



MC No. 14, s. 2014

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Policies for Executive/Managerial Positions; Amendment to CSC MC No. 13, s. 2011

Pursuant to CSC Resolution No. 1400486 promulgated on March 27, 2014, the Commission adopts the following policies on the training requirements appropriate for appointment to executive/managerial positions (SG-26 and above) in the second level:

1. Generally, the training required for executive/managerial positions in the second level shall be 120 hours of management training taken within the last five (5) years reckoned on the date of assessment.

Management training includes courses, workshops, seminars and other learning development interventions that develop and/or enhance knowledge, skills and attitude to enable successful performance of management functions such as planning, organizing, directing, controlling, coordinating and overseeing the activities of an organization, a unit thereof or a group. It is intended to prepare managers in managing people and work.

Human Resource Development (HRD) interventions or non-formal interventions, such as coaching, mentoring, job rotation, and others that are supported by certificates issued by the HRMO or authorized official from the government or private sector shall be considered training for meeting the training requirements in the Qualification Standards Manual, provided they are relevant to the position to be filled.¹

2. For executive/managerial positions in the second level with duties and responsibilities involving practice of profession as reflected in their corresponding Position Description Form (PDF)/Job Description (JD) (i.e. Director of Accounting Department or Legal Office), the Mandatory Continuing Legal Education (MCLE) for BAR passers and the Continuing Professional Education/Development (CPE/CPD) for licensed professionals taken within the last five (5) years may be considered appropriate trainings. Trainings relevant to practice of profession may also be considered in lieu of CPE/CPD. The MCLE, CPE/CPD and/or relevant trainings shall constitute for a maximum of 40 hours of training and the remaining 80 hours shall be management training taken within the last 5 years reckoned from the date of assessment.

¹ Item 2, Part IV (On Training) of CSC Resolution No. 030962 and circularized through CSC Memorandum Circular No. 12, s. 2003, Revised Policies on Qualification Standards, dated September 12, 2003

Sample:

- a. Director IV (SG-28) of Office for Legal Affairs

Training Requirement : 40 hours of Mandatory Continuing
Legal Education and
80 hours of management training

- b. Director III (SG-27) of Accounting Department

Training Requirement : 40 hours of Continuing Professional
Education for Accountants or
technical training on Accountancy and
80 hours of management training

3. Executive/managerial positions in the second level with duties and responsibilities which are highly-specialized in nature as shown in their corresponding PDF/JD may require trainings which are highly-technical and/or highly-specialized. These highly-technical and/or highly-specialized trainings shall make-up for a maximum of 80 hours of training and the remaining 40 hours shall be management trainings taken within the last five (5) years reckoned from the date of assessment.

Sample:

- a. Chief Information Officer (SG-27)

Training Requirement: 120 hours training,
40 hours of which should involve
management and
80 hours training in systems development
life cycles, i.e. CMMI and ITIL standards, IT
Resources Management Administration and
other related information and
telecommunications training

- b. Department Manager III for Media Affairs Department

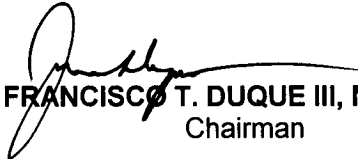
Training Requirement: 60 hours of technical training relevant
to mass communication and
60 hours of relevant supervisory/
managerial training

4. Agencies that have identified the executive/managerial positions in their staffing pattern the duties and responsibilities of which require practice of profession or highly-specialized functions as discussed in items 2 and 3 shall submit the proposed training requirement for such positions for approval of the Commission. A copy of the Position Description Form or Job Description certified by the Agency Human Resource Management Officer and staffing pattern approved by the Department of Budget and Management (DBM) or Governance Commission for GOCCs (GCG) shall be submitted together with the said request.

In the absence of CSC-approved specific training requirements, appointees to executive/managerial positions shall be required to comply with the 120 hours of management training pursuant to CSC Resolution No. 1100472 promulgated on April 8, 2011 and circularized through CSC MC No. 13, 2011 dated May 4, 2011.

These policy guidelines amend Item 2 of CSC Resolution No. 1100472 promulgated on April 8, 2011 and circularized through Memorandum Circular No. 13, s. 2011 dated May 4, 2011. Specifically, said amendment is on the recency requirement of five (5) years on trainings and the ratio of management to technical training for executive/managerial positions with duties involving the practice of profession or which belong to the same occupational group where practice of profession is required/preferred or those considered highly technical or specialized.

This Memorandum Circular shall take effect immediately.


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Chairman

JUL 17 2014

* CSC Resolution No. 1400486 promulgated on March 27, 2014 was published in Manila Times on June 20, 2014.