

MEMORANDUM CIRCULAR
NO. 06-16-87

**SUBJECT: REVISED GUIDELINES/PROCEDURES IN THE SELECTION OF
NOMINEES/PARTICIPANTS FOR LOCAL AND FOREIGN
SEMINAR TRAININGS**

In accordance with Section 29 Article VIII, of Presidential Decree No. 807, Series of 1975, otherwise known as the Civil Service Decree, the following steps shall be observed/undertaken in the selection of nominees or participants for attendance in the training's, seminar, local or foreign.

1. Upon receipt by the Commission from other agencies or institutions of an invitation to send nominees/participants to a specialized/technical training, seminar or meetings, the Training Committee of this Office shall immediately disseminate the information to all the Regional Directors and Department Heads, where the courses offered are needed and could most competently be pursued by their personnel, or where the course offered would have particular relevance;
2. The Regional Director or Department Head concerned shall, in return, submit to the Training Committee, names of nominees believed to meet the pre-qualifying requirements;
3. In selecting the nominees, the following shall serve as the pre-qualifying requirements:
 - a. The nominee must be a holder of a college or bachelor's degree unless otherwise indicated in the training course, or is pursuing a course related to the field of study or training;
 - b. The nominee must be a permanent employee for at least one year in this Commission;
 - c. The nominee must not have a pending administrative and/or criminal case filed against him;
 - d. The nominee must have served at least six (6) months with the nominating office/department in the particular field of work that is related to the study course desired to be availed of.
4. In choosing the participants, the following criteria shall be employed:
 - a. Position/Rank
 - b. Work Experience
 - c. Education
 - d. Previous Training
 - e. Official Trips Abroad

The points allocated for each criteria is herein attached as shown in Table I.



5. After the participant has been selected, this Commission shall submit the nomination to the Department of Transportation and Communications and/or the Chairman of the Committee on Scholarship of NEDA, as the case may be, for approval of the corresponding authority to travel;
6. The acceptance/approval of the nominated participants, may be manifested by the notification from the host country or institution, and the same shall be transmitted to the Agency/Office concerned, for their information and guidance or further justification to secure the authority to travel.

This Memorandum Circular supersedes all prior Circulars/Orders which are inconsistent herewith and shall take effect immediately.

Compliance herewith is hereby enjoined.

JOSE LUIS A. ALCUAZ
Commissioner

