



Republika ng Pilipinas  
KOMISYON NG SERBISYO SIBIL  
(Civil Service Commission)  
Quezon City

MC # 38 s. 1990

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS AND AGENCIES OF  
THE NATIONAL AND LOCAL GOVERNMENTS  
INCLUDING GOVERNMENT-OWNED AND CONTROLLED  
CORPORATIONS

SUBJECT : Creation of the Council of Personnel  
Officers

Section 19, Chapter IV, Subtitle A, Book of Executive Order No. 292, known as the "Administrative Code of 1987, as amended", which took effect on November 23, 1989, provides for the creation of a Council of Personnel Officers which shall be composed of Chief Personnel Officers of the different executive departments and agencies with the category of department that the Chairman of the Civil Service Commission shall select for membership.

The Council shall have for its functions the following:

1. Offer advice, upon request of the Secretary of a Department or the Commission in developing constructive policies, standards, procedures and programs as well as on matters relating to the improvement of personnel methods and to the solution of personnel problems confronting the various departments and agencies of the government;
2. Promote among the departments and agencies, through study and discussion, uniform and consistent interpretation and application of personnel policies; and
3. Serve as a clearing house of information and stimulate the use of methods of personnel management that will contribute most to good government.


The Council shall be headed by an Executive Officer who shall be designated by the Chairman of the Civil Service Commission from among the officials in the Commission.

In this communication you are therefore enjoined to allow the Chief Personnel Officer of your department or agency to attend all the meetings of the Council.

Moreover, you are requested to submit the name of the Chief Personnel Officer (see attached form) of your department or agency, to the Council Secretariat care of the Office for Career Systems and Standards, Civil Service Commission for the preparation of the list of Personnel Officers who may be selected for membership in the Council.

Agencies under the jurisdiction of Regional Offices shall submit the names of the Chief, Personnel Officers to the CSC Regional Secretariat.

This Memorandum Circular shall take effect immediately.

  
**PATRICIA A. STO. TOMAS**  
Chairman

**July 31, 1990**



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Quezon City

Council of Personnel Officers

CPO Form No. 1

INFORMATION SHEET

I. Personal Circumstances

1. Name (Surname, Given, Middle Name)

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2. Date and Place of Birth

\_\_\_\_\_

3. Present Position

\_\_\_\_\_

4. Agency

\_\_\_\_\_

5. Official Address

\_\_\_\_\_

6. Telephone Number

\_\_\_\_\_

7. Home Address/Telephone Number

\_\_\_\_\_

II. Educational Attainment

1. Degree/Certificate/Honor Received

\_\_\_\_\_

2. Name of University/Institution

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III: Training

<u>Course Title</u>	<u>Place of Training</u>	<u>Date</u>	<u>Sponsor</u>
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(use additional sheets as necessary)

IV. Civil Service Eligibility/Board Examination Passed

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V. Employment Record

<u>Name of Firm/Agency</u>	<u>Position Held</u>	<u>Inclusive Dates</u>
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(use additional sheets as necessary)

VI. Honors/Awards/Recognition Received

(use additional sheets as necessary)

VII. Membership in Organizations (local and foreign)

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Signature