



November 8, 2011

**MEMORANDUM CIRCULAR**

**NO. 2011-164**

**SUBJECT : TRAINING POLICIES FOR LOCAL GOVERNMENT OPERATIONS OFFICERS II AND III**

The Department of the Interior of the Local Government (DILG) is currently embarking on a change management process. This initiative is a management response to the thrust of the present administration of President Aquino towards the journey of **"Matuwid na Daan"**.

The Change Management Agenda of the Department focuses on Performance, Accountability, Responsiveness And Transparency simply called as PART. As such, initiatives- in terms of programs, processes, systems and structure of the Department towards the realization of its PART Agenda is thru a strong Human Resource Development (HRD) Program. The need to shift paradigm among its front liners particularly its Local Government Operations Officers (LGOOs) is underscored. At the onset, with the implementation of its Rationalization Plan, there is a need for the Department to come up with an HRD program that will prepare these LGOOs to perform their respective functions as required of their position.

The training for Local Government Operations Officers is a tested program of the Department. It is an avenue to further strengthen its internal as well as organizational competencies that are critical in helping its clients in enhancing its service delivery functions. As it embarks on its change management journey, the need to redefine the roles and competencies of the LGOO IIs and IIIs is necessary which the current LGOO curriculum seeks to address.

LGOOs are the implementers of the Department's programs. Those who are assigned in the LGUs are the DILG local point persons. These policies are for the training of LGOOs to enable them to perform efficiently and effectively the functions of their present positions and to equip those eligible for promotion with the initial competencies required for the next higher LGOO position.

1. Target Group. Holders of LGOO positions shall be the target participants for the LGOO training.
2. Admission Requirements. To be eligible for this training, the following criteria should be met;
  - 2.1 Holders of LGOO II/III position who have passed the Pre Qualifying Examination (PQE).

- 2.2 Must be recommended by the Regional/Central Office Director concerned;
  - 2.3 Must be mentally and physically fit and free from heart and lung ailments, hypertension, hepatitis, tuberculosis, asthma, HIV and epilepsy as certified by a government physician before the formal start of the training. Pregnant women shall not be allowed to participate in the training;
  - 2.4 Must undergo and pass a drug test administered by a duly accredited testing center not earlier than one (1) week prior the start of the training;
  - 2.5 Must undergo and pass a neurological/psychological test administered by a duly accredited neurologist/psychiatrist/psychologist; and
3. **Pre-training Requirements.** Before the conduct of the LGOO Training, concerned DILG Regional/Central Office Bureau/Service shall signify in writing their intention to participate in the forthcoming LGOO Training and submit all required documents to the Local Government Academy. After ensuring that all requirements are complied with, the LGA shall inform the host region on the matter.
  4. **Implementation Scheme.** The implementation of the LGOO Training shall be decentralized to be managed by the regions, either individually or by cluster of regions. Cluster training shall be managed by a host region duly accredited by the Local Government Academy.
  5. **Program Components.** The LGOO Training shall consist of the following components:
    - 5.1 **Component I - General Orientation.** This component shall be conducted by each region/Central Office Bureau/Service concerned for their respective participants. The course content shall be prescribed in the program design to be prepared by the Local Government Academy. At the end of the activity, an examination shall be administered by the training team who conducted the orientation to identify the gaps, if any, which were not addressed by the orientation. The identified gaps should be discussed with the participants by the training team.
    - 5.2 **Component II - Enhancement Training**
      - Phase I - Center Training.** This two-month residential training shall be managed by the regions, either individually or by cluster of regions. Cluster training shall be managed by an accredited host region. A standard curriculum shall be developed by LGA in consultation with the DILG regional offices and Central Office Bureau/Service and subject for review annually. Performance of trainees shall be assessed by the training team at the end of each module. Trainees who get a passing rating at the end of Center Training based on the rating guidelines prepared for the purpose are qualified to proceed to the next phase of the training.
      - Phase II - Part II - Field Immersion (Supervised Field Practice).** This phase of the training shall be implemented in the home regions of the participants for a

period of three (3) months and it shall be managed by a training team of each region.

Participating Central Office Bureaus/Service shall coordinate with the regional office where their respective participants will be assigned for this training phase. As this is the application phase of the LGOO Training the trainees shall be assigned in a municipality or city and shall implement their Action Plans, which they will prepare at the end of their Center Training. The host region in partnership with the home region of the trainees shall monitor the attainment of the objectives of this training phase.

The LGA shall formulate the Field Immersion Guidelines including the assessment forms for the performance of the trainees during this training phase. The Region/Central Office Bureau/Service may impose additional requirements.

**5.3 Component III - Validation for Certification (Competency Assessment).**

This phase is for the trainees who have successfully completed the requirements of Components I and II – Phases I and II. Component III consists of two (2) parts. **Part I** – *Demonstrative Competency Assessment (Paper and Pencil Examination)* and **Part II** – *Simulated Exercises and Interview*. LGA shall formulate the guidelines and assessment instruments and shall manage this component of the training. Trainees who pass Part I shall qualify for Part II. Those who fail in either Part I or Part II shall be allowed one re-take upon request of their respective Regional Director. Those who fail the re-take shall have the option to join the next LGOO training upon the recommendation of their Regional Director.

**5.4 Component IV** - Those who pass Component III, as certified by the assessment team, shall be issued Certificate of Completion by the LGA which makes them eligible for promotion to a higher LGOO position.

**6. Training Standards.** Both the academic and behavioral performance of the trainees shall be evaluated and rated. The Training Program Design shall include the rating system for each module, the over-all Center Training, the Field Immersion, and the final rating of the trainees.

- a. The passing rating shall be 80%;
- b. A trainee must pass Modules I,II,III before he can proceed to the next module;
- c. Failure in any two (2) of the remaining modules shall mean automatic dismissal from the training.
- d. A trainee must get an average rating of at least 80% in the Center Training to proceed to the Field Immersion/Supervised Field Practice;
- e. A trainee who gets an average rating lower than 80% in the Field Immersion shall not be allowed to graduate;

**7. Accreditation for the Conduct of the LGOO Training.** Accreditation of the region for managing the LGOO Training shall be based on adherence with these training policies, guidelines, requirements and standards prescribed in the Training Program Design. Other criteria for accreditation are: availability of adequate training facilities, qualified

trainors/facilitators, full time training management team and administrative support, willingness to accommodate trainees from other regions and other relevant factors.

8. **Service Obligation.** Graduate of the LGOO Training 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.

9. **Institutional Arrangements:**

To ensure the smooth implementation of these training policies, all operating units concerned shall perform their given roles and responsibilities as follows:

9.1 **LGOO Training Steering Committee**

- a. Shall provide over all direction and technical assistance in the planning, implementation, monitoring and evaluation of the LGOO Training.
- b. Shall issue accreditation certificate for the host regions.

The Steering Committee shall be composed of the following:

- Chair - Undersecretary for Local Government
- Co-Chair - Assistant Secretary for Administrative and External Affairs
- Vice-Chair - Executive Director, LGA
- Members: - Director, Administrative Service  
Representative of DILG Regional Directors  
Representative of DILG Employees Union  
LRI Representative  
League Representative
  
- Secretariat: - Assistant Director, LGA  
Chief, Personnel Division, DILG Central Office  
Chief, ETD, LGA

9.2 **Local Government Academy shall:**

- a. Develop the training curriculum and modules in consultation with the regions and central office;
- b. Prepare the program design and provide guidelines for the implementation, monitoring and evaluation of all phases of the training;
- c. Recommend criteria for selection and accreditation of host regions;
- d. Brief the regions and operating units on the mechanics of program implementation;
- e. Conduct orientation for the training team, module coordinators and monitoring and evaluation team;
- f. Provide training materials, manuals and other counterpart resources;
- g. Monitor and evaluate training implementation in coordination with the regions;

- h. Manage the Validation for Certification (Competency Assessment);
- i. Certify to the Completion of the Induction Training;
- j. Submit to the Steering Committee a consolidated terminal report on the implementation of the Induction Training; and
- k. Recommend policies and guidelines for the improvement of the LGOO II and III Training.

**9.3 Regional Offices/Bureaus/Service:**

- a. Certify that their LGOOs II/III meet the required qualification standards for the LGOO Training;
- b. Provide financial counterpart to the host region for the training expenses of their respective participants;
- c. Make available module coordinators, training staff, resource persons and training materials to the host region;
- d. Designate the Regional LGA Coordinator or its equivalent as part of the training management team;
- e. Ensure that the Training Agreements/Contract are properly executed and adhered between the Office and the trainee;
- f. For the regional trainees, ensure that they will be given field assignment after the training; and
- g. Monitor the performance of their respective trainees.

**9.4 Accredited Host Regions**

- a. Ensure that these training policies are strictly implemented;
- b. Coordinate with participating regions, bureaus/central office and LGA on special arrangements regarding the conduct of the LGOO Training;
- c. Provide regular feedback to concerned regional office/bureau/service and LGA on the progress of the participants; and
- d. Provide reports/documents to the Local Government Academy on the conduct of Components I and II of the LGOO Training.

**9.5 Administrative Service**

- a. Ensure that all requirements for appointments to the LGOO position are strictly complied with;
- b. Coordinate with LGA and host region on the finalization of the list of participants;
- c. Prepare Department Order for the conduct of the LGOO Training; and
- d. Monitor compliance with the training contract and adherence to the training policies.

**9.6 LGOO Trainees**

- a. Undergo the required medical, physical and neurological/psychological examination prior their attendance to the LGOO Training;
- b. Assume other expenses to be incurred during the training not covered by the Department;
- c. Abide with the provisions of the Training Agreement/Contract; and

- d. For regional trainees -- willing to accept field assignment after undergoing the training.

**10. Repeal**

All existing Department circulars and memoranda inconsistent with this Memorandum Circular are hereby repealed or amended accordingly.

**11. Effectivity**

This Memorandum Circular takes effect immediately.

  
**JESSE M. ROBREDO**  
Secretary



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR  
AND LOCAL GOVERNMENT  
IN REPLYING, PLS CITE:  
**SILG11-009920**

