

Republic of the Philippines
MINISTRY OF PUBLIC WORKS, TRANSPORTATION AND COMMUNICATIONS
NIA Building, E. de los Santos Ave., Quezon City
OFFICE of the MINISTER

January 4, 1979

Ministry Order)
No. 1) SUBJECT: Report on Official Attendance at
Series of 1979) Conferences, Seminars, Workshops,
x-x-x-x-x-x-x-x-) Conventions, Courses and Other
Training Opportunities

TO: All Heads of Bureaus and Agencies
This Ministry


Memorandum-Circular No. 987 dated June 10, 1977 of the Office of the President requires that government officials and employees authorized to attend conferences, seminars, conventions, workshops, courses and the like on official time or as official business to submit a report on their participation within thirty (30) days after the termination of these training opportunities.

The Memorandum-Circular further requires that two copies of the report shall be furnished the Office of the President. In order to give force and suasion to this requirement, it is provided that failure to submit such a report within the prescribed period shall render the official or employee concerned ineligible to attend subsequent similar gatherings and liable to the refund of all expenses incurred by the office for his attendance, including his salary during the period.

To facilitate compliance with the above requirement and to preclude the imposition of the sanctions adverted to, all officials and employees of the MPWTC System who attend such conferences, seminars, workshops, conventions, courses and the like shall accomplish the attached form in four (4) copies to be distributed as follows: original and duplicate to the Office of the President, triplicate to the Ministry Proper and quadruplicate to the Bureau/Agency personnel/training office.

The highest Personnel Officer/Training Officer shall be responsible for seeing to it that the reports are submitted on time, for transmitting the appropriate copies to the offices concerned and for custody of all records in this regard.

This order takes effect immediately.


ALFREDO L. JUNIO
Minister

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EXTERNAL TRAINING COMPLETION REPORT

INSTRUCTIONS: This Form is to be used in compliance with Presidential Memorandum-Circular No. 987 dated June 10, 1977. Accomplish in four (4) copies and submit to the Personnel/Training Officer within thirty (30) days from termination of the conference, seminar, workshop, convention, course attended.

Name of Participant _____
Present Position _____ Office _____
Training/Seminar Attended _____

Inclusive Dates _____ Venue _____
Sponsoring Agency/Organization _____ Fee _____
_____ Other Expenses _____

- Summary of Lectures/Discussions, etc.

Handouts Given:

Benefits to the Organization:

- 1) What concepts/techniques/procedures/systems did you learn from your participation? Be specific.
- 2) What new concept/procedure/system do you intend to introduce in your Dept./Office/division as a result of this participation?
- 3) What other benefits do you feel you gained from your participation? Please specify.

Course/Program Evaluation:

- 1) How accurately did the invitation/announcement describe what was covered in the course/program?
☐ Very accurately ☐ Fairly accurate ☐ Inaccurately
- 2) To what extent did the subject content meet your needs and interest?
☐ Very well ☐ To some extent ☐ Very little ☐ Not at all
- 3) How effective were the lecturers and facilitators?
☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor
- 4) How were the facilities, meals, etc.?
☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor
- 5) How would you rate the entire course/program considering the time and cost involved?
☐ Excellent ☐ Very good ☐ Good ☐ Fair ☐ Poor
- 6) Would you like to attend a future program conducted by the same organization/institution?

☐ Yes ☐ No
- 7) Would you recommend that others from our Office attend this course conducted by the same organization/institution?

☐ Yes ☐ No ☐ Not sure

If yes, who should attend? _____

Other Comments:

Submitted by:

Date: _____