



Accreditation of Training Institutions
Amendments to CSC Resolution No. 1200692
dated April 25, 2012

Number 1300618
Promulgated 02 APR 2013

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RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Title I, Subtitle A, Book V of the Administrative Code of 1987 (Executive Order No. 292) empowers the Civil Service Commission (CSC) to prescribe, amend and enforce rules and regulations to carry into effect the provisions of the Civil Service Law and other pertinent rules;

WHEREAS, in CSC Resolution No. 1200692 promulgated on April 25, 2012, the Commission approved the guidelines that will govern the implementation of the program on accreditation of training institutions;

WHEREAS, there is a need to amend and clarify certain provisions of the guidelines to ensure the smooth implementation and success of the program.

WHEREFORE, the Commission hereby **RESOLVES** to amend specific provisions of CSC Resolution No. 1200692 as it hereby **APPROVES** the attached Amended Implementing Guidelines on the Accreditation of Training Institutions.

All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

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


FRANCISCO T. DUQUE III
Chairman


ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

**AMENDED
IMPLEMENTING GUIDELINES ON THE
ACCREDITATION OF TRAINING INSTITUTIONS**

The Civil Service Commission (CSC) through Resolution No. 94-1039 established a system of accreditation of Training Institutions (TI) both in the government and private sectors. It was aimed to augment the demand for human resource development in the civil service. Trainings acquired from accredited TIs were recognized for purposes of meeting the qualification standards requirement on training.

In 2006, however, through Resolution No. 051858, the program was terminated by the Commission in view of the changes made in the training requirement of the revised Qualification Standards (QS). The training requirement was liberalized and non-formal human resource development interventions were recognized such as coaching, mentoring, job rotation, and others for purposes of meeting the training requirement in the QS.

With the new directions under the CSC Road Map for Development/Reforms 2010-2015, with Strategic Goal of ***Developing Competent and Credible Civil Servants*** with the core purpose in the Performance Governance System of ***“Gawing Lingkod Bayani ang Bawat Kawani”*** and a vision to be ***“Asia’s Leading Center for Excellence in Strategic Human Resource and Organization Development by 2030”***, the accreditation of training institutions is re-established. The following guidelines in the accreditation of training institutions, as amended, are hereby prescribed:

I. OBJECTIVES OF THE PROGRAM

General Objective:

To establish a program of accreditation of training institutions that will assist the CSC in ensuring that the HRD needs of the bureaucracy based on the CSC Road Map are met.

Specific Objectives:

The program aims to:

1. Build a Training Community of Practice through mutual engagement, joint enterprise and sharing of best practices that would facilitate talent development and improve workforce and organizational productivity on a broader scale;
2. Have an abundance of training service providers to fill the gap of required expertise in a given field; and
3. Help build well-performing and productive organizations.



II. SCOPE/COVERAGE

The Accreditation of Training Institution covers:

1. *Any private or non-government training institution duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI), as the case may be, that are not or have not been accredited by any accrediting HR/OD body, local or international.*
2. *A training institution accredited by any accrediting HR/OD body.*

However, CHED-recognized Centers of Excellence with proven track record in training and development, and government training institutions which are considered as CSC's partners in capacitating human resources in the public sector need not apply and undergo the accreditation process. Relevant trainings to be conducted by these institutions shall be considered for personnel actions.

III. ACCREDITATION REQUIREMENTS

Interested training institution covered under Par. II.1 shall meet the following accreditation requirements:

1. **Compliance with government regulations**

- 1.1 Registered with SEC or DTI, as the case may be; and
- 1.2 With valid and updated business permit.


2. **Credibility as training service provider**

- 2.1 Engaged in training service delivery for at least three (3) years prior to application;
- 2.2 Conducted at least three (3) training programs in the public sector for the year prior to application;
- 2.3 Membership in recognized professional associations of HR experts and authorities, local and/or foreign;
- 2.4 Participation in related HR undertakings, local and/or foreign; and
- 2.5 Award/s and/or recognition for excellence in training service delivery.

3. **Financial status**

- 3.1 Latest audited financial statement

4. **Organizational Profile: Minimum Requirements**

- 4.1 Organizational chart that shows at least three (3) units or sections representing training administration, research and publication, and administrative support; and
- 4.2 List of training service providers (trainers, facilitators, resource persons, coaches, mentors), full-time, project-based, or invites. 

5. **Facilities**

- 5.1 Permanent office / business address;
- 5.2 Training and workshop rooms;
- 5.3 Latest training equipment, e.g. laptop, multi-media, projector screen, audio-visual equipment; and
- 5.4 Library of updated knowledge products and training materials.

Training institution covered under Par. II.2 shall submit the following documents:


1. *Copy of the certificate of accreditation/affiliation/membership with local and international HR/OD body;*
2. *Brief profile of the organization;*
3. *List of training programs conducted for the last three (3) years;*
4. *List of learning service providers; and*
5. *KPs which will become properties of the Civil Service Institute;*

IV. **PROCEDURES FOR ACCREDITATION**

Application

Any interested private or non-governmental training institution that meets the accreditation requirements, including private training institution whose accreditation was terminated pursuant to MC No. 03, series of 2006 and those that had applied but failed in the validation, shall file its application in writing/reapply, as the case may be, either directly at the Civil Service Institute (CSI) or online at www.csc.gov.ph. Application shall be on a per outfit/branch basis only.

The CSI shall review the following documents submitted by an applicant training institution for accreditation:

1. Certified true copies of the following:
 - 1.1 SEC/DTI registration;
 - 1.2 Latest business permit;
 - 1.3 Latest Income Tax Return or Audited Financial Statement; and
 - 1.4 Certificate of membership and participation in any related undertaking, local and/or foreign.
 2. Training Institution's Table of Organization;
 3. List of HR programs conducted for the past three (3) years including brief description of each program, duration, number of participants, training fee and training venue;
 4. List of all training service providers (trainers, facilitators, resource persons, coaches, mentors), full-time, project-based, or invites and their comprehensive resumes with emphasis on the area of expertise and trainings conducted in the last three (3) years;
 5. List of training staff;
 6. List of training equipment;
 7. List of knowledge products/training materials used;
 8. Latest annual training calendar; and
 9. Vicinity map
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Only applications with complete supporting documents shall be officially received for evaluation. Incomplete applications shall be returned to the applicant training institution that may opt to resubmit its application after completing the documentary requirements.

The applicant training institution covered under Par. II.1 shall pay a non-refundable validation fee in the amount of **Ten Thousand Pesos (Php10,000.00)** after passing both the documentary review and inspection of facilities.

*The applicant training institution covered under Par. II.2 shall pay a non-refundable validation fee in the amount of **Ten Thousand Pesos (Php10,000.00)** after passing the documentary review.*

Payment may be made in check payable to the Civil Service Commission or in cash through the CSC-Central Office Cashier.

Validation

➤ Evaluation of Documents

CSI shall evaluate the documents submitted by the applicant training institution based on the set standards.

➤ Conduct of Ocular Inspection

A CSI validator shall conduct an ocular inspection to verify/locate and validate the following information within one (1) month from receipt of application:

1. business location/seat of operation;
2. permanency of business address;
3. adequacy of training facilities, technology and materials;
4. maintenance of safe, sanitary and good working conditions;
5. actual presence of support staff; and
6. posting of service pledges and standards to include the TI's vision, mission, values and goals.

A training institution covered under Par. II.2 shall no longer be subjected to ocular inspection and KP evaluation.

Should the training institution fail in the validation phase, it shall no longer proceed to the second phase of assessment which is mobilization. However, the training institution shall not be precluded from applying anew as long as it satisfies the accreditation requirements.

Mobilization

An applicant training institution covered under Par. II.1 that passes the validation phase shall submit a Knowledge Product (KP) that may be in the form of, but not limited, to the following:



- Training Guide Book;
- Learning Journal;
- Training Design and Evaluation;
- Publication; or
- Research on Training Best Practices

➤ Panel Review and/or Interview

Three-member Panel of Experts from recognized professional organizations engaged in Human Resource and Organization Development, shall evaluate the KP based on the standard criteria set by the CSI. The Panel may conduct interview of applicant training institution to further support their evaluation.

If the KP satisfactorily meets the criteria, the CSI shall then endorse to the Commission the training institution for accreditation. The knowledge product shall become the property of the CSC.

A KP submitted by a training institution covered under Par. 11.2 shall no longer be reviewed by the Panel.

The CSI shall endorse to the Commission conferment of accreditation of the training institution and submit the following documents:

1. Executive Brief of the accreditation process that the training institution had undergone;
2. Proposed Resolution of Accreditation; and
3. Certificate of Accreditation *in security paper*, bearing the CSC logo, for signature of the Commission and attestation by the CSI.

➤ Conferment of Accreditation

The Certificate of Accreditation shall be issued and awarded to the accredited training institution during a simple ceremony.

➤ Registration and Publication

The newly Accredited Training Institution (ATI) shall automatically be included in the Roster of Active ATIs. Publication of active ATIs shall be done annually.

CSI shall maintain and regularly update this Roster.

V. WARRANTIES OF ACCREDITATION

An Accredited Training Institution shall have the following warranties:

1. The accreditation granted shall be valid for three (3) years unless withdrawn by the Commission;


2. The ATI shall be authorized to conduct programs within its area or field/s of expertise as specified in the Certificate of Accreditation;
3. The ATI shall not be authorized to conduct CSI training programs on its own initiative and without prior permission or authority from CSC;
4. The ATI shall carry signage indicating that it is a CSC-accredited training institution;
5. The name of the ATI shall automatically be included in the Roster of Active Accredited Training Institutions and published annually within the validity period;
6. The ATI shall enjoy free announcement bureaucracy-wide by the CSC of its training programs during the validity of its accreditation; and
7. That the ATI, being CSC's partner in providing training services delivery, shall provide one free slot per relevant training program for the scholars of CSC Local Scholarship Program (Modified).

VI. ACCREDITATION MAINTENANCE REQUIREMENTS

The accreditation shall be withdrawn if the ATI failed to meet any of the following conditions:

1. Conduct of at least one training program within the first six months of its accreditation;
2. Conduct of at least one training program every quarter thereafter until the end of its three-year validity;
3. Compliance with CSC training standards in the conduct of all its training programs;
4. Demonstration by the training providers of the highest standards of professional ethics and accountability;
5. Continuing education and upgrading of competence of training providers;
6. Maintenance and improvement of training facilities, technology and learning materials; and
7. Financial stability.

Accreditation shall also be withdrawn based on the following grounds:

1. violation of items 2 and 3 of the warranties of accreditation;
 2. misrepresentation, irregularity or fraud on the part of the ATI;
 3. refusal to be inspected and observed by monitoring team; and
 4. unauthorized advertisements or announcements relative to the conduct of training programs.
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VII. MONITORING AND EVALUATION

The CSI shall conduct an annual monitoring or as often as necessary to ascertain ATI's adherence with the terms and conditions of accreditation.

The CSI shall also conduct an impact evaluation after three (3) years to determine whether the desired outcomes are met.

VIII. RETENTION OF ACCREDITATION

Retention of accreditation is the authority granted to an accredited training institution to continue conducting training programs for civil servants on the basis of its sustained superior performance, high ethical standards, positive customer feedback, evidence of continuing learning systems and technology, and competitive advantage in training service delivery.

Application

At least three (3) months before the expiration of the accreditation, an ATI may apply in writing for retention of accreditation. The application should be supported with the documents required at its initial accreditation.

A checklist of supporting documents, as follows, based on appropriate requirements for application shall be accomplished by the CSI upon receipt of the application:

1. Certified true copy of the following:
 - 1.1 SEC/DTI registration;
 - 1.2 Latest business permit;
 - 1.3 Latest Income Tax Return or Audited Financial Statement; and
 - 1.4 Certificate of membership and participation in any related undertaking, local and/or foreign.
2. Training Institution's Table of Organization;
3. List of HR programs conducted for the past three (3) years including brief description of each program, duration, number of participants, training fee and training venue;
4. List of training equipment;
6. List of knowledge products/training materials used;
7. Latest annual training calendar; and
8. Vicinity map (in case of change of address)

Upon filing of application, the ATI shall pay a retention fee of **Fifteen Thousand Pesos (Php15,000.00)** for renewal of accreditation or for reaccreditation.

Requirements

The requisites for retention of accreditation shall be as follows:

1. Strengthened workforce;
 - 1.1 Training Providers had further education and training;

- 1.2 Increased number of personnel complement; and
- 1.3 Positive feedback on Training Providers' performance.
2. Upgraded facilities, technology and materials;
3. Sustained recognition as a distinguished Training Service Provider;
4. Continued demonstration of professional ethics and accountability;
5. Aligned training programs with the CSC's vision as Asia's leading center of excellence in human resource and organizational development; and
6. Maintained financial stability.

Procedures for Retention

➤ Review of Documents

CSI shall review the documents submitted by the ATI for retention.

➤ Ocular Inspection

An ocular inspection shall be conducted to validate the supporting documents. A CSI validator shall conduct an ocular inspection within one (1) month from receipt of application.

➤ Conferment of Retention

After satisfactorily meeting the requirements for retention of accreditation, the CSI shall endorse to the Commission retention of accreditation of the training institution complete with the required documents. A Certificate of Retention shall then be issued by the Commission. The accreditation shall be valid for another three (3) years, subject to reaccreditation.

IX. REPEALING CLAUSE

All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

X. EFFECTIVITY

This amended Implementing Guidelines shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

