



MC No. 10, s. 1994

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Accreditation of Training and Development Programs Conducted by Government Agencies for their Respective Employees

The Civil Service Commission has prescribed the attendance and satisfactory completion of training programs as a component of every position qualification standard, where such training programs are duly accredited by the Commission. On the other hand, the deregulation policy of the Commission has extended to the human resource development function, such that pursuant to CSC MC 43, s. 1993, agency heads are primarily responsible for the formulation and establishment of their respective training and development programs.

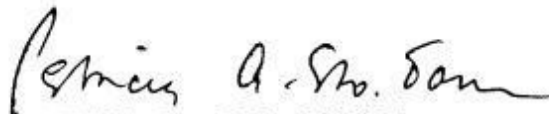
Further to the deregulation policy and considering that the deliberate and purposeful development of government employees are easily accomplished at the agency level, heads of agencies should ensure that training opportunities form part of their total human resource management program. In support of this, the Commission has declared that in-house training programs or those conducted by government agencies for their employees pursuant to the approved training and development plans are considered automatically accredited, subject to the following:

1. That for purposes of meeting the required training in the qualification standard of a specific position, the successful completion of a particular training course is certified by the head of agency or his/her duly authorized representative as part of the Agency Training and Development or Human Resource Development Program; and

2. That such certification will attest to the relevance of a particular training to the position being filled-up.

In cases where the training programs are not agency-conducted and are attended or participated in by employees of a particular agency, the guidelines of the Commission regarding the accreditation of training institutions shall be applicable.

Please be guided accordingly.


PATRICIA A. STO. TOMAS
Chairman

22 February 1994