



MC No. 19, s. 2019

MEMORANDUM CIRCULAR

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

SUBJECT : Revised Policies on Training/Learning and Development Requirements for Division Chief and Executive/Managerial Positions in Government

Pursuant to CSC Resolution No. 1900773 promulgated on July 11, 2019, the Commission ruled to dispense with the 5-year reency in the training/learning and development requirements for division chief and executive/managerial positions in the second level thereby amending **Sections 66 to 70** of the **2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended**, to read, as follows:

“Sec. 66. The learning and development/training required for Division Chief and comparable positions shall be 40 hours of supervisory/management training/learning and development intervention.

“Sec. 67. Generally, the training required for executive/managerial positions in the second level shall be 120 hours of supervisory/management training/learning and development intervention.

“Management training/learning and development intervention includes courses, workshops, seminars and other interventions that develop and/or enhance knowledge, skills and attitude to enable successful performance of management functions such as planning, organizing, directing, controlling, coordinating and overseeing the activities of an organization, a unit thereof or a group. It is intended to develop/enhance leadership competencies¹ to prepare managers in managing people and work.

“Sec. 68. For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for Bar passers, the Continuing Professional Education/Development (CPE/CPD) for licensed professionals or trainings/learning and development interventions relevant to practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management trainings/learning and development interventions.

¹ Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High Performing Organization

Illustrative Examples:

a) *Director IV (SG-28) of Office for Legal Affairs*

Training Requirement: 40 hours of Mandatory Continuing Legal Education and 80 hours of management training

b) *Director III (SG-27) of Accounting Department*

Training Requirement: 40 hours of Continuing Professional Education for Accountants or technical training on Accountancy and 80 hours of management training/learning and development interventions

“Sec. 69. Executive/managerial positions in the second level with duties and responsibilities which are highly-specialized in nature as shown in their PDF/JD may require trainings/learning and development interventions which are highly technical and/or highly-specialized. These highly technical/highly-specialized trainings/learning and development interventions shall make up for the 120 hours of management and technical training/learning and development interventions where a maximum of 80 hours shall be for technical training and the minimum of 40 hours shall be management trainings/learning and development interventions.

Illustrative Examples:

a. *Chief Information Officer (SG-27)*

*Training Requirement: 120 hours training
40 hours of which should involve management trainings/learning and development interventions and 80 hours training in systems development life cycles, i.e. CMMI and ITIL standards, IT Resources Management Administration and other related information and telecommunications training*

b. *Department Manager III for Media Affairs Department*

Training Requirement: 60 hours of technical training relevant to mass communication and 60 hours of relevant supervisory/managerial training/learning and development intervention

“Sec. 70. Agencies shall adopt the provisions in Sections 68 and 69 to executive/managerial positions in the second level with duties and responsibilities involving practice of profession or which belong to the same occupational group where practice of profession is required/preferred or those considered highly-specialized in nature, without the need for approval by the CSC.”

CSC Resolution No. 1900773 shall take effect on September 2, 2019 or after fifteen (15) days from its publication in the Philippine Star on August 17, 2019.


ALICIA dela ROSA-BALA
Chairperson



06 SEP 2019



**TRAINING/LEARNING AND DEVELOPMENT
REQUIREMENTS FOR DIVISION CHIEF AND
EXECUTIVE/MANAGERIAL POSITIONS IN
THE SECOND LEVEL**

Number : 1900773

Promulgated: 11 JUL 2019

Re: Amendment on Sections 66 to 70 of the
2017 Omnibus Rules on Appointments and
Other Human Resource Actions, as amended

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RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission, as the central personnel agency of the Government, to *“establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.”* x x x”

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, Section 12 (14), Chapter 3, Title I (A), Book V of the same Code provides that the Commission shall take appropriate action on all appointments and other personnel matters in the Civil Service;

WHEREAS, Section 26, Chapter 5, Title I (A), Book V of the same Code provides, among other things, that *“all personnel actions shall be in accordance with such rules, standards and regulations as may be promulgated by the Commission”*;

WHEREAS, the Commission, in its Resolution No. 1100472 dated April 8, 2011 published in The Philippine Star on May 4, 2011 and circularized through CSC Memorandum Circular (MC) No. 13, s. 2011, set the minimum qualification requirements for appointment to executive/managerial positions in the second level. Specifically, the training requirement is 120 hours of managerial training;

WHEREAS, in CSC Resolution No. 1400486 promulgated on March 27, 2014 and circularized through CSC MC No. 14, s. 2014, the Commission amended CSC Resolution No. 1100472 specifically providing the recency requirement of five (5) years on the required trainings/learning and development (L&D) interventions for division chief and executive/managerial positions in the second level. It also provided the ratio of management to technical training/L&D interventions for executive/managerial positions with duties involving the practice of profession or which belong to the same occupational group where practice of profession is


Bawat Kawani, Lingkod Bayani

considered highly technical or specialized. Moreover, agencies are required to submit to the Commission for approval their proposed amendments to the training/L&D requirements for aforementioned executive/managerial positions;

WHEREAS, in CSC Resolution No. 1501478¹ which was circularized through CSC MC No. 5, s. 2016, the Commission reiterated the recency in training/L&D requirements for division chief and executive/managerial positions in the second level which is within 5 years reckoned from the date of assessment;

WHEREAS, in CSC Resolution No. 1701009 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), the Commission required the recency in training/L&D requirements for division chief and executive/managerial positions in the second level which is within 5 years reckoned from the date of issuance of appointment;

WHEREAS, various references on human resource development provide that the guiding principles on people, work and resource management as covered by supervisory and managerial L&D interventions undertaken more than five (5) years ago may be considered still relevant and applicable in the current work setting. Hence, such supervisory and managerial training/L&D interventions should be considered for purposes of recruitment, promotion or other human resource actions for division chief and executive/managerial positions in the second level;

WHEREAS, executive/managerial positions with duties involving practice of profession or those considered highly technical or specialized require technical training/L&D interventions pursuant to the Mandatory Continuing Legal Education (MCLE)/Continuing Professional Development (CPD) Program and industry practices, respectively. Hence, there is no need for agencies to submit for the Commission's approval their proposed amendments to the training requirements should they adopt Sections 68 and 69 of the 2017 ORAOHRA, as amended;

WHEREFORE, the Commission **RESOLVES** to dispense with the 5-year recency in the training requirement for division chief and executive/managerial positions in the second level thereby amending Sections 66 to 70 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended, as follows:

"Sec. 66. The learning and development/training required for Division Chief and comparable positions shall be 40 hours of supervisory/management training/learning and development intervention.

"Sec. 67. Generally, the training required for executive/ managerial positions in the second level shall be 120 hours of supervisory/management training/learning and development intervention.

¹ Revised Qualification Standards for Division Chief and Executive/Managerial Positions in the Second Level

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“Management training/learning and development intervention includes courses, workshops, seminars and other interventions that develop and/or enhance knowledge, skills and attitude to enable successful performance of management functions such as planning, organizing, directing, controlling, coordinating and overseeing the activities of an organization, a unit thereof or a group. It is intended to develop/enhance leadership competencies² to prepare managers in managing people and work.

“Sec. 68. For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for Bar passers, the Continuing Professional Education/Development (CPE/CPD) for licensed professionals or trainings/learning and development interventions relevant to practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management trainings/learning and development interventions.

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responsibilities involving practice of profession or which belong to the same
occupational group where practice of profession is required/preferred or
those considered highly-specialized in nature, without the need for approval
by the CSC.”*

All other existing policies which are inconsistent with these Rules are deemed repealed or modified accordingly.

This Resolution shall take effect after fifteen (15) days from the date of its publication in a newspaper of general circulation or the Official Gazette.

Quezon City.


ALICIA dela ROSA - BALA
Chairperson


LEOPOLDO ROBERTO W. VALDEROSA JR.
Commissioner


AILEEN LOURDES A. LIZADA
Commissioner

Attested by:


for: **DOLORES B. BONIFACIO**
Director IV

Commission Secretariat and Liaison Office