



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

January 25, 2000

DECS ORDER
No. 5, s. 2000

**IMPLEMENTATION OF CIVIL SERVICE COMMISSION (CSC)
MEMORANDUM CIRCULARS NOS. 21 AND 24, S. 1999**

To: **Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Superintendents**

1. For the information and guidance of all concerned, enclosed are CSC Memorandum Circular dated October 7, 1999 entitled "Appropriateness of Data Encoder Eligibility" and Memorandum Circular dated November 11, 1999 entitled "Supplemental Policy on Leave Without Pay".
2. All DECS officials are directed to comply with the provisions of both circulars.
3. Immediate dissemination of this Order is desired.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Encls.: As stated
Reference: DECS Order: No. 114, s. 1999
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

/ ELIGIBILITY
/ LEAVE



MC. No. 21, 1999

MEMORANDUM CIRCULAR

TO: ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT: Appropriateness of Data Encoder Eligibility

Pursuant to CSC Resolution No. 992260 dated September 30, 1999, the Data Encoder Eligibility (DEE) shall be appropriate only to data encoder positions in the career service. The DEE shall no longer be considered appropriate for clerical and other first level positions requiring a Career Service Subprofessional eligibility or its equivalent.

Those who have been appointed as permanent to clerk and other first level positions using the DEE shall retain their permanent status. However, they shall no longer be promoted to a higher first level position using the said eligibility, except to a higher position in the Data Encoder group.

This Memorandum Circular takes effect immediately.


CORAZON ALMA G. DE LEON
Chairman

07 October 1999

Er/eam

En.MCdcc

ORSP



MC NO. 24, s. 1999

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, AGENCIES AND INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Supplemental Policy on Leave Without Pay

In line with CSC Resolution No. 99-2502, the last sentence of Section 33, CSC Memorandum Circular No. 14, s. 1999 has been deleted and is reconstructed to form part of the penultimate paragraph of Section 56 of the said MC. The same reads as follows:

X X X

"However, in case of continuous absence for over ten (10) working days, the divisor in the above formula shall be the actual number of working days instead of calendar days." (22 is the divisor)

X X X

It is informed that CSC MC 14, s, 1999 was published in the Manila Standard on September 11, 1999 and the same took effect on September 27, 1999.


CORAZON ALMA G. DE LEON
Chairman

11 November 1999