



Republic of the Philippines
Civil Service Commission

Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
Civil Service at Its Best.

Mamamayan Muna

M.C. No. 11, s. 2010

MEMORANDUM CIRCULAR

- TO** : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, LOCAL AND STATE COLLEGES AND UNIVERSITIES
- SUBJECT** : ***Advisory for Incoming Elective and Appointive Officials on the Exercise of Personnel Actions (i.e., Promotion, Demotion, Reassignment, Transfer, Detail, Secondment, Job Rotation, Designation, etc.)***

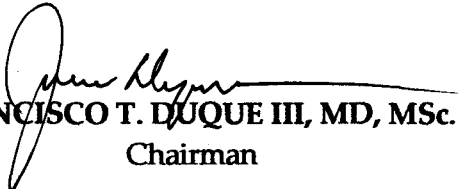
The 1987 Constitution provides that *"no officer or employee of the civil service shall be removed or suspended except for cause provided by law."* (Section 2, Article IX-B). The same law guarantees that State workers shall also be entitled of their right *"...to security of tenure..."* (Section 3, Article XIII).

Under Executive Order No. 292 (Administrative Code of 1987), it is a declared policy of the State to *"insure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness; that the Civil Service Commission, as the central personnel agency of the Government shall ...adopt measures to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service... and institutionalize a management climate conducive to public accountability..."* (Section 1, Title I-A, Book V).

In view thereof, the Civil Service Commission advises all incoming elective and appointive officials to respect the constitutional right to security of tenure of career service officials and employees with valid appointments.

In the exercise of personnel actions such as promotion, demotion, reassignment, transfer, detail, secondment, job rotation, designation, *etc.*, the CSC reminds all incoming elective and appointive officials to observe the prevailing Civil Service laws, rules, and regulations.

As the nation celebrates the triumph of democracy, the CSC exhorts all incoming elective and appointive officials and employees to put premium on public service and collectively work for the general welfare of the citizenry.


FRANCISCO T. DUQUE III, MD, MSc.
Chairman

15 June 2010

OLA/AGR/228