

CIVIL SERVICE COMMISSION



MC No. 30, s. 1992

MEMORANDUM CIRCULAR

T O : ALL GOVERNMENT AGENCIES, BUREAUS AND AGENCIES OF NATIONAL AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Management Support in the Conduct of ALAY SA BAYAN (ALAB) Induction Program and for ALAB Trainers

With the government's continuing efforts to implement needed reforms in the public administrative system, the Civil Service Commission conceived and launched ALAY SA BAYAN (ALAB), an Induction Program for all new entrants to the government service. ALAB is aimed as an initial experience which focuses and enhances the energies and commitment of new employees to build and support a government which is truly responsive and professional.

The Commission through the Office for Human Resource Development (OHRD) has trained three (3) batches of Trainers for ALAB (TALAB) Programs from different agencies of the government to help new entrants within their respective Agencies/Regions develop commitment, a sense of pride, belongingness and promote the primacy of public interest in the performance of their duties. These trainers have been exposed to the latest concepts and approaches in the behavioral science field particularly adult learning - essential for the effective conduct of the ALAB Program.

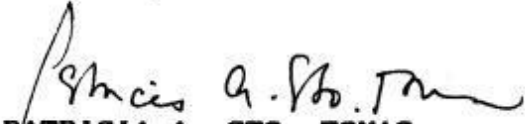
To increase, the possibility of success we encourage you provide managerial and organizational support mechanisms and services for ALAB such as the following:

1. Formally designate and recognize ALAB facilitators within your agency to conduct the program. (Pls. see Annex "A")
2. Authorize the continuing conduct of the ALAB Programs.
3. Provide the necessary logistical support to facilitators who conduct ALAB Workshops.
4. Authorize all new entrants in the agency to participate in the program within the first year of government service.

5. Allow the ALAB facilitators, resource persons, coordinators, training staff and participants to be free from other responsibilities before, during and after the conduct of ALAB activities.
6. Authorize on official time, ALAB facilitators/trainers to assist, upon proper request other agencies in the conduct of ALAB so that a critical mass of new entrants will be inducted properly into the public service.
7. Install and maintain open communication/information exchange between and among ALAB trainers, officials, and employees to enable this valuable human resource pool to respond to request for training assistance and follow-up work.
8. Feedback to ALAB trainers/facilitators any information which will increase the effectiveness of future courses.

Agencies who do not have ALAB Trainer/s shall communicate or coordinate with the Office for Human Resource Development or agencies where there is presently a pool of ALAB Trainers as reflected in the attached Annex "A."

This Circular shall take effect immediately.


PATRICIA A. STO. TOMAS
Chairman

July 16, 1992

LIST OF SEVENTY-ONE (71) ALAB TRAINERS

CSRO 1	<ul style="list-style-type: none">o Hedy Jose B. Lardizabalo Rosemarie Llaneso Imelda P. Abenoja
CSRO 2	<ul style="list-style-type: none">o Milagros R. Agcamboto Floramena M. Casauay
CSRO 3	<ul style="list-style-type: none">o Diana D. Hensono Amelia P. Bondoco Ruby Grace T. Layugo Jose G. Gea
CSRO 4	<ul style="list-style-type: none">o Fidela T. Uyo Lilibeth L. Majomoto Grace A. Fucanano Ma. Lilia O. Cariaso
NCR	<ul style="list-style-type: none">o Resurreccion A. Perillao Briccio Polloo Blancaflor V. Joven
CSRO 5	<ul style="list-style-type: none">o Ruby R. Ansono Ma. Jemah R. Imperialo Lara Karen Y. Lee
CSRO 6	<ul style="list-style-type: none">o Rufino G. Leonoraso Alexis S. Palomaro Marilou C. Manglilong
CSRO 7	<ul style="list-style-type: none">o Clarito O. Marabio Merigilda C. Obispo
CSRO 8	<ul style="list-style-type: none">o Emerita P. Goo Marifel C. Senoo Josephine R. Rondao Azucena C. Tabao
CSRO 9	<ul style="list-style-type: none">o Esther M. Pagenteo Jessebel R. Patacsil
CSRO 10	<ul style="list-style-type: none">o Luzviminda S. Rodriguezo Anita P. Alpasano Lilia L. Baliguat
CSRO 11	<ul style="list-style-type: none">o Nellie D. Tirolo Nilda A. Rigodon
CSRO 12	<ul style="list-style-type: none">o Araceli S. Alegriao Adela C. Fernandezo Angelica C. Capaoano Violeta U. Carumba

CAR	o Marietta Castro o Mary Leah C. Buslig
CSFO (Cabanatuan)	o Cecilia J. Carelo
CSC-OHRD	o Cleotilde Q. Tangangco o Moonyeen T. Alegro o Agustina Penalosa o Priscilla R. Claudio o Cecilia R. Esgana o Lolita E. Ceralvo
BIR	o Esther J. Almarino o Rosalinda T. Capino
Bu. of Corrections	o Alfredo C. Benitez
DA	o Prescilla Docena
DECS	o Flora A. Santos
DENR	o Edna A. Guevarra o Dorina S. Rojas
DOH	o Jackeline A. Bumatay o Gladys Cortez
DOLE	o Ma. Victoria A. Santos
DPWH	o Lilia M. Allera
GSIS	o Eleonor A. Hutchings o Lourdes B. Pestana
House of Rep.	o Evelyn G. de Jesus
OP	o Peter Blair S. Agustin o Teresita M. Palado
MWSS	o Jocelyn R. Alegre o Lillian M. Mendoza
NFA	o Edelmina R. Minas
NAPCOR	o Gil E. de la Cueva
Q.C. Hall	o Ma. Consuelo V. Fontillas
PPA	o Virginia D. Garcia o Rosalinda C. Pimentel
PAHEC	o Emelinda L. Lopez
SSS	o Elvira P. Vega