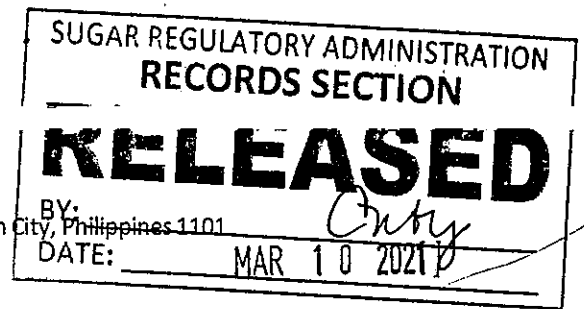




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March 5, 2021

OFFICE CIRCULAR NO. 2
Series of 2021

**SUBJECT : INTERNAL GUIDELINES FOR TRAININGS, SEMINARS,
CONFERENCES, AND CONVENTIONS FOR COS PERSONNEL**

In line with the revised PDC guidelines which covers the regular plantilla positions, this memorandum seeks to provide internal guidelines for requirements, application, and conduct of training, seminars, conferences, and conventions for Contract of Service (COS) personnel.

**1. GENERAL POLICY ON PROVISION OF TRAININGS, CONFERENCES, CONVENTIONS,
AND SEMINARS FOR COS PERSONNEL**

- a. In accordance with Rule XI, Section 2.a. of the CSC MC No. 40, s.1998, COS personnel have no employee-employer relationship with SRA.
- b. COS personnel are not covered with the provision of Section 62, Part IV of the Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA) of 2017, as revised, that government employees are required at least one (1) planned human resource development intervention/ training every year.
- c. COS personnel however, may be required by SRA to attend trainings/ seminars when:
 - i. The COS personnel is highly recommended by the department head/ division chief/ immediate supervisor.
 - ii. The training/seminar is a necessary competency needed by the section/division/department.
 - iii. There is a need to improve certain skills which will be beneficial to the section/division/department.
 - iv. The section/division/department needs knowledge-capacity building, and may assist in echoing the knowledge across in the section/division/department.
- d. The registration fees for trainings/seminars/conferences/conventions for a COS personnel shall be included in the budget.
- e. The attendance of the COS personnel in a trainings/seminars/conferences/conventions shall not hamper the day-to-day operations of the agency.
- f. The attendance to trainings/conferences/conventions/seminars will be subject to existing COA and DBM rules.

For your information and compliance

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