

[CSC MEMORANDUM CIRCULAR NO. 10, March 30, 1992]

**GUIDELINES IN THE CONDUCT OF TRAINING AND OTHER
HUMAN RESOURCE DEVELOPMENT ACTIVITIES PURSUANT TO
ADMINISTRATIVE ORDER NO. 265**

Administrative Order (AO) No. 265 issued by the Office of the President last January 31, 1992 ordered the continued adoption of economy measures in government operations, which included among others the suspension of the conduct of the seminars, conventions and other related activities. It will be noted that similar economy measures issued in the past have always been subsequently interpreted to exempt human resource development activities in government. This is in accordance with the government's objective towards total human resource development, recognizing as it does that manpower is a primary economic factor.

The Civil Service Commission, as the central personnel agency of the government, heeds the call of observing prudence in government spending. On the other hand, the Commission feels the need to pursue the goal of people-powered development through a liberal interpretation of the training provisions of the Administrative Order. For these reasons, all heads of departments/agencies and other government instrumentalities are enjoined to observe the following guidelines to rationalize the use of government resources for training and other HRD activities:

1. In-house training programs and staff development activities shall be encouraged at all levels and stages of employment. All government agencies may conduct training activities for the continuing development of their personnel, bearing in mind the use of minimal expenses for supplies, materials, communication, transportation, facilities and resource person services. Training programs shall be construed to include seminars which focus on the presentation and discussion of information.
2. All government agencies may conduct seminars, conventions, assemblies, symposia, and other information dissemination strategies concerning issues and laes of general application for their respective employees.
3. Training programs may be conducted on a residential basis only by those agencies whose basic functions include the said activity, among which are this Commission, the Career Executive Service Board, the Commission on Audit, the Department of Interior and Local Government, Development Academy of the Philippines, the NMYC, the Statistical Research and Training Center, UP Law Center, the National Defense College of the Philippines, and similar institutions. These national government agencies and government training centers shall observe prudence and cost-saving measures in the allocation of their training budget.
4. Expenses for training programs shall not exceed P500 a day per participant for non-residential programs and P800 a day per participant for residential programs.