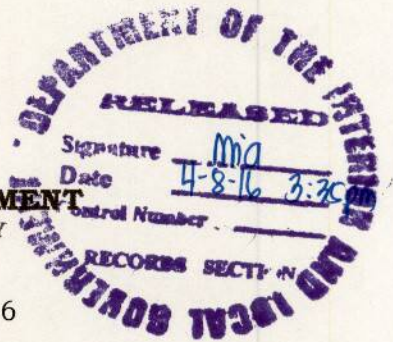




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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MEMORANDUM CIRCULAR
NO. 2016-51

April 8, 2016

SUBJECT : POLICY ON THE TRAINING FOR LOCAL GOVERNMENT OPERATIONS OFFICERS (LGOOs) II AND III

1. INTRODUCTION

The Department of the Interior and Local Government (DILG) assists the President in exercising his general supervision over local governments and in ensuring autonomy, decentralization and community empowerment through the provision of various capacity development interventions and performance audits geared towards good local governance. At the municipal level, the DILG, through its local government operations officers (LGOOs) serves as the critical link between the national and local governments.

The LGOOs assist by serving as performance assessor, helping build and expand network of resources, facilitating innovation and knowledge management within and among the local governments units (LGUs). Given this, the DILG strongly believes in the continuous enhancement of its human resources to be more responsive to the robust demands of *good* local governance.

Towards this end, the Local Government Academy (LGA), as the training arm of the DILG, offers an array of training programs for LGOO, one of which is the Training for LGOOs II and III. This training is a requirement to be considered for promotion to higher LGOO position.

The Training for LGOOs II and III is a competency-based training (CBT) program designed to equip the LGOOs II and III with the necessary sets of knowledge and skills, proper attitudes and desirable values to prepare them to assume the roles and responsibilities of higher LGOO positions, particularly that of an LGOO IV or V.

2. PURPOSE

This training policy establishes the fundamentals of the Training for LGOOs II and III program.

3. DEFINITION OF TERMS

For purposes of this policy, the following terms shall be used:

- 3.1 **Training Program** shall refer to the Training for LGOOs II and III
- 3.2 **Trainee/s** shall refer to LGOOs II/III who shall participate in the Training Program
- 3.3 **Intake** shall refer to the specific conduct of activity for which a training program is designed for

4. QUALIFICATION AND ADMISSION REQUIREMENTS

4.1 Eligibility Requirements. Applicants must be

- 4.1.1 holding the position of LGOO II or LGOO III for the past six (6) months prior to the commencement of the training program
- 4.1.2 a passer of the PQE for technical position
- 4.1.3 physically and psychologically fit to undertake the training program
- 4.1.4 50 years old or below at the commencement of the training program

- 4.2 Training Admission Requirements. The following documents, in PDF format, must be submitted to LGA no later than four (4) weeks prior to the official commencement of the Training Program:
- 4.2.1 Letter of intent from the concerned Regional, Bureau, Service or Office Director signifying intent to participate in the Training Program together with the names of the LGOOs
 - 4.2.2 Medical clearance/s from a government physician that the LGOO II/III
 - 4.2.2.1 Is physically fit to undergo the training
 - 4.2.2.2 Is free from the following diseases and condition: heart and lung ailments, hypertension, hepatitis, tuberculosis, asthma and epilepsy. For women, the clearance must also state that the LGOO II/III is not pregnant.
 - 4.2.2.3 Passed the drug test administered by a duly accredited testing center not earlier than one (1) week from the commencement of the Training Program
 - 4.2.3 Certification that the LGOO II/III passed the psychological test administered by a duly accredited psychologist.
 - 4.2.4 Affidavit of Undertaking, duly notarized, scanned and certified as true copy by the HRMO or Chief of AFMD.
- 4.3 Process of Admission to the training. The following shall be observed in confirming the official trainees to the Training Program:
- 4.3.1 Submission to LGA of all admission requirements by respective Regional/Bureau/Service/Office
 - 4.3.2 Assessment of Trainee's application to participate by the LGA
 - 4.3.3 Issuance of the masterlist of confirmed participants admitted to the specific training intake by LGA two weeks before the official commencement of the Training.
 - 4.3.4 Only eligible LGOOs included in the master list issued by the LGA shall be considered official Trainees and allowed to undergo the Training Program.

5. FUNDAMENTALS OF THE TRAINING PROGRAM

- 5.1 The training program shall be officially called Training for LGOOs II and III.
- 5.2 The training program implementation shall be a shared responsibility of LGA and the different operating units within the DILG, both Central and Regional Offices, including its officers and staff and the Trainees.
- 5.3 The LGA is responsible for preparing the overall design of each intake, including the identification of appropriate strategies and the development of modules, training materials and training standards to ensure the quality implementation of each training intake.
 - 5.3.1 The program design shall adhere to the principles of adult-learning, demonstration of learning and blended-learning whereby some modules may be delivered face-to-face and/or on-line.
 - 5.3.2 The Training Program, designed to be sequential, with each component serving as a pre-requisite to participation to the succeeding components, shall consist of four (4) components, as follows:
 - 5.3.2.1 *Component I: General Orientation.* This component shall be conducted either by a Region Office or a cluster of Regions/Central Office Bureau/Service. For clustered training, the concerned regions/bureau/service office shall select among them which region will manage the training and agree on the cost sharing of training expenses. This component provides the Trainees a general understanding of the role of DILG in local governance, the salient features of the Local Government Code of 1991 and basic information on government administrative and financial systems.

5.3.2.2 *Component II. Enhancement Training.* This component provides an intensive study of the different areas of local governance. It has two parts:

Part 1: Technical Training– a set of modules designed to enhance the knowledge, skills and attitudes of Trainees to prepare them to assume next higher position and/or expanded responsibilities. This part will be done in two (2) modes of learning:

1. E-Learning (Online Training) – this will be administered by the Academy and to be facilitated by trained e-coaches.
2. Face-to-face Learning – to be administered by the host region

Part 2: Supervised Field Practice– is designed to provide Trainees the opportunity to work in a local government unit (LGU) for a supervised practical application of the knowledge and skills learned in Part 1.

5.3.2.3 *Component III. Competency Assessment.* This component involves the validation of competencies acquired by the Trainees after passing Components I and II. The validation process is divided into two (2) parts:

- Part 1 – Paper and Pencil Examination
- Part 2 – Simulated Exercises and Interview

5.3.2.4 *Component IV. Revalida.* This component consolidates all the learning experiences of the Trainees. It offers additional technical modules and knowledge exchange among Trainees to prepare them for post-training assignments. This is the concluding component and marks the closing of each training program intake.

5.3.3 LGA shall set criteria for the selection of resource persons, facilitators and field coaches.

5.3.4 Monitoring and evaluation shall be an integral part of the Training Program design. LGA shall ensure that monitoring and evaluation activities are implemented in every component, phase, part and module of the Training Program.

5.3.5 The commencement of the General Orientation marks the official start of the Training Program. The Closing Ceremony during Component IV marks its official end.

5.4 A decentralized implementation scheme shall be adopted to widen trainee access to participate in this Training Program. A group of regions may adopt a cluster-approach and organize themselves to form one training center.

5.4.1 A Region shall be authorized by the LGOO Steering Committee to serve as Host Region of a training center that will manage the implementation of specific component, phase or part of the Training Program, for a specific cluster of regional participants, and as identified in the program design.

5.4.2 The selection of Host Region shall be based on a regional office's capacity to adhere to this training policy and guidelines, requirements and standards prescribed in the program design of each intake.

5.5 To ensure training standards are observed, an assessment will be conducted to gauge the LGOO trainees' overall performance in each part, module and component of the training program. Assessment of trainees shall cover both technical and behavioral aspects.

5.5.1 The LGA is responsible for administering the assessment of Trainee performance in all components, phases, parts and modules of the Training for LGOOs II and III. The LGA may delegate the administration as prescribed in the Program Design for every intake.

5.5.2 The passing rate for all components, phases, parts and modules shall be 80%.

5.5.3 Trainees' final rating shall be computed based on the following:

Program Component	Weight
Component I	15%
Component II	35%
Component III	50%
Total	100%

5.6 The following Training Program committees and teams are organized either at the national or regional level:

5.6.1 A Steering Committee shall be organized to oversee the implementation of the Training Program.

5.6.1.1 The Committee shall be responsible for the following:

5.6.1.1.1 Approval of Host Region/s.

5.6.1.1.2 Act as Grievance and Appeals Board on matters arising from the implementation of the training program. All decisions made by the Board shall be final and executory.

5.6.1.2 The Steering Committee shall be composed of the following:

Chairperson: Undersecretary for Local Government
 Co-Chairperson: Assistant Secretary for Administration and Human Resource Development
 Vice-Chair: Executive Director, LGA
 Members: Director, Administrative Service
 Three (3) DILG Regional Directors (representing Luzon, Visayas, Mindanao)
 One (1) Representative of DILG Employees Union
 One (1) Local Resource Institution Representative

5.6.1.3 A Training Program Secretariat shall be organized to provide technical and administrative support to the Steering Committee. It shall be headed by the Assistant Director of LGA, with the Chiefs of the Human Resource Development Division (HRDD) of LGA and Human Resource Management and Development Division (HRMD) of the Administrative Service as members.

5.6.2 Each participating Region, Bureau, Service and Office shall organize its respective Training Team to be composed of the Training Manager and Training Coordinator that shall be responsible for the following:

5.6.2.1 Liaise with the LGA and the Host Region.

5.6.2.2 Implement program components or parts based on the program design.

5.6.3 A Training Management Committee shall be organized by the Host Region.

5.6.3.1 It shall be composed of the following:

Chairperson: Regional Director of the host region
 Vice-Chair: Training Manager of the host region
 Members: Regional/Bureau/Service Directors from cluster regions
 Representative of Module Coordinators within the cluster regions
 LGA Representative

The committee shall be responsible for the following:

- 5.6.3.1.1 Manage and coordinate the conduct of training components and/or parts to be implemented in their region.
- 5.6.3.1.2 Organize the pool of module coordinators, resource persons, facilitators and training secretariat to ensure the implementation of the training program.
- 5.6.3.1.3 Organize a training secretariat to be headed by the Assistant Training Manager of the Host Region.
- 5.6.3.1.4 Conduct hearings on reported violation of the trainees
- 5.6.3.1.5 Prepare and submit to LGA training documents and reports

5.7 Trainees shall be suspended or disallowed from continuing with the Training Program on the following grounds:

5.7.1 Technical Grounds

- 5.7.1.1 Failure in the module on Group Dynamics and Human Relations (GDHR)
- 5.7.1.2 Failure in any two (2) modules of Part 1 of the Enhancement Training
- 5.7.1.3 Non-submission of component requirements
- 5.7.1.4 Failure after the third retake

5.7.2 Behavioral Grounds

- 5.7.2.1 Violation to the provisions of the national guidelines on sexual harassment in the workplace
- 5.7.2.2 Violation of pass privileges
- 5.7.2.3 Unexcused absences equivalent to two (2) training days
- 5.7.2.4 Habitual tardiness to classes and/or cutting of classes
- 5.7.2.5 Any form of cheating during examination and preparation of any requirements of the program
- 5.7.2.6 Any form of stealing
- 5.7.2.7 Substance abuse
- 5.7.2.8 Drunkenness
- 5.7.2.9 Violation of training center rules and regulations
- 5.7.2.10 Immoral or lascivious acts
- 5.7.2.11 Grave misconduct or violation of Civil Service Commission rules and regulations during the supervised field practice

5.7.3 Medical and Psychological Grounds

- 5.7.3.1 Pregnancy in any component of the training to protect the right and life of the unborn child
- 5.7.3.2 Medical ailments that limit participation to strenuous activities
- 5.7.3.3 Drug addiction

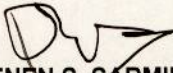
5.8 Request for retakes shall be allowed under Component III only.

- 5.8.1 Retakes under Component III shall be upon the request of Trainee's respective Regional/Bureau/Office/Service Director.
- 5.8.2 A Trainee who failed the retake shall undergo a 6-month field immersion before undergoing assessment for Part I or Part II, as the case may be, based on the certification of the Trainee's immediate supervisor that s/he has gained the required competencies for the original training program intake being undertaken.
- 5.8.3 Should a Trainee fail the second retake, s/he shall undergo another one (1) year field immersion before being allowed to undergo a third and final assessment.
- 5.8.4 A Trainee who fails the third and final retake may join another Training Program intake should s/he choose to obtain a Certificate of Completion.

- 5.9 Recognition and Awards. A special award to recognize exemplary performance throughout the program shall be given during the Closing Ceremony of each intake.
- 5.9.1 Exemplary performance means a trainee:
- Did not undergo any retake
 - Attained an average rating of 85% or higher in all components
 - Has no cases of misdemeanor
- 5.9.2 Recipients of special awards shall be given priority in local and foreign scholarships as mentioned under the DILG Merit and Promotions Plan.
- 5.10 Attendance to this Training Program is considered official time. Therefore, a Trainee may only leave the training venue or field assignment upon approval of a Pass, duly signed by the Chairperson of the Training Management Committee or the authorized representative or the immediate supervisor in the field, as the case may be, before leaving the training venue. No pass shall be issued during the module on Group Dynamics and Human Relations (GDHR).
- 5.11 Graduates of the Training Program shall serve the Department for a period of not less than two (2) years as specified in Section 2 of Executive Order 367 dated 12 August 1989.
- 5.11.1 In case the trainee fails to fulfill the government service obligation requirement, s/he shall be required to pay the full cost of training as a requirement for clearance, the amount of which shall be determined by the LGA together with the concerned DILG Regional Office.
- 5.11.2 The DILG Administrative Service shall monitor trainee compliance to the Affidavit of Undertaking.
- 5.12 As the training arm of the DILG local government sector, LGA has the primary responsibility of implementing the Training Program and issuance of the Certificate of Completion of each intake. LGA shall also be responsible for preparing any issuance related to its implementation.
- 5.13 Attendance to the Training Program, while a pre-requisite to promotion, is optional. By choosing to participate, LGOO trainees shall agree to abide by the following terms and conditions, which shall be contained in the Affidavit of Undertaking to be signed by the Trainee:
- 5.13.1 Undergo the required medical, physical, neurological and psychological examination.
- 5.13.2 Assume other expenses not covered by the Department, which will be incurred during the training, such as, but not limited to providing individual daily cost of living during the Supervised Field Practice.
- 5.13.3 Accept field assignment after undergoing the training.
- 5.13.4 Conduct self in a manner becoming of a DILG personnel and government employee.

6. EFFECTIVITY

This Memorandum Circular takes effect immediately. All Department circulars, guidelines, letters of instruction, or any part thereof which may be inconsistent with this policy, are hereby repealed or modified accordingly.


MEL SENEN S. SARMIENTO
Secretary

