

REVENUE MEMORANDUM ORDER NO. 14-2000 issued May 2, 2000 prescribes the policies and guidelines for the implementation of the ITS Coaching Program. At least one (1) ITS Coach shall be designated by the head of office for each section within a particular office. ITS Coaching shall be delivered on-site and facilitated by ITS Coaches based at the office concerned. It shall be provided only when deemed necessary by the head of office, or upon specific request by a prospective trainee. Any trainee shall have the option of using ITS Coaching as a substitute for participation in a formal instructor-led training course. However, a trainee shall be required to take the Proficiency Assessment examination administered by the Training Delivery Division. Any trainee who fails to obtain a satisfactory rating in the Proficiency Assessment examination shall be required to attend the pertinent instructor-led training course during the next available schedule.