

**[CSC MEMORANDUM CIRCULAR NO. 09, s. 1994,
February 22, 1994]**

**GUIDELINES IN THE ACCREDITATION OF TRAINING
INSTITUTIONS**

It is recognized that continuing training programs for government employees are being conducted by institutions, both private and government, with sufficient resources and capabilities for such undertaking. To tap the expertise of these institutions, there is a need to provide directional criteria and support institutional efforts towards employees training and development.

In order that critical linkages for people development between the government and the private sector, particularly non-government organization are established and to further enhance HRD function of government, the following guidelines in the accreditation of training institutions are hereby prescribed.

1

Objectives of Accreditation

The accreditation of training institutions is aimed at the following:

1.1 To give due recognition to the efforts and capabilities of institutions/organizations dedicated to the training and development of people.

1.2 To provide a variety of accredited training programs for government employees which will support the professionalization thrust of government.

2

Coverage of Accreditation

Accreditation shall apply to any training institution or organization, government or private, which offers regular training programs exclusively for, or with the participation of, government employees.

Those who qualify for accreditation shall be recognized as Accredited Training Institutions whose training and development programs shall be deemed automatically accredited and may be used to satisfy the training requirements for qualifying in civil service positions.

3

Criteria for Accreditation

To be accredited, the training institution should meet the following minimum standards: