REVENUE MEMORANDUM ORDER NO. 12-2004 issued on March 11, 2004 provides the guidelines for the Executive Development Course (EDC).

The Management Committee (MANCOM) shall furnish the Human Resource Development Service (HRDS) with the list of participants (“executives”) who shall undertake the EDC in the different functional groups in the National Office. Each functional group shall present to the executive a curriculum or program of assignment and learning activities that will enhance the executives’ knowledge of existing policies and procedures implemented in each particular office.

The duration of the assignment shall be for a period of one (1) month per functional group. After completion of assignment in all functional groups, the executive shall be given two (2) weeks to prepare a paper/workplan specifying the improvements/innovations of a particular office of his choice. Said paper/workplan shall be submitted to the Training Management Division, for evaluation of the MANCOM.

The executive shall report to a particular functional group to be determined by MANCOM after completion of the EDC, while waiting for the issuance of a Revenue Travel Assignment Order directing the executive to report to his new assignment.