



MC. No. 10, s. 1992

MEMORANDUM CIRCULAR

T O : 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 : Guidelines in the Conduct of Training and Other Human Resource Development Activities Pursuant to Administrative Order No. 265

Administrative Order (AO) No. 265 issued by the Office of the President last January 31, 1992 ordered the continued adoption of economy measures in government operations, which included among others the suspension of the conduct of seminars, conventions and other related activities. It will be noted that similar economy measures issued in the past have always been subsequently interpreted to exempt human resources development activities in government. This is in accordance with the government's objective towards total human resource development, recognizing as it does that manpower is a primary economic factor.

The Civil Service Commission, as the central personnel agency of the government, heeds the call of observing prudence in government spending. On the other hand, the Commission feels the need to pursue the goal of people-powered development through a liberal interpretation of the training provisions of the Administrative Order. For these reasons, all heads of departments/agencies and other government instrumentalities are enjoined to observe the following guidelines to rationalize the use of government resources for training and other HRD activities:

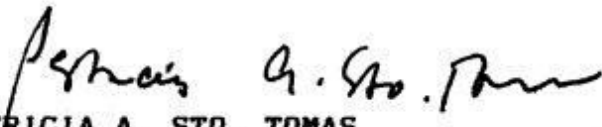
1. In-house training programs and staff development activities shall be encouraged at all levels and stages of employment. All government agencies may conduct training activities for the continuing development of their personnel, bearing in mind the use of minimal expenses for supplies, materials, communication, transportation, facilities and resource person services. Training programs shall be construed to include seminars which focus on the presentation and discussion of information.

2. All government agencies may conduct seminars, conventions, assemblies, symposia, and other information dissemination strategies concerning issues and laws of general application for their respective employees.
3. Training programs may be conducted on a residential basis only by those agencies whose basic functions include the said activity, among which are this Commission, the Career Executive Service Board, the Commission on Audit, the Department of Interior and Local Government, Development Academy of the Philippines, the NMYC, the Statistical Research and Training Center, UP Law Center, the National Defense College of the Philippines, and similar institutions. These national government agencies and government training centers shall observe prudence and cost-saving measures in the allocation of their training budget.
4. Expenses for training programs shall not exceed P500 a day per participant for non-residential programs and P800 a day per participant for residential programs.
5. Participation of government employees in symposia, conventions, conferences, and assemblies conducted by non-governmental organizations or private institutions may be allowed, subject to the approval of the head of agency, on official time only. Any additional expenses incurred in connection with such participation shall not be chargeable against the agency concerned.
6. Participation of government employees in training programs conducted by non-government training institutions/centers may be allowed, provided that the requisite training fee chargeable against the agency shall not exceed the amount prescribed under Item 4 of this Memorandum Circular.
7. Payment for resource person services in any government training program may be allowed at a rate not to exceed P250 an hour, based on the qualifications and expertise of the resource person.

8. Alternative strategies to the training intervention are continuously being evolved by the Commission. All heads of agencies are encouraged to adopt such strategies as coaching, counselling and job rotation for their respective employees. For this purpose, staff and regional offices of the Commission shall provide assistance and technical consultancy.

Where the expenses for training programs are sourced from either foreign or non-government grants and assistance or covered by international agreements, the above provisions shall not apply. Instead, the head of agency concerned shall have the responsibility of approving the training budget.

This Memorandum Circular shall take effect immediately.


PATRICIA A. STO. TOMAS
Chairman

March 30, 1992