

MC 15 s. 1994

## MEMORANDUM CIRCULAR

T 0 : All Heads of Departments, Bureaus and Agencies of

the National, Local Government, including

Government owned and controlled corporations

SUBJECT: Revision of MC 33, s. 1992 regarding Personnel

reports

The Civil Service Commission as the central personnel agency of government, continuously strives to simplify existing procedures towards a more cost-effective and efficient delivery of mandated functions.

As the sole repository of government personnel records, the Commission embarked on a project which aims to computerize the service records of all government personnel. Every personnel transaction which passes through the Commission shall be entered into our data bank to facilitate personnel records management.

In view of this, and with the recent conduct of the inventory of government personnel, we are revising MC 33, s. 1992 which required agencies to submit the following reports:

1. Semi-annual Report on Personnel - CSC Stat Form 1

and 1a;

2. Monthly Report on Accession - CSC Stat Form 2; and

3. Monthly Report on Separation - CSC Stat Form 3

Starting January 1994, only the Monthly Report on Separation - CSC Stat form 3 (attached) shall be submitted to the Civil Service Commission thru our respective regional offices where your agency appointments are submitted for attestation.

The deadline for submission shall be five (5) days after the end of each month. Separation reports for the months of January, February and March 1994 which were not yet submitted shall be due on May 15, 1994.

The agency Administrative Officer shall also submit to the Commission a semi-annual list of vacant positions within thirty (30) days after the end of June and December.

Please be reminded that failure to submit these reports may subject the agency Personnel Officers to charges for neglect of duty as provided under item 1(h) of the General Guidelines in the preparation and submission of appointments (MC 38, s. 1993).

This circular supercedes MC 33, s. 1992.

For compliance.

PATRICIA A. STO. TOMAS

Chairman

14 April 1994 OPM/RSD

## CIVIL SERVICE COMMISSION

MONTHLY REPORT ON SEPARATION

For the Month of

INSTRUCTION:

This report shall be submitted to the Civil Service Commission on or before the 5th day of the succeeding month. All employees separated during the period shall be reported.

NAME  DATE OF BIRTH   POSITION TITLE   STATUS OF   SALARY   MODE OF   NAME   (month/day/year)   (per DBM's Position   APPOINTMENT   GRADE   SEPARATIO   State whether Perm   (state whether Perm   resigned/death/	
EFFECTIVITY DATE OF SEPARATION ed (month/day/yoar)	

I hereby certify that the above list is true and correct per records of this office.

NAME/DESIGNATION