



MC No. 35 s. 1994

MEMORANDUM CIRCULAR

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

SUBJECT : CONTINUING AUTHORITY TO FILL UP ALL VACANT POSITIONS FOR A PERIOD OF TWELVE (12) MONTHS PURSUANT TO RA 7430, FOR AGENCIES WHICH GIVE UP FIVE PERCENT (5%) OF TOTAL REGULAR PLANTILLA POSITIONS

Pursuant to CSC Resolution No. 94-6475 dated November 24,, 1994, the Civil Service Commission hereby adopts and promulgates the following:

Agencies are hereby given the option to apply for continuing authority to fill up all vacant regular plantilla positions during a twelve (12) month period by giving up five percent (5%) of the regular plantilla items or positions (career and non-career). The option may be availed of by submitting to the Commission the following documents:

1. A written request to be given continuing authority to fill up all its positions that are or may become vacant during a twelve (12) month period, by giving up for abolition five percent (5%) of its total authorized regular plantilla items/positions.

2. A copy of the complete plantilla of authorized regular positions.

3. A list of positions containing titles and item numbers representing ninety-five (95%) of its total authorized regular plantilla positions which it would like to fill up without requesting prior authorization.

4. A list of positions containing titles and item numbers constituting five percent (5%) of the regular authorized plantilla positions which it is giving up for abolition.

5. A written authority granted by the Agency to DBM to abolish the positions in the list which constitutes at least five (5%) of the total regular authorized plantilla positions.

The Commission resolution granting the continuing authority shall be furnished to the CSC Regional/Field Provincial Offices concerned to be used in the processing and evaluation of appointments issued by the agency.

This Memorandum Circular shall take effect immediately.

  
PATRICIA A. STO. TOMAS  
Chairman

November 24, 1994  
*and*

## CIVIL SERVICE COMMISSION



CONTINUING AUTHORITY TO FILL UP ALL  
VACANT POSITIONS FOR A PERIOD OF  
TWELVE (12) MONTHS PURSUANT TO RA  
7430, FOR AGENCIES WHICH GIVE UP  
FIVE PERCENT (5%) OF TOTAL REGULAR  
PLANTILLA POSITIONS

x - - - - - x

94 6475

RESOLUTION NO. \_\_\_\_\_

WHEREAS, RA 7430 provides for optimum utilization of personnel in government service through a system of attrition and prohibits the filling up of vacancies in any government office except in instances enumerated by the Act;

WHEREAS, positions which are vital and necessary for the continued and efficient operation of an agency (Section 3, paragraph c of RA 7430) are exempted from the prohibition;

WHEREAS, studies have indicated that the effective delivery of services will not be hampered even if at least five percent (5%) of an agency's total authorized positions are left unfilled;

WHEREAS, it is also indicated that ninety-five percent (95%) of an agency's total personnel complement could be considered as vital and necessary for its continued and efficient operation;

WHEREAS, processing of requests could be facilitated if some agencies are given continuing authority for a period of one (1) year to fill up vacant positions which are vital and necessary.

NOW, THEREFORE, foregoing premises considered, the Commission hereby grants agencies the option to apply for continuing authority to fill up all remaining vacant regular plantilla positions during a twelve month period by giving up five percent (5%) of the regular plantilla items or positions (career and non-career). The option may be availed of by submitting to the Commission the following documents:

1. A written request to be given continuing authority to fill up all its positions that are or may become vacant during a twelve (12) month period, by giving up for abolition five percent (5%) of its total authorized regular plantilla items/positions.

2. A copy of the complete plantilla of authorized regular positions.

3. A list of positions containing titles and item numbers representing ninety-five (95%) of its total authorized regular plantilla positions which it would like to fill up without requesting prior authorization.

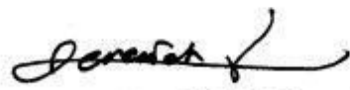
4. A list of positions containing titles and item numbers constituting five percent (5%) of the regular authorized plantilla positions which it is giving up for abolition.

5. A written authority granted by the Agency to DBM to abolish the positions in the list which constitutes at least five (5%) of the total regular authorized plantilla positions.

This Resolution shall take effect immediately.

Quezon City, NOV 24 1994

  
PATRICIA A. STO. TOMAS  
Chairman

  
RAMON P. ERENETA, JR.  
Commissioner

  
THELMA P. GAMINDE  
Commissioner

Attested by:

  
CARMENCITA GISELLE B. DAYSON  
Board Secretary VI

/percentage  
ael