



MC No. 47, s. 1992

**MEMORANDUM CIRCULAR**

**T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL/LOCAL GOVERNMENTS INCLUDING GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES**

**SUBJECT : TRANSFER ASSISTANCE PROGRAM (TAP)**

Pursuant to CSC Resolution No. 92-1991 dated December 1, 1992, the Commission adopts the Transfer Assistance Program (TAP). The Program provides the mechanism for a facilitative transfer of employees to agencies with existing vacant positions.

**I. Objectives**

1. To help agencies fill up their existing vacant positions immediately with existing employees of the government
2. To give government employees the opportunity to transfer to agencies geographically closest to their places of residence
  - 2.1 Employees will have reduced travel time, expenses, and attendant physical, emotional and mental stresses due to difficulties encountered in commuting on workdays.
  - 2.2 The transfer can enhance and improve employee attitudes, skills and performance.

**II. The Program**

The Civil Service Commission through the Transfer Assistance Program will facilitate the immediate filling up of existing vacant positions of agencies through applicants who would like to transfer to agencies near the places where they live.

**III. Coverage**

Participants in this Program are the following:

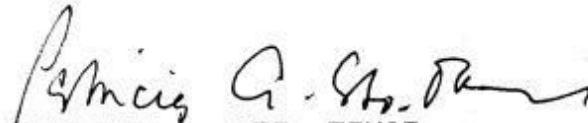
1. Agencies with existing vacant positions.
2. Government employees in the first and second level who would like to transfer to agencies located geographically near their places of residence.

#### **IV. Mechanics for Implementation**

1. Applicants shall fill up TAP Application Form available at the Civil Service Commission Field Offices (CSCFOs) and at their Personnel Office. They must supply the following information correctly and completely:
  - a. Position
  - b. Residence/Telephone Number
  - c. Present Agency/Telephone Number
  - d. Eligibility/ies
  - e. Highest Educational Attainment  
[including major field of study]
  - f. Other Qualifications
  - g. Name/Signature
2. Applicants shall send the TAP Application Form directly to the Office for Recruitment, Examination and Placement (OREP), Civil Service Commission, Constitution Hills, Diliman, Quezon City; or to the CSCFO nearest their place.
  - 2.1. CSCFO shall send all TAP Application Forms received to OREP.
3. A List of applicants who opt to transfer to agencies nearest the place where they live shall be generated by OREP.
4. The Office of the Executive Director shall provide OREP with names of agencies with existing vacant positions.
5. OREP shall furnish each of these agencies its respective List of prospective transferees.
6. Agencies shall select from their respective List, applicants for their existing vacant positions; prepare and issue appointment papers.
7. OREP shall continuously and constantly update the List through the incoming TAP Application Forms and feedback from agencies.

8. OREP shall monitor the number of successful TAP transferees and provide the Commission a periodic report on the effectiveness of the program.

This Memorandum Circular shall take effect immediately.

  
PATRICIA A. STO. TOMAS  
Chairman

MD 4/24

December 1, 1992

**TAP Application Form**

**TRANSFER ASSISTANCE PROGRAM**

**Position** \_\_\_\_\_

**Residence/Tel. No.** \_\_\_\_\_  
\_\_\_\_\_

**Present Agency/Tel. No.** \_\_\_\_\_  
\_\_\_\_\_

**Eligibility/ies** \_\_\_\_\_

**Highest Educational Attainment** \_\_\_\_\_  
[including major field of study]

**Other Qualifications** \_\_\_\_\_  
\_\_\_\_\_

I would like to request transfer to any agency which is near my place of residence and with existing vacancy at least corresponding to my present position or commensurate with my qualifications.

\_\_\_\_\_  
**Name in Print**

\_\_\_\_\_  
**Signature**

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Republic of the Philippines

## CIVIL SERVICE COMMISSION

### Form Letter to Agency Heads

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

This refers to your manpower need to fill up existing vacant position/s in your agency.

In this connection, may we refer to you the following applicants who would like to transfer to your Office:

Name	Position	Residence	Office	Tel. No.
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As you may well know, the filling up of vacancies in government is presently constrained by R.A. 7430 otherwise known as the Attrition Law. Prior authorization by the Commission is required before any government agency can fill up its vacant positions except where the replacements come from existing employees. In the interest of the service and for the immediate filling up of your vacant position/s, we hope you can consider the applicant/s for the vacancy/ies in your agency.

Please advise the Commission on the action taken regarding this matter.

ERLINDA A. ROSAS  
Director IV  
Office for Recruitment, Examination  
and Placement

Vacant Positions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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