



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

Manila, Avenue, Pasig City

May 7, 1997

OFFICE OF THE SECRETARY

DELS - O R D E R
No. 43, s. 1997

RECORDING OF SERVICE RENDERED IN THE GOVERNMENT

1. Undersecretaries
Assistant Secretaries
Bureau/Divisional Agency Directors
Directors of Services/Centers and Heads of Divisions
Regional Directors
Schools Superintendents
Vocational School Superintendents/Administrators

2. Inclosed is a copy of Memorandum Circular No. 8, s. 1997 of the Civil Service Commission and its enclosure, regarding the recording of services rendered in the government.

3. Attention is invited, particularly to item A which concerns officials and employees who rendered actual services before December 31, 1984 pursuant to defective appointments, or without any appointments, except those who have already retired, who may request the inclusion of said services in their official service record in the Commission. Such request must be submitted to the Civil Service Commission Regional Office (CSCRO) not later than December 31, 1997.

4. The following documents shall be submitted to the CSCRO in support of said request:

- A formal request signed by the affected person;
- Updated service record prepared by the personnel Officer/Administrative Officer of the Agency where the subject services sought to be recorded were rendered;
- The disapproved appointment, if any;
- Index of salary payments;
- Notice of Salary Adjustment, if any;
- Payroll; and
- Vouchers.

5. With dissemination of this Order as directed.

R. T. Garcia
Secretary

MS

References: None
Attachment: 1-2-3-4 (M. R. 1-87)
To be included in the Perpetual Index
under the following subjects:



MC No. 8 , s. 1997

MEMORANDUM CIRCULAR

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


SUBJECT : Recording of Services Rendered in the Government

Pursuant to CSC Resolution No. 97-0550 dated January 28, 1997, the Civil Service Commission adopts and promulgates the following policies and guidelines in the recording/accrediting of government service:

- A. Officials and employees who rendered actual services before December 31, 1996 pursuant to defective appointments or without any appointment, except those who have already retired, may request the inclusion of said services in their official service record in the Commission. Such request must be submitted to the CSC Regional Office not later than December 31, 1997.
- B. In support of said request, the following documents shall be submitted to the CSC Regional Office:
 1. A formal request signed by the affected person;
 2. Updated service record prepared by the Personnel Officer/ Administrative Officer of the agency where the subject services sought to be recorded were rendered;
 3. The disapproved appointment, if any;
 4. Index of salary payment;
 5. Notice of salary adjustment, if any;
 6. Payroll; and
 7. Vouchers

- C. The CSC Regional Directors are authorized to evaluate said requests and after having personally examined the supporting documents submitted, order the services proven by competent evidence to be reflected in the service record.
- D. The CSC Regional Directors shall submit to the Management Information Office copies of the aforementioned orders within fifteen (15) days from date of issuance.
- E. Services rendered pursuant to a defective appointment or without any valid appointment after January 1, 1997 shall not be entered in the service record.
- F. All CSC Resolutions and Memorandum Circulars which are inconsistent herewith are deemed repealed or modified accordingly.

This Memorandum Circular takes effect immediately.


CORAZON ALMA G. DE LEON
Chairman

6 February 1997
ConSec



Re: Recording of Services Rendered
in the Government Service Record

RESOLUTION No. 970550

WHEREAS, section 12 (17) Title I Subtitle A, Book V of Executive Order No. 292 also known as the Administrative Code of 1987, conferred on the Civil Service Commission the power and function to "administer the retirement program for government officials and employees, accredit government services and evaluate qualification for retirement."

WHEREAS, it has been observed that numerous persons who had served the government were issued defective appointments or were not issued any appointment.

WHEREAS, employees who rendered services pursuant to defective appointments or without an appointment are not generally at fault since most of them were not even aware of said situation.

WHEREAS, employees who are adversely affected by said situation should be given a final opportunity to prove the past government services they actually rendered and have the same reflected in their respective service record.

WHEREAS, the Commission has been receiving numerous requests for accreditation of services rendered without an appointment or with defective appointments.

WHEREAS, fairness and justice demand that government services rendered pursuant to defective appointments or without an appointment which have been proven by competent evidence be included in the employee's service record and considered in the computation of retirement benefits.

WHEREFORE, the Commission hereby resolves to adopt and promulgate the following policies and guidelines in the recording/accrediting of government service:

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Recording of Services Rendered
in the Government; Service Record


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- B. In support of said request, the following documents shall be submitted to the CSC Regional Office:
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 5. Notice of salary adjustment, if any;
 6. Payroll; and
 7. Vouchers.
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- D. The CSC Regional Directors shall submit to the Management Information Office copies of the aforementioned orders within fifteen (15) days from date of issuance.

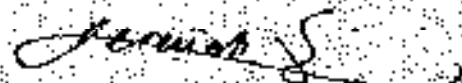
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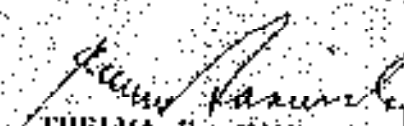
Recording of Services Rendered
In the Government Service Record

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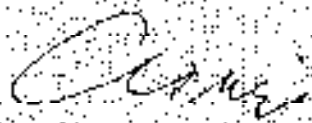
Quezon City, **JAN 28 1997**


CORAZON ALMA G. DE LEON
Chairman


RAMON P. BRAGETA, JR.
Commissioner


THELMA I. GAMINDA
Commissioner

Attested by:


CARMENCITA GISELLE E.B. BRINGAS
Board Secretary VI