



Republic of the Philippines
Department of Education

02 AUG 2013

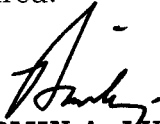
DepEd MEMORANDUM
No. **140**, s. 2013

**DISSEMINATION OF CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 15
AND OFFICE MEMORANDUM NO. 43**

(Request for Clearance of Pendency/Non-Pendency of Administrative Case and
Issuance of Clearance of Pendency/Non-Pendency of Administrative Case)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. For the information and guidance of all concerned, enclosed are copies of Civil Service Commission (CSC) Memorandum Circular No. 15 dated July 24, 2013 entitled **Request for Clearance of Pendency/Non-Pendency of Administrative Case** and Office Memorandum No. 43 dated July 24, 2013 entitled **Issuance of Clearance of Pendency/Non-Pendency of Administrative Case** which are self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
As stated

Reference:
DepEd Order: No. 96, s. 2011

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

BUREAUS & OFFICES
CLEARANCE

LEGISLATION
RETIREMENT

Model: Dissemination MC 15 and OM No. 43
0703-July 26, 2013/7-27



MC No. 15, s. 2013

MEMORANDUM CIRCULAR

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

SUBJECT : Request for Clearance of Pendency/ Non-Pendency of Administrative Case

Section 7 of the Implementing Rules and Regulations of Republic Act No. 10154, otherwise known as *An Act Requiring All Concerned Government Agencies to Ensure Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring Government Employees* requires the submission of a Clearance of Pendency/ Non-Pendency of Administrative Case from the Civil Service Commission. To facilitate processing of requests for Clearance of Pendency/ Non-Pendency of Administrative Case at the CSC Central Office, batch or bulk filing of requests per agency is encouraged.


Requests for Clearance of Pendency/ Non-Pendency of Administrative Case for two or more employees/ retirees may be made by the agency Human Resource Management Officer (HRMO). The requests may be filed with the CSC Central Office – Office for Legal Affairs (OLA) via email to ola@webmail.csc.gov.ph. Clearances will be released three working days after filing of request. The HRMOs are advised to call the CSC Central Office – Public Assistance and Information Office (PAIO) at 02-932-0111 or 951-2536 before picking-up the clearances.

For HRMOs of agencies in the regions, including the National Capital Region, requests for clearance may be sent to the Civil Service Commission Regional Offices (CSCROs) via their official e-mail addresses indicated at www.csc.gov.ph. Employees/ retirees need not go to the CSC Central Office and CSCROs to apply for and pick-up clearances. The agency HRMO is duty bound to facilitate clearance application and receipt.

Fees for clearance of pendency/ non-pendency of administrative case issued to retirees complying with the requirements under Section 7 of the IRR of RA No. 10154 are hereby waived effective upon issuance of this Memorandum Circular. Standard requirements and fees shall, however, apply to CSC clearance intended for purpose/s other than retirement.

The CSCROs shall accommodate requests/ applications for clearances. Clearances issued by the CSCROs will also be considered as sufficient compliance with the CSC clearance provided in Section 7 of the IRR of RA No. 10154.

Please be guided accordingly.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

JUL 24 2013

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service



OM No. 43, s. 2013

MEMORANDUM

TO : HEADS OF CSC REGIONAL OFFICES


SUBJECT : Issuance of Clearance of Pendency/ Non-Pendency of Administrative Case

The Commission has issued Memorandum Circular No. 15, s. 2013 to address the influx of walk-in clients requesting for the issuance of Clearance of Pendency/ Non-Pendency of Administrative Case from the Civil Service Commission based on Section 7 of the Implementing Rules and Regulations of Republic Act No. 10154, otherwise known as *An Act Requiring All Concerned Government Agencies to Ensure Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring Government Employees*.

Aside from processing bulk requests pursuant to MC No. 15, s. 2013, CSCROs are directed to lend support by accommodating walk-in clients and e-mail requests/applications for clearance. For all requests for clearance, whether in bulk or individually filed, made via e-mail or walk-in, CSCROs should verify pendency/ non-pendency of administrative cases with the CSC Central Office – Office for Legal Affairs via e-mail prior to issuance of clearance. If there is a case pending in CSC – OLA, the same shall be reflected in the clearance to be issued.

Clearances issued by the CSCROs will also be considered as sufficient compliance with the CSC clearance provided in Section 7 of the IRR of RA No. 10154.

Please be guided accordingly.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

JUL 24 2013

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