

LETTER OF INSTRUCTIONS NO. 518, March 21, 1977

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TO:

ALL HEADS OF DEPARTMENTS AND AGENCIES CHAIRMAN, CIVIL SERVICE COMMISSION

WHEREAS, in order to improve efficiency in the government, I have decreed and ordered the holding by the Civil Service Commission of massive training programs for all government employees at all levels;

WHEREAS, in accordance with my directive, most Chiefs of Divisions in the various departments and agencies of the government who are middle managers, have undertaken a comprehensive, 105-hour Junior Executive Training program;

WHEREAS, to further reorient the thinking and attitudes of these middle managers, I have issued Presidential Decree No. 988 defining their duties and responsibilities, especially underlining their training, motivating and other supervisory functions;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, now order and direct that;

- The Civil Service Commission shall establish and implement a supervisory training program for Chiefs of Division throughout the national government which it shall make available to the different departments and agencies. Such training program shall be geared towards the development of necessary skills in supervision, especially the training, development and motivation of personnel.

- The Heads of departments and agencies shall extend support and assistance to this program by seeing to it that such courses are immediately conducted in their respective agencies. They shall, likewise, render periodic reports to the Civil Service Commission to enable the latter agency to determine the progress of the program.

Done in the City of Manila, this 21st day of March, in the year of Our Lord, nineteen hundred and seventy-seven.

(Sgd.) FERDINAND E. MARCOS

President

Republic of the Philippines

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