Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 01, s. 1996

MEMORANDUM CIRCULAR

To	:	**ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES**
Subject	:	**Establishing a Data Base on Participants of overseas Technical Assistance Programs**

A sizable number of government officials and employees have benefited from participation in overseas seminars and conferences, training grants and observation tours, focused work-study programs and fellowships for degree courses at the graduate and post-graduate levels at considerable costs on the part of the Philippine Government as well as the country donors/international organizations. These costs deserve to be recompensed in terms of participant contributions to the development and progress of the entire Philippine polity.

This Commission is establishing a data base on these technical assistance participants in order to optimize their availability as human resource contributors to national development in their respective fields of expertise.

Department/agency HRMOs are hereby requested to accomplish the attached information sheet for each participant and submit to the Commission, c/o the Management Information Office, not later than March 31, 1996. Every effort shall be made by the HRMO to update available relevant data. If necessary, interviews should be made with the concerned participant.

For immediate compliance.

CORAZON ALMA G. DE LEON
Chairman

February 12, 1996
och/mmpfiles/mc

Republic of the Philippines

AGENCY ____
AGENCY ADDRESS ____

RETURNED PARTICIPANT'S INFORMATION SHEET

Employee's Name : ____ Position : ____________________

Gender : [ ] [F]emale [M]ale Birthyear [YYYY] : _____ Civil Status : [ ]
[1] Single
[2] Married
[3] Widow/er
[4] Separated

Field/s of Study	Overseas Sponsor/s	Inclusive Date/s of Grant/s [mm/dd/yy] TO [mm/dd/yy]	Place/s of Grant/s

Position before the first overseas grant/fellowship: ____
Highest educational attainment upon entry to government service: [ ]
Highest educational attainment at the time this data was filled : [ ]
[1] High School Graduate
[2] College Graduate
[3] Post-Graduate Units
[4] Post-Graduate
[5] Doctoral

Filled-up by: ___________________________________ Date : ____________
Human Resource Management Officer