

**[CSC MEMORANDUM CIRCULAR NO. 43 s. 1993,
October 14, 1993]**

**STREAMLINING AND DEREGULATING HUMAN RESOURCE
DEVELOPMENT FUNCTIONS**

Pursuant to CSC Resolution No. 93-4575, heads of agencies, in coordination with the agency Personnel Development Committee (PDC), shall have the primary responsibility to formulate and establish their respective training and development programs. In this connection, the head of agency, without a need of prior approval from the Commission, shall perform the following:

1. Determine training fees, amount of honorarium for resource person services, and other training-related expenses;
2. Authorize the attendance of agency personnel in conventions, conferences, symposia, and fora sponsored by non-governmental organizations or private institutions;
3. Authorize the availment of services of other training institutions or agencies, private or governmental, in the conduct of in-house training and development programs;
4. Select, nominate, and authorize employees, whether permanent or non-permanent for training and scholarship grants, both local and foreign.

All expenditures for the purposes above-mentioned shall be subject to the usual accounting and auditing rules and regulations.

In the selection of participants in training and scholarship programs, the PDC shall undertake the screening of candidates. It shall ensure that such training and scholarship opportunities are equitably distributed and are awarded to deserving employees considering such factors as length of service, performance levels, training and development needs and, when necessary, status of appointment.

The general rules and guidelines contained in the Omnibus Rules Implementing Book V of the Administrative Code of 1987 and Other Pertinent Civil Service Laws for the establishment of a continuing program for career and personnel development of agency personnel at all levels shall be observed. Heads of agencies shall be guided by their duly established and operational Performance Appraisal System, Merit Promotion Plan, Employee Suggestions and Incentive Awards System, Grievance Machinery, and Career and Personnel Development Plan in all HRD-related decisions.

The provisions of CSC MC No. 10, s. 1992 and CSC MC No. 29, s. 1963 are hereby repealed.