

MC No. 36 s. 1998

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES


SUBJECT : ***CIVIL SERVICE-WIDE COMPUTERIZED PREPARATION OF APPOINTMENTS AND SERVICE RECORDS IN GOVERNMENT***

In its continuing pursuit of excellence towards a truly world class Philippine Civil Service, the Civil Service Commission, as the central personnel agency of Government, has adopted PROJECT "**KOMPYUSERB**": A Civil Service - Wide Computerized Preparation of Appointments and Service Records of government officials and employees.

"**KOMPYUSERB**" is a civil service-wide systems enhancement project which aims to systematize the recording of services of civil servants from their entry to government until their retirement through the computerized preparation of their appointments and service records at the agency level. The Project specifically aims to 1) facilitate the preparation and release of appointments and service records; 2) allow re-generation of original copies of appointments and service records and facilitate issuance of their duplicate copies; 3) establish a comprehensive and complete data bank on government personnel; and 4) improve electronic records management in the civil service.

Completion of all phases of Project "Kompyuserb" is targetted by end of 1999. After its completion, agencies and offices will be expected to utilize the "Kompyuserb" System in their appointments preparation. In the development of this system, close coordinations with your respective office will be made by CSC Central/Regional/Field Offices.

The Commission enjoins your usual support and cooperation for the immediate installation of the "**KOMPYUSERB**" System.


CORAZON ALMA G. DE LEON
Chairman

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August 21, 1998