

**Republic of the Philippines**

**CITY GOVERNMENT OF CAVITE**

**HUMAN RESOURCE MANAGEMENT OFFICE**

**2/F City Hall Bldg., Ibanez St., Samonte Park,**

**City of Cavite**

**CSC MEMORANDUM CIRCULARS**

|  |  |  |
| --- | --- | --- |
| **MEMO CIR NO.** | **TITLE** | **DATE** |
| MC No. 17-1986 | Revoking MC No. 1025 dated 11-25-1977 entitled Prohibiting any Government Official and Employee from Accepting Private Employment in any Capacity without Prior Authority of the Office of the President | 09-04-1986 |
| MC No. 30-1989 | Guidelines in the Application of Penalties in Administrative Cases – CSC Resolution No. 89506 dated 07-20-1989 | 07-20-1989 |
| MC No. 01-1991 | Habitual Absenteeism and Tardiness | 02-14-1991 |
| MC No. 01-1993 | Rules of Procedure Governing Administrative Cases Before the Insurance Commission | 12-03-1993 |
| MC No. 30-1994 | Policy on Sexual Harassment in the Workplace | 05-31-1994 |
| MC No. 06-1995 | The Great Filipino Workout – MC No. 08-2011 dated 03-07-2011; CSC Resolution No. 2807 dated 04-20-1998; MC No. 38-1992 dated 09-30-1992 | 04-20-1995 |
| MC No. 03-2002 | Issuance of CSC Announcements/Endorsements of Training and Development Programs and Similar Activities | HRDO-01-25-2002 |
| MC No. 06-2002 | Revised Policies on the Grant of Loyalty Award – CSC Resolution No. 020295 dated 02-26-2002 | 03-01-2002 |
| MC No. 08-2002 | Search for Outstanding Public Officials and Employees 2002 | 03-14-2002 |
| MC No. 10-2002 | Clarification and Amendment to CSC No. 3, s-2002 Issuance of CSC Announcements/Endorsement of Training and Development Programs and Similar Activities | HRDO-04-15-2002 |
| Mc No. 14-2002 | Prohibition Against Transfer or Detail and Issuance of Appointments in Connection with the July 15, 2002 National and Local Elections – CSC Resolution No. 020773 dated 05-31-2002 | 05-31-2002 |
| MC No. 15-2002 | Policies on Facilitative Actions on Appointments and Motions for Reconsideration/Appeals – CSC Resolution 020797 dated 06-06-2002 | 06-07-2002 |
| MC No. 16-2002 | (Monetization) Amendment to Sec 23, Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, also known as the Omnibus Rules on Leave – CSC Resolution No. 020731 dated 05-21-2002 | 06-24-2002 |
| MC No. 19-2002 | Delegation of Authority to the CSC Regional Offices to Approve Administrative Disciplinary Rules on Sexual Harassment Cases of Agencies, LGUs and SUCS under their Jurisdiction – CSC Resolution No. 021170 dated 09-10-2002 | 09-10-2002 |
| MC No. 20-2002 | Revised Policies on Temporary Appointments and Publication of Vacant Positions – CSC Resolution No. 021136 dated 09-05-2002 | 09-23-2002 |
| MC No. 21-2002 | Policies on Detail – CSC Resolution No. 021181 dated 09-13-2002 | 09-26-2002 |
| MC No. 22-2002 | Amendment of Section 11, Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 – CSC Resolution No. 0214-20 dated 10-22-2002 | 10-23-2002 |
| MC No. 23-2002 | Frequency of Taking the Career Service Examination - CSC Resolution No. 021279 dated 10-07-2002 | 11-06-2002 |
| MC No. 24-2002 | Clarifications on Policy Guidelines for Contract of Services – CSC Resolution No. 021480 dated 11-12-2002 | 11-12-2002 |
| MC No. 25-2002 | Amendment to CSC MC No. 8 and 8-A, s-1997 on Recording of Services Rendered in the Government Service – CSC Resolution No. 021481 dated 11-12-2002 | 11-12-2002 |
| MC No. 26-2002 | Revised Education Requirement for Career Service Professional and Sub Professional Examinations – CSC Resolution No. 021355 dated 10-16-2002 | 12-27-2002 |
| DO No. 40-C-05 | Amending Sec 2, Rule II, Book V of the Omnibus Rules Implementing the Labor Code, as amended by D. O. No. 40-03 s-2003 | 03-07-2005 |
| MC No. 02-2010 | Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR) | 02-04-2010 |
| MC No. 04-2010 | Revised Policies in the Resolution of Protest Cases – CSC Resolution No. 091718 dated 12-11-2009 | 02-08-2010 |
| MC No. 06-2010 | Amendment to MC No. 3, s-2008 (Grant of Eligibility: Revised Schedule of Skills Tests and Civil Service eligibilities: Skills Certificate Equivalency Program) – CSC Resolution No. 100319 dated 02-24-2010 | 03-26-2010 |
| MC No. 08-2010 | Policy Guidelines on the Effects of Death of the Respondent in Administrative Cases – CSC Resolution No. 100341 dated 02-24-2010 | 05-13-2010 |
| MC No. 09-2010 | Rules on the Transfer or Geographical Reassignment of Public Health Workers and Public Social Workers – CSC Resolution No. 100667 dated 04-06-2010 | 05-13-2010 |
| MC No. 10-2010 | Revised Rules on Appointments Issued by Outgoing Elective and appointive Officials – CSC Resolution No. 1100188 dated 02-01-2011 | 03-28-2011 |
| MC No. 12-2010 | Amendment of the Rules on Filing Motion for Reconsideration in Dropping from the Rolls Cases – CSC Resolution No. 100900 dated 05-05-2010 | 07-07-2010 |
| MC No. 13-2010 | Guidelines for a Drug-Free Workplace in the Bureaucracy – CSC Resolution No. 101359 dated 07-06-2010 | 07-28-2010 |
| MC No. 15-2010 | Amending Certain Provisions of the Rules on the Administrative Offense of Disgraceful and Immoral Conduct | 08-05-200 |
| MC No. 16-2010 | Policy on Undertime – CSC Resolution No. 101357 dated 07-06-2010 | 08-06-2010 |
| MC No. 17-2010 | Policy on Half Day Absence – CSC Resolution No. 101358 dated 07-06-2010 | 08-06-2010 |
| MC No. 18-2010 | Reiteration of the Attestation Power of the Civil Service Commission Over Appointments Issued to Managerial and Executive Positions Not Falling Within the Appointing Power of the President – CSC Resolution No. 1000009 dated 08-10-2010 | 08-18-2010 |
| MC No. 20-2010 | Launch of the New Philippine Civil Service E-News Letter | 09-06-2010 |
| MC No. 21-2010 | Entitlement of Compulsory Retirees to Salary Increases for Services Rendered During the Period of Extension – CSC Resolution No. 1000020 dated 08-16-2010 | 09-07-2010 |
| MC No. 22-2010 | Implementation of RA 9242 or the Tropical Fabrics Law | 10-12-2010 |
| MC No. 25-2010 | Guidelines on the Availment of the Special Leave Benefits for Women Under R.A. 9710 (An Act Providing for the Magna Carta of Women) | 12-01-2010 |
| MC No. 01-2011 | Addendum to CSC Memorandum Circular No. 8, s-2007 on Management of 201/120 Files – CSC Resolution No. 00385 dated 11-22-2010 published in the Philippine Star on 01-11-2011 | 01-17-2011 |
| MC No. 02-2011 | Supreme Court Decision on CSC vs Court of Appeals and Philippine Charity Sweepstakes Office, G.R. No. 185766 dated November 23, 2010 (Third Level Eligibility) | 01-20-2011 |
| MC No. 04-2011 | Policy Guidelines on the Prohibition on the Consumption of Alcoholic Beverages among Government Officials and Employees – CSC Resolution No. 1100039 dated 01-10-2011 | 02-16-2011 |
| MC No. 06-2011 | Entitlement to Payment of Backwages and Other Benefits of Illegally Dismissed Employees – CSC Resolution No. 00379 dated 11-19-2010 published in the Philippine Star on 02-24-2011 | 03-07-2011 |
| MC No. 07-2011 | Amendment to the Revised Policies on Qualification Standards and the Revised Omnibus Rules on Appointments and Other Personnel Actions – CSC Resolution No. 1100071 dated 01-11-2011 published in The Manila Times on 02-15-2011 | 03-07-2011 |
| MC No. 08-2011 | Reiteration of the Physical Fitness Program “Great Filipino Workout” – CSC Resolution No. 2807 dated 04-20-1998; MC No. 06-1995 dated 04-20-1995; MC No. 38-1992 dated 09-30-1992 | 03-07-2011 |
| MC No. 10-2011 | Revised Rules on Appointments Issued by Outgoing Elective and Appointive Officials – CSC Resolution No. 1100188 dated 02-01-2011 | 03-28-2011 |
| MC No. 12-2011 | Revised Guidelines on the Determination of Positions in the Local Government Units as Primarily Confidential – CSC Resolution No. 1100187 dated 02-01-2011 published in the Malaya Business Insight on 03-22-2011 | 03-30-2011 |
| MC No. 19-2011 | Use of the Revised Statement of SALN and Net Worth Form for the Year 2011 and Onwards – CSC Resolution No. 1100902 dated 07-08-2011 published in Philippine Star on 08-06-2011 | 08-17-2011 |
| MC No. 20-2011 | Local Scholarship Program (Modified) | 08-23-2011 |
| MC No. 03-2012 | Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) | 02-16-2012 |
| MC No. 02-2012 | Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters – CSC Resolution No. 1200289 dated 02-08-2012 | 02-16-2012 |
| MC No. 12-2012 | Amendment to Rule V of CSC Resolution No. 04-0676 dated 06-17-2004 (Policy Guidelines to Govern the Liquidation of Cash Advances and the Penalty to be Imposed for Failure of an Accountable Officer to Liquidate within the Prescribed Period) – CSC Resolution No. 1200103 dated 01-12-2012 | 07-10-2012 |
| MC No. 15-2012 | Lodging of ARTA-Related Complaints through the Contact Center ng Bayan 1-6565 | 1-01-2012 |
| MC No. 16-2012 | (Calamities & Disasters) Supplemental Guidelines in the Grant of Special Emergency Leave – CSC Resolution No. 1201642 dated 10-04-2012 | 10-17-2012 |
| MC No. 19-2012 | Observance of Flag Ceremonies | 11-12-2012 |
| MC No. 20-2012 | Qualification Standards of Assessor and Appraiser Positions – CSC Resolution No. 1201367 dated 09-20-2012 published on 11-01-2012 in Manila Times | 11-14-2012 |
| MC No. 01-2013 | Amendment to CSC MC No. 19, s-2007, Qualification Standards for Agriculturist Positions – CSC Resolution No. 1202106 dated 11-26-2012 published on 12-15-2012 in Manila Times | 01-08-2013 |
| MC No. 02-2013 | Revised SALN Form | 01-24-2013 |
| MC No. 03-2013 | Amendment to the Review and Compliance procedure in the Filing and Submission of the SALN and Disclosure of Business Interests and Financial Conditions (CSC MC No. 10 dated 04-17-2006) | 01-24-2013 |
| MC No. 05-2013 | Use of Philippine Tropical Fabrics for Uniforms | 02-06-2013 |
| MC No. 07-2013 | IRR of RA No. 10154, Otherwise known as an Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring Government Employees – CSC Resolution No. 1300237 dated 01-30-2013 | 03-25-2013 |
| MC No. 08-2013 | Results Based Performance Management System (RBPMS) Implementation in Agencies | 04-02-2013 |
| MC No. 10-2013 | Revised Policies on the Grant of Eligibility under CSC MC No. 11, s-1996, as amended – CSC Resolution No. 1202124 dated 11-27-2012 published in Manila Times on 01-08-2013 | 04-16-2013 |
| MC No. 11-2013 | Guidelines in the Implementation of Workplace Policy and Education Program on HIV and AIDS | 05-20-2013 |
| MC No. 12-2013 | Grant of Civil Service Eligibility to Members of Sangguniang Bayan, Panlungsod, and Sangguniang Panlalawigan – CSC Resolution No. 1300486 dated 03-06-2013 | 05-31-2013 |
| MC No. 15-2013 | Request for Clearance of Pendency/Non Pendency of Administrative Case | 07-24-2013 |
| MC No. 21-2013 | Qualification Standards on Training – CSC Resolution No. 1300981 dated 05-17-2013 published in The Manila Times on 08-24-2013 | 10-29-2013 |
| MC No. 22-2013 | Amendment to CSC Resolution No. 1201763 dated 10-11-2012 (Revised Policies on the Grant of Honor Graduate Eligibility) – CSC Resolution No. 1802214 dated 09-27-2013 | 11-07-2013 |
| MC No. \_\_-2013 | Guidelines in Gathering and Processing Customer Feedback for Core Processes under the CSC’s Quality Management System (A.O. No. 161 dated 10-05-2006) – CSC Resolution No. 1302250 dated 10-04-2013 | 10-04-2013 |
| MC No. 01-2014 | Clarificatory Guidelines on the Effects of the Supreme Court Ruling on the Case of CSC vs Pililla Water District (G.R. No. 190147, March 5, 2013) Relative to the General Manager Position in Local Water Districts | 01-23-2014 |
| MC No. 03-2014 | Clarification on the Guidelines on the Placement of Personnel Relative to the Implementation of Approved Rationalization Plans of Agencies – CSC Resolution No. 1400147 dated 01-28-2014 | 02-06-2014 |
| MC No. 04-2014 | Decentralizing the Procedures on the Grant of Civil Service Eligibility Under Special Laws and CSC Issuances to the CSC Regional Offices | 02-11-2014 |
| MC No. 07-2014 | Encouraging Government Agencies to hire PWDs pursuant to Republic Act No. 7277, as amended | 04-30-2014 |
| MC No. 08-2014 | Policy on the Computation of Salaries of Employees on Leave Without Pay – CSC Resolution No. 1400454 dated 03-21-2014 was published on 04-16-2014 in Manila Times | 05-05-2014 |
| MC No. 09-2014 | Reiteration of the Anti-Red Tape Act of 2007 | 05-09-2014 |
| MC No. 10-2014 | Amendment to Sec 90, Rule 18 of the Revised Rules on Admin. Cases in the Civil Service – CSC Resolution No. 1400514 dated 04-02-2014 published in Manila Times on 05-27-2014 | 06-10-2014 |
| MC No. 11-2014 | Amendment on the Grant of Eligibility to Sanggunian Members (RA No. 10156) – CSC Resolution No. 1400044 dated 01-09-2014 published in the Manila Times on 01-30-2014 | 07-07-2014 |
| MC No. 12-2014 | Amendment to Sec 7, Rule III, IRR as amended (Item No. 8 of the Declaration of Pendency/Non Pendency of Case – CSC Resolution No. 1400570 dated 04-16-2014 published on 10-04-2013 and became effective on 10-20-2013 | 07-09-2014 |
| MC No. 13-2014 | Recognized and Accredited Training Institutional (ATI) – CSC Resolution Nos. 051858 dated 12-14-2005 as implemented by MC No. 03-, s-2008 dated 01-20-2006; CSC Resolution No. 1200692 dated 04-25-2012; CSC Resolution No. 1300618 dated 04-22-2012; CSC Resolution No. 1300981 dated 05-17-2013 as implemented by MC No. 21, s-2013 dated 10-29-2013; CSC Announcement No. 21, s-2014 dated 04-03-2014 | 07-11-2014 |
| MC No. 14-2014 | Policies for Executive/Managerial Positions, amendment to CSC MC No. 13, s-2011- CSC Resolution No. 1400486 dated 03-27-2014 published in Manila Times on 06-20-2014 | 07-17-2014 |
| MC No. 15-2014 | Institutionalization of the Contact Center ng Bayan as the Public Feedback Mechanism | 2014 |
| MC No. 17-2014 | 2014 Outstanding Public Officials and Employees or Dangal ng Bayan Awardees | 07-24-2014 |
| MC No. 20-2014 | Clarification on the Practice of Wearing Hijabs for Female Muslims in Government Institutions – CSC Resolution No. 1401281 dated 09-04-2014 | 09-09-2014 |
| MC No. 22-2014 | Adoption of Four-Day Workweek Scheme in Government Agencies in Metro Manila – CSC Resolution No. 1401286 dated 09-08-2014 | 09-01-2014 |
| MC No. 23-2014 | Mandatory Display of the Contact Center ng Bayan Posters | 09-30-2014 |
| MC No. 24-2014 | 2014 18-Day Campaign to End Violence Against Women (VAW) | 10-14-2014 |
| MC No. 25-2014 | Recording of Services Rendered in the Government; Amendment to CSC Resolution No. 062179 dated 12-06-2006 – CSC Resolution No. 1401316 dated 09-12-2014 | 10-23-2014 |
| MC No. 26-2014 | CSI Leadership Series | 10-24-2014 |
| MC No. 28-2014 | 2015 Search for Outstanding Public Officials and Employees | 11-24-2014 |
| MC No. 03-2015 | Amendment to CSC Memorandum Circular No. 2, 2-2013 (Revised SALN and Net Worth Forms | 02-17-2015 |
| MC No. 05-2015 | Dissemination and Adoption of the 10 Kumainments | 03-06-2015 |
| MC No. 12-2015 | Exemption from the Establishment of Lactation Station in Government Agencies – CSC Resolution No. 1302446 dated 11-07-2013 | 08-17-2015 |
| MC No. 13-2015 | Conduct of the Meat Inspection and Safety Examination and Grant of the Meat Inspector Eligibility – CSC Resolution No. 1300932 dated 05-17-2013 published in The Manila Times on 11-07-2014 | 09-30-2015 |
| XXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXX |