



MC No. 20, s. 1991

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 : Adoption of Economy Measures in the Conduct of Training and Development Activities

The national effort towards the continued observance and adoption of economy measures in government expenditures for Fiscal Year 1991 has been outlined in Administrative Order No. 205 and its implementing guidelines (Memorandum Circular No. 124), both issued by the Office of the President.

The Civil Service Commission, as the central personnel agency of the government, charged with the adoption of measures to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service, while recognizing the need for austere measures in the conduct of government operations similarly pursues a continuing crusade for total manpower development. In order to reconcile the exigencies of the current situation and the government's thrust towards people-powered development, the following guidelines in the conduct of training and development programs are hereby reiterated/adopted for implementation and observance:

1. On the Conduct of Training Programs

- 1.1 All government agencies may conduct in-house training programs for the development and productivity of agency personnel with the use of minimal expenses for the following items:
 - 1.1.1 Supplies and materials;
 - 1.1.2 Materials reproduction (hand-outs);
 - 1.1.3 Rental for training venues/facilities for offices/agencies which do not have any;
 - 1.1.4 Resource person services; and
 - 1.1.5 Communication and transportation expenses.

For this purpose, training programs shall refer to those activities involving instruction and strategies whereby participants will be required to undergo manual or practical exercises and action learning as a means of strengthening work and job related skills. In all instances of training administration, efforts shall be exerted in utilizing available resources and government facilities.

In-house training programs shall, as much as possible, be conducted on a non-residential basis and without any provision for participants' meals or snacks.

- 1.2 Training programs for government-wide participation conducted by government training institutions for specific clientele groups and aimed at skills development and capability building shall be conducted in the most economical manner possible. These institutions include, among others, the Civil Service Commission, the Career Executive Service Board, the Commission on Audit, the Department of Interior and Local Government, the Development Academy of the Philippines, the Foreign Service Institute, the National Manpower and Youth Council, the National Computer Center, the Statistical Research and Training Center, UP Law Center and the National Defense College of the Philippines. Residential training programs shall only be allowed for those activities conducted by these and similar institutions.
- 1.3 Basic information dissemination, orientation or appreciation programs concerning issues and laws of general application shall be conducted free of charge for all employees by their respective agencies.
- 1.4 The Civil Service Commission and its staff/regional/provincial/field offices shall provide consultancy and technical assistance/ services in the formulation, administration or conduct, and evaluation of training programs and other Human Resource Development strategies especially for departments/agencies/local government units which do not have an existing Human Resource Management (HRM) Office, Division, or its equivalent.

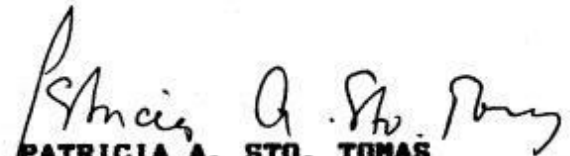
2. On the Participation of Government Personnel to Training Programs Conducted by Non-Government Organizations, Private Institutions or Training Centers

Government employees may participate in external training and other development programs conducted by non-government organizations, private institutions or training centers on official time only at no additional expense to the agency concerned, subject to the approval by their respective agency heads.

3. On the Payment for Resource Person Services

Payment for resource person services may be allowed for outside lecturers, discussants and speakers or agency personnel who are not members of the training staff of the office or agency conducting the in-house training programs. Payment for such services shall not exceed P250.00 an hour, based on the qualification and expertise of the resource persons.

This Memorandum Circular shall take effect immediately.


PATRICIA A. STO. TOMAS
Chairman

30 May 1991