



MEMORANDUM CIRCULAR

MC No. 13 s. 1994

To : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING GOVERNMENT OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES AND UNIVERSITIES.

Subject : PROHIBITION AGAINST APPOINTMENTS, CREATION OF POSITIONS, FILLING-UP NEW POSITIONS, PROMOTIONS OR SALARY INCREASES, AND OTHER PERSONNEL ACTIONS.

In its Resolution No. 2675 dated February 24 1994, the Commission on Elections (COMELEC) adopts the policy of prohibiting the issuance of appointments, creation of positions, filling up of new positions, promotions or giving salary increases in view of the forthcoming Barangay Elections on May 9, 1994. Said COMELEC RESOLUTION fixes the period of prohibition or election ban from March 25, 1994 to May 8, 1994. The COMELEC likewise prohibits the transfer, and detail whatsoever of any officer or employee in the civil service, the prohibitive period in this case as Election Period beginning April 12, 1994 up to May 24, 1994.

The Civil Service Commission, in Resolution No. 94-1619 dated Mar. 23, 1994, adopts and prescribes the following guidelines:

I. Prohibited Acts during the Election Ban:  
(March ~~25~~, 1994 to May 8, 1994)

Hiring of new employees, creation and filling up of new positions, promotion, or giving salary increases or remuneration or privilege to any governmental official or employee.

All appointments of "new employees to vacant or newly created positions in an existing set-up or under any authorized reorganization scheme whether permanent, provisional, temporary, casual or contractual which were issued, executed, made effective and received by the Civil Service Commission (CSC) within the prohibitive period shall be disapproved.

II. Prohibitive Acts within the Election Period  
(April 12, 1994 up to May 24, 1994)

The phrase "transfer or detail whatsoever" shall be construed in general terms. Thus, any

**PROHIBITION...**

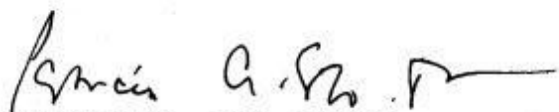
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movement of officer or employee in the civil service including public school teachers from one agency to another or from one station or place of assignment to another within the same agency, is prohibited and is considered an election offense. It could also serve as a ground for disciplinary action.

a) Any transfer, detail or secondment of any officer or employee in the civil service including public school teachers without approval of the COMELEC shall not be approved or allowed by the appropriate authorities.

b) No appointment through transfer or secondment issued, made effective and received by the CSC or its Field Office within the election period shall be approved.

This Circular shall take effect immediately.

  
PATRICIA A. STO. TOMAS  
Chairman

**March 23, 1994**

SLE/P8/jgr2



PROHIBITION AGAINST APPOINTMENT  
AND OTHER PERSONNEL ACTIONS  
DURING THE MAY 9, 1994 BARANGAY  
ELECTION.

x - - - - - x

**RESOLUTION NO. 94-1619**

WHEREAS, under Paragraph 2, Section 12, Chapter III, Subtitle A, Title I of the Administrative Code of 1987, the Commission is empowered to prescribe, amend and enforce rules and regulations to implement the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, the Commission on Elections (COMELEC), in its RESOLUTION No. 2675 promulgated on February 24, 1994, prohibit the issuance of appointments, creation of positions, filling up of new positions, promotions or giving salary increases in view of the forthcoming Barangay Election scheduled on May 9, 1994;

WHEREAS, the COMELEC likewise prohibits the transfer or detail whatsoever of any officer or employee in the civil service, and also fixes the prohibitive period in this case as Election Period beginning April 12, 1994 up to May 24, 1994;

NOW, THEREFORE, in consonance with the aforesaid COMELEC Resolution, the Commission hereby resolves to adopt and prescribe the following guidelines:

I. Prohibited Acts during the Election Ban:  
(March **25**, 1994 to May 8, 1994)

Hiring of new employees, creation and filling up of new positions, promotion, or giving salary increases or remuneration or privilege to any governmental official or employee.

All appointments to vacant or newly created positions in an existing set-up or under any authorized reorganization scheme, whether permanent, provisional, temporary, casual or contractual which were issued, executed, made effective or received by the Civil Service Commission (CSC) within the prohibitive period shall be disapproved.

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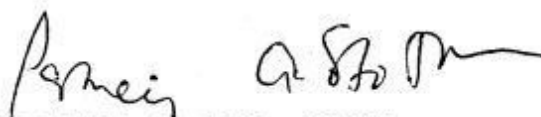
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b) No appointment through transfer or secondment issued, made effective and received by the CSC or its Field Office within the election period shall be approved.

Quezon City, **MAR 23 1994**



PATRICIA A. STO. TOMAS  
Chairman

O. B.

RAMON P. ERENETA, JR.  
Commissioner



THELMA P. GAMINDE  
Commissioner

Attested by:



CARMENCITA GISELLE B. DAYSON  
Board Secretary V

SLE/P8/jgr