



Republic of the Philippines

CIVIL SERVICE COMMISSION

MEMORANDUM CIRCULAR

MC No. 12 .s.1992

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT OWNED AND CONTROLLED CORPORATIONS

SUBJECT : Attendance in the Regional/National Conference-workshop on Public Personnel Administration of the Council of Personnel Officers

The Civil Service Commission, pursuant to Section 19, Chapter 4, Book V of Executive Order 292, dated November 23, 1989, CSC Memorandum Circular No. 38, s. 1990, and Office Memorandum No. 60, s. 1990, has organized the Councils of Personnel officers in the Central Office, Regional and Provincial Offices which shall among others participate in the development of constructive policies, standards, procedures, programs as well as on matters relating to the improvement of personnel methods and to the solution of personnel problems confronting the various departments and agencies of the government.

The Civil Service Commission, aware of the important role of the Personnel Officers/Human Resource Management Officers in the implementation of personnel policies and programs, recognized the need to provide a venue where personnel problems are collectively discussed and resolved.

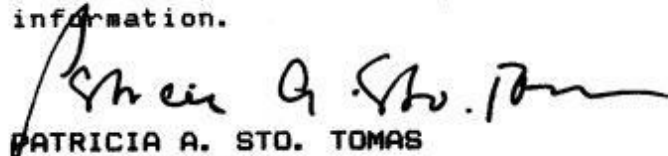
For this purpose, Regional/National Conference-Workshops of the Council of Personnel Officers shall be conducted. The first phase shall be the Regional Conference-Workshop which shall be conducted by the CSC Regional Offices not later than May 15, 1992. The second phase is a two-day National Conference-Workshop which shall be conducted in Manila in June, 1992, the date and venue of which shall be announced later.

All participants in the CPO Regional/National Conference-Workshops are authorized to attend on official time and are allowed travelling expenses and per diems subject to COA rules and regulations.

A conference fee of P800.00 for each participant in the National Conference-Workshop shall be collected chargeable against the training fund of the agency concerned.

The Commission enjoins all departments, bureaus and agencies of the national and local governments including government-owned or controlled corporations to allow officers and members of the Council of Personnel Officers to attend the Regional/National CPO Conference-Workshops.

The mechanics and other documents for the Regional/National CPO Conference/Workshops are hereby attached for your guidance and information.


PATRICIA A. STO. TOMAS
Chairman

April 6, 1992

LMC 24 cpoass

**COUNCIL OF PERSONNEL OFFICERS PROVINCIAL/REGIONAL
WORKSHOP AND NATIONAL CONFERENCE**

I. RATIONALE

The Commission pursuant to Section 19, Chapter 4, Book V, of Executive Order No. 292, dated November 23, 1989, and CSC Memorandum Circular No. 38, s. 1990, and Office Memorandum No. 60, s. 1990, has established the Councils of Personnel Officers in the Central Office, Regional and Provincial Offices.

Considering that as of this date the Councils of Personnel Officers in all the Sixty-five (65) Provincial Offices and fourteen (14) Regional Offices as well as in the Central Office have been organized and are now fully operational, the Commission deemed it proper at this point in time, to gather Personnel Officers/Human Resource Management Officers in a venue where they can collectively discuss and resolve vital problems in the effective implementation of personnel policies and programs.

For this purpose the Commission shall conduct CPD Conference/workshops in the Regional and National levels in the first semester of 1992.

II. The CPD Conference/Workshops aim to achieve the following objectives:

1. To ensure awareness among CPD members of their functions and responsibilities as provided under Section 19, of EO 292;
2. To discuss vital issues and policies, standards and guidelines relative to personnel matters;
3. To come up with recommendations/resolutions for the issuance of new personnel policies, and/or proposals for the amendment/repeal of existing laws, policies and guidelines;

4. To strengthen the personnel system in the government, by giving more emphasis on the role of the Personnel Officers/Human Resource Management Officers in the implementation of personnel plans and programs.

III. PARTICIPANTS

1. Regional CPO Conference/Workshop

The Regional CPO Conference/workshop shall be participated in by Officers of the Provincial CPO within the jurisdiction of the Regional Office and the officers and members of the Regional CPO.

2. CPO National Conference

The CPO National Conference shall be participated in by all Officers and members of the Executive Boards of the Provincial CPO, Regional CPO and the Central Office CPO, or a maximum of 25 delegates from each Region.

IV. METHODOLOGIES

1. Regional CPO Conference/Workshop

The Regional CPO Conference/workshop shall be conducted by the Regional Office not later than May 15, 1992. Officers of the Provincial CPO within the jurisdiction of the Regional Office and the officers and members of the Regional CPO shall be invited to the Regional CPO Conference/workshop.

Participants to the Regional CPO conference/workshop shall undertake the following:

1. Identify common issues and problems as presented by the Provincial CPOs and prioritize these issues and problems according to importance.
2. Formulate strategies/recommendations for each problem/issue. Participants shall be grouped depending on the issues/problems identified. Each group shall be assigned specific issue.
3. Integrate and synthesize workshop outputs and prepare Resolutions on the issues

3. Integrate and synthesize workshop outputs and prepare Resolutions on the issues unanimously agreed by the RCPO participants. The Presidents of the different Provincial CPO shall be grouped together to integrate the issues presented.

4. The President of the Regional CPO shall present the Resolution/recommendation to the participants of the Regional CPO conference/workshop for approval.

5. Copies of the Regional CPO outputs (Resolutions) shall be submitted to the CPO Secretariat, care of Office for Career Systems and Standards, Civil Service Commission, Quezon City within fifteen (15) days after the Regional CPO Conference/workshop for integration and preparation of materials for the CPO National Conference/Workshop.

6. The Regional CPO Presidents shall present the outputs (Resolutions) of the Regional Conference/workshops to the CPO National Conference in June, 1992.

2. CPO National Conference

The CPO National Conference shall be conducted for two days by the Office for Career Systems and Standards in coordination with the CSC National Capital Region and the Central Office Council of Personnel officers, in Manila, in June, 1992. This shall be participated in by all the officers and members of the Executive Boards of the Provincial/Regional and Central office Council of Personnel Officers all over the country. It is expected that 400 CPO Officers and members of the Executive Board shall attend the CPO National Conference. A maximum of 25 delegates from each region shall be allowed.

Participants to the CPO National Conference shall undertake the following:

1. The Presidents of the Regional Council of Personnel Officers (CPO) of the fourteen (14) regional offices and the Central Office CPO shall present the Resolutions/Recommendations agreed upon in the Regional and Central Office CPO Conference/Workshops.

2. The CPO Regional Presidents and the Central Office CPO President shall group together to discuss the Resolutions/Recommendations presented and agree on common issues and problems for Resolution.
3. The Presidents of the RCPO and the President of the Central CPO shall select from among themselves who shall present the Resolutions to the Body for ratification.
4. The Resolutions integrating all the common problems and issues agreed upon by the group shall be presented by the Presiding Officer to the Body for ratification.
5. Resolutions for legislation shall be submitted to the Senate/Congress.
6. Resolutions for the issuance of Memorandum Circulars or guidelines shall be submitted to the Civil Service Commission.

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