



MC No. 25, s. 1993

MEMORANDUM CIRCULAR

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


SUBJECT : Adoption of the Design for a Basic Supervisory Development Course as part of the Middle Management Development Program

Section 7, Rule VIII of Executive Order No. 292 entitled *Career and Personnel Development* states that "each department, agency or local government unit shall design, implement and evaluate in-service training and development programs solely or in coordination with the Commission and/or other government agencies and institutions." One of the eight programs identified is the "Middle Management Development Program - which refers to a set or series of planned human resource intervention and training courses designed to provide division chiefs and other officials of comparable ranks with management and administrative skills to prepare them for greater responsibilities."

In this regard, the CSC has designed a Basic Supervisory Development Course as an introductory course to the Middle Management Development Program. It is aimed at helping supervisors to become efficient, effective and accountable in the operationalization of management goals, programs, plans and policies.

You are hereby enjoined to adopt the attached design.

This MC shall take effect immediately.


PATRICIA A. STO. TOMAS
Chairman

June 1, 1993