



21  
M.C. No. \_\_\_\_\_, s. 2013

### MEMORANDUM CIRCULAR

**TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Qualification Standards on Training

Pursuant to CSC Resolution No. 1300981 promulgated on May 17, 2013, published at the Manila Times on August 24, 2013, the Commission adopts the following guidelines pertaining to the Qualification Standards on Training:

1. Training may be acquired from any of the following institutions:
  - a. Any CSC accredited private-training institution;
  - b. Government training institutions;
  - c. Non-accredited private training institution offering training of highly technical/specialized nature.
  - d. Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
  - e. Institution recognized by Commission on Higher Education (CHED) as Center of Excellence (COE) or Development (COD);
  - f. Foreign institution that offers training for scholarship purposes or for personal advancement of participants; or
  - g. Other institutions that partner with the Civil Service Commission in building capabilities of civil servants
2. Training acquired from any of the afore-mentioned institutions must be relevant to the position to be filled and aligned with the strategy map or development goal of the institution or organization.

The Civil Service Institute shall post at the CSC website ([www.csc.gov.ph](http://www.csc.gov.ph)) the list of **CSC accredited training institutions** which offer HROD and/or Leadership programs for the civil service.

This Memorandum Circular shall take effect immediately.

  
FRANCISCO T. DUQUE III  
Chairman

OCT 29 2013

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*