



MC No. 03, s. 2002

**MEMORANDUM CIRCULAR**

**TO :** ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, STATE UNIVERSITIES AND COLLEGES, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS

**SUBJECT :** Issuance of CSC Announcements/Endorsements of Training and Development Programs and Similar Activities

Time and again, external training providers request the Civil Service Commission to endorse their respective training and development programs, conferences, congress, fora, and other similar activities to heads of agencies for the participation of their employees.

To maintain a more efficient and more facilitative procedure of such issuance, the Commission, starting March 2002 (for programs scheduled for April 2002) shall issue announcements/endorsements monthly, particularly in the first week of the month. Information dissemination shall be done through the internet, e-mail or telefax.

Henceforth, requests for CSC endorsements relative to the conduct of training and development programs and other similar activities shall be submitted to the Civil Service Commission, through the Human Resource Development Office, at least one month prior to the conduct of such activity. In cases of late submission of request, the same shall no longer be accommodated.

Please be guided accordingly.

  
KARINA CONSTANTINO-DAVID  
Chairman

January 25, 2002  
HRDO