

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

June 28, 1989

DECS O R D E R
No. 59, s. 1989

ACCREDITATION OF TRAINING, DEVELOPMENT AND EDUCATION
PROGRAMS/COURSES CONDUCTED FOR GOVERNMENT PERSONNEL

To: Undersecretaries
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Regional Directors
Chiefs of Services and Heads of Units/Centers
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. For the information of the field, inclosed is a copy of Memorandum Circular No. 18, s. 1989, of the Civil Service Commission on the accreditation of training development and education programs/courses conducted for Government personnel for purposes of appointment, qualifying in Civil Service examinations and completion of relevant CSC and agency training or development programs.

2. It is desired that this Order be disseminated to all officials, teachers and employees for their information and guidance.

(SGD.) LOURDES R. QUILUMBING
Secretary

Incl.:
As stated

Reference:
None

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

ACCREDITATION
APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS & OFFICES
TRAINING PROGRAMS

Republic of the Philippines
CIVIL SERVICE COMMISSION
(Komisyon ng Serbisyo Sibil)
Quezon City

MC NO. 18 s. 1989

MEMORANDUM CIRCULAR NO. _____

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

SUBJECT : Accreditation of Training, Development and Education Programs/Courses Conducted for Government Personnel

In line with the Commission's thrust of decentralizing and deregulating its human resource development functions, it has given the heads of agencies the responsibility of approving agency training and development programs. Likewise, accreditation of such programs for purposes of personnel actions has been delegated to the agency heads.

To enable the agencies to effectively carry out these new functions, the following guidelines for the accreditation of training, development and education activities in government are hereby prescribed:

1. Accreditation shall mean giving due recognition and credit to the successful completion of a training, development, or education course/program for purposes of: a) appointment, except as otherwise provided in the Qualification Standards; b) qualifying in civil service examinations; and c) completion of relevant CSC or agency training/development programs.
2. Accreditation for purposes of appointment

2.1 For Personnel Occupying First-Level Positions

- 2.1.1 Non-supervisory training/development courses with at least 50 training hours or an aggregate total of 50 training hours, provided that each training/development course being included in the aggregate total has a total of at least 10 training hours, shall be equivalent to one semester of a 3-unit academic study

in the undergraduate level, or six (6) months of non-supervisory work experience in the first level; provided that no substitution exceeds 200 training hours, or four (4) semesters of 3-unit academic study per semester or a total of 12 academic units in the undergraduate level, or two (2) years of non-supervisory work experience in the first level.

2.1.2

Supervisory training/development courses with at least 50 training hours or an aggregate total of 50 training hours, provided that each training/development course being included in the aggregate total has a total of at least 18 training hours, shall be equivalent to one semester of a 3-unit academic study in management/supervision in the undergraduate level, or six (6) months of supervisory work experience in the first level; provided that no substitution exceeds 200 training hours, or four (4) semesters of 3-unit undergraduate academic study in supervision/management per semester or a total of 12 academic units in management/supervision in the undergraduate level, or two (2) years of supervisory work experience in the first level.

2.2 For Personnel Occupying Second Level Positions

2.2.1

Non-supervisory training or development courses relevant to the functions of second level personnel with at least 50 training hours or an aggregate total of 50 training hours, provided that each training/development course being included in the aggregate total has a total of at least 18 training hours, shall be equivalent to one (1) semester of a relevant 3-unit academic study in the undergraduate level, or 6 months of relevant non-supervisory work experience in the second level; provided that no substitution exceeds 200 training hours, or four (4) semesters of

relevant 3-unit academic study in the undergraduate level per semester or a total of 12 relevant undergraduate academic units, or two (2) years non-supervisory work experience in the second level.

- 2.2.2 Supervisory/management training or development courses for second level personnel with at least 50 training hours or an aggregate total of 50 training hours, provided that each training/development course being included in the aggregate total has a total of at least 18 training hours, shall be equivalent to one semester of a relevant 3-unit academic study in supervision/management in the graduate level, or 6 months of supervisory/management work experience in the second level; provided that no substitution exceeds 200 training hours, or four (4) semesters of 3-unit graduate study in management/supervision per semester or a total of 12 academic units in the graduate level, or two years of supervisory/management work experience in the second level.

3. Accreditation for Purposes of Qualifying in Civil Service Examinations

The same guidelines contained in item 2 of this circular shall apply for purposes of qualifying in relevant civil service examinations, if admission to such examinations require education, training, or experience wherein substitution is allowed.

4. Accreditation for Purposes of Completion of Relevant CSC Training or Development Programs

4.1 Relevant training, development, or academic programs completed may be used as substitute for any module of a CSC training or development program, provided the following conditions are complied with:

- 4.1.1 the number of training or academic hours is not less than the number of training hours in the module being substituted for;
 - 4.1.2 such accreditation is secured prior to the conduct of the program; and
 - 4.1.3 participant is able to complete the compulsory modules of the CSC program.
- 4.2 For purposes of accreditation for completion of relevant CSC training programs, the following documents shall be required:
- 4.2.1 Course design, including course outline and daily schedule of activities of the training/development program to be accredited;
 - 4.2.2 Certificate of completion of the training/development program to be accredited;
 - 4.2.3 Report on the training or development activity submitted by the head of agency to the CSC; and
 - 4.2.4 For academic courses, transcript of records or a certification from the school of the course/subjects taken/completed.

5. Accreditation for Purposes of Completion of Relevant Agency Training or Development Programs

- 5.1 The head of agency shall determine the modules wherein substitution may be allowed. The head of agency shall likewise be responsible for accreditation of courses to be used as substitute for such modules.
- 5.2 The same guidelines contained in No. 1 shall apply in the accreditation for purposes of completion of relevant agency training or development programs.

6. Non-Creditable Courses/Programs

Courses/Programs which are conducted for purposes of information dissemination such as orientation/reorientation programs or pre-

retirement seminars and other programs/courses of similar nature shall not be considered for accreditation.

7. Period of Accreditation

Accreditation shall apply only to training/development programs/courses completed within the 5-year period preceding the appointment, civil service examination, or training program under consideration.

This Memorandum Circular supersedes and amends other issuances inconsistent with the provisions of this Circular.

This Memorandum Circular shall take effect immediately.

(SGD-) PATRICIA A. STO. TOMAS
Chairman

May 5, 1989

A true copy