



MC NO. 34, s. 1994

**MEMORANDUM CIRCULAR**

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES  
OF THE NATIONAL GOVERNMENT INCLUDING  
GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS  
AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Amendment of CSC Memorandum Circular No. 04,  
s. 1994 on CREDITABLE SERVICES

In CSC MC 4, s. 1994 services rendered by government officials and employees on contractual, emergency or casual status, irrespective of the mode or manner of payment therefor, shall be considered as creditable service for purposes of retirement, subject to the following conditions:

"1. Said services rendered prior to June 22, 1984 are supported by duly approved appointments, official records and/or other competent evidence;

2. Said services rendered after June 22, 1984 shall be supported only by duly approved appointments."

Item 1 as aforequoted is hereby amended to read as follows:

1. Said services rendered prior to June 22, 1984 must be supported by duly approved appointments. Other official records and/or other documents shall not be sufficient evidence but may be required in case of doubt/discrepancies.

Government Personnel who are requesting accreditation of services for retirement purposes of their contractual, emergency or casual services which were rendered prior to June 22, 1984 may submit to the Civil Service Commission, in the absence of duly approved appointments, official records and other competent evidence as record of leave of absence, index of salary payments, payroll and time cards until December 31, 1994. After the said date, only duly approved appointment shall be accepted as supporting document on accreditation of services for purposes of retirement.

A handwritten signature in dark ink, appearing to read "Patricia A. Sto. Tomas".  
PATRICIA A. STO. TOMAS  
Chairman

November 15, 1994  
OCPR