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**MEMORANDUM CIRCULAR**

**TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS; AND STATE COLLEGES AND UNIVERSITIES**

**SUBJECT: Training Program on "Achieving Integrity in the Civil Service through Effective Human Resource Management"**

The Eastern Regional Organization for Public Administration (EROPA) will conduct a training program on "Achieving Integrity in the Civil Service through Effective Human Resource Management" which targets to train government personnel involved in human resource management (HRM).

The training program shall discuss the general subject of human resource management, including HR processes, activities and issues, with reference to civil service rules and regulations.

The training program is divided into four courses which are: 1) Recruitment, Selection and Appointment; 2) Performance Management, Training and Promotion; 3) Benefits and Compensation Administration; and 4) Conflict Management and Grievance Resolution. The first course will be held on June 19, 2009 at the UP National College of Public Administration and Governance from 8:00 to 5:00 p.m. The next three courses will be held on July 3, 17 and 31, 2009, respectively.

To ensure competence and productivity in the civil service, all government personnel involved in human resource management are hereby encouraged to attend and participate in the said training. Completion of the program can be considered relevant training for purposes of personnel actions.

The EROPA Secretariat General, UP National College of Public Administration and Governance, can be reached at telephone number 929-7789 or through email at [eropa@eropa.org.ph](mailto:eropa@eropa.org.ph).

  
**RICARDO L. SALUDO**  
Chairman

05 JUN 2009