abroad.

Column 1 - refers to the title of Program or Activity as defined above.

2 - refers to actual dates of conduct of the program or activity, i.e. for programs/activities conducted in successive dates, cite only the beginning and ending dates, example: August 1-18, 1968; for those which are conducted on a staggered basis indicate the actual dates of conduct, example: August 1 & 2, 8 & 10, 1968 etc.

3 - refers to the position and level of participants in each course.

4 - refers to the total number of participants to each course.

5 - refers to the actual number of hours utilized for all sessions in each course.

6 - refers to the agency which actually conducted the program/activity.

Example: If the conducting agency is also the reporting agency which is the CSC, place CSC in this column. If it is another institution such as the NDCP, then place NDCP in this column.

7 - refers to the total expenses incurred in the conduct of each course/group.

8 - shall contain any other pertinent information about the program/activity.

