

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
Manila

October 8, 1987

DECS O R D E R  
No. 100, s-1987

ADDITIONAL GUIDELINES TO IMPLEMENT THE REORGANIZATION  
OF THE DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors/Regional Directors  
Cultural Agency Directors  
Chief of Service and Heads of Units/Centers

1. All concerned are hereby enjoined to implement the provisions of the Memorandum of the President of the Philippines dated October 2, 1987, entitled "Guidelines on the Implementation of Reorganization Executive Orders", copy attached.
2. In particular, for the Department to be able to comply with the October 21, 1987 deadline set by the President, all concerned are hereby directed to submit to the Selection and Placement Committee created under DECS Order No. 83, s. 1987, their proposed plantilla of personnel not later than October 12, 1987 for review and finalization of approval.
3. All concerned shall also submit a list of personnel who will not be included in the proposed plantilla, if any, and the reasons for their exclusion.
4. Pursuant to Section 4 of the Memorandum, the DECS Reorganization Appeals Board is hereby created to be composed of the following:  

Chairman	-	Undersecretary Tomas V. Santos
Members	-	Undersecretary Cleodualdo B. Perez
	-	a representative of the employee group to which the appealing employee belongs, to be determined by the Chairman
Secretary	-	Atty. Nellie Tansioco
5. For the guidance and compliance of all concerned.

(SGD.) LOURDES R. QUISUMBING  
Secretary

Incl.:

As stated

References:

DECS Orders: Nos. 74, 75, and (63), s. 1987

Allotment: 1--(M.O. 1-87)

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

- BUREAUS & OFFICES
- CENTERS
- COMMITTEE
- REORGANIZATION

MALACANANG  
Manila

October 2, 1987

MEMORANDUM

TO : ALL HEADS OF GOVERNMENT DEPARTMENTS AND AGENCIES  
RE : GUIDELINES ON THE IMPLEMENTATION OF REORGANIZATION  
EXECUTIVE ORDERS

It is my concern that ongoing process of government reorganization be conducted in a manner that is expeditious, as well as sensitive to the dislocating consequences arising from specific personnel decisions.

The entire process of reorganization, and in particular the process of separation from service, must be carried out in the most humane manner possible.

For this purpose, the following guidelines shall be strictly followed:

1. By October 21, 1987 all employees covered by the Executive Orders for each agency on reorganization shall be:
  - a) informed of their reappointment, or
  - b) offered another position in the same department/agency, or
  - c) informed of their termination.
2. In the event of an offer for a lower position, there will be no reduction in the salary.
3. In the event of termination, the employee shall:
  - a) be included in a consolidated list compiled by the Department of Budget and Management. All departments who are recruiting shall give preference to the employees in the list; and
  - b) continue to receive salary and benefits until December 31, 1987; and
  - c) be guaranteed the release of separation benefits, within 45 days from termination, and in no case later than February 15, 1988.

4. Each department/agency shall constitute a Reorganization Appeals Board at the central office, on or before October 31, 1987, to review or reconsider appeals or complaints relative to reorganization. All cases submitted to the Boards shall be resolved subject to the following guidelines:

- a) publication or posting of the appeal procedure, promulgated by the Department Secretary;
- b) adherence to due process;
- c) disposition within 30 days from submission of the case;
- d) written notification of the action taken and the grounds thereof.

Action by the Appeals Review Board does not preclude appeal to the Civil Service Commission.

5. Placement in the new staffing pattern of incumbent personnel shall be completed prior to the hiring of new personnel, if any.

6. Each department/agency shall initiate mechanisms to make the reorganization process more open and transparent, such as publicizing the approved staffing patterns.

7. Each department/agency shall submit a consolidated report to the DBM, copy furnished the CSC and the Cabinet Secretary, on the conduct of their reorganization, specifically the planned extent of personnel termination, demotion and transfers, and the justifications thereon, not later than October 15, 1987.

For compliance.

(SGD+) CORAZON C. AQUINO  
President, Republic of the Philippines

A true copy