



MC NO. 24, S. 1991

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.**

SUBJECT : SWAP-WORK ASSISTANCE PROGRAM (SWAP)

Pursuant to CSC Resolution No. 91-695 dated June 11, 1991, the Swap-Work Assistance Program (SWAP) is adopted. It is a mechanism for orderly exchange of posts and items in the government.

I. OBJECTIVES

General

To revitalize and enhance performance of government workers and to increase their productivity through a job-swapping scheme.

Specific

1. To provide an opportunity for government workers to exchange posts/work stations together with their respective items, to work in agencies geographically closest to their residence.
2. To enable employees to reduce their travel time, expenses, and attendant physical, emotional and mental stresses caused by difficulties of commuting to and from their place of work.
3. To further enhance and enrich their work skills, attitudes and capabilities.

II. THE SCHEME

Under SWAP, the Civil Service Commission (CSC) will help government workers exchange posts and items with the approval of their respective heads. Thru this scheme, an Accounting Clerk of the House of Representatives living in San Pedro, Laguna, may swap

posts and item with an Accounting Clerk of the Department of Science and Tehcnology (DOST) in Bicutan living in Fairview, Quezon City.

III. SCOPE AND COVERAGE

SWAP shall cover first and second level employees with permanent status occupying service-wide positions.

IV. MECHANICS

1. A post exchange system will be established with the Civil Service Commission as the Central Post Exchange and the agency Human Resource Management (HRM) Offices as the System outposts.
2. The Outposts will accept applications from employees who wish to avail of the Program assistance scheme.
3. The applicant shall fill up the SWAP Application Form that contains the following information.
 - a. Name of employee
 - b. Position
 - c. Salary and other Benefits
 - d. Residence
 - e. Three (3) government agencies to which the employee wishes to transfer.
4. The Source Agency Outposts will submit four (4) copies of the accomplished form to the CSC.
5. The CSC will send a copy of the accomplished form to each of the three (3) target agency outposts and enjoin them to post the same on their Bulletin Boards for the benefit of those who also wish to avail of the scheme.
6. Within two (2) days from receipt of the Form, the Target agency outposts will inform the CSC of the action they have taken.
7. Any incumbent of a similar position in the target agency interested in the post occupied by the applicant-employee may inform the target agency outpost which will contact the source agency.
8. A target agency may also accept applications from its own employees who may wish to avail of the

Program assistance scheme. Upon receipt of such applications, the CSC will process same for matching purposes.

If a match is established, the CSC will inform the employees and the agencies concerned.

9. The necessary clearances will then be effected and the appointment papers prepared for the signature of the respective heads of the Source and Targets agencies.

This Memorandum Circular shall take effect immediately.


PATRICIA A. STO. TOMAS
Chairman

June 18, 1991