



Republic of the Philippines  
**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;  
Civil Service at Its Best,  
*Mamamayan Muna*

MC No. 10, 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 :** Clarification and Amendment to CSC MC No. 3, s. 2002- Issuance of CSC Announcements/Endorsement of Training and Development Programs and Similar Activities

In answer to numerous requests received from Civil Service Commission (CSC)-accredited training institutions, national and local governments, SUCs, GOCCs and professional associations/organizations for CSC endorsements of their training and development programs, conferences, congress, fora and other similar activities, CSC MC NO. 3, s. 2002 was promulgated to provide an efficient and facilitative procedure in the issuance of such endorsements.

After the first month of implementation, a number of requests have been disapproved due to late submission of such. This may have been due to various interpretations of the following provision of the said memorandum circular:

*"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."*

In view of such, CSC is clarifying and amending said guideline. Requests for CSC announcements/endorsements shall be submitted to CSC's Human Resource Development Office (HRDO) on or before the 15<sup>th</sup> day of the month immediately prior to the conduct of the activity. CSC shall no longer accommodate requests which were not received on the said deadline.

A CSC Announcement reflecting a list and the details of the activities to be conducted shall be promulgated by the fourth week of the same month (i.e. the month immediately prior to the conduct of the activity) to enable prospective participants to adequately prepare for the training and development activities. Said announcements shall be promulgated on a monthly basis via internet, e-mail or telefax. It shall also be posted in the CSC website, [www.csc.gov.ph](http://www.csc.gov.ph).

Please be guided accordingly.

  
KARINA CONSTANTINO-DAVID  
Chairperson

April 15, 2002  
HRDO