Republic of the Philippines
Department of Education

19 JUL 2022

DepEd MEMORANDUM
No. 061 , s. 2022

DISSEMINATION OF PRESIDENTIAL ISSUANCES
(Memorandum Circular Nos. 1 and 2, s. 2022)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. For the information and guidance of all concerned, enclosed are copies of the following Memorandum Circulars (MCs) from the Office of the President:

Number	Title	Date
MC No. 1	Declaring Vacant Certain Positions in the Departments, Offices, Agencies, and Bureaus in the Executive Department and Fixing Rules Therefor to Ensure Continuous and Effective Delivery of Service	June 30, 2022
MC No. 2	Mandating Strict Compliance with the Requirement of a Strengthened Complete Staff Work for the Processing and Evaluation of Requests for Presidential Issuances, Authorizations and Other Approvals	

2. Immediate dissemination of this Memorandum is desired.

SARA Z. DUTERTE
Vice President and Secretary

Encls.: As stated
Reference: N o n e
To be indicated in the Perpetual Index under the following subjects:

BUREAUS AND OFFICES
LEGISLATIONS
OFFICIALS
POSITIONS
RULES AND REGULATIONS

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DEPED-OSEC-464695

MCR/APA/MPC, DM Dissemination of Presidential Issuances (MC Nos. 1 and 2)
0190 - July 08, 2022

Office of the President
of the Philippines
Malacañang

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MEMORANDUM CIRCULAR NO. 1

DECLARING VACANT CERTAIN POSITIONS IN THE DEPARTMENTS, OFFICES, AGENCIES AND BUREAUS IN THE EXECUTIVE DEPARTMENT AND FIXING RULES THEREFOR TO ENSURE CONTINUOUS AND EFFECTIVE DELIVERY OF SERVICE

Effective noontime of 30 June 2022, the following are deemed separated from service, and the positions held by them in the departments, offices, agencies and bureaus of the Executive Department are declared vacant:

1. All Presidential appointees whose appointments are classified as co-terminous;

2. All Presidential appointees occupying positions created in excess of the authorized staffing pattern;

3. All non-Career Executive Service Officials occupying Career Executive Service positions; and

4. Contractual and/or casual employees.

In the exigency of the service and to ensure the continuous and effective delivery of government services, the vacancy shall be addressed in accordance with the following:

1. Vacancy in the heads of departments, offices, agencies and bureaus where no replacement has been appointed or designated, shall be filled up by the next-in-rank and most senior official as Officer-in-Charge (OIC).

   The OIC shall perform the duties and discharge the responsibilities of the office until 31 July 2022, or until a replacement has been appointed or designated, whichever comes first.

2. All non-Career Executive Officials (non-CESO) occupying Career Executive Service (CES) positions in all the agencies of the Executive Branch shall remain in office and continue to perform their duties and discharge their responsibilities on a hold-over capacity until 31 July 2022, or until their resignations have been accepted and/or their respective replacements have been appointed and/or designated, whichever comes first.

3. Affected contractual and/or casual employees whose contracts expire on 30 June 2022 shall continue in service until 31 July 2022, unless otherwise earlier terminated or renewed by the heads of the hiring agencies in accordance with

their specific needs and requirements and subject to pertinent administrative and auditing rules and regulations.

Services rendered by the officials and personnel referred to in paragraphs 2 and 3 shall be compensated in accordance with existing civil service, budgeting, accounting and auditing laws and rules.

Finally, officials and personnel referred to in paragraphs 2 and 3 are hereby directed to effect an orderly and complete turnover of records, documents, books, equipment and other properties of their respective offices to their successors and/or the highest career official in their respective agencies.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 30th day of June 2022.

By authority of the President:

VICTOR D. RODRIGUEZ
Executive Secretary

(Enclosure No. 2 to DepEd Memorandum No. 061, s. 2022)

Office of the President
of the Philippines
Malacañang

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DEPED-OSEC-464695

MEMORANDUM CIRCULAR NO. 2

MANDATING STRICT COMPLIANCE WITH THE REQUIREMENT OF A STRENGTHENED COMPLETE STAFF WORK FOR THE PROCESSING AND EVALUATION OF REQUESTS FOR PRESIDENTIAL ISSUANCES, AUTHORIZATIONS AND OTHER APPROVALS

In the exigency of the service, strict compliance with the strengthened standards of Complete Staff Work (CSW) as prescribed in Memorandum Circular (MC) No. 72 dated 15 November 2019 is hereby mandated. The CSW is to be undertaken for the processing and evaluation of requests for Presidential issuances, authorizations and other approvals, to ensure compliance with such form and substance as will enable the Office of the President to adequately assess and indicate approval or disapproval thereof.

Any such request that fails to comply with the strengthened CSW requirements and standards under MC No. 72 shall be received without action or returned to the proponent.

For strict compliance.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 30th day of June 2022.

By authority of the President:

VICTOR D. RODRIGUEZ
Executive Secretary