



October 21, 2014



MEMORANDUM CIRCULAR
NO. 2014-136

SUBJECT : AMENDMENT TO MEMORANDUM CIRCULAR (MC) 2011-164: TRAINING POLICIES FOR LOCAL GOVERNMENT OPERATIONS OFFICERS II AND III

To uphold the Department's thrusts on the development of its human resources, the policies of the Training for Local Government Operations Officers shall be amended as follows:

2. Admission Requirements.

- 2.1. Holders of LGOO II/III position for at least six (6) months.
- 2.3. Must be mentally and physically fit and free from heart and lung ailments, hypertension, hepatitis, tuberculosis, asthma and epilepsy as certified by a government physician before the formal start of the training. Pregnant women shall not be allowed to participate in all phases of the training;
- 2.6. Must not be more than fifty-five (55) years old on the day of the start of LGOO training.

3. Pre-training Requirements. Before the conduct of the LGOO Training, concerned DILG Regional/Central Office Bureau/Service shall submit to the Local Government Academy the list of their prospective trainees in the forthcoming LGOO Training together with the medical certificate as mentioned under 2.3. . After ensuring that all requirements are complied with, the LGA shall forward to the host region the list of qualified trainees.

4. Implementation Scheme. The implementation of the LGOO Training shall be decentralized to be managed by a region or cluster of regions duly recognized 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 for a minimum of ten (10) days based on the course content

an examination shall be administered by the training team who conducted the orientation to identify the gaps. The identified gaps should be discussed with the participants by the training team. Participants are required to undergo this component before they can proceed to Component II: Center Training.

- 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 both Parts shall be allowed one (1) re-take each upon request of their respective Regional Director.

Those who failed the re-take shall undergo a 6-month field immersion and may take again the assessment upon request of their respective Director based on a certification of their immediate supervisor that they gained/possessed the required competencies needed to be developed during the field immersion. Should the trainees fail the third assessment, they shall undergo another one (1) year field immersion and may take again the assessment for the last time upon request of their Director. The trainee will have to join the next LGOO Training, should he/she fail again in this endeavor. On the otherhand, passers will be issued their Certificate of Completion by the Local Government Academy

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

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

The Steering Committee shall be composed of the following:

Chair	-	Undersecretary for Local Government
Co-Chair	-	Assistant Secretary for Administration and HRD
Vice-Chair	-	Executive Director, LGA



Members: - Director, Administrative Service
Representative of DILG Regional Directors
(Luzon, Visayas, Mindanao)
Representative of DILG Employees Union
LRI Representative

Secretariat: - Assistant Director, LGA
Chief, Personnel Division, DILG Central Office
Chief, HRDD, LGA

All other provisions inconsistent herewith are hereby repealed.


MAR ROXAS
Secretary



DILG-OSEC OUTGOING 14-05113

**JUSTIFICATION FOR THE AMENDMENTS OF THE TRAINING
POLICIES FOR LOCAL GOVERNMENT OPERATIONS OFFICERS II
AND III TRAINING**

SECTION/ITEM	TRAINING POLICIES MC#2011-164	AMENDMENT	JUSTIFICATION
<p><u>Item 2:</u> Admission Requirements</p>	<p>2.1 Holders of LGOO II/III positions shall be the target participants for the LGOO Training</p>	<ul style="list-style-type: none"> To include: at least six (6) mos. 	<p>Based on the result of the Competency Assessment conducted to the previous batches of the LGOO training ---most trainees who have less experience as an LGOO failed in the assessment. As such, the Competency Assessment Assessors and the Regional Directors who reviewed the Training Policy suggested that prospective trainees should have at least 6 - mos. experience as LGOO position holder.</p>
	<p>2.3 ...Pregnant women shall not be allowed to participate in the training</p>	<ul style="list-style-type: none"> Pregnant women shall not be allowed to participate in all phases of the training 	<p>This is in consideration to the rigors of the training requirements (physical and mental) for the whole duration of the Program.</p>
<p><u>Item 3:</u> Pre-Training Requirements</p>	<p>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 LGA. After ensuring that all requirements are complied with, the LGA shall forward to the host region the list of qualified trainees.</p>	<ul style="list-style-type: none"> ...shall submit to the Local Government Academy the list of their prospective trainees in the forthcoming LGOO Training together with the medical certificate as mentioned under 2.3 of MC#2011-164. 	<p>This is for data banking purposes and to make sure that all prospective trainees completed all the requirements necessary for the training.</p>

SECTION/ITEM	TRAINING POLICIES MC#2011-164	AMENDMENT	JUSTIFICATION
<u>Item 4.</u> Implementation Scheme	...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.	<ul style="list-style-type: none"> ...managed by a region or by cluster of regions duly recognized by the Local Government Academy 	We change the word accreditation to recognized , since the policy for the accreditation of all LGA programs is still on-going.
<u>Item 5.</u> Program Components	5.1 General Orientation.	<ul style="list-style-type: none"> Shall be conducted for a minimum of ten (10) days. 	To have a uniform conduct of the activity.
	<p>5.3 Component III - Validation Certification</p> <p>Trainees who pass Part 1 shall qualify for Part II. Those who fail in either Part 1 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 next LGOO training upon the recommendation of their regional Director.</p>	<p>To include:</p> <p>...Those who failed the re-take shall undergo a 6-month field immersion and may take again the assessment upon request of their respective Director based on a certification of their immediate supervisor that they gained/possessed the required competencies needed to be developed during the field immersion. Shd. the trainees failed the third assessment, they shall undergo another one (1) year field immersion and may take again the assessment for the last time upon request of ther Director. The trainee will have to join the next LGOO Training, should he/she fail again in this endeavor. On the otherhad, passers will be issued their Certificate of Completion by the Local Government Academy.</p>	To provide trainees who failed the assessment the opportunity to undergo again the assessment without undergoing the whole component of the LGOO training.
<u>Item 9.</u> Institutional Arrangements.	9.1 LGOO Training Steering Committee	<ul style="list-style-type: none"> To include ...Representative of DILG Regional Directors (Luzon, Visayas& Mindanao) 	