

MC NO. 18 s. 1995

MEMORANDUM CIRCULAR

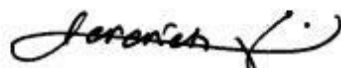
TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Distance Learning Program

Pursuant to CSC Resolution No. 95-4844 dated August 3, 1995, the Civil Service Commission launched the Distance Learning Program (DLP) as an alternative to traditional and expensive training programs. The DLP is envisioned to provide government workers with more opportunities to avail of human resource development programs specifically for those in remote areas and for those who could hardly leave their posts for traditional training venues in urban centers. Hence, heads of agencies are encouraged to allow their employees, especially their Human Resource Management Officers/Personnel Officers/Administrative Officers, to enroll at DLP and shoulder the enrollment fees subject to the usual accounting and auditing rules.

The guidelines in the administration of the DLP is attached herewith.

Please be guided accordingly.


RAMON P. ERENETA, JR.
Commissioner

15 August 1995
rpe/l3/memo



Re: *Establishing the DLP
As An Alternative HRD
Intervention and Providing
For Its Administration*

x - - - - - x

RESOLUTION NO. 954844

WHEREAS, it is the policy of the government to establish a continuing program for the development of all employees at all levels and ranks;

WHEREAS, to accomplish this objective, and given the the Philippine geographical composition and some 1.5 million public sector employees, there is a need to establish a more aggressive mechanism so that every government employee would be able to avail of at least one HRD intervention each year;

NOW, THEREFORE, the Commission RESOLVES, to establish the Distance Learning Program (DLP) as an alternative development program to promote continuing staff development in the bureaucracy which is envisioned to:

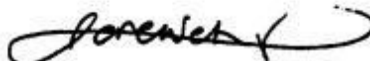
- o provide employees who cannot avail of the usual training courses due to financial and/or physical constraints with alternative HRD learning and development to the formal training experience;
- o effect a cost-saving strategy for the continuing development of manpower resources; and
- o provide government employees adequate opportunity to increase their cognitive and affective skill levels relative to their work and role in public service.

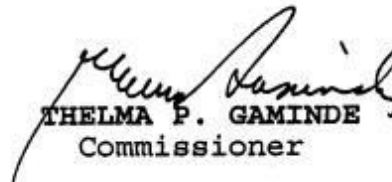
RESOLVED, further, to adopt the attached guidelines and operating procedures for the DLP.

Done on AUG 03 1995, Quezon City.


O.B.

CORAZON ALMA G. DE LEON
Chairman


RAMON P. EREÑETA, JR.
Commissioner


THELMA P. GAMINDE
Commissioner

Attested by:


CARMENCITA GISELLE DAYSON
Board Secretary VI

IMPLEMENTING GUIDELINES IN THE ADMINISTRATION OF THE DISTANCE LEARNING PROGRAM (DLP)

The administration of the Distance Learning Program (DLP) shall be governed by the following guidelines:

SCOPE OF THE PROGRAM:

The DLP is open to all government workers who wish to update their knowledge on the essential concepts of public personnel administration as well as in various management tools, techniques and practices.

OBJECTIVES:

1. To provide employees an alternative Human Resource Development (HRD) learning and development to the formal training experience;
2. To effect a cost-saving strategy for the continuing development of manpower resources;
3. To provide government employees adequate opportunity to increase their cognitive and affective skill levels relative to their work and role in public service.

CONTENTS:

The various DLP curricula will deal on various management tool, techniques and practices to enhance employee organizational awareness and/or effectiveness. It will also focus on the essential concepts of public personnel administration to make government employees more aware of the job and organization to ensure them to be committed to public service.

METHODOLOGY:

1. The CSCRO Director through the head of the Career Development Division will administer the DLP.
2. Registration fee of not more than P200.00 shall be collected from each participant to defray the cost of the materials.
3. Enrolees will be accepted on a first come, first served basis.
4. Enrolees may be nominated by the agency heads or may apply directly in the program.

If nominated by the agency head, the agency shall shoulder the registration fee of the participant. Agency heads may nominate as many employees as possible.

5. Each enrolee shall be given the complete set of materials after taking the assembled pre-test to be administered by the CSCRO's and/or PO's/FO's.

Pre-test questionnaires may be mailed in case the participant cannot come or his/her residence or place of work is far from any regional/field office.

In this case, the enrolee, after answering the questionnaire, shall mail to the CSCRO/PO the accomplished test questionnaire. The materials will also be mailed to the enrolee.

6. The participant/enrolee shall complete the five modules within a maximum period of eight weeks or two months.
7. The participant shall take a post-test to determine the knowledge gained by the enrolees by comparing scores in the pre-test against post-test results. This will be administered by the CSCRO/PO/FO two weeks after the completion of the module.

Test questionnaires may also be mailed to participant in extremely meritorious cases.

8. Participants shall also accomplish a DLP evaluation questionnaire to be given simultaneously with the post-test.
9. Participants will receive a certificate of completion/training by mail if he/she gets a rating of 80% and above in the post test two weeks after the final examination.
10. Participants who failed in the post-test will take a remedial test one month after from the date of the final examination.