



MC No. 26 s, 1991

MEMORANDUM CIRCULAR

**T O : ALL HEADS OF DEPARTMENTS, BUREAUS, AGENCIES
INCLUDING GOVERNMENT-OWNED AND CONTROLLED
CORPORATIONS, LOCAL GOVERNMENT UNITS AND STATE
COLLEGES & UNIVERSITIES**

SUBJECT : Statistical Report on Government Personnel

The Civil Service Commission, as mandated by the Constitution under EO 292 otherwise known as the Administrative Code of the Philippines, is the central personnel agency of the government which is in-charge of public personnel administration.

For effective personnel planning and public personnel administration, an up-to-date and accurate statistical information on government personnel is necessary. All agencies are enjoined to provide CSC the required information. The attached guidelines and instructions in filling up forms are meant to facilitate the preparation of your agency reports.

Under these guidelines, there shall be established new baseline data as of June 30, 1991 using CSC Stat Form No. 1. These reports must be submitted on or before July 31, 1991-through channels described in the attached guidelines.

Every month thereafter, employee accessions and separations shall be reported using CSC Stat Forms No. 2a and 2b. The first monthly report is due on August 5, 1991. Succeeding monthly reports shall be due on the 3rd working day following the end of each month.

Please forward all your reports to the Civil Service Commission regional or provincial/field office where your appointments are submitted for attestation on the specified dates:

For compliance.

A handwritten signature in dark ink, appearing to read "Patricia A. Sto. Tomas".
PATRICIA A. STO. TOMAS
Chairman

June 28, 1991

**GUIDELINES ON THE PREPARATION OF THE
STATISTICAL REPORTS ON GOVERNMENT PERSONNEL**

GENERAL RULE:

All agencies shall furnish two types of statistical reports on government personnel:

- (1) the baseline data report (CSC Stat Form 1) and
- (2) the monthly reports on accession and separation (CSC Stat Form 2a and 2b).

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.

COVERAGE

The baseline data report (CSC Stat Form 1) shall include only those government personnel on the rolls of the reporting agency as of June 30, 1991 including elective officials and presidential appointees except military personnel. .pa

The monthly report on Accession & Separation (CSC Stat Form 2a and 2b) shall record all personnel additions (accession) and deductions (separation) during the period reported. The first monthly report shall cover employee accessions and separations from July 1 to 31, 1991.

A. National Government Sector

1) heads of departments, bureaus and independent offices shall report all personnel under their jurisdiction including CESOS;

Illustration A-1

The COMELEC Central Office shall report all personnel under its jurisdiction to the CSC-Field Office where their appointments are processed. The CSC-Field Office shall submit the report to the CSC-NCR for consolidation. The CSC-NCR shall submit the same to OPM-CSC.

2) Agencies with field units

a) provincial and city school superintendents shall report teaching and non-teaching personnel of schools and offices under their jurisdiction including locally funded teachers thru the regional DECS;

Illustration for A-2-a

The provincial superintendent of Rizal shall report teaching and non-teaching personnel of schools and offices under his jurisdiction to the DECS Region 4 Director. The DECS Regional Office No. 4 shall consolidate all provincial and city superintendents' reports and submit the same to the CSC regional/provincial office where their appointments are processed.

b) chiefs of hospitals, regional and district health units shall report hospital personnel thru the regional DOH;

Illustration for A-2-b

The head of regional health units in Region 10 shall report all personnel under their jurisdiction to the Dept. of Health Region 10 regional director. The DOH Region 10 shall consolidate all reports from regional/provincial health units and hospitals under Region 10 and submit the same to the CSC Region 10 or the CSC provincial office where their appointments are processed.

c) project managers/field directors of NIA/DPWH/NPC and other agencies with field units shall report their personnel thru their respective regional directors;

Illustration for A-2-c

The NIA-Misamis Occidental field manager shall report all personnel under his jurisdiction to the NIA Region 10 regional director. NIA Regional Office No. 10 shall consolidate all field managers' reports and submit the same to the CSC Regional Office No. 10.

d) chiefs of police and fire departments shall report all personnel under his jurisdiction thru the regional DILG pursuant to RA 6975;

Illustration for A-2-d

The chief of police of Caloocan City shall report all personnel under his jurisdiction to the Department of Interior & Local Government's NCR Director. The DILG-NCR shall consolidate all reports of the offices/personnel under its jurisdiction and submit the same to the CSC DILG field office where their appointments are processed.

3) centralized personnel system;

Illustration for A-3

The city prosecutor of Zamboanga shall report all personnel under his jurisdiction to the DOJ central office. The DOJ central office shall consolidate reports of all offices under his jurisdiction and submit the same to the CSC DOJ Field Office in NCR-Manila where DOJ appointments are processed (centralized). The CSC DOJ field officer shall consolidate reports of all agencies under his cluster and submit the same to the CSC National Capital Region.

B. Local Government Sector

1) provincial governors, city and municipal mayors shall report all personnel funded by provincial, city and municipal governments, including all employees of barangay councils (pursuant to CSC MC 4 s. 1964);

Illustration B-1

The governor of Laguna shall report all personnel paid from the provincial fund to the CSC Sta Cruz Laguna provincial office where their appointments are processed. The CSC Sta Cruz provincial officer shall consolidate all reports of the agencies covered by the provincial office and submit the same to the CSC Regional Office No. 4.

C. Government Owned and Controlled Corporations with Original charters

1) heads of government owned and controlled corporations shall report all personnel to the CSC regional/field office where their appointments are processed.

Illustration C-1 (centralized personnel)

All regional heads of the Philippine Coconut Authority shall report all personnel under their jurisdiction to the CSC Field Office where their appointments are processed (centralized).

2) GOCCs mainly based in the regions without other field offices or head office in Manila

Illustration C-2 (region based only)

The Leyte Sub-A Basin Development Authority which is based in Tacloban shall report all personnel including the Manila based personnel (as sub-office) to the Civil Service Regional or Provincial where their appointments are processed.

3) GOCCs with decentralized personnel systems

Illustration C-3 (decentralized)

The NIA Regional Heads shall report all personnel including that of the field units under his jurisdiction to the Civil Service Regional Office/Field Units where their appointments are processed.

D. State Colleges and Universities

1) heads of school, colleges and universities with special charters shall report all teaching and non-teaching personnel in their schools to the regional/field office where their appointments are processed.

Illustration D-1

UP Los Banos shall report all teaching and non-teaching personnel of the university to the CSC field office where their appointments are processed.

The Personnel Officer at UP Diliman shall not include personnel in UP Los Banos or from any other university campus.

REPORTING FLOW (Places and Dates of Submission)

Baseline Data (CSC Stat Form 1)

o all agency reports shall be prepared by the Personnel Officer/Administrative Director (PO/AD) for the agency head and submitted to the Field/Provincial office of the Civil Service Commission: copy furnished the CSC Central Office, Office for Planning and Management.

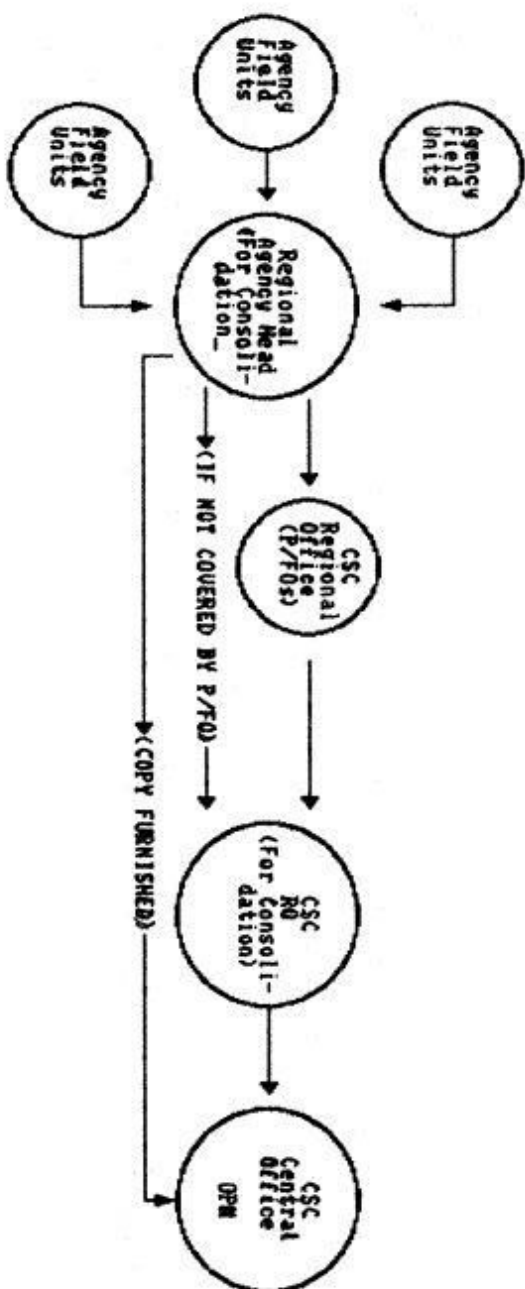
o baseline data reports shall be retrieved by the CSROs from the FO/PO not later than July 31, 1991. The CSRO will then consolidate these reports by the department/agency/LGU/GOCC and SCU as applicable.

Accession and Separation (CSC Stat Form 2a and 2b)

o the agency's monthly reports on Accession and Separation shall be retrieved by the CSROs/Field or Provincial offices from the agency PO/AD 3 working days after the end of each month. The first monthly report shall cover employee accessions and separations from July 1 to 31, 1991; these reports shall be submitted by the CSRO to the CSC-OPM not later than the 15th of the succeeding month.

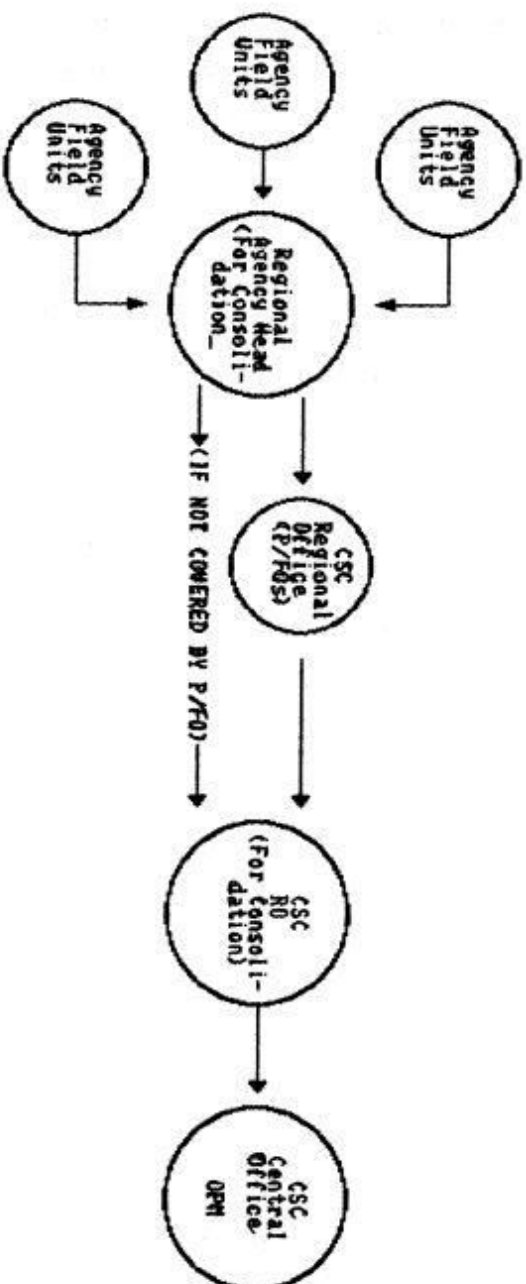
There is no need for the agency PO/AD to furnish CSC-OPM a copy of their Accession and Separation Report. The monthly consolidated report of the CSRO will suffice.

FLOW CHART
<STATISTICAL REPORT ON GOVERNMENT PERSONNEL>
BASELINE DATA



FLOW CHART

<STATISTICAL REPORT ON GOVERNMENT PERSONNEL>
ACCESSION AND SEPARATION



DEFINITION OF TERMS

A. SECTOR

1. National government - includes all departments, bureaus, agencies and instrumentalities of the executive, legislative and judiciary branch.
2. Local government - includes provinces, municipalities, cities and barangays.
3. Government corporation - includes gov't corporations with original charters.
4. State Universities and Colleges - includes government owned colleges and universities with special charter.

B. CATEGORY OF SERVICE

1. Career Service - shall be characterized by entrance based on merit and fitness to be determined as far as practicable by competitive examinations; opportunity for advancement to higher career positions; and security of tenure.

Classes of positions in the Career Service

- a. First level - shall include clerical, trades and crafts, custodial service positions.
 - b. Second level - shall include professional, technical and scientific positions which require at least 4 years of college work up to the Division Chief level, at least professional eligibility or its equivalent is required for entrance to this level.
 - c. Third level - shall cover positions in the Career Executive Service.
2. Non-Career Service - shall be characterized by entrance on bases other than those usual tests of merit and fitness utilized for the career service; and the tenure of which is limited to a period specified by law, or which is coterminus with the

appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made.

For purposes of this report, Non-Career shall include:

- o Contractual personnel - those whose employment in the government is in accordance with a special contract to undertake a specific work or job, requiring special or technical skills not available in the employing agency, to be accomplished within a specific period, which in no case shall exceed one year, coextensive or coincident.
- o Coterminus - those whose employment is coextensive or coincident with that of the appointing authority or subject to his pleasure
- o Casual - employees who are hired based on a daily wage because of the exigency of the service.
- o Presidential Appointee - is a non-career post, the basis of which is an appointment by the President of the Republic.
- o Elective - is a non-career post, the basis of which is winning in an election and the tenure of which is limited to a period specified by law.

C. EMPLOYMENT STATUS

Permanent status - is granted to a person who meets the requirements for the position to which he is being appointed, including the appropriate civil service eligibility prescribed in accordance with the provisions of law and rules and standards promulgated in pursuance thereof.

Temporary status - a temporary appointment shall be issued to the following:

a. a person who meets all the requirements for the position to which he is being appointed except the appropriate civil service eligibility: Provided that there are no qualified eligibles and it becomes necessary in the public interest to fill a vacancy the temporary appointment shall not exceed twelve months.

b. a teacher even if he/she meets all the requirements of the position, including the appropriate civil service eligibility, if such position is needed only for a limited period not exceeding six (6) months.

Provisional appointment is issued when a teacher meets all the requirements of the regular (permanent) position being filled except the appropriate civil service eligibility.

D. ACCESSION - includes additional/new personnel employed by the reporting agency during the month reported.

Following are the modes of accession:

1. Original appointment - First appointment in the career service.
2. Reinstatement - is the restoration of a person who was previously separated from the service through no delinquency or misconduct on his part from a position in the career service to which he was permanently appointed to a position for which he is qualified (Rule 6 sec. 8 CSC Rules on Personnel Actions And Policies.
3. Reemployment - reappointment of a person who has been appointed permanently to a position in the career service and who has been separated as a result of reduction in force or reorganization. (Rule 6 Sec. 11 CSC Rules and personnel Actions and policies)
4. Transfer - a movement from one department, agency, bureau or office to another without break in service involving the issuance of an appointment.

E. SEPARATION - includes employees who ceased to be included in the rolls of the reporting agency during the month reported. Following are the modes of separation:

1. Dismissal - is a disciplinary action where an employee is separated from service for cause as provided by law and after due process.
2. Retirement - when an employee leaves the service either on optional or compulsory basis [provided he meets the requirements stated in the retirement law].

3. Reduction in force - when a person is removed from any department or agency because of lack of work or funds or due to a change in the scope or nature of an agency's program or a result of reorganization.
4. Transfer - a movement from one department, agency, bureau or office to another without break in service involving the issuance of an appointment.
5. Dropped from the rolls - when an employee who goes on leave without proper authority or fails to return to duty after the expiration of the authorized leave without valid reasons.
6. Phased out - separation of an employee from the service caused by the abolition of a position as a result of reorganization.
7. Resignation - when an employee voluntarily terminates his employment in the government.
8. Death - when a person's life ends.

CIVIL SERVICE COMMISSION

STATISTICAL REPORT ON PERSONNEL.

AS OF JUNE 30, 1991

GENERAL INSTRUCTIONS:

1. DO NOT LEAVE ANY SPACE BLANK, PUT N.A., IF NOT APPLICABLE; 0 OR NONE IF THERE IS NONE;
2. SUPPLY EXPLANATORY NOTES WHEN NECESSARY
3. SEE ATTACHMENTS A & B FOR GENERAL GUIDELINES AND DEFINITION OF TERMS
4. ACCOMPLISH IN DUPLICATE: ORIGINAL COPY TO THE CSC FIELD/PROVINCIAL OR REGIONAL OFFICE MAY BE; DUPLICATE TO THE OFFICE FOR PLANNING AND MANAGEMENT, CIVIL SERVICE COMMISSION.

Agency _____

!SECTOR

☐ Head Office ☐ Regional Office No. _____

☒ National ☐ Local Govt.

Address _____

☐ Govt. Corporation ☐ State Univ/Coll.

A. Frequency Distribution of Employees by Status of Appointment

[illegible]

	T O T A L	CASUA	CONTRACTU!	COTERNINUS	PRESIDENTIAL	ELECTIVE
	(A)	(B)	(C)	(D)	APPOINTEE	OFFICIALS
	Male	Female	Male	Female	Male	Female
5 NON - CAREER						
6 TOTAL EMPLOYMENT (Lines 4 + 5)						

CIVIL SERVICE COMMISSION
STATISTICAL REPORT ON PERSONNEL

Agency _____

[] Central Office [] Regional Office No. _____

B. Frequency Distribution of Employees by Age:

LEVEL OF POSITION	TOTAL		BELOW 35		36 - 44		45 - 54		55 - 64		65 & ABV	
	(A)		(B)		(C)		(D)		(E)		(F)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
CAREER												
7 FIRST LEVEL												
8 SECOND LEVEL												
9 Division Chief												
10 Others												
11 THIRD LEVEL												
12 TOTAL CAREER (Lines 7+8+11)												
NON-CAREER												
13 CASUAL												
14 CONTRACTUAL												
15 COTERMINUS												
16 PRESIDENTIAL APPOINTEES												
17 ELECTIVE OFFICIALS												
18 TOTAL NON-CAREER (Lines 13+14+15+16+17)												
20 TOTAL EMPLOYMENT (Lines 12+18)												

I certify that this report is true and accurate to the best of my knowledge and belief.

(Signature)_____
(Official Position)_____
(Date)

CSC Stat Form No. 2a

MONTHLY REPORT OF EMPLOYEE ACCESSION

FOR THE MONTH OF 19,
(See Attachments A & B for Guidelines & Definition of Terms)

[illegible]

I CERTIFY THAT THIS REPORT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF

(Date)

CSC Form No. 2b

MONTHLY REPORT OF EMPLOYEE SEPARATION

FOR THE MONTH OF _____, 19____
(See Attachments A & B for Guidelines & Definition of Terms)

[illegible]

TESTIFY THAT THIS REPORT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF

Abstract