



MC No. 33 s. 1992

**MEMORANDUM CIRCULAR**

TO : ALL HEADS OF DEPARTMENTS AND AGENCIES, INCLUDING  
GOVERNMENT OWNED OR CONTROLLED  
CORPORATIONS AND THEIR SUBSIDIARIES, LOCAL  
GOVERNMENT UNITS AND STATE UNIVERSITIES AND  
COLLEGES

SUBJECT: Personnel Reports under the Implementing Rules of RA 7430  
(Attrition Law)

Section 5 of RA 7430, otherwise known as "AN ACT PROVIDING FOR OPTIMUM UTILIZATION OF PERSONNEL IN GOVERNMENT SERVICE THROUGH A SYSTEM OF ATTRITION, PROVIDING PENALTIES FOR VIOLATION THEREOF AND FOR OTHER PURPOSES" requires the submission of monitoring and annual reports on personnel.

The Civil Service Commission, as the central personnel agency of government, is tasked to monitor and render an annual report to the President and the Congress on the extent of compliance with the law. Pursuant to Section 7 of the Implementing Rules, the following reports are required:

- (a) Total number of positions authorized in the agency's annual budget;
- (b) Total number of officers and employees at the end of the year;
- (c) Total number of officers and employees separated from the service during the year under the following categories:
  - (1) those who resigned;
  - (2) those who retired;
  - (3) those who were dismissed from the service;

- (4) those who died;
  - (5) those who transferred to another agency; and
  - (6) those who are separated for any other cause.
- (d) Total number of new personnel recruited during the year; and
- (e) Total number of vacancies at the end of the year.

Furthermore under Section 11 of the Rules the agency Administrative Officer shall submit to the Civil Service Commission **every fifth day of each month** a list of employees who resigned, retired, died, transferred to another office, dismissed and those separated for any other cause. Such list shall contain, among others, the following informations to wit: name, date of birth, position, salary grade and other vital information which may be required by the Commission. He shall also submit to the Commission a list of vacant positions within thirty (30) days after June 16, 1992 (the effectivity of the law) and every end of June and December thereafter.

To simplify the list, CSC Stat Form 1 and Form 1a (Semi-Annual Report on Government Personnel); Stat Form 2 (Monthly Report on Accession); and Stat Form 3 (Monthly Report on Separation) shall be used. A copy each of said Stat Forms are enclosed together with the corresponding guidelines. The Administrative Officer concerned is hereby enjoined to submit the required list on the date specified in the Guidelines.

For uniformity of reporting, and inasmuch as the local government units are part of the coverage of the Civil Service Commission, these statistical reports shall likewise be submitted by the local government units although they are exempted under RA 7430.

This circular supersedes MC 26 s. 1991 requiring the submission of Baseline Data on Government Personnel and monthly reports on Accession and Separation.

For immediate compliance.

  
**PATRICIA A. STO. TOMAS**  
Chairman

15 July 1992

**REPORTS ON GOVERNMENT  
PERSONNEL**  
(As required under RA 7430)

***Legal Basis:***

Republic Act 7430 otherwise known as "AN ACT PROVIDING FOR OPTIMUM UTILIZATION OF PERSONNEL IN GOVERNMENT SERVICE THROUGH A SYSTEM OF ATTRITION, PROVIDING PENALTIES FOR VIOLATION THEREOF, AND FOR OTHER PURPOSES"

***Who shall submit the report:***

ALL DEPARTMENTS AND AGENCIES, INCLUDING GOVERNMENT OWNED AND CONTROLLED CORPORATIONS AND THEIR SUBSIDIARIES, LOCAL GOVERNMENT UNITS AND STATE UNIVERSITIES AND COLLEGES

***Person responsible:***

Agency Administrative Officer or equivalent position is responsible for the preparation of the report.

***Where to submit reports:***

***General Rule:***

These statistical reports shall be submitted to the Civil Service provincial/field or regional office where agency appointments are submitted for attestation.

Reports of agencies with head offices in Metro Manila will not include their personnel assigned to NCR and to the other regions. However, agencies with highly centralized personnel systems shall report all personnel of their central/regional/field units to the CSC regional/field office where their appointments are processed. The face of the report should be marked "CENTRALIZED" to avoid double (counting) reporting.

A. Central Offices and Regional Offices of Departments, Agencies Government Corporations and State Universities and Colleges shall submit their reports to the Civil Service Regional or Provincial/ Field Office where their appointments are processed.

B. Field Units of agencies shall report thru their regional office which shall consolidate the field units' reports and submit the same to the Civil Service Regional or Provincial/Field Office where their appointments are processed.

**B. Monthly Report on Accession (Stat Form 2) to contain the following data:**

- 1) Name of personnel hired during the month;  
(Col. 1)
- 2) Date of Birth of the personnel hired in  
month/day/year; (Col. 2)
- 3) Position Title of the personnel hired per  
DBM's approved PAL; (Col. 3)
- 4) Status of appointment of the personnel hired:  
state whether Permanent, Temporary, Coterminus,  
etc; (Col 4)
- 5) Salary Grade as authorized by DBM; (Col 5)
- 6) Mode of Accession: whether original, transfer,  
etc); (Col. 6)
- 7) Effectivity date of Appointment - effectivity  
date as appearing on the face of the  
appointment and approved by the Civil Service  
Commission in month/day/year; (Col. 7)
- 8) Remarks: state the basis of exemption from RA  
7430; e.g. exempt under Sec. 3; exempt under  
CSC letter dated 7/3/92; etc. (Col. 8)

***When to report:***

**First Report:** Employees hired for the months of  
June 1992 and July 1992

**Period Covered :** 16 June 1992 to 31 July 1992

**Due Date :** 31 August 1992

**Succeeding reports:** every 5th day following the  
end of each month starting August  
1992

C. Local government units shall submit a report on all positions/personnel funded by provincial, city and municipal governments including the barangay councils pursuant to CSC MC 4, s. 1964) to the CSC Regional or Provincial Office where their appointments are processed.

D. Subsidiaries of Government Owned or Controlled Corporations shall submit a report thru their mother corporation which shall consolidate all reports from its subsidiaries and submit the same to the CSC Regional or Provincial/Field Office where their appointments are processed.

E. The Civil Service Provincial/Field Office shall consolidate all reports of agencies under their jurisdiction and forward the same to the Civil Service Regional Office concerned. The Civil Service Regional Office shall consolidate all reports from agencies and CSC Provincial/Field Office under their jurisdiction and submit the same to the Office for Planning and Management, Civil Service Commission.

***What to report:***

**THESE REPORTS SHALL COVER ALL EXISTING GOVERNMENT POSITIONS/PERSONNEL AS OF THE REPORTING PERIOD WHICH INCLUDES BOTH CAREER AND NON-CAREER POSITIONS.**

**Prescribed reports:**

**A. Semi-Annual Report on Government Personnel**

**A.1 (Stat Form 1) shall contain the following data on Career positions and regular plantilla positions:**

- 1) Position Titles per DBM approved Position Allocation List; (Col. 1)**
- 2) Salary Grade allocated per DBM approved positions; (Col. 2)**
- 3) Total number of positions authorized in the agency's annual budget; (Col. 3)**
- 4) Total number of officers and employees at the end of the year or the total number of filled up positions classified into PERMANENT (Col.4) and TEMPORARY (Col. 5)**
  - a) COLUMN 4 - number of personnel with CSC approved permanent appointments. A permanent appointment is issued to a person who meets the minimum requirements of the position he is appointed to;**
  - b) COLUMN 5 - number of personnel with CSC approved temporary appointments. A temporary appointment is issued to a person who lacks the minimum requirements for the position he is appointed to.**
- 5) Total number of vacancies at the end of the year. (Col. 6)**

A.2 Stat Form 1A shall contain the following information on *Non-Career Government personnel* which includes casual, contractual, coterminus, elective officials, presidential appointees, etc:

- 1) Position Title/Designation; (Col 1)
- 2) Salary Grade or rate on a monthly basis; (Col. 2)
- 3) Kind of Appointment: indicate whether casual, contractual, coterminus, etc.; (Col. 3)
- 4) No. of positions filled (Col. 4)

***When to report:***

First report: Personnel as of 16 June 1992 (start of implementation of RA 7430)

Due date : August 31, 1992

Succeeding reports: Personnel as of end of June and December thereafter.

Due date : 15 July and 15 January of every year

**C. Monthly Report on Employee Separation (Stat Form 3)**

- 1) Name of personnel separated during the month; (Col. 1)
- 2) Date of birth of personnel separated during the month in month/day/year; (Col. 2)
- 3) Position title of employee separated during the month per DBM's Position Allocation List; (Col. 3)
- 4) Status of Appointment of employee separated during the month: state whether Permanent, Temporary, Coterminus, etc; (Col. 4)
- 5) Salary Grade of employee separated as authorized by DBM; (Col. 5)
- 6) Mode of Separation: state whether retirement; resignation; transfer; death; etc; (Col. 6)
- 7) Effectivity date of separation: the last day of service of the personnel separated in month/day/year; (Col. 7)

***When to report:***

First report: Employees separated for the months of June and July 1992

Due Date : 31 August 1992

Succeeding reports: every 5th day following the end of each month starting August 1992

**Sanction:** as provided under Part V, Section 15 of the Rules Implementing the provision of RA 7430, any violation of these rules shall be ground for administrative disciplinary action.

(As required under RA 7430)

For the semester ended \_\_\_\_\_, 19\_\_\_\_

AGENCY \_\_\_\_\_

Region No. \_\_\_\_\_

<b>POSITION TITLE</b>	<b>SALARY GRADE</b>	<b>NO. OF POSITIONS AUTHORIZED BY DBM</b>	<b>NO. OF POSITIONS FILLED</b>		<b>NO. OF VACANT POSITIONS</b>
(Col 1)	(Col 2)	(Col 3)	<b>PERM</b> (Col 4)	<b>TEMP</b> (Col 5)	(Col 6)

(use additional sheets if necessary)

(use additional sheets if necessary)

I hereby certify that the above information is true and correct based on our office records.

Administrative Officer

**Agency Head**

Date \_\_\_\_\_

Date \_\_\_\_\_

**Semi-Annual Report on Government Personnel**  
(As required under RA 7430)

For the semester ended \_\_\_\_\_, 19

AGENCY \_\_\_\_\_

Region No. \_\_\_\_\_

**NON-CAREER POSITIONS**

POSITION TITLE/ DESIGNATION [Col 1]	SALARY GRADE/ RATE [Col 2]	KIND OF APPOINTMENT (CASUAL/CONTRACTUAL COTERMINUS, ETC) [Col 3]	NO. OF POSITIONS FILLED [Col 4]
(use additional sheets if necessary)			

hereby certify that the above information is true and correct based on our office records.

\_\_\_\_\_  
Administrative Officer

\_\_\_\_\_  
Agency Head

Date \_\_\_\_\_

Date \_\_\_\_\_



## MONTHLY REPORT ON SEPARATION

for the Month of \_\_\_\_\_ 19\_\_\_\_

**INSTRUCTION:** This report shall be submitted to the Civil Service Commission not later than the 5th day of the succeeding month. All employees separated during the month shall be reported.

\_\_\_\_\_ency

Region \_\_\_\_\_

NAME (Col 1)	Date of Birth (m/m/yyyy) (Col 2)	POSITION TITLE (per IDBM's PAL) (Col 3)	STATUS OF APPOINTMENT (state whether Perm/Temp/Casual/Exec) (Col 4)	SALARY GRADE (Col 5)	MODE OF SEPARATION (state whether retired, re-signed/etc) (Col 6)	EFFECTIVITY DATE OF SEPARATION (m/m/yyyy) (Col 7)	REMARKS (Col 8)

**and by certify that the above list is true and correct per records of this office**

Administrative Officer

Date \_\_\_\_\_

# FLOWCHART

## REPORTS ON GOVERNMENT PERSONNEL

