



Republic of the Philippines
Department of Education

20 JUL 2016

DepEd MEMORANDUM
No. **110**, s. 2016

DISSEMINATION OF MEMORANDUM CIRCULAR NO. 1

(Ensuring Continuous and Effective Delivery of Government Services to the People)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of *Memorandum Circular No. 1* dated July 1, 2016 from the Office of the Executive Secretary entitled **Ensuring Continuous and Effective Delivery of Government Services to the People**.
2. Immediate dissemination of this Memorandum is desired.


DR. LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENTS
BUREAUS AND OFFICES
EMPLOYEES
LEGISLATION

OFFICIALS
POSITIONS
SERVICE
STRAND: Legal and Legislative Affairs

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 1

ENSURING CONTINUOUS AND EFFECTIVE DELIVERY OF GOVERNMENT SERVICES TO THE PEOPLE

In the exigency of the service and to ensure the continuous and effective delivery of national government services to the people, the following are hereby directed to continue serving in hold-over capacity until 31 July 2016, unless their appointments are sooner revoked, resignations accepted, replacements appointed, or reappointments issued:

1. All government officials and employees whose appointments are coterminous with the appointing authority and whose positions are within an agency's plantilla, except the Head of Agency; and
2. Those holding positions whose terms of office have expired, unless otherwise prohibited by law and/or other government rules and regulations.

Pursuant to relevant laws and regulations, all coterminous positions in excess of or not covered by an agency's plantilla are hereby considered *functus officio* by 12:00 noon of 30 June 2016, unless their occupants are otherwise directed by the Head of Agency/Entity concerned to continue serving in hold-over capacity until 31 July 2016. Subject officials whose positions have become *functus officio* are hereby directed to ensure a smooth transition and turnover of their records and documents, both hard and e-copies, to their successors and/or the highest career official/personnel in their respective agencies.

Supplementary or clarificatory issuance/s shall be issued as the need arises.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 30th day of June 2016.

By Authority of the President:


SALVADOR C. MEDIALDEA
Executive Secretary

