Republic of the Philippines
CIVIL SERVICE COMMISSION

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

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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

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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F. All CSC Resolutions and Memorandum Circulars which are inconsistent herewith are deemed repealed or modified accordingly.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
ComSec

Republic of the Philippines
CIVIL SERVICE COMMISSION

Re: Recording of Services Rendered in the Government; Service Record

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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:

Recording of Services Rendered in the Government; Service Record

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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. EREÑETA, JR.
Commissioner

THELMA P. GAMINDE
Commissioner

Attested by:

CARMENCITA GISELLE E.B. BRINGAS
Board Secretary VI

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