

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

August 22, 1991

DECS O R D E R
No. 103, s. 1991

SWAP-WORK ASSISTANCE PROGRAM (SWAP)

To: Undersecretaries
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Memorandum Circular No. 24 dated June 18, 1991 of the Civil Service Commission adopting the Swap-Work Assistance Program (SWAP), a mechanism for orderly exchange of posts and items in the government.
2. This Order should be given wide dissemination for the information and guidance of all concerned.

(SGD.) ISIDRO D. CARINO
Secretary

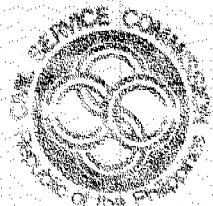
Incl.: As stated

Reference: None

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

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

✓ BUREAUS & OFFICES
✓ EMPLOYEES
✓ TRANSFER



DEPARTMENT OF EDUCATION
CULTURE RIGHTS
NO. NO. 24
JUL 25 1991

MEMORANDUM CIRCULAR

ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL/LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT: SELF-WORK ASSISTANCE PROGRAM (SWAP)

Pursuant to CSC Resolution No. 91-595 dated June 14, 1991, the Self-Work Assistance Program (SWAP) is adopted. It is a mechanism for orderly exchange of posts and work in the government.

I. OBJECTIVES

General

To motivate and enhance performance of government workers and to increase their productivity through a job-swapping scheme.

Specific

1. To provide an opportunity for government workers to exchange posts/work stations to better suit their respective needs, to work in a more motivating environment to their respective posts.
2. To enable employees to reduce their travel costs, expenses, and attendant expenses, including the rental charges incurred by employees in commuting to and from their place of work.
3. To further enhance and better their work environment and opportunities.

II. THE SCHEME

When approved, the Civil Service Commission (CSC) will allow government workers exchange posts and work stations with the approval of their respective heads. This scheme will be subject to the check of the House of Representatives in the House of Representatives.

posts and was with an Accounting Clerk of the Department of Science and Technology (DOST) in Quezon City living in Fairview, Quezon City.

III. SCOPE AND COVERAGE

SEAP shall cover third and second level employees with permanent status occupying non-unionized positions.

IV. MECHANICS

1. A post exchange system will be established with the Civil Service Commission as the Central Post Exchange and the Agency Human Resource Management (HRM) Offices as the Outpost.
2. The Outposts will accept applications from employees who wish to avail of the program assistance scheme.
3. The applicant shall fill up the SEAP Application Form that contains the following information:
 - a. Name of employee
 - b. Position
 - c. Salary and other benefits
 - d. Residence
 - e. Three (3) government agencies to which the employee wishes to transfer.
4. The Source Agency Outposts will submit four (4) copies of the accomplished form to the CSC.
5. The CSC will send a copy of the accomplished form to each of the three (3) target agency outposts and enjoin them to post the name of their Bulletin Boards for the benefit of those who also wish to avail of the scheme.
6. Within two (2) days from receipt of the form, the target agency outposts will inform the CSC of the action they have taken.
7. Any incumbent of a similar position in the target agency interested in the post occupied by the applicant-employee may inform the target agency outpost which will contact the source agency.
8. A target agency may also accept applications from its own employees who wish to avail of the

