



MC No. 22, s. 1991

MEMORANDUM CIRCULAR

**T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF
THE NATIONAL/LOCAL GOVERNMENTS INCLUDING
GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS**

SUBJECT : Classification of Private Secretary Position

The Civil Service Commission issued Memorandum Circular No. 14, s. 1987 which identified the personal and confidential positions located in the offices of the Elective Officials, Department Heads and other officials of cabinet rank whose tenure is at the pleasure of the President as well as Chairman and Members of Commissions and Boards with fixed terms of office per approved Position Allocation List (PAL) as primarily confidential in nature. This includes the positions of Private Secretary.

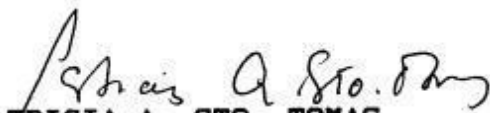
However, it is noted that there are also Private Secretary positions found in the Offices of officials not mentioned in Section 9, Chapter 2, Book V of Executive Order No. 292 but, whose duties likewise require utmost confidentiality.

For consistency and uniformity, it is hereby declared, pursuant to Resolution No. 91-676, that all Private Secretary positions irrespective of their locations are primarily confidential in nature. The term of office of the appointees to said positions shall be coterminous with the officials they serve.

Incumbents of positions of Private Secretary prior to this declaration whose appointments are permanent shall retain their permanent status until the positions are vacated.

Heads of agencies who may want to retain the position of Private Secretary in the career service should request the Department of Budget and Management for a change of their position titles to Secretary.

Please be guided accordingly.


PATRICIA A. STO. TOMAS
Chairman

June 4, 1991