

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

August 10, 1992

DECS O R D E R
No. 90, s. 1992

PERSONNEL REPORTS UNDER THE IMPLEMENTING RULES
OF RA 7430 (ATTRITION LAW)

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Regional Directors
Directors of Services/Centers and Heads of Units
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators
Chiefs of Divisions

1. Inclosed is Civil Service Commission Memorandum Circular No. 33, s. 1992 which requires the submission of Personnel Reports under the Implementing Rules of RA 7430 (Attrition Law).
2. It is desired that all DECS officials who are required to make the reports, particularly administrative and personnel officers, fully comply with the reporting system.

(SGD.) ARMAND V. FABELLA
Secretary

Incl.:
As stated

Reference:
None

Allotment: 1-2-3--(M.O. 1-87)

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

BUREAUS & OFFICES
EMPLOYEES
LEGISLATION
OFFICIALS
REPORTS

(Inclosure to DECS Order No. 90, s. 1992)

Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 33 s. 1992

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND AGENCIES, INCLUDING GOVERNMENT OWNED OR CONTROLLED CORPORATIONS AND THEIR SUBSIDIARIES, LOCAL GOVERNMENT UNITS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Personnel Reports under the Implementing Rules of RA 7430 (Attrition Law)

Section 5 of RA 7430, otherwise known as "AN ACT PROVIDING FOR OPTIMUM UTILIZATION OF PERSONNEL IN GOVERNMENT SERVICE THROUGH A SYSTEM OF ATTRITION, PROVIDING PENALTIES FOR VIOLATION THEREOF AND FOR OTHER PURPOSES" requires the submission of monitoring and annual reports on personnel.

The Civil Service Commission, as the central personnel agency of government, is tasked to monitor and render an annual report to the President and the Congress on the extent of compliance with the law. Pursuant to Section 7 of the Implementing Rules, the following reports are required:

- (a) Total number of positions authorized in the agency's annual budget;
- (b) Total number of officers and employees at the end of the year;
- (c) Total number of officers and employees separated from the service during the year under the following categories:
 - (1) those who resigned;
 - (2) those who retired;
 - (3) those who were dismissed from the service;
 - (4) those who died;
 - (5) those who transferred to another agency; and
 - (6) those who are separated for any other cause.

(d) Total number of new personnel recruited during the year; and

(e) Total number of vacancies at the end of the year.

Furthermore under Section 11 of the Rules, the agency Administrative Officer shall submit to the Civil Service Commission every fifth day of each month a list of employees who resigned, retired, died, transferred to another office, dismissed and those separated for any other cause. Such list shall contain, among others, the following informations to wit: name, date of birth, position, salary grade and other vital information which may be required by the Commission. He shall also submit to the Commission a list of vacant positions within thirty (30) days after June 16, 1992 (the effectivity of the law) and every end of June and December thereafter.

To simplify the list, CSC Stat Form 1 and Form 1a (Semi-Annual Report on Government Personnel); Stat Form 2 (Monthly Report on Accession); and Stat Form 3 (Monthly Report on Separation) shall be used. A copy each of said Stat Forms are inclosed together with the corresponding guidelines. The Administrative Officer concerned is hereby enjoined to submit the required list on the date specified in the Guidelines.

For uniformity of reporting, and inasmuch as the local government units are part of the coverage of the Civil Service Commission, these statistical reports shall likewise be submitted by the local government units although they are exempted under RA 7430.

This circular supersedes MC 26 s. 1991 requiring the submission of Baseline Data on Government Personnel and monthly reports on Accession and Separation.

For immediate compliance.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

15 July 1992

A true copy

REPORTS ON GOVERNMENT PERSONNEL
(As required under RA 7430)

Legal Basis:

Republic Act 7430 otherwise known as "AN ACT PROVIDING FOR OPTIMUM UTILIZATION OF PERSONNEL IN GOVERNMENT SERVICE THROUGH A SYSTEM OF ATTRITION, PROVIDING PENALTIES FOR VIOLATION THEREOF, AND FOR OTHER PURPOSES"

Who shall submit the report:

ALL DEPARTMENTS AND AGENCIES, INCLUDING GOVERNMENT OWNED AND CONTROLLED CORPORATIONS AND THEIR SUBSIDIARIES, LOCAL GOVERNMENT UNITS AND STATE UNIVERSITIES AND COLLEGES

Person responsible:

Agency Administrative Officer or equivalent position is responsible for the preparation of the report.

Where to submit reports:

General Rule:

These statistical reports shall be submitted to the Civil Service provincial/field or regional office where agency appointments are submitted for attestation.

Reports of agencies with head offices in Metro Manila will not include their personnel assigned to NCR and to the other regions. However, agencies with highly centralized personnel systems shall report all personnel of their central/regional/field units to the CSC regional/field office where their appointments are processed. The face of the report should be marked "CENTRALIZED" to avoid double counting reporting.

A. Central Offices and Regional Offices of Departments, Agencies, Government Corporations and State Universities and Colleges shall submit their reports to the Civil Service Regional or Provincial/Field Office where their appointments are processed.

B. Field Units of agencies shall report thru their regional office which shall consolidate the field units' reports and submit the same to the Civil Service Regional or Provincial/Field Office where their appointments are processed.

C. Local government units shall submit a report on all positions/personnel funded by provincial, city and municipal governments including the barangay

councils pursuant to CSC MC 4, s. 1964 to the CSC Regional or Provincial Office where their appointments are processed.

D. Subsidiaries of Government Owned or Controlled Corporations shall submit a report thru their mother corporation which shall consolidate all reports from its subsidiaries and submit the same to the CSC Regional or Provincial/Field Office where their appointments are processed.

E. The Civil Service Provincial/Field Office shall consolidate all reports of agencies under their jurisdiction and forward the same to the Civil Service Regional Office concerned. The Civil Service Regional Office shall consolidate all reports from agencies and CSC Provincial/Field Office under their jurisdiction and submit the same to the Office for Planning and Management, Civil Service Commission.

What to report:

THESE . REPORTS SHALL COVER ALL EXISTING GOVERNMENT POSITIONS/PERSONNEL AS OF THE REPORTING PERIOD WHICH INCLUDES BOTH CAREER AND NON-CAREER POSITIONS.

Prescribed reports:

A. Semi-Annual Report on Government Personnel

A.1 (Stat Form 1) shall contain the following data on Career positions and regular plantilla positions:

1. Position Titles per DBM approved Position Allocation List; (Col. 1)
2. Salary Grade allocated per DBM approved positions; (Col. 2)
3. Total number of positions authorized in the agency's annual budget; (Col. 3)
4. Total number of officers and employees at the end of the year or the total number of filled up positions classified into PERMANENT (Col. 4) and TEMPORARY (Col. 5)
 - a) COLUMN 4 - number of personnel with CSC approved permanent appointments. A permanent appointment is issued to a person who meets the minimum requirements of the position he is appointed to;
 - b. COLUMN 5 - number of personnel with CSC approved temporary appointments. A temporary appointment is issued to a

person who lacks the minimum requirements for the position he is appointed to.

5. Total number of vacancies at the end of the year. (Col. 6)
- A.2 Stat Form 1A shall contain the following information on Non-Career Government personnel which includes casual, contractual, coterminous, elective officials, presidential appointees, etc.:
 - 1) Position Title/Designation; (Col. 1)
 - 2) Salary Grade or rate on a monthly basis; (Col. 2)
 - 3) Kind of Appointment: indicate whether casual, contractual, coterminous, etc.; (Col. 3)
 - 4) No. of positions filled (Col. 4)

When to report:

First report: Personnel as of 16 June 1992 (start of implementation of RA 7430)

Due date : August 31, 1992

Succeeding reports: Personnel as of end of June and December thereafter.

Due date : 15 July and 15 January of every year

B. Monthly Report on Accession (Stat Form 2) to contain the following data:

- 1) Name of personnel hired during the month; (Col. 1)
- 2) Date of Birth of the personnel hired in month/day/year; (Col. 2)
- 3) Position Title of the personnel hired per DBM's approved PAL; (Col. 3)
- 4) Status of appointment of the personnel hired; state whether Permanent, Temporary, Coterminous, etc.; (Col. 4)
- 5) Salary Grade as authorized by DBM; (Col. 5)
- 6) Mode of Accession: whether original, transfer, etc.; (Col. 6)

- 7) Effectivity date of Appointment - effectivity date as appearing on the face of the appointment and approved by the Civil Service Commission in month/day/year; (Col. 7)
- 8) Remarks: state the basis of exemption from RA 7430; e.g. exempt under Sec. 3; exempt under CSC letter dated 7/3/92; etc. (Col. 8)

When to report:

First Report: Employees hired for the months of June 1992 and July 1992

Period Covered: 16 June 1992 to 31 July 1992

Due Date : 31 August 1992

Succeeding reports: every 5th day following the end of each month starting August 1992

C. Monthly Report on Employee Separation (Stat Form 3)

- 1) Name of personnel separated during the month; (Col. 1)
- 2) Date of birth of personnel separated during the month in month/day/year; (Col. 2)
- 3) Position title of employee separated during the month per DBM's Position Allocation List; (Col. 3)
- 4) Status of Appointment of employee separated during the month: state whether Permanent, Temporary, Coterminous, etc; (Col. 4)
- 5) Salary Grade of employee separated as authorized by DBM; (Col. 5)
- 6) Mode of Separation: state whether retirement; resignation; transfer; death; etc; (Col. 6)
- 7) Effectivity date of separation: the last day of service of the personnel separated in month/day/year; (Col. 7)

When to report:

First report: Employees separated for the months of June and July 1992

Due Date : 31 August 1992

Succeeding reports: every 5th day following the end of
each month starting August 1992

Sanction: as provided under Part V, Section 15 of the Rules
Implementing the provisions of RA 7430, any violation of these
rules shall be ground for administrative disciplinary action.

Republic of the Philippines
Civil Service Commission

STAT Form 1 A

SEMI-ANNUAL REPORT ON GOVERNMENT PERSONNEL
(As required under RA 7430)
For the semester ended _____, 19

AGENCY _____

Region No. _____

NON-CAREER POSITIONS

POSITION TITLE DESIGNATION (Col. 1)	SALARY GRADE/ RATE (Col. 2)	KIND OF APPOINTMENT (CASUAL/CONTRACTUAL, COTERMINUS, ETC) (Col. 3)	NO. OF POSITIONS FILLED (Col. 4)
(Use additional sheets if necessary)			

I hereby certify that the above information is true and correct based on our office records.

Administrative Officer

(Agency Head)

Date _____

Date _____

CIVIL SERVICE COMMISSION

STAT FORM 3

MONTHLY REPORT ON SEPARATION

INSTRUCTION: This report shall be submitted to the Civil Service Commission not later than the 5th day of the succeeding month. All employees separated during the month shall be reported.

For the Month of _____, 19__

Agency _____

Region _____

NAME (Col-1)	Date of Birth of Personnel (Col-2)	POSITION TITLE (per DBM's PAL) (Col-3)	STATUS OF APPOINTMENT (state whether Perm/Temp/Casual/etc.) (Col-4)	SALARY GRADE (Col-5)	MODE OF SEPARATION (state whether ret./res./transfer/etc.) (Col-6)	EFFECTIVITY DATE OF SEPARATION (in mm/dd/yy) (Col-7)

I hereby certify that the above list is true and correct per records of this office.

Administrative Officer _____

Date _____