

Republika ng Pilipinas
PAGDANSANG PANGASIWAAN NG PAFUBIG
(National Irrigation Administration)
Lungsod ng Quezon

JCL - ajl
LPP - lpp
VAM - val
YMR
LMF
RCM - rem
SBB
fle
FOR

MC # 038, s, 1988

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION MANAGERS; OPERATION MANAGERS; PROJECT MANAGERS AND PROVINCIAL IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND OFFICERS-IN-CHARGE OF SYSTEMS; CHIEF CORPORATE ACCOUNTANTS; CORPORATE AUDITOR AND REGIONAL/PROJECT AUDITORS; DEPUTIZED DISBURSING OFFICERS; AND ALL CONCERNED

National Irrigation Administration

SUBJECT : Joint CSC-DBM MEMORANDUM CIRCULAR NO. 87-1
Re: Guidelines in the Conduct of Government Training Programs

Quoted hereunder in full is a JOINT CSC-DBM MEMORANDUM CIRCULAR No. 87-1 dated July 1, 1987, which should be observed as guidelines relative to the determination of course area, cost, venue, and payment of honoraria in the conduct of or participation in training programs:

Republic of the Philippines
CIVIL SERVICE COMMISSION
DEPARTMENT OF BUDGET AND MANAGEMENT

JOINT CSC-DBM MEMORANDUM CIRCULAR NO. 87-1

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

SUBJECT : Guidelines in the Conduct of Government Training Programs

In line with the current drive of the government to reduce expenditures and effect economy measures in all phases of government operations, the following guidelines in the conduct of training programs are hereby issued:

1. Training programs to be conducted shall be within the agency's area of concern. These programs shall include orientation, supervisory development, professional development, and other employee development courses, aside from technical and/or scientific courses unique to the functions of the Agency.
2. Residential training programs may not be allowed, except those conducted by government training institutions for specific clientele groups. Courses falling under this category are: the Career Executive Service Development Program (CESDP); executive development, middle management, and other technical courses conducted by the Civil Service Institute and the National Defense College of the Philippines.

3. Expenses for non-residential programs shall not exceed P100.00 per day per participant to cover costs of meals and snacks, as well as other essential items. For residential programs, total expenses for board and lodging shall not exceed P200.00 per day per participant. T-shirts, rings, pins, unnecessary field trips and excursions and additional incidental expenses shall not be allowed.
4. Training programs shall be conducted in place where majority of the participants are stationed in order to minimize costs of travel. The use of government training facilities and other less expensive venues shall be observed. Orientation/ Reorientation programs shall be conducted either at the central or regional offices wherein employees are stationed.
5. Government participants residing outside the venue of the training program, (i.e., venue: Metro Manila, participants coming from the regional office; venue: Iloilo City, participants coming from Bacolod City) may be allowed travelling allowances and actual transportation fares subject to COA rules and regulations, provided that if the training fee includes expenses for meals, the same shall be deducted from the travelling allowances. Those coming from the place where the training program is held shall only be allowed actual transportation fares.
6. In accordance with MC # 1, s. 1976, honoraria for resource speakers shall not exceed P100.00 per hour or P50.00 per half-hour. Personnel of the sponsoring agency who act as resource persons are not authorized to collect honoraria as provided for in CSC Res. No. 98-C, s. 1976.
7. The usual constraints on the availability of funds and existing accounting and auditing requirements shall apply.
8. Attendance by government personnel in conventions, seminars, workshops and other activities conducted by private groups utilizing government funds may be allowed provided that:
 - a) said activities are not available in any government-sponsored training; or
 - b) the activity is conducted locally by an international organization and is directly related to the work of the participants; and
 - c) provided further, that there will only be a maximum of two (2) participants per agency to be selected from among those who have not attended a similar activity for the last three (3) years.

Otherwise, attendance shall be on official time only and at no expense on the part of the government except the salaries of the participants.

9. "Within 30 days after the conduct of the training course, the sponsoring agency shall submit to the Civil Service Commission copy furnished the Department of Budget and Management, a narrative report on the actual conduct of the course based on the approved course design, together with an evaluation report, a list of successful participants and a statement of expenditures incurred duly certified by the Chief Accountant of that Agency."
10. Submission of requirement No. 9 shall be one of the prerequisites for the approval of succeeding requests for authority to conduct training activities.

This Memorandum Circular takes effect immediately.

(SGD.) GUILLERMO N. CARAGUE
Secretary
Department of Budget and Management

(SGD.) JELMERINA G. GOTLADERA
Chairman
Civil Service Commission

July 1, 1987

Compliance is hereby enjoined.

(SGD.) FEDERICO N. ALDAY, JR.
Administrator

signed 8-31-88