



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

Special Order
No. 907
Series of 1991

October 7, 1991

Subject: 20th National Conference on
Public Personnel Administration

In the interest of the service, and in response to the letter-invitation of the President of Personnel Officers Association of the Phil., Inc. the following Human Resource Management Officers are hereby authorized to attend on official time the 20th National Conference on Public Personnel Administration on November 14-15, 1991 at the Occupational Safety and Health Center Auditorium, North Ave., Quezon City.

Prisciliano L. Nazal
Rolando Castro
Ivene Reyes

Ofelia Veloira
Veronidia Azucena

Authority to hold this Conference is provided in CSC Memorandum Circular No. 28, s. 1990. As such the Conference fee of P 700.00 each be chargeable against the funds of this Office subject to the usual auditing and accounting rules and regulations.

This Order shall take effect only for the duration of said Conference.


ROLANDO L. METIN



Personnel Officers Association of the Philippines, Inc.

Room 310 Delta Bldg., Corner Quezon and West Avenues, Quezon City O Tel. No. 97-45-32

ANNUAL MEMBERSHIP MEETING

November 16, 1991

Occupational Safety and Health Center, North Avenue, Quezon City

A g e n d a

- 1.0 Call to Order
 - 1.1 Pambansang Awit
 - 1.2 A minute silent prayer for the repose of the souls of POAP members who have passed away
- 2.0 Approval of Minutes, Annual Membership Meeting held May 12, 1990 at the St. Mary's College Auditorium, Scout Reyes St./Panay Avenue, Quezon City
- 3.0 The Treasurer's Report
 - 3.1 Approval of the Financial Statement for the Period January 1 to December 31, 1990.
- 4.0 The President's Report
 - 4.1 Approval of all actions/decisions made by the outgoing Board for the period May 13, 1990 to November 16, 1991.
- 5.0 Other Matters
- 6.0 Election of five (5) Directors for a three (3) year-term
 - 7.1 Nominations
 - 7.2 Acceptance of nominations
 - 7.3 Canvassing
 - 7.4 Proclamation of Winners



Personnel Officers Association of the Philippines, Inc.

Room 310 Delta Bldg., Corner Quezon and West Avenues, Quezon City O Tel. No. 97-45-32

Dear Colleague:

On behalf of the officers and members of your Board of Directors, I am pleased to announce that Administrative Order No. 224 dated June 13, 1991 has de-listed the ban on the holding of seminars and convention in the economy measures provided for in Administrative Order No. 205 dated January 3, 1991.

As a consequence, we shall hold our *20th National Conference on Public Personnel Administration* at the Occupational Safety and Health Center Auditorium, North Avenue, Quezon City on November 14-15, 1991.

Theme of the conference is **Challenges to the Career Bureaucracy.**

Your Board shall invite knowledgeable speakers to enlighten us on the following symposia topics:

Personnel Problems in a Political Changeover
Local Government Autonomy: Implications to Personnel Management
Sizing the Bureaucracy, and
Response to PS 2000 Proposals.

This conference is authorized in CSC Memorandum Circular No. 28, s. 1990, copy attached. Conference fee is P700.00. We have attached copies of the registration form for you and your colleagues. To enable us to determine conference requirements (we had a sizeable number of participants last year), we shall therefore require you to inform us of your attendance on or before November 8, 1991.

The last session of the conference shall be devoted to our annual membership meeting capped by the election of 5 directors who shall enjoy a 3-year term. The incumbent Directors whose tenure ends this year are: Mrs. Natividad P. Agawin (DBM), Mrs. Teresita G. Arceo, (CSC), Mrs. Amelia F. Sunga (NIA), Mr. Oscar C. Aniceto, (CSC-NCR) and Mr. Bayani A. Aquino, charter member and retired NEDA Director. Attached is the agenda for the said membership meeting.

This conference should provide all of us the opportunity to update ourselves on developments in our profession as well as the time to interact with one another on interests of mutual concern.

See you at the conference!

Very truly yours,


LIGAYA P. JORGE
President

Enclosures
September 25, 1991.



Personnel Officers Association of the Philippines, Inc.
Room 310 Delta Bldg., Corner Quezon and West Avenues, Quezon City O Tel. No. 97-45-32

Hon. FULGENCIO S. FACTORAN, Jr.
Secretary of Natural Resources
Visayas Avenue, Quezon City

Attention: The Chief Personnel Officer

Dear Secretary Factoran:

The Personnel Officers Association of the Philippines, Inc. (POAP), the organization of personnel administrators and others concerned in the active practice of sound and progressive personnel management in the government, shall hold its 20th National Conference on Public Personnel Administration on November 14-15, 1991 at the Occupational Safety and Health Center Auditorium, North Avenue, Quezon City.

Theme of the conference is **Challenges to the Career Bureaucracy.**

Participants to this conference will discuss the following topics as amplified by knowledgeable resource speakers: *Personnel Problems in a Political Changeover; Local Government Autonomy: Implications to Personnel Management; Sizing the Bureaucracy, and Response to PS 2000 Proposals.*

May we therefore request the participation on official business of the personnel concerned in your agency to this conference? Administrative Order No. 224 dated June 13, 1991 has de-listed the ban on the holding of seminars and conventions specified in Administrative Order No. 205 dated January 3, 1991. Authority to hold this conference is provided in CSC Memorandum Circular No. 28, s. 1990, copy attached. Conference fee is P700.00.

To facilitate registration, we have attached copies of the registration form. To enable us to determine conference requirements (we had a sizeable number of participants last year), we shall therefore require your participants to inform us of their attendance on or before November 8, 1991.

This gathering of public personnel administration enthusiasts and practitioners will provide the opportunity for your personnelists to update themselves on recent developments and the time to interact with their associates on issues of mutual concern.

Thank you very much and we hope to see your representatives to this conference--our modest contribution to the continuing campaign for a reformed and reinvigorated civil service.

Very truly yours,


LIGAYA P. JORGE
President

Enclosures
September 27, 1991.

Republic of the Philippines
CIVIL SERVICE COMMISSION
(Komisyon ng Serbisyo Sibil)
Quezon City

MC No. 28, s. 1990

MEMORANDUM CIRCULAR

To : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES AND UNIVERSITIES

Subject: Reiterating Certain Policies in the Conduct of Government Training and Development Programs and Amending the Provisions of CSC MC No. 9, s. 1989

Pursuant to the decentralization thrust of the government, the Civil Service Commission issued Memorandum Circular No. 9, series of 1989, prescribing guidelines in the conduct of government training and development programs. The guidelines included delegating authority to heads of agencies to approve training and development programs of their respective agencies, as well as setting the ceiling for allowable expenditures for such programs.

It has been reported and observed, however, that the present prescribed fees have become unrealistic and because of these limitations, many opportunities to participate in training programs conducted by various institutions possessing the expertise and capability could not be availed of by government employees. Moreover, the Commission's program for training and development activities is to establish its direct bearing on the level of productive output of workers and their effectiveness at rendering public services.

In order to provide a more liberal policy in favor of personnel development efforts in government and to ensure that training and development programs will redound to the benefit of the individual, the organization and the public, certain Commission policies are hereby reiterated with some amendments to Memorandum Circular No. 9 as follows:

- (1) For purposes of classifying training and such other development programs, a distinction is hereby made between (a) employee development courses and (b) highly specialized, technical or scientific seminars or studies. The first classification shall refer to orientation/reorientation courses, retraining on basic skills inherent to the position held, value formation and development and pre-retirement seminars for rank and file and management level employees. The second category shall refer to programs aimed at capability building and skills development/enhancement at any level or rank of employment requiring an understanding or use of special tools and techniques in order to cope with job/work changes or transfer of technology.
- (2) Training fee for employee development courses for residential or live-in programs shall not exceed P800.00 per day per participant and P1,000.00 per day per participant for highly technical, specialized or scientific courses.
- (3) Training fees for non-residential programs under employee development courses category shall not exceed P600.00 per day per participant and P800.00 per day per participant for highly technical, specialized or scientific courses.

20th National Conference on Public Personnel Administration November 15 and 16 , 1991 Occupational Safety and Health Center Auditorium, North Avenue, Quezon City			
REGISTRATION FORM			
Name (Please Print)			Position
Last	First	M.I.	
Office & Office Address			Tel. Nos.
Residence Address			Tel. Nos.
<input type="checkbox"/> Regular Member: Enclosed is my () 1991-1992 dues, P50.00 <input type="checkbox"/> Would like to be a Member; enclosed is () Regular membership fee and annual dues (P100.00) <input type="checkbox"/> Regular member and would like to be a Lifetime Member; enclosed is my fee of P500.00 <input type="checkbox"/> Lifetime Member		My conference fee of P700.00 () in cash () in check, No. _____ () is enclosed. () will be remitted not later than November 8, 1991. () will be paid in person.	
		Signature	Date
Conference Receipt No.	dated	Kit Rec'd:	Meal Stub Rec'd:
Membership Receipt No.	dated	Ballot Stub Rec'd:	

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REGISTRATION FORM			
Name (Please Print)			Position
Last	First	M.I.	
Office & Office Address			Tel. Nos.
Residence Address			Tel. Nos.
<input type="checkbox"/> Regular Member: Enclosed is my () 1991-1992 dues, P50.00 <input type="checkbox"/> Would like to be a Member; enclosed is () Regular membership fee and annual dues (P100.00) <input type="checkbox"/> Regular member and would like to be a Lifetime Member; enclosed is my fee of P500.00 <input type="checkbox"/> Lifetime Member		My conference fee of P700.00 () in cash () in check, No. _____ () is enclosed. () will be remitted not later than November 8, 1991. () will be paid in person.	
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