



MC No. 11, s. 2005

## MEMORANDUM CIRCULAR

- TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT - OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**
- SUBJECT : Revised Policies on CSC Accreditation Program  
(Grant of Authority To Take Final Action on Appointments)**

The Civil Service Commission, in CSC Resolution No. 050312 dated March 2, 2005, prescribes the following revised policies on Civil Service Commission Accreditation Program (CSCAP):

### I. ***The CSC Accreditation Program***

The CSC Accreditation Program empowers constitutional bodies, departments or agencies of the national government, local government units, government-owned or controlled corporations with original charters, and state universities and colleges to take final action on appointments to positions in the first, second and third levels of the career service, including equivalent positions in the non-career service.

The Agency will be accredited on the basis of its capability for accreditation after assessment and response to the assistance rendered by the CSCRO/CSCFO through the Personnel Management Assessment and Assistance Program (PMAAP) pursuant to CSC Resolution No. 041365 dated December 7, 2004, otherwise known as the "Revised Policies on Personnel Inspection and Audit."

### II. ***Objectives***

The Revised CSC Accreditation Program is designed to empower agencies to become self-managed in human resource management and development. Towards this end, the CSC will assist agencies in improving their performance on personnel management and development, and ensuring compliance with the Civil Service law and rules on personnel actions.

### **III. Levels of Accreditation**

The agencies shall be classified according to the following levels of accreditation:

1. **Level I (Non-accredited Agency)** - An agency that did not meet the requirements for accreditation.
2. **Level II (Accredited Agency)** - An agency that meets the requirements for accreditation pursuant to CSC MC No. 27, s. 1994.
3. **Level III-V (Higher Level Accreditation)** - An accredited agency in Level II granted higher level accreditation as follows:
  - 3.1 Level III (Bronze)
  - 3.2 Level IV (Silver)
  - 3.3 Level V (Gold)

### **IV. Changes in the Status/Level of Agency Accreditation.** The agency's accreditation level shall change depending on its performance, as follows:

1. The agency may graduate to the next higher accreditation level;
2. The agency may retain its current status or accreditation level; or
3. The agency may regress or revert to the next lower level of accreditation.

### **V. Grant of Accreditation.** An Agency under Level II Accreditation shall be granted the authority to take final action on appointments. The agency, after compliance with specific requirements for each level (III, IV, V) shall be elevated to a higher level of accreditation.

### **VI. Technical Assistance and Monitoring.** An agency shall be extended continuous technical assistance and subjected to monitoring of its performance to meet the requirements for accreditation.

### **VII. Recognition and Awards.** A System of Recognition and Awards shall be developed and institutionalized under this program.

### **VIII. Privileges and Incentives.** A System of Privileges and Incentives shall be developed and institutionalized. Agencies conferred higher level accreditation status shall be granted privileges and incentives accordingly.

- IX. Responsibility for Implementation.** The CSCRO/CSCFO, the agency head/appointing authority, and the Human Resource Management Practitioner (HRMP) or Human Resource Management Officer (HRMO) - designate, as partners, shall be responsible for the implementation of the revised policies on CSC Accreditation Program.
- X. Manual of Operations.** A Manual of Operations shall be developed incorporating the Operational Guidelines on the Revised CSCAP and the forms to be used in the implementation of this program.
- XI. Effectivity.** This Memorandum Circular shall take effect after fifteen (15) days from publication in a newspaper of general circulation.



**KARINA CONSTANTINO-DAVID**  
Chairman

31 March 2005



**Revised Policies on CSC Accreditation  
Program (Grant of Authority To Take  
Final Action on Appointments)**

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**RESOLUTION No. 050312**

**WHEREAS**, Section 1, Chapter I, Title I (A), Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987, provides that personnel functions shall be decentralized and shall be delegated to constitutional bodies, departments or agencies of the national government, local government units, government-owned or controlled corporations, and state universities and colleges, the performance of any function where such function may be effectively performed;

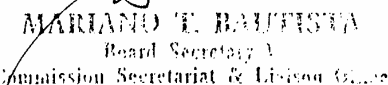
**WHEREAS**, Section 12(2), Chapter 3, Title I(A), Book V of Executive Order No 292(Administrative Code of 1987), provides that the Commission shall "prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws";

**WHEREAS**, in response to the said mandate, the Commission has launched the CSC Accreditation Program (CSCAP) in 1991, wherein agencies shall be granted authority to take final action on appointments to positions in the first and second levels of the career service including equivalent positions in the non-career service;

**WHEREAS**, the Commission, in CSC Memorandum Circular No. 7, s. 1993, embarked on nationwide implementation of the CSCAP;

**WHEREAS**, significant changes on appointments and other personnel actions prompted the Commission to revise the guidelines on CSCAP by amending CSC Memorandum Circular No. 7, s. 1993 through the issuance of CSC Memorandum Circular No. 27, s. 1994;

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**MARIANO T. BAUFFISTA**  
Board Secretary I  
Commission Secretariat & Liaison Office

**WHEREAS**, the revised guidelines on CSCAP have no mechanisms to provide assistance to enhance the performance of accredited agencies and have no attractive incentive package;

**WHEREAS**, the Commission deemed it necessary to revisit the CSC Accreditation Program to address the gaps on its design and implementation, and to align the policy and guidelines with the strategic direction of the Commission;

**WHEREAS**, under the new strategic plan of the Commission, one of its missions is to guide clients towards compliance or adoption of rules instead of imposing rigid regulation, including in the key reform area the reinforcement of its accreditation program with appropriate recognition and incentives;

**NOW, THEREFORE**, foregoing premises considered, the Commission **RESOLVES** as it is hereby resolved to adopt the following Revised Policies on Civil Service Commission Accreditation Program (CSCAP):

**I. *The CSC Accreditation Program***


The CSC Accreditation Program is a program that empowers constitutional bodies, departments or agencies of the national government, local government units, government-owned or controlled corporations with original charters, and state universities and colleges, to take final action on appointments to positions in the first, second and third levels of the career service including equivalent positions in the non-career service.


Agency will be accredited on the basis of its capability for accreditation after assessment and response to the assistance rendered by the CSCRO/CSCFO through the Personnel Management Assessment and Assistance Program (PMAAP) pursuant to CSC Resolution No. 041365 dated December 7, 2004 otherwise known as the "Revised Policies on Personnel Inspection and Audit."

**II. *Objectives***

The Revised CSC Accreditation Program is designed to empower agencies to become self-managed in human resource management and development. Towards this end, the CSC will assist agencies to improve their performance on personnel management and development, and ensure compliance with the Civil Service law and rules on personnel actions.

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**MARIANO T. BAUTISTA**  
Board Secretary V  
Commission Secretariat & Liaison Office

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**III. Levels of Accreditation**

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**IV. Changes in the Status/Level of Agency's Accreditation.** The agency's accreditation level shall be changed, depending on its performance, as follows:

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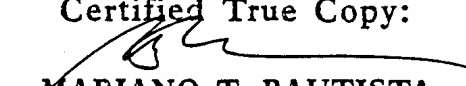
**V. Grant of Accreditation.** An Agency classified under Level II Accreditation shall be granted the authority to take final action on appointments. The agency, after compliance with specific requirements for each level (III, IV, V), shall be elevated to a higher level of accreditation.

**VI. Technical Assistance and Monitoring.** An agency shall be subjected to continuous technical assistance and monitoring of agency performance to meet the requirements for accreditation.

**VII. Recognition and Awards.** A System on Recognition and Awards shall be developed and institutionalized under this program.

**VIII. Privileges and Incentives.** A System on Privileges and Incentives shall be developed and institutionalized. Agencies conferred higher level accreditation status shall be granted privileges and incentives accordingly.

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Board Secretary V  
Commission Secretariat & Liaison Office

- IX. **Responsibility for Implementation.** The CSCRO/CSCFO, the agency head/appointing authority and the HRMP or HRMO-designate, as partners, shall be responsible for the implementation of the revised policies on CSC Accreditation Program.
- X. **Manual of Operations.** A Manual of Operations shall be developed incorporating the Operational Guidelines on the Revised CSCAP.

**RESOLVED FURTHER** that this Resolution shall take effect after fifteen (15) days of publication in a newspaper of general circulation.

Quezon City, MAR 02 2005

  
**KARINA CONSTANTINO-DAVID**  
Chairman

  
**J. WALDEMAR V. VALMORES**  
Commissioner


  
**CÉSAR D. BUENAFLOR**  
Commissioner

Attested by:

  
**REBECCA A. FERNANDEZ**  
Director IV

February 11, 2005  
PPSC/APCC NLACAB-105 (pre)  
Resolution New CSC Accreditation Program

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**MARIANO F. BAUTISTA**  
Board Secretary V  
Commission Secretariat & Liaison Office