



MC No. 22, s. 1993

**MEMORANDUM CIRCULAR**

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

**SUBJECT :** Adoption of the Trainers Training I as part of the Professional/Technical/Scientific Program

The Professional/Technical/Scientific (P/T/S) Program is one of the eight program categories identified in Section 7, Rule VIII of the E.O. 292 entitled Career and Personnel Development. It refers to "*substantive programs in specific professional/technical/scientific areas for enhancement of skills and knowledge of second level personnel in the career service.*" In this regard, the CSC designed a model to ensure uniformity in terms of objectives, conduct, methodologies and schedules.

The Commission enjoins all departments, bureaus and agencies to adopt and conduct the Trainers Training I being one of the P/T/S programs, that will continuously upgrade and re-train the technical knowledge of their trainers. The Trainers Training I provides a basic overview on the different phases of the training cycle:

- o Training Needs
- o Training Design and Methodologies
- o Training Administration
- o Training Evaluation

Attached is a copy of the said design for your use.

For compliance.

  
**PATRICIA A. STO. TOMAS**  
Chairman

May 24, 1993