

# MEMORANDUM CIRCULARS

2016









## Foreword

**T**he formulation of effective policies is fundamental in human resource management. As the premier human resource agency of government, the Civil Service Commission (CSC) takes to heart its policy-making mandate towards the realization of its vision of becoming globally acknowledged as a center for excellence in strategic human resource and organization development.

To keep up with the demands of the stakeholders, the CSC issued policies in 2016 to ensure that the civil service rules are responsive and relevant.

On maintaining credible recruitment and appointment in the public service, the Commission revised qualification standards for certain positions, issued clarificatory guidelines on the issuance/approval/validation of permanent appointment, and provided rules on revocation of appointments and policy guidelines on the three-salary grade limitation on promotion, among others.

To enhance nationwide public service delivery, CSC also issued a directive enjoining government agencies to urgently review and improve their respective Citizens' Charter, reduce redundant documentary requirements, and revise the Charter, if necessary. The Commission also issued guidelines on the conferment of the Citizen's Satisfaction Center - Seal of Excellence Award on exemplary government frontline service offices.

Also in 2016, the CSC amended certain provisions of the Omnibus Rules on Leave, specifically on paternity leave, and on the computation of terminal leave benefits and leave monetization.

In line with its thrust to promote excellence in the human resource management, the Commission issued guidelines to enhance its flagship HR initiative, the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

Moreover, the Commission signed circulars to promote the nation's hosting of ASEAN in 2017, and support nationwide advocacies like the

Women's Month, World No Tobacco Day and No Smoking Month, and Search for Outstanding Government Workers, among others.

These and other policies can be found in this compilation of 2016 Memorandum Circulars, which the CSC intends to be a useful reference for state workers and the public.

We offer this publication with the assurance that the CSC will prioritize its policy-making functions to ensure successful HR management in the public sector.

  
ALICIA dela ROSA-BALA  
Chairperson

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**MEMORANDUM CIRCULAR**

**TO : 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 : Amendment to Section 20 of the Omnibus Rules on Leave on the Period Within Which to Avail of Paternity Leave**

Pursuant to CSC Resolution No. 1501531 dated December 21, 2015, the Commission amends the Section 20 of the Omnibus Rules on Leave, as follows:

*Section 20. Paternity Leave Non-Cumulative/Non-Commutative.*

*Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during and after the childbirth or miscarriage of his legitimate spouse. **Said leave shall be availed of not later than sixty (60) days after the date of the child's delivery.***

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1501531\* in a newspaper of general circulation.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

January 12, 2016

*\*CSC Resolution No. 1501531 dated December 21, 2015 was published on January 7, 2016 in Philippine Star.*

**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 : Amendment to the Constant Factor in the Formula Used for Computing Terminal Leave Benefits (Section 40) and Computation of Leave Monetization (Section 24) of the Omnibus Rules on Leave**

Pursuant to CSC Resolution No. 1501530 dated December 21, 2015, the Commission, in view of the enactment of Republic Act No. 9849 which includes Eidul Adha and Eidul Fitr among the regular holidays now being observed in the Philippines, has resolved to change the constant factor used in computing the Terminal Leave Benefits (Section 40 of CSC Memorandum Circular No. 14, s. 1999) and Monetization of Leave Credits (Section 24 of the Omnibus Rules on Leave), as follows:

*365 = Days in a year*  
*104 = Saturdays & Sundays in a year*  
*12 = Legal holidays in a year (in accordance with RA No. 9849)*

$$\frac{12}{365 - (104 + 12)} = \frac{12}{249} = 0.481927$$

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1501530\* in a newspaper of general circulation.

(Sgd.) **ALICIA dela ROSA-BALA**  
 Chairperson

January 12, 2016

*\*CSC Resolution No. 1501530 dated December 21, 2015 was published on January 7, 2016 in Philippine Star.*

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**SUBJECT : 2016 Search for Outstanding Public Officials and Employees**

The Civil Service Commission announces the start of the 2016 Search for Outstanding Public Officials and Employees as mandated in the 1987 Philippine Constitution, Executive Order No. 292 or the 1987 Administrative Code, Executive Order No. 508, series of 1992, as amended by Executive Order No. 77, series of 1993, and Republic Act No. 6713. As provided by law, the CSC shall act as the Honor Awards Program (HAP) Secretariat and shall conduct the annual Search for public service exemplars.

The Search covers three (3) award categories, namely: the Presidential *Lingkod Bayan* Award, the Outstanding Public Officials and Employees Award or the *Dangal ng Bayan* Award, and the Civil Service Commission *Pagasa* Award. The conferment of the awards forms part of the Commission's advocacy of promoting excellence and recognizing as well as rewarding civil servants for outstanding performance, contribution and achievements, and/or consistent manifestation of exemplary ethical behavior.

The Guidelines for the 2016 Search is herewith attached. Heads of agencies and state workers are enjoined to submit nominations to this prestigious Search. The guidelines and nomination forms may be secured from the CSC Regional and Field Offices nationwide or downloaded at the CSC website: [www.csc.gov.ph](http://www.csc.gov.ph).

For inquiries, the HAP Secretariat may be reached through telephone numbers (02) 931-7993 and 932-0382, and email addresses: [paio.paspd@csc.gov.ph](mailto:paio.paspd@csc.gov.ph) and [hapsecretariat@yahoo.com](mailto:hapsecretariat@yahoo.com).

Nominations should be submitted to either the CSC Regional or Field Offices not later than March 31, 2016.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

January 27, 2016

**Honor Awards Program  
Guidelines on the Search for  
Outstanding Public Officials  
and Employees for 2016  
And Thereafter**

**Number : 1600111**

**Promulgated : 27 JAN 2016**

x-----x

**RESOLUTION**

**WHEREAS**, pursuant to Executive Order No. 292 otherwise known as the “Administrative Code of 1987” and its implementing rules and regulations, the Civil Service Commission (CSC) is mandated to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the Civil Service;

**WHEREAS**, the CSC, pursuant to the provisions of Republic Act No. 6713, otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees”, established the Honor Awards Program (HAP) consisting of the Presidential or *Lingkod Bayan* Award, the Outstanding Public Officials and Employees Award or *Dangal ng Bayan* Award, and the Civil Service Commission *Pagasa* Award;

**WHEREAS**, the CSC administers the annual Search for Outstanding Public Officials and Employees under the HAP in order to recognize government officials and employees who displayed outstanding performance, to further motivate or inspire public servants to improve the quality of their performance and to instill deeper involvement in public service;

**WHEREAS**, the Guidelines for the Search requires enhancement for the program’s effective implementation;

**WHEREFORE**, the Commission **RESOLVES** to adopt the attached Guidelines on the Search for Outstanding Public Officials and Employees in 2016 and the years thereafter.

Quezon City.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

(Sgd.) **ROBERT S. MARTINEZ**  
Commissioner

(Sgd.) **NIEVES L. OSORIO**  
Commissioner

Attested by:

(Sgd.) **DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES;  
DEPARTMENTS, BUREAUS AND AGENCIES OF THE  
NATIONAL GOVERNMENT; LOCAL GOVERNMENT  
UNITS; GOVERNMENT-OWNED AND/OR  
CONTROLLED CORPORATIONS WITH ORIGINAL  
CHARTERS; AND STATE UNIVERSITIES AND  
COLLEGES**

**SUBJECT : Prescribed Form and Deadline for Filing of 2015 SALN**

All government officials and employees are reminded to file their Statement of Assets, Liabilities and Net Worth (SALNs) for 2015 on or before April 30, 2015 pursuant to Republic Act No. 6713.

Further, all government officials and employees are advised to use the SALN Form, Revised as of 2015 pursuant to CSC Resolution No. 1500088, promulgated on January 23, 2015. Said form is downloadable from the CSC website: [csc.gov.ph](http://csc.gov.ph).

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

January 29, 2016



**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Revised Qualification Standards for Division Chief and Executive/Managerial Positions in the Second Level**

Pursuant to CSC Resolution No. 1501478\* promulgated on 11 December, 2015, the Commission adopts the following policies on the qualification standards for appointment to division chief and executive/managerial positions in the second level:

1. The qualification standards for appointment to division chief and executive/managerial positions in the second level shall be as follows:

	<b>For Division Chief Positions</b>	<b>For Executive/Managerial Positions</b>
Education	Master's degree OR Certificate in Leadership and Management from the CSC	Master's degree OR Certificate in Leadership and Management from the CSC
Experience	4 years of supervisory/ management experience	5 years of supervisory/ management experience
Training	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	120 hours* of supervisory/ management learning and development intervention undertaken within the last 5 years
Eligibility	Career Service Professional/ Second Level eligibility	Career Service Professional/ Second Level eligibility

*\*Ratio of management to technical training for positions with duties involving the practice of profession or which belong to the same occupational group where practice of profession is required or those considered highly technical/specialized provided for in CSC MC No. 14, s. 2014, and Items 8 and 9 of this Resolution.*

2. CES/CESO eligibles shall likewise be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.
3. RA 1080 eligibles shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve practice of profession or belong to the same occupational group or functionally related positions as that of the professions regulated by bar or board laws.
4. Completion of the degrees of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to division chief and executive/managerial positions or other positions requiring a master's degree, the duties of which do not involve practice of profession covered by bar/board law.
5. Continuous learning and development shall be espoused by the Civil Service Commission. A minimum of 40 hours supervisory/management training or learning and development intervention per year based on the Learning and Development Plan of the agency should be provided by the agency to incumbents of supervisory and managerial positions.
6. As defined in Items 1 and 2, Part IV of CSC MC No. 12, s. 2003, relevant trainings refer to formal or non-formal training courses, and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the Position Description Form (PDF) or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and Certificates issued by the HRMO or authorized official from the government or private sector.
7. In meeting the training requirement provided in Item 1 hereof, the learning and development interventions provided to the candidates should cover all or any of the following competencies required for leadership positions in the government:

COMPETENCY	MINIMUM REQUIRED PROFICIENCY LEVEL			
	FOR EXECUTIVE/MANAGERIAL POSITIONS IN THE SECOND LEVEL			
	FOR DIVISION HEAD/CHIEF POSITIONS	DIRECTOR I To DIRECTOR III, FIELD DIRECTOR, ASST. DIRECTOR, DEPARTMENT MANAGER, OR EQUIVALENT POSITIONS	DIRECTOR IV, BUREAU DIRECTOR, OR EQUIVALENT POSITIONS	ASSISTANT COMMISSIONER, EXECUTIVE DIRECTOR, OR EQUIVALENT, AND HIGHER POSITIONS
Building collaborative, inclusive working relationships	Intermediate	Advanced	Superior	Superior
Managing performance and coaching for results	Intermediate	Advanced	Superior	Superior
Leading change	Intermediate	Advanced	Advanced	Advanced
Thinking strategically and creatively	Intermediate	Advanced	Superior	Superior
Creating and nurturing a high performing organization	Intermediate	Advanced	Superior	Superior

*\*Definitions and core descriptions of the required proficiency levels of the leadership competencies are provided in Annex A.*

8. For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for BAR passers, the Continuing Professional Education/ Development (CPE/CPD) for licensed professionals or trainings relevant to practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management training.
9. Executive/ managerial positions in the second level with duties and responsibilities which are highly specialized in nature as shown in their PDF/JD may require trainings which are highly technical and/or highly specialized. These highly technical/highly-specialized trainings shall make up for a maximum of 80 hours of training and the remaining 40 hours shall be management trainings taken within the last five years reckoned from the date of assessment.

10. Agencies are not precluded from setting specific or higher standards for their positions. Proposed amendments to the training requirements for executive/managerial positions pursuant to Item Nos. 8 and 9 hereof, and other valid reasons shall be submitted to the Commission for approval. In the absence of a CSC-approved agency specific training requirements, the 120 hours of management training shall be required.

Please be guided accordingly.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

February 24, 2016

*\*CSC Resolution No. 1501478 dated December 11, 2015 was published on February 10, 2016 in Philippine Star.*

**Annex “A”**  
**Leadership Competencies for Division Head/Chief and**  
**Executive/Managerial Positions in the Second Level**

COMPETENCY	DEFINITION	MINIMUM REQUIREMENTS			
		For Division Head/Chief Positions	For Executive/Managerial Positions in the Second Level		
			DIRECTOR I TO DIRECTOR III, FIELD DIRECTOR, ASST. DIRECTOR, DEPARTMENT MANAGER, OR EQUIVALENT POSITIONS	DIRECTOR IV, BUREAU DIRECTOR, OR EQUIVALENT POSITIONS	ASSISTANT COMMISSIONER, EXECUTIVE DIRECTOR, OR EQUIVALENT, AND HIGHER POSITIONS
Building collaborative, inclusive working relationships	The ability to build and maintain a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders.	<i>Intermediate</i> Builds partnerships and networks to deliver or enhance work outcomes.	<i>Advance</i> Strengthens and deepens partnerships and network to deliver or enhance work outcomes.	<i>Superior</i> Builds and then leverages on collaborative partnerships and networks to deliver or enhance work outcomes.	<i>Superior</i> Builds and then leverages on collaborative partnerships and networks to deliver or enhance work outcomes.
Managing performance and coaching for results	The ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and improvement.	<i>Intermediate</i> Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.	<i>Advance</i> Monitors the strategic imperatives of the organization and orchestrates teams, work and organizational culture around this, through advanced skills in coaching to achieve performance standard.	<i>Superior</i> Leads the organization by example and through coaching towards a performance-based culture and the achievement of public service performance standards.	<i>Superior</i> Leads the organization by example and through coaching towards a performance-based culture and the achievement of public service performance standards.

Leading change	The ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change.	<u>Intermediate</u> Implements plans or activities related to a change initiative affecting one's functional area of expertise and motivates division members' commitment to accept the change	<u>Advance</u> Constructs a change management plan in which one or more office systems and/ or processes are affected either by a change intervention conducted internally or by an external consultant.	<u>Advance</u> Constructs a change management plan in which one or more office systems and/ or processes are affected either by a change intervention conducted internally or by an external consultant.	<u>Superior</u> Plans, defines and exhibits buy-in and full support for the change management plan to succeed organization-wide to improve organizational effectiveness.
Thinking strategically and creatively	The ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connections between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.	<u>Intermediate</u> Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.	<u>Advance</u> Plans, crafts and adapts strategies for achieving the vision, mission and objectives of the agency or organization and secures the proper implementation of these strategies.	<u>Superior</u> Interprets the complex and volatile nature of the environment to the agency or organization and adaptively moves it into a more strategic position where it can better address the challenges it faces both now and into the future.	<u>Superior</u> Interprets the complex and volatile nature of the environment to the agency or organization and adaptively moves it into a more strategic position where it can better address the challenges it faces both now and into the future.
Creating and nurturing a high performing organization	The ability to create a high performing organizational culture that is purpose driven, results based, client focused and team oriented.	<u>Intermediate</u> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.	<u>Advance</u> Creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations.	<u>Superior</u> Fosters and cultivates a shared sense of commitment between and/or among groups, departments and clients despite difference and/ or complexities of relationships and leads the organization towards a learning culture committed to continuous improvement and talent development.	<u>Superior</u> Fosters and cultivates a shared sense of commitment between and/or among groups, departments and clients despite difference and/ or complexities of relationships and leads the organization towards a learning culture committed to continuous improvement and talent development.

**MEMORANDUM CIRCULAR**

**TO : 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 : Awareness Campaign in Support of ASEAN Community 2015 and the Philippines' Chairmanship of ASEAN 2017**

It may be recalled that in 2013, the Civil Service Commission issued CSC MC No 16, s 2013, encouraging government agencies to promote ASEAN Awareness through the regular display of the ASEAN flag in government offices beginning August 2013 in celebration of ASEAN Week. In 2014 and 2015 (through CSC MC No. 16, s. 2014 and CSC MC No. 10, s. 2015), agencies were enjoined to participate in a nationwide simultaneous flag-raising ceremony led by the Department of Foreign Affairs in commemoration of ASEAN Day. The flag-raising ceremony program included the hoisting of the ASEAN flag and the singing of the ASEAN Anthem.

With the formal establishment of the ASEAN Community on December 31, 2015 in accordance with the Kuala Lumpur Declaration on the Establishment of the ASEAN Community signed by the ASEAN Leaders during the 27th ASEAN Summit, cultivating awareness of ASEAN has become more crucial in preparing the Philippines to take advantage of and strengthen its capacity to adjust to, the expected deeper level of integration in the region.

In view of the foregoing, and in support of preparations leading to the Philippines' Chairmanship of ASEAN in 2017, the Civil Service Commission hereby enjoins heads of agencies to help spread awareness on ASEAN by among others, participating in the information campaign and the conduct of programs and activities towards this end, including the following:

1. Posting of the enclosed materials on ASEAN in their respective agency websites.

2. Display of ASEAN Community banners (copy attached).
3. Inclusion of the singing of the ASEAN Anthem in the first flag ceremony of the month. Specifications and protocols on the use of the ASEAN flag, and a recording/musical score of the ASEAN Anthem may be secured from the ASEAN website ([www.asean.org](http://www.asean.org)). Agencies are further reminded to observe existing laws and rules on the hoisting and display of the national flag. (Considering that most office building have only one flag pole which is used for the Philippines Flag, heads of offices are advised to use indoor Philippines and ASEAN flags attached to similar poles with a base for the flag ceremony. The ASEAN flag shall be displayed on the right side of the Philippine flag (from the audience' perspective). A sample program is attached as Annex A.
4. Sharing of information on ASEAN (e.g. updates on ASEAN-related activities, trivia, informative video, etc.) during such flag-raising.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

February 29, 2016



**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND NATIONAL GOVERNMENT AGENCIES (NGAS); GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS (GOCCs); AND STATE UNIVERSITIES AND COLLEGES (SUCs)**

**SUBJECT : 2016 National Women’s Month Celebration (NWMC)**

Pursuant to Presidential Proclamation No. 224, 227 and Republic Act No. 6469, the Philippine Commission on Women (PCW) leads the annual National Women’s Month Celebration (NWMC).

This year’s theme **“*Kapakanan ni Juana, Isama sa Agenda!*”** (Include Women in the Agenda), resonates the call for gender balance in leadership and decision-making positions both in the public and private sectors; inclusion of women’s concerns in leadership platforms and the government’s development agenda and capacitating and preparing women and girls to reach their ambitions.

To promote public awareness in the observance of the event, all government agencies are encouraged to undertake related activities, such as:

- Organizing activities related to this year’s theme and focus areas during the month-long celebration with both external and internal stakeholders as participants;
- Hanging of 2016 NWMC official streamer in all government agencies, including regional offices, local government units, and Philippine embassies and consulates;
- Feature the organization’s calendar of activities and activity implementation reports and Women’s Month advocacy materials in their official websites, social media accounts and publications, and sending links on the reports to PCW through e-mail at [events.pcs@gmail.com](mailto:events.pcs@gmail.com);

- Uploading of the official logo, advocacy video and other NWMC advocacy materials in the websites of the government agencies, Facebook and Twitter page;
- Participation in the online campaign thread using the official hashtag #AgendaNiJuana;
- Development, production and distribution of Information, Education Communication (IEC) materials for 2016 NWMC which include collaterals designed by PCW and agency-specific materials like flyers that feature agency services offered to their women clients;
- Watch the live telecast of The State of Filipino Women (SFW) Report on March 8 (International Women's Day) on PTV Channel 4;
- Use the All-women Cast *Lupang Hinirang* Video in agency's NWMC activities (PCW Memorandum Circular 2016-01);
- **For agencies providing frontline public services:** production of PCW-designed NWMC collaterals or freebies to be given away to women clients;
- **For agencies/offices in the Greater Manila Area:** participation in the 2016 NWMC Public Event entitled "*Sama-Samang Pagsulong sa mga Agenda ni Juana*" on March 16, 2016 from 6:00 AM to 8:00 AM at the Burnham Green, Manila and mobilize as many delegates as possible (at least 30 delegates per agency/office);
- **For regional/provincial offices and LGUs:** coordinate with other government offices within the area for inter-agency/LGU collaboration in holding regional/local version of the 2016 NWMC Public Event entitled "*Sama-Samang Pagsulong sa mga Agenda ni Juana*" on March 16, 2016 (refer to Annex 1 for suggested program).

All government agencies are enjoined to participate in the Women's Month Celebration and to authorize the attendance of the employees in the 2016 NWMC Public Event on official business time. It is discretionary on the part of the agency heads to allow their employees to attend on official/business time, as provided for under CSC Memorandum Circular No. 43, s. 1993.

Expenses related to the Women's Month Celebration may be charged to the agency's Gender and Development (GAD) Budget.

Please visit [www.pcw.gov.ph](http://www.pcw.gov.ph), [www.facebook.com/philippine.commission.on.women](http://www.facebook.com/philippine.commission.on.women) and [Youtube.com/CommissionOnWomenPH](http://Youtube.com/CommissionOnWomenPH) for details such as NWMC Concept Note Guidelines for Participation in the March 16 Public Event, and advocacy materials and videos.

For more information, you may contact the **PCW Information Resource Management Division** (02) 735-8509, (02) 735-1654 local 131, 0917-6267647 (**Nikki Delos Santos Francisco**), 0917-8454814 (**Kim Harold Peji**) 0917-5447524 (**Honey Castro**) or email [media@pcw.gov.ph](mailto:media@pcw.gov.ph).

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

March 01, 2016

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS (LGUs); GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS (GOCCs) WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES (SUCs)**

**SUBJECT : 2016 Public Sector HR Symposium**

The Civil Service Commission (CSC) in partnership with the Government of Australia through the Philippines Australia Human Resource and Organisational Development Facility (PAHRODF) are jointly organizing the 2016 Public Sector HR Symposium with the theme, “Managing Transitions through Strategic Human Resource and Organisation Development.” The event, which will be held on May 23 - 25, 2016 in Cebu City, shall showcase how transitions may be managed by leaders, HR practitioners and the people themselves at different levels in order to maintain a balance between continuity and change.

The event aims to inspire participants to be involved by proactively managing transitions and enable people and organizations not only to cope with but also to harness change towards dramatic improvements in governance and service delivery.

Leaders, Human Resource Management Officers (HRMOs) and other executives and practitioners from both the public and private sectors are encouraged to participate in the event.

Registration fee is Seven Thousand Pesos (P7,000.00) per participant inclusive of training kits, snacks and lunch during the Symposium, and Certificate of Participation for sixteen (16) hours of leadership and managerial training. Accommodation is not included in the registration fee.

Participants are encouraged to register on-line at [csc.gov.ph/hr](http://csc.gov.ph/hr) on or before May 5, 2016. All payments shall be made directly to CSC-Central Office through CSC Training Fund under Account Number 3122-1001-37 whether cash, check, bank deposit, or ADA-LDDAP.

For registration and/or inquiries, please coordinate with Ms. Bobot C. Atanacio of the Civil Service Institute at telephone numbers 931-4182, 931-7935 or 931-7939 locals 301 to 305 or email [2016hrsymposium@csi.csc.gov.ph](mailto:2016hrsymposium@csi.csc.gov.ph).

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

March 11, 2016

**MEMORANDUM CIRCULAR**

**TO : HEADS OF CONSTITUTIONAL BODIES;  
DEPARTMENTS, BUREAUS AND AGENCIES  
OF THE NATIONAL GOVERNMENT; LOCAL  
GOVERNMENT UNITS; GOVERNMENT-OWNED AND/  
OR CONTROLLED CORPORATIONS WITH ORIGINAL  
CHARTERS; AND STATE UNIVERSITIES AND  
COLLEGES**

**SUBJECT : 116<sup>th</sup> Anniversary of the Philippine Civil Service**

The Anniversary of the Philippine Civil Service will be observed once again this coming September. As the lead organizer, the Civil Service Commission has lined up activities to emphasize this year's theme:

Sigaw ng Lingkod Bayani:  
Malasakit Para Sa Taumbayan, Kapwa Kawani, at Kalikasan

The activities are meant to instill *malasakit* or compassion with action for our health, the environment, deserving public servants, and the Filipino public who are the clients of government service offices.

The anniversary celebration observes the enactment of Public Law No. 5, "An Act for the Establishment and Maintenance of Our Efficient and Honest Civil Service in the Philippine Islands" on September 19, 1900. Since then, the CSC has been leading the way in moulding a credible, competent, and motivated workforce who will uphold public service excellence. All of civil service are therefore enjoined to actively take part in this anniversary celebration.

The following activities shall be undertaken at the national, regional, and agency levels, where all CSC Regional Offices (CSC ROs) are to conduct parallel activities in their respective regions:

- 1. 100% display of Anniversary Banner in all government offices' facade**

All government agencies are encouraged to post the official anniversary tarpaulin on conspicuous areas in their respective offices. The design template and specifications will be uploaded in the CSC website, [www.csc.gov.ph](http://www.csc.gov.ph) (please check on the first week of May 2016).

2. **R.A.C.E. to Serve Fun Run**

*Date: September 3, 2016*

*Venue: Please coordinate with the CSC Regional Office near you*

All civil servants are enjoined to participate in the R.A.C.E. to Serve Fun Run as the official PCSA Kick-Off Activity nationwide. CSC ROs will be releasing additional information on the kick-off activity they will be hosting to commence the anniversary month. Please also check the CSC website for further announcements.

3. **Honor Awards Program (HAP) Rites for the 2016 Presidential *Lingkod Bayan, Dangal ng Bayan, and CSC Pagasa Awardees***

*Date: September 2016*

*Venue: Malacañan Palace*

*Coordinator: Honor Awards Program Secretariat (Public Assistance and Information Office, CSC Central Office)*

*Contact Information : 02-9317993*

The awards rites is the culmination of the annual search for outstanding public officials and employees. The awards, as provided by law, are conferred by the President of the Republic of the Philippines. It is slated in September at the Malacañan Palace. Heads of government agencies, especially those with 2016 national winners, will be attending the rites.

With its core purpose of *gawing lingkod bayani ang bawat kawani*, the CSC continues to recognize exemplary civil servants and their outstanding contributions to national development. Agencies that were not able to submit nominations may do so next year when the 2017 Annual Search for Outstanding Public Officials and Employees opens.

4. **Government Choral Competition (GCC)**

*Finals: Cultural Center of the Philippines, Manila*

*Date and time: September 13, 2016 (Grand finals)*

*Coordinator: CSC Regional Office No. 4*

*Director Ronnie Mendoza (02-9264450)*

Supporting the arts is a way of promoting and preserving our culture. It is part of *malasakit para sa bayan*. For the past years, the Government Choral Competition has served as a venue for celebrating Filipino arts and culture, and introducing original Filipino compositions to the audience. The competition also showcases the talent of public servants from Luzon, Visayas, and Mindanao.

This year, each choral group should have 20 to 30 members inclusive of one conductor, and one accompanist belonging to one agency only. They must all be government employees, and not under job orders or contracts of service.

Announcements on the general guidelines and the deadline for registration will be made on the CSC website. Registration forms will also be posted online.

5. **Coastal Cleanup Campaign and Mangrove Planting**

*Duration: September 2016*

*Coordinators: CSC Regional Offices (please check CSC website for complete directory)*

To show care for the environment, all civil servants are encouraged to join the CSC in holding coastal cleanup and mangrove planting activities in selected areas nationwide. CSC ROs will be announcing the schedule of these activities before September 2016.

6. **Special Treats for Government Employees**

*Coordinator: Office for Finance and Assets Management (CSC Central Office) Mr. Sam Manglicmot (02-9317990 and 02-9318179)*

Special treats will be provided to government employees as small tokens of appreciation for their hard work and dedication. This is *malasakit* for fellow public servants. Discount packages and freebies from selected government and private companies will be available for civil servants nationwide. More information will be posted on the CSC Website at [www.csc.gov.ph](http://www.csc.gov.ph).



For more information, please contact the Public Assistance and Information Office (telephone no. 02-9314180, [csc.pmr@gmail.com](mailto:csc.pmr@gmail.com), and TEXTCSC at 0917- 8398272), or the nearest CSC regional or field office. You may also visit the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph) (click on the 2016 PCSA thumbnail on the rightmost panel of the homepage).

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

April 13, 2016

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Clarificatory Guidelines on the Issuance/Approval/Validation of Permanent Appointments**

Pursuant to CSC Resolution No. 1501537\* dated December 23, 2015, the Commission has resolved to adopt the following Clarificatory Guidelines in the issuance of permanent appointments:

1. A permanent appointment will only be issued if the appointee meets all the minimum qualification requirements of the position to which he/she is being appointed;
2. The reckoning point in determining the qualifications of an appointee is the date of issuance of the appointment and not the date of its approval by the CSC or the date of the resolution of the protest against it; and
3. The subsequent compliance with the lacking requirements after the issuance of said appointment or during the pendency of appointee's appeal to the Commission will not validate said appointment.

All previous issuances of the Commission that are inconsistent herewith are deemed modified, revised or repealed.

This Clarificatory Guidelines shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Please be guided accordingly.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

April 13, 2016

*\*CSC Resolution No. 1501537 dated December 23, 2015 was published on March 15, 2016 in Philippine Star.*

**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 CHARTER; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Citizen's Satisfaction Center-Seal of Excellence Award (CSC-SEA)**

The Civil Service Commission promulgated the Citizen's Satisfaction Center Seal of Excellence Award (CSC-SEA) Validation Guidelines through CSC Resolution No. 1600387 on 13 April 2016. The Guidelines aims to improve the conferment of the CSC-SEA, as well as to encourage excellent customer service relations in the public sector.

**CSC-SEA QUALIFICATIONS**

1. Service offices which garnered "Excellent" final descriptive ratings in the Report Card Survey (RCS) shall be considered candidates for the CSC-SEA.
2. An "Excellent" rating in the RCS means that the office garnered a numerical rating of 90-100 and has passing marks in all of the RCS sub-areas. These offices will be subjected to a two-phase validation process.
3. Service offices refer to units, sections, divisions, satellites, branches, departments, districts, provincial, regional, or express outlets of all government offices and agencies including local government units and government-owned or controlled corporations with original charter providing frontline service or those processes or transactions involving applications for any privilege, rights, permit, reward, license, concession, or for any modification, renewal or extension of the enumerated applications and/or requests which

are acted upon in the ordinary course of business of the office or agency concerned. However, to identify if a service office is qualified for RCS, and eventually the CSC-SEA, its daily average number of clients should be enough to conduct a survey of at least thirty (30) respondents in three (3) days, and it provides complete process for at least one frontline service stated in the Citizen’s Charter.

4. Temporary service offices or satellite offices which were set up by the candidate service offices due to the latter’s inability to provide service for reasons such as office renovations and force majeure shall still be subjected to CSC-SEA validation .

**REWARDS TO BE GIVEN TO AWARDEES**

5. The CSC-SEA Award shall be categorized into Three, Four, and Five stars depending on the number of points garnered by the candidate. Below is the ranking of CSC-SEA Awards:

<b>Points garnered</b>	<b>Percentage</b>	<b>Type of CSC-SEA Award</b>	<b>Reward to be Given</b>
45-50 points	90-100 %	Five star CSC- SEA	Wall-mountable plaque and PhP 100,000.00
40-44 points	80-89 %	Four star CSC- SEA	Wall-mountable plaque and PhP 25,000.00
35-39 points	70-79%	Three star CSC- SEA	Wall-mountable plaque
Below 35 points	Below 70%	Not eligible	No reward

**ACCOUNTABILITY ON THE CSC-SEA REWARDS**

6. Checks for the CSC-SEA cash reward shall be named to the service office which was granted the award. The cash reward shall only be used for the purchase of equipment, materials, and/or services that will improve the frontline services of the office. The service office may request that the check be named to its mother agency, but in no instance shall the check be named to an officer or any individual of the office or its mother agency.

7. Award recipients shall be required to submit cash disbursement and narrative reports on the use of the cash award within six months from the time of receipt of the check. The reports shall be submitted to the Commission through email at [paio@csc.gov.ph](mailto:paio@csc.gov.ph).
8. CSC-SEA awardees which are satellite offices, shall be granted the wall mountable plaque. However, should it be granted the four or five star CSC SEA, the check for the cash reward shall be made in the name of its mother service office.
9. Award recipients are allowed to use the CSC Seal of Excellence logo in their advertising and marketing collaterals to help promote the office and further build their integrity subject to the following conditions:
  - a. That the CSC-SEA logo and/or CSC-SEA title shall be used only by the service office that received the award;
  - b. That the CSC-SEA logo and/or CSC-SEA title shall always be used together with the name of the service office conferred and the year the award was conferred; and
  - c. The year of conferment of the CSC-SEA to be used shall be the same as the year the candidate office was subjected to the Report Card Survey.

## **RECALL PROVISIONS**

10. The Commission reserves the right to recall the CSC-SEA within twelve (12) months from the promulgation of the CSC-SEA resolution conferring the award to a service office.
11. The recall may be initiated through a validated public complaint to a CSC-SEA awardee due to its bad customer services and/or infractions of the ARTA through the Contact Center ng Bayan, any of the CSC's public assistance centers/desks, correspondence, or any public means, including the social media, news reports, and the like.

12. The Commission, through the CSCROs, shall investigate the complaint and, if found valid, may subject the office concerned to a Mystery Client Validation. The office has to get a score equivalent to or higher than its present type of CSC-SEA award for it to retain the CSC-SEA.
13. The service office concerned shall reimburse the cash reward and/or return the CSC-SEA wall mountable seal to the CSC once the Commission has promulgated the resolution on CSC-SEA recall.

Please be guided accordingly.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

May 4, 2016

**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 : Leadership Competency Framework and Schedule of Fees for the Leadership and Management Certification Program (CPro) of the Civil Service Commission**

Pursuant to CSC Resolution Nos. 1500615 (Leadership Competency Framework) and 1500616 (Policies on the Leadership and Management Certification Program), both dated 25 May 2015, the CSC adopted the policies on the Leadership and Management Certification Program or CPro and the Five (5) Leadership Competencies for the bureaucracy.

The CPro, administered by the CSC, is an alternative mode of satisfying the qualification standards for division chief and executive/managerial positions where the educational requirement is a master's degree, provided the other requirements are also met. A Leadership and Management Certificate shall be issued to a candidate who has sufficiently shown to have acquired the following five (5) Leadership Competencies:

1. Thinking Strategically and Creatively;
2. Leading Change;
3. Building Collaborative, Inclusive Working Relationships ;
4. Managing Performance and Coaching for Results ; and
5. Creating and Nurturing High Performing Organization.

The definitions, core descriptions, levels and behavioral descriptors of the five (5) Leadership Competencies are provided in Annex A.

The CPro has two (2) tracks, as follows:



- I. **Training Track.** Candidates undergo a ten-day Leadership and Management Development Course which thereafter requires the development and implementation of an Action Learning Project (ALP) within ninety (90) days after the training. In the ALP, the candidates are expected to demonstrate leadership and management competencies in the five (5) areas mentioned above.
- II. **Recognition of Prior Learning (RPL) Track.** It is an option available to employees performing supervisory or managerial positions who already possess the above-mentioned competencies needed for leadership and management certification.

The candidates under the RPL Track shall skip the ten-day Leadership and Management Development Course. However, they are required to take the Pre-Qualifying Tests which include a two-hour multiple-choice test, and a one-hour essay test both covering the five (5) leadership and management competencies. After passing the Pre-Qualifying Tests, they shall go directly to portfolio building based on their previous real-life work experiences.

Both the candidates of the Training Track and the Recognition of Prior Learning Track shall be subject to Competency Assessment which is composed of the following parts:

1. *Written Test (10%).* This is a two-hour general ability test that measures the leadership and management competencies of the candidate. The test covers basic and advanced theories on the five (5) leadership competencies.
2. *Portfolio Review (50%).* This involves a thorough assessment of the pieces of evidence measuring the leadership and management competencies presented by the candidate in the portfolio. It particularly focuses on determining whether or not the candidate actually demonstrated the required competencies while working on the action learning project (for Training Track) or in performing assigned tasks or projects or real-life work experiences (for RPL Track).
3. *Behavioral Event Interview (40%).* This is an in-depth validation of findings and ratings in the Portfolio Review of the candidate. This two-hour interview allows the assessors to further probe on the competencies demonstrated by the candidates. On the other hand,

it also allows the candidates to give further details about the sets of evidence presented in the portfolio.

Below is the Schedule of Fees for the CPro pursuant to CSC Resolution No. 1501547 dated 29 December 2015:

Programs	Amount
1. Leadership and Management Development Course, a ten-day course on the five (5) leadership and management competencies	PhP30,000.00
2. Pre-Qualifying Tests for RPL Track registrants which cover a two-hour multiple-choice test, and a one-hour essay test both covering the five (5) leadership and management competencies	PhP1,200.00
3. Competency Assessment for Training Track composed of three (3) parts, namely Written Test, Portfolio Review and Behavioral Event Interview	PhP27,400.00
4. Competency Assessment for RPL Track composed of three (3) parts, namely Written Test, Portfolio Review and Behavioral Event Interview	PhP27,900.00
5. Supplemental Assessment composed of three (3) parts, namely Written Test covering all five (5) leadership and management competencies, Portfolio Review and Behavioral Event Interview covering the failed competency area/s only.	PhP14,600.00

CSC Resolution Nos. 1500615 and 1501547 were published in The Philippine Star on 10 February 2016.

Please be guided accordingly.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

May 6, 2016

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND NATIONAL GOVERNMENT AGENCIES (NGAs); LOCAL GOVERNMENT UNITS (LGUs); GOVERNMENT OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS (GOCCs); AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : 2016 World No Tobacco Day and No Smoking Month**

In coordination with the Department of Health (DOH), the Civil Service Commission (CSC) enjoins all government agencies in celebrating the annual World No Tobacco Day (May 31, 2016) and the No Smoking Month (June 2016 ).

As the central human resource institution of the government, the CSC urges the entire Philippine civil service to be one in celebrating the aforementioned events. To promote public awareness in the observance of the events, all government agencies are encouraged to undertake related activities, such as:

- Hanging of the 2016 World No Tobacco Day and No Smoking Month banner<sup>1</sup> in all government agencies, including regional offices, local government units, and Philippine embassies and consulates. The banner carries the country's theme for the events, "*Graphic Health Warning: Full Blast na sa November!*" (Sub-theme: *Alamin. Unawain. Bantayan Natin.*), as announced by DOH;
- Participation in the online campaign titled, "GHW, Nandito Na" which will be conducted throughout June 2016<sup>2</sup>
- Reiteration of the following tobacco control policies, through an Office Memorandum (OM), within the agency:

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<sup>1</sup>See Annex A for the banner template and specifications; the template may also be accessed at [doh.gov.ph](http://doh.gov.ph) (Official website of the DOH) and <https://www.facebook.com/smokefree.civilservice>

<sup>2</sup>See Annex A for the mechanics of the online campaign

1. CSC Memorandum Circular No. 17, s. 2009 (Smoking Prohibition based on 100% Smoke Free Environment Policy)
  2. CSC-Department of Health Joint Memorandum Circular (Protection of the Bureaucracy against Tobacco Industry Interference);
- Inclusion of the CSC Memorandum Circular No. 17, s. 2009 and the CSC-DOH Joint Memorandum Circular 2010-01 as one of the agenda during the flag ceremony in the first week of June 2016;
  - Feature the organization's calendar of activities and activity implementation reports relative to the World No Tobacco Day and No Smoking Month in their official websites, social media accounts and publications; and sending reports to CSC through email at tobaccocontrolcoordinator@csc.gov.ph.

As announced by the WHO, this year's theme for the World No Tobacco Day is "Getting ready for plain packaging," which emphasizes the call for better tobacco control measures. Plain packaging is a standardized packaging which requires the removal of all branding, permitting manufacturers to print the package in mandated format. However, the Philippines just started to implement the Graphic Health Warnings (GHW) Law, which requires tobacco companies to print graphic health warning templates on cigarette packs, last March 3, 2016. By November 4, 2016, all tobacco products shall carry graphic health warnings. Non-compliant packages found in the market for sale or distribution shall be subjected to removal and/or confiscation.

Thus, the DOH announced that the country's celebration of the two events on tobacco control will focus on the implementation of GHW Law with the theme: "*Graphic Health Warning: Full Blast na sa November!*" (Sub-theme: *Alamin. Unawain. Bantayan Natin.*)

Additional details about World No Tobacco Day and the No Smoking Month can be accessed online through the following websites:

- <http://csc.gov.ph> (Official website of the CSC)
- <http://doh.gov.ph> (Official website of the DOH)
- <https://www.facebook.com/smokefree.civilservice> (Facebook page of the CSC-Project Management Unit)

Any inquiries or concerns related to these activities can be addressed to Mr. Michael John G. Amponin of the CSC-Project Management Unit (PMU) at telephone no. 931-8095 loc. 461 or email address tobaccocontrolpmu@csc.gov.ph.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

May 27, 2016

**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 CHARTER; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Urgent Review and Improvement of Citizen's Charter**

In the nine years of implementation of the Anti-Red Tape Law (RA 9485), the bureaucracy has made strides in improving public frontline service and customer satisfaction. However, public feedback on slow processes and fixing persists as evidenced by the number of complaints the Civil Service Commission receives through its Contact Center ng Bayan.

In his inaugural address, President Rodrigo R. Duterte directed heads of government agencies "to reduce requirements and the processing time of all applications, from the submission to the release". The President's directive is anchored on the need to facilitate or improve frontline services, which is congruent to the objectives of the Anti-Red Tape Act of 2007, and to bring back the people's trust in government.

All government agencies providing frontline services are enjoined to revisit their Citizen's Charter. They should review and reduce or remove redundant requirements and re-engineer their procedures, especially for those services with transaction time that go beyond the three-day limit.

For compliance.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

July 1, 2016

**MEMORANDUM CIRCULAR**

**TO : 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 : R.A.C.E. to Serve VI Fun Run in Celebration of the 116th Anniversary of the Philippine Civil Service**

The Philippine Civil Service will celebrate its 116th anniversary this September 2016 with the theme: *Sigaw ng Lingkod Bayani: Malasakit Para sa Taumbayan, Kapwa Kawani, at Kalikasan.*

This year, the Civil Service Commission - National Capital Region (CSC-NCR) shall spearhead the conduct of the Responsive, Accessible, Courteous, and Effective Public Service or R. A. C. E. to Serve VI Fun Run, the official kick-off activity of the month-long celebration.

The Fun Run is an annual undertaking of the Commission as part of its Corporate Social Responsibility (CSR) initiatives, which aims to raise funds for the *Pondong Pamanang Lingkod Bayani* (PLBi) Program. The fund pays tribute to public officials and employees who died in the line of duty or in the performance of their functions, duties and responsibilities and provides scholarships and financial assistance to their families. Runners will not only promote *malasakit* for their health, but also *malasakit* for deserving public servants and the families they left behind.

Below are the details of this year's Fun Run:

**R.A.C.E. to Serve VI Fun Run**

*Date and time: September 3, 2016 (Saturday), 5:00 a.m.*

*Venue: Quirino Grandstand, Manila*

*Coordinator: CSC National Capital Region (CSC-NCR)*

*Ms. Cynthia D. Rapacon & Ms. Vilma N. Gordovez (02-7408412*

*loc. 201/ 211; 02-7416097)*

The registration fees according to categories are as follows:

Category	Registration Fee
3K	P200.00
5K	P200.00
10K	P200.00

The cash prizes for the different categories are as follows:

	3K Men's Category	3K Women's Category	5K Men's Category	5K Women's Category	10K Men's Category	10K Women's Category
1 <sup>st</sup> Place	P10,000	P10,000	P20,000	P20,000	P30,000	P30,000
2 <sup>nd</sup> Place	P8,000	P8,000	P16,000	P16,000	P24,000	P24,000
3 <sup>rd</sup> Place	P6,000	P6,000	P14,000	P14,000	P22,000	P22,000

Agency Heads are encouraged to allow their officials and employees to take part in the Fun Run and promote healthy living.

Heads of offices are authorized to issue a directive granting half-day compensatory time-off to government employees who will be participating in the Fun Run.

Registration period is from July 14 to 29, 2016. Registration forms may be downloaded from the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) or at the CSC NCR facebook page. Forms will also be made available at any CSC-NCR Field Office or at the CSC-NCR located at No. 25 Kaliraya Street, Brgy. Doña Josefa, Quezon City.

For more information, please contact the CSC Public Assistance and Information Office (telephone number 02-9314180, [csc.pmr@gmail.com](mailto:csc.pmr@gmail.com), and TEXTCSC at 0917-8398272), CSC-NCR Public Assistance and Liaison Division at telephone numbers 740-8412 loc 201/211; 02-7416097), or the nearest CSC-NCR Field Office. You may also visit the CSC website at [www.csc.gov.ph](http://www.csc.gov.ph) (click on the 2016 PCSA thumbnail on the rightmost panel of the homepage).

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

July 13, 2016



**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 CHARTER; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Revised Qualification Standards for Legal Assistant I and Legal Assistant II Positions and Qualification Standards for Legal Assistant III (SG 14) Position**

Pursuant to CSC Resolution No. 1600501 dated 16 May 2016, the Commission amends the existing qualification standards for Legal Assistant I and II positions and adopts the qualification standards for the newly created Legal Assistant III position, as follows:

**Legal Assistant I (SG 10)**

Education : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses  
Experience : None required  
Training : None required  
Eligibility : Career Service Professional/Second Level Eligibility

**Legal Assistant II (SG 12)**

Education : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses  
Experience : None required  
Training : 4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure  
Eligibility : Career Service Professional/Second Level Eligibility

### **Legal Assistant III (SG 14)**

- Education : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
- Experience : 1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research
- Training : 8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
- Eligibility : Career Service Professional/Second Level Eligibility

The approved qualification standards shall be the bases of the Civil Service Commission in attesting appointments to subject positions in the government.

CSC Resolution No. 1600501\* dated May 16, 2016 shall take effect fifteen (15) calendar days after its publication in the Official Gazette or in a newspaper of general circulation.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

July 22, 2016

*\*CSC Resolution No. 1600501 dated May 16, 2016 was published on 08 July 2016 in the Philippine Star*

**MEMORANDUM CIRCULAR**

**TO : 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 : Observance of ASEAN Week 2016**

Pursuant to Proclamation No. 1008 dated May 21, 1997, declaring August 7-13 every year as "ASEAN Week," agencies of the government are once again enjoined to initiate and implement programs and activities that would help generate awareness of ASEAN.

Agency heads are also reminded of their compliance with CSC MC No. 6, s. 2016 issued on February 29, 2016 enjoining agencies to participate in the information campaign on ASEAN by, among others:

- posting relevant information and materials on ASEAN in conspicuous areas within the agency premises and their agency website;
- including the singing of the ASEAN Anthem in the first flag ceremony of the month;
- sharing information on ASEAN (e.g. updates on ASEAN-related activities, trivia, informative videos, etc.) during such flag-raising ceremony and other employee fora to help raise awareness among their officials and staff; and,
- wearing ASEAN-inspired attire coinciding with the flag raising ceremony mentioned above.

The Department of Education (DepED), Commission on Higher Education (CHED) and the Technical Education and Skills Development Authority (TESDA) are likewise reminded to enjoin educational and training institutions - both public and private, nationwide - to adopt similar activities to raise awareness of ASEAN among the members of the faculty, students and other stakeholders.

As the bureaucracy prepares for the Philippines' hosting of ASEAN and the commemoration of the 50th founding anniversary of ASEAN in 2017, the Civil Service Commission calls on all public officials and employees to actively take part in raising the public's awareness of ASEAN and encourage their participation in the various activities that will be implemented, not only in celebration of this year's commemoration of ASEAN Week, but also in the events leading to and during the Philippines Chairmanship of ASEAN 2017.

For compliance.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

July 29, 2016

**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 : Policy Guidelines on the Three-Salary Grade Limitation on Promotion**

Pursuant to CSC Resolution No. 1600732 dated July 7, 2016, the Commission approved the policy guidelines governing the three-salary grade limitation on promotion, as follows:

1. For consistency and uniformity, as a general rule, all appointments issued in violation of the Policy on the Three-Salary Grade Limitation on Promotion shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:
  - a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency.
  - b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
  - c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions.
  - d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.

- e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
    - Educational achievements
    - Highly specialized trainings
    - Relevant work experience
    - Consistent high performance rating/ranking
  - f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.
  - g. Other meritorious cases, such as:
    - when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
    - when the qualified next-in-rank employees waived their right over the vacant position in writing
    - when the next-in-rank position, as identified in the agency SRP, is vacant
    - when the next-in-rank employee/s is/are not qualified
    - when the qualified next-in-rank employees did not apply
2. The policy on the three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
- a. Transfer incidental to promotion provided that the appointee was subjected to deep selection
  - b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
  - c. Reappointment from career to non-career position
  - d. Reemployment
  - e. Reclassification of position

3. In the selection process, agency heads are enjoined to strictly observe the above conditions to avoid disapproval or invalidation of promotional appointments.
4. In the evaluation of promotional appointments, the CSC Regional and Field Offices are enjoined to make a thorough evaluation of the manner and merit of the issuance of the appointment vis-a-vis the reasons or justifications of the appointing authority before taking any action on the appointments.
5. To facilitate review and evaluation of appointments, all agencies are required to submit their SRP to CSC Regional or Field Offices. The agency SRP shall be used as one of the bases for determining whether agencies observe the policy on the three-salary grade limitation on promotion as herein provided.

All other existing Civil Service Commission issuances which are inconsistent herewith are deemed repealed or amended.

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1600732\* dated July 7, 2016 in a newspaper of general circulation.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

August 23, 2016

*\*CSC Resolution No. 1600732 dated July 7, 2016 was published on August 5, 2016 in Philippine Star*

**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 : Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM): Guidelines on the Conferment of HR Recognition and Awards**

Pursuant to CSC Resolution No. 1600730 dated June 30, 2016, the Commission approved the attached PRIME-HRM Guidelines on the Conferment of HR Recognition and Awards.

The PRIME-HRM Award System celebrates and recognizes excellence in human resource management systems, practices and competencies of government agencies in the four (4) core human resource management (HRM) areas: Recruitment, Selection and Placement (RSP); Performance Management (PM); Learning and Development (L&D); and Rewards and Recognition (R&R).

These guidelines shall provide direction to and shall ensure that agencies which meet certain sets of PRIME-HRM Maturity Indicators or standards shall be recognized or awarded accordingly.

All other existing Civil Service Commission issuances which are inconsistent herewith are deemed repealed or amended.



This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1600730\* dated June 30, 2016 in a newspaper of general circulation

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

August 23, 2016

*\*CSC Resolution No. 1600730 dated June 30, 2016 was published on August 5, 2016 in Philippine Star*

# **PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT (PRIME-HRM)**

## **GUIDELINES ON THE CONFERMENT OF HR RECOGNITION AND AWARDS**

The Civil Service Commission, in support of the government's commitment to provide efficient and effective public service delivery, has implemented the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM). The program aims to transform the agencies' Human Resource Management (HRM) system, competencies and practices to a level of excellence that fosters good governance.

The PRIME-HRM's philosophy, "People Excellence for Service Excellence," shall serve as a guide among government agencies in transforming every government employee into a servant hero (Lingkod Bayani) through excellent HR processes.

The PRIME-HRM Award System celebrates and recognizes excellence in human resource management systems, practices and competencies of government agencies in the four (4) core human resource management (HRM) areas: Recruitment , Selection and Placement (RSP); Performance Management (PM); Learning and Development (L&D); and Rewards and Recognition (R&R).

These guidelines shall provide direction to and shall ensure that agencies which meet certain sets of PRIME-HRM Maturity Indicators or standards shall be recognized or awarded accordingly .

### **I. Recognition and Awards Structure and Incentives**

Pursuant to item D of CSC MC No. 30, s. 2014 (Adoption of HRM Maturity Level indicators for the Human Resource Management Systems in the Public Sector) the HRM Maturity Level indicators shall be the bases of recognition and awards.

Tables 1 and 2 summarize the structure of recognition and awards to be conferred on agencies in any of the core HRM system and/or in all HRM systems, respectively.

<b>Table 1. RECOGNITION AND AWARD STRUCTURE PER CORE HRM SYSTEM</b>			
<b>HRM Systems</b>	<b>Level2 Certificate</b>	<b>Level2 Certificate</b>	<b>Level2 (Trophy)</b>
<b>Recruitment, Selection &amp; Placement (RSP)</b>	Certificate of Recognition in RSP (Maturity Level 2)	Certificate of Recognition in RSP (Maturity Level 3)	Award for Center of HR Excellence in RSP *
<b>Performance Management (PM)</b>	Certificate of Recognition in PMS (Maturity Level 2)	Certificate of Recognition in PMS (Maturity Level 3)	Award for Center of HR Excellence in PMS *
<b>Learning &amp; Development (L&amp;D)</b>	Certificate of Recognition in L&D (Maturity Level 2)	Certificate of Recognition in L&D (Maturity Level 3)	Award for Center of HR Excellence in L&D *
<b>Rewards &amp; Recognition (R&amp;R)</b>	Certificate of Recognition in R&R (Maturity Level 2)	Certificate of Recognition in R&R (Maturity Level 3)	Award for Center of HR Excellence in R&R *

\*With at least Maturity Level 3 in all HRM systems

<b>Table 2. AWARD STRUCTURE FOR ALL FOUR (4) HRM SYSTEMS</b>			
	<b>Level2</b>	<b>Level3</b>	<b>Level4</b>
	<b>PRIME-HRM Bronze Award</b> Plaque of Recognition Maturity Level 2 <i>Accreditation</i>	<b>PRIME-HRM Silver Award</b> Plaque of Recognition Maturity Level 3 <i>Deregulation</i>	<b>PRIME-HRM Gold Award</b> Seal of HR Excellence Trophy

**Agencies conferred with recognition and/or award in all HR systems as illustrated in Table 2 shall also be entitled to certain privileges and incentives**

<b>Incentives (all HRM systems)</b>	<b>Level2 Bronze Award  (Process- Defined)</b>	<b>Level3 Silver Award  (Integrated)</b>	<b>Level4 Gold Award Seal of HR Excellence (Strategic)</b>
Recognition/ Award	Bronze (Plaque )	Silver (Plaque)	Gold (Trophy)
Cash Award			Cash Award for sustainable HR projects
Nomination to the Civil Service Commission's Honor Awards Program  or  Nomination by the CSC of the Agency and Agency Head/HRMO to the People Management Association of the Philippines (PMAP) for People Program of the Year and/or as Employer of the Year, and/or People Manager of the Year			✓  (Automatic Nomination)
Authority to take final action on appointments	✓	✓	✓
Establishment and Implementation of their own HR mechanisms without prior approval of the Commission		✓	✓
HRMO or Agency Head may be tapped as a member of a body to be involved in policy formulation of the Commission			✓

\* subject to the guidelines to be issued by the Commission

HRMO or Agency Head may be invited as delegate to the ASEAN Cooperation on Civil Service Matters (ACCSM ) or Eastern Regional Organization for Public Administration (EROPA)		✓	✓
Announcement of bureaucracy-wide agency programs/ projects may be undertaken by the Commission through the Commission's website	✓		✓
The Agency may be recognized as a learning center for benchmarking by other agencies		✓	✓
HRMO or Agency Head as resource person/subject matter expert in Civil Service Institute programs			✓
Available computerized HR systems developed/owned by the Commission are installed free of charge with orientation on how to operate and maintain the systems	✓ (Installation)	✓ (Installation)	✓ (Upgrade)
Discounted rate for the HRMO or Agency Representative for Civil Service Institute trainings/conferences	20% discount	25% discount	30% discount
Exclusive membership to a Community of Learners who shall have access to digital learning resources and other developmental opportunities*	✓	✓	✓
Agency shall be featured in the Commission-sponsored tri-media programs and the Commission's website and publication		✓	✓
HRMO shall be nominated/ recommended for scholarship grant or Civil Service Commission's Certification Program	✓	✓	✓

## **II. The Awards Committee**

### **A. Certifying Board**

The Certifying Board (CB) shall be composed of human resource practitioners from recognized human resource organizations in both the private and public sectors, practitioners in the academe, official of the Council of Personnel Officers (CPO), and the Civil Service Institute (CSI) Executive Director. Except for the CSI Executive Director, members of the CB shall be appointed by the Commission for a term of three (3) years to validate and recommend agencies for the award.

The CB shall provide the validation criteria for assessing agencies that are recommended for award. Prior to undergoing the validation process, the Board shall determine its validation parameters and plan.

### **B. CSC Human Resource Policies and Standards Office**

The CSC Human Resource Policies and Standards Office (HRPSO) shall provide technical and secretariat services to the Certifying Board. The staff of the HRPSO may also participate in the validation process of the CB.

## **III. PRIME-HRM Award Process**

1. Agencies that are found to meet the indicators for Maturity Level 2 or 3 in at least one (1) core HRM system as recommended by the Assister (CSCFO Director) shall be validated by the Policies and Systems Evaluation Division (PSED). If found to meet all the indicators for Maturity Level 2 or 3 in at least one HRM system, the agency shall be conferred with the Certificate of HR Recognition, in the particular HRM system, by the CSC Regional Office (CSCRO).
2. Agencies meeting the Maturity Level 2 indicators in all core HRM systems shall be recommended by the CSCFO Director for validation through onsite assessment to be conducted by the Assessment Team/PSED. The Narrative Assessment report

with recommendation shall be forwarded to the HRPSO for evaluation and recommendation to the Commission. Those agencies meeting all Maturity Level 2 indicators in all HRM systems shall be conferred the Bronze Award.

3. Agencies meeting Maturity Level 3 or 4 in all core HRM systems as recommended by the CSCFO shall likewise be subjected to onsite assessment by the Assessment Team/PSED. The result of the onsite assessment shall be the basis for recommendation by the CSCRO and the HRPSO for validation by the CB.
  - Agencies which are found to meet Maturity Level 3 in all core HRM systems based on the CB validation shall be recommended to the Commission for conferment of the Silver Award.
  - Agencies with Maturity Level 3 in all HRM systems and have achieved Maturity Level 4 in at least one (1) core HRM system shall be recommended to the Commission for the conferment of the Center of HR Excellence Award in the particular Maturity Level 4 HRM system.
  - Agencies that have achieved Maturity Level 4 in all core HRM systems shall be recommended to the Commission for the conferment of Gold Award/Seal of HR Excellence.

As a prerequisite for the Silver Award, Center of Excellence Award, and Gold Award/Seal of HR Excellence Award, agencies must show proof of a rating of Best in the Results-Based Performance Management System (RBPMS) or its equivalent.

#### IV. Awards Ceremony

The CSCROs are enjoined to schedule the conferment of the recognition and awards to agencies, as follows:

- a. **Certificate of Recognition in at least Maturity Level 2 per core HRM System**

The Award Ceremony for these levels may be conducted during the agency regular flag raising ceremony or a special occasion such as the Agency Anniversary, Civil Service Anniversary in September, HR Day, Regional Conference of Human Resource Practitioners and other similar event as may be determined by the CSCRO Director.

b. **Bronze, Silver, Center of HR Excellence or Gold/Seal of HR Excellence Award**

These awards shall be conferred in a special ceremony or a major gathering similar to the Honor Awards Program or during the nationwide HR Symposium/Conference.



**MEMORANDUM CIRCULAR**

- TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**
- SUBJECT : Career Officials as Defined by the Civil Service Law, Rules and Regulations as provided in Item 1(c), OP Memorandum Circular No. 4 dated August 22, 2016 (Courtesy Resignation of Presidential Appointees)**

The Office of the President issued MC 4 dated August 22, 2016 providing guidelines and exemptions on the Courtesy Resignations of Presidential Appointees. Item 1 (c) thereof exempts career officials as defined by the Civil Service Law, rules and regulations, hence it is necessary to enumerate the career officials exempted from the directive.

A review of pertinent Civil Service law, rules and regulations,<sup>1</sup> shows that the following are presidential appointees considered as career officials, to wit:

1. Positions in the Career Executive Service include the Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Service and other officers of equivalent rank as may be identified by the Career Executive Service Board, all of whom are appointed by the President;
2. Career officers, other than those in the Career Executive Service, who are appointed by the President. These include those appointed by the President through the operation of certain Philippine Laws such as Foreign Service Officers in the Department of Foreign Affairs pursuant to RA 7157 or the Foreign Service Act of 1991, Prosecutors pursuant to RA 10071, Labor Arbiters pursuant to RA

9347, as well as personnel of Government Owned or Controlled Corporations, whether performing governmental or proprietary functions; and

3. All other officers appointed by the President whose employment are characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

Please be guided accordingly.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

August 26, 2016

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<sup>1</sup>*Section 7(3), (4), Chapter 2, Title [Book V, the Administrative Code of 1987 (EO 292)*

**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 COLLEGES AND UNIVERSITIES**

**SUBJECT : Examinee's Guide in Taking Civil Service Examination- Pen and Paper Test**

As contained in CSC Resolution No. 1600952 dated August 23, 2016, the Commission has resolved to uniformly adopt and prescribe for all its Regional and Field Offices the Examinee's Guide in Taking Civil Service Examination-Pen and Paper Test, July 2016 (Ballpen-based) which covers basic information on civil service examinations via the pen and paper test mode that every applicant/examinee should know. These include securing information on school assignment/testing venue, scope of examination, the closing time of gates of testing venues, things to bring on examination day, forfeiture of examination fee and slot, preliminary activities/documentation, marking answers and proper shading of answer sheet using black ballpen, restrictions during test proper, release of test results, and RA No. 9416 which declares as unlawful any form of cheating in civil service examinations.

Accordingly, applicants of civil service examinations shall be given a hard copy of the Guide, together with the Application Receipt, effective August 23, 2016.

Also, a copy of the Guide in portable document file (PDF) format shall be uploaded on the CSC website.

Please be guided accordingly.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

September 2, 2016

**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 : Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges**

Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the Commission amends CSC Memorandum Circular No. 10 series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows:

1. The education requirement for the following faculty positions/ranks in SUCs and LUCs is a *master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course:*

<b>Faculty Positions/Ranks</b>	<b>Education Requirement</b>
<i>For SUCs:</i> Instructor I to III Assistant Professor I to IV  <i>For LUCs:</i> Instructor I to III Assistant Professor I	Master's degree in the area of specialization or its allied/ related fields

*Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs.*

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

*Illustration:*

*Faculty Position/Rank  
(Program where the faculty  
position/rank belongs)*

*Education Requirement*

*Instructor I  
(Business Administration)*

*Master's degree in Business  
Administration or in any of its  
allied programs as shown in  
CMO No. 39, s. 2006*

*Assistant Professor I  
(Information Technology)*

*Master's degree in Computer  
Science or in any of its allied  
programs as shown in CMO  
No. 53, s. 2006*

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields<sup>1</sup>.

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<sup>1</sup>The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MOR PHE) of 2008).

*Illustration:*

*Faculty Position/Rank  
(Program where the faculty  
position/rank belongs)*

*Education Requirement*

*Instructor II (Accountancy)*

*Master's degree in  
Accountancy or in any of its  
allied programs as shown in  
CMO No. 3, s. 2007*

*Professor I (Law)*

*Master of Laws (Percentage of  
Faculty of Law shall follow the  
Legal Education Board (LEB)  
Resolution No. 2014-02 dated  
10 December 2014<sup>2</sup>)*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LUCs.

This Memorandum Circular shall take effect fifteen (15) days after the date of publication of CSC Resolution No. 1600839<sup>3</sup>.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

September 15, 2016

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<sup>2</sup> The LEB, which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 - 2018 - 20%
2. School Year 2018 - 2019 - 40%
3. School Year 2019 - 2020 - 60%
4. School Year 2020 - 2021 - 80%

<sup>3</sup> CSC Resolution No. 1600839 dated 26 July 2016 was published on 25 August 2016 in the Philippine Star.

**QUALIFICATION STANDARDS**  
**Amendment of CSC MC No. 10, s. 2012**  
**re: Education Requirement for Faculty**  
**Positions in State Universities and**  
**Colleges (SUCs) and Local Universities**  
**and Colleges (LUCs)**

**Number : 1600839**

**Promulgated : 26 JULY 2016**

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**RESOLUTION**

**WHEREAS**, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that *“The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x”*

**WHEREAS**, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

**WHEREAS**, under Section 22(1), Chapter 5, Title I, Book V of the Administrative Code of 1987, qualification standards shall be used, among others, as guides in appointments and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

**WHEREAS**, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005 which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. Said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

**WHEREAS**, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under authority of the CHED. In particular, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) provides, as follows:

*“Section 35. Minimum Faculty Qualifications. The minimum qualifications of a faculty in a higher education institution shall be as follows:*

1) *For undergraduate programs*

- a) *Holder of a master's degree, to teach mainly in his/her major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth of holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission [CHED].*
- b) *For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education.*
- c) *For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music."*

**WHEREAS**, the CHED issued Memorandum No. 30, s. 2009 dated September 9, 2009 which provides that the MORPHE of 2008 shall also be applicable to SUCs and LUCs as it is for private higher education institutions, further directing all SUCs and LUCs to comply with the provisions of the Manual;

**WHEREAS**, the Commission, through its Resolution No. 1200638 dated April 17, 2012 amended CSC MC No. 19, s. 2005 dated November 3, 2005 and set the minimum education requirement of Master's degree in the area of specialization to the faculty positions of Instructor I to III in SUCs and LUCs, Assistant Professor I to IV in SUCs and Assistant Professor I in LUCs;

**WHEREAS**, the CHED created the Technical Working Group on Vertical Articulation (TWG-VA) tasked to: (1) determine the allied fields per program as stated in CHED Memorandum Orders (CMOs) for the different disciplines and those to be proposed by the SUCs and LUCs to be submitted to the Technical Panel/Committee for consideration; (2) prepare the list of programs where there is dearth of holders of master's degree in the area of specialization; (3) conduct initial evaluation of the proposed amendments of Qualification Standards (QS) for faculty positions of SUCs/LUCs in relation to NBC 461 and submit recommendations to CSC; and (4) propose amendments to CSC MC No. 10, s. 2012 to include allied fields;

**WHEREAS**, upon the recommendation of the TWG-VA, in its Resolution No. 02-2015 dated December 7, 2015, the CHED Commission en banc proposed "to request the CSC to clarify the 'Area of Specialization' as provided in CSC Memorandum Circular No. 10, series of 2012 and to include the Relevant/Allied Courses based on the list provided by CHED for master's degree requirement for faculty position in SUCs and LUCs";



**WHEREAS**, the Legal Education Board (LEB), which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued its Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the “members of the law faculty are required to be holders of the degree of Master of Laws.” The implementation of said rule shall be gradual such that law schools shall follow the required percentage<sup>1</sup> of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

**WHEREAS**, the CSC has been receiving various inquiries and requests for clarification on the policies regarding the education requirement for faculty members in SUCs and LUCs particularly on the vertical articulation of the master’s degree to its undergraduate degree;

**WHEREFORE**, the Commission **RESOLVES** to **AMEND** CSC Memorandum Circular No. 10, s. 2012 on the education requirement for certain faculty positions in SUCs and LUCs as follows:

1. The education requirement for the following faculty positions/ranks in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) is a master’s degree in the area of specialization or its allied courses based on the CMO on the policies, standards and guidelines of the subject course:

Faculty Positions/Ranks	Education Requirement
<i>For SUCs:</i> Instructor I to III Assistant Professor I to IV  <i>For LUCs:</i> Instructor I to III Assistant Professor I	Master’s degree in the area of specialization or its allied/related fields

*Note: Allied or related fields or programs to Master’s degree shall be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs.*

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master’s degree in the program to which the item of the faculty position/rank belongs.

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<sup>1</sup> Para. 2, Item 2 of LEB Resolution No. 2014-02 states that “In computing the percentage, those who are exempted from the rule shall be included.”

The allied or related fields or programs to the Master's degree which can be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

*Illustration:*

Faculty Position/Rank  
(Program where the faculty  
position/rank belongs)

Education Requirement

*Instructor I*  
*(Business Administration)*

*Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006*

*Assistant Professor I*  
*(Information Technology)*

*Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006*

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields<sup>2</sup>.

*Illustration:*

Faculty Position/Rank  
(Program where the faculty  
position/rank belongs)

Education Requirement

*Instructor II (Accountancy)*

*Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007*

*Professor I (Law)*

*Master of Laws (Percentage of Faculty of Law shall follow the Legal Education Board (LEB) Resolution No. 2014-02 dated 10 December 2014<sup>2</sup>)*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LUCs.

This Resolution shall take effect fifteen (15) days from its publication in a newspaper of general circulation.

Quezon City.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

(Sgd.) **ROBERT S. MARTINEZ**  
Commissioner

**VACANT**  
Commissioner

Attested by:

(Sgd.) **DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

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<sup>2</sup>The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MORPHE) of 2008).

**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 : Policy on Employment in the Government Service of Filipino Citizens with Dual Citizenships**

Pursuant to CSC Resolution No. 1600908 dated August 11, 2016, the Commission approved the following policy on the employment in the government service of Filipino citizens with dual citizenships:

1. A person with dual citizenship shall not be appointed in the government unless he/she renounces his/her foreign citizenship pursuant to the provisions of Republic Act No. 9225. However, if after renunciation, the person continues to use his/her foreign passport for whatever purposes, he/she shall not be considered for appointment in the government service.<sup>1</sup>
2. The right to be appointed to any public office in the Philippines cannot be exercised by, or extended to, those who are candidates for or are occupying any public office in the country of which they are naturalized citizens and/or are in active service as commissioned or non-commissioned officers in the armed forces of the country of which they are naturalized citizens.<sup>2</sup>

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<sup>1</sup>Item 3, Section 5, Republic Act No. 9225 (Citizenship Retention and Re-acquisition Act of 2003)

<sup>2</sup>Item 5, op.cit

3. Incumbent government employees who have dual citizenships shall be given six (6) months from the effectivity of this Resolution to renounce their foreign citizenship and take their oath of allegiance to the Republic of the Philippines. Otherwise, the prior approval/validation of their appointment shall be recalled.

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1600908\* dated August 11, 2016 in a newspaper of general circulation.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

September 15, 2016

*\*CSC Resolution No. 1600908 dated August 11, 2016 was published on September 9, 2016 in the Philippine Star.*

**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 : Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Enhanced Maturity Level Indicators**

Pursuant to CSC Resolution No. 1601209 dated October 21, 2016, the Civil Service Commission adopted the PRIME-HRM Enhanced Maturity Level Indicators, thereby, amending Annex A (PRIME-HRM: Maturity Level Indicators) of CSC Memorandum Circular No. 30, s. 2014, dated December 22, 2014. The said indicators are now entitled *PRIME HRM Enhanced Maturity Level Indicators*.

**A. MATURITY LEVEL INDICATORS**

The PRIME-HRM adopts a maturity levels/indicators model. For each of the core HRM system, there are progressive levels with indicators per level.

The PRIME-HRM maturity levels are as follows:

**Level 1- Transactional HRM**

- Processes are compliant with CSC and other relevant authorities' regulations and guidelines
- Some processes are characterized by projects and are often reactive
- Often produces services and outputs that work but frequently exceed prescribed timelines
- Success depends on competence of people and not by using proven processes

### Level 2- Process-Defined HRM

- Processes are attuned to the agency's requirements
- Programs are performed and managed according to documented processes
- Some processes are proactively managed through the use of automated systems, but the integration of data is not fully in place

### Level 3- Integrated HRM

- Quantitative objectives are used to measure the quality and performance of process for continuous improvement
- HR partners with the agency leadership to drive HRM systems in order to support the agency's business needs
- Quality and process performance measures are used to support data-driven decision making
- There is an HR Management toolkit
- Processes are focused on continually improving process performance through both incremental and innovative improvements
- There are quantitative process improvement objectives which are regularly updated to reflect changes in Agency objectives; these are used to manage process improvements
- HR helps to drive agency business decision on people, data, and insight
- The HR strategy is part of the agency strategy

The competency proficiency levels are aligned with the maturity levels:

### Level 1 - Basic

- Understands basic principles; can perform tasks with assistance or direction

### Level 2 - Intermediate

- Performs routine tasks with reliable results; works with minimal supervision

### Level 3 - Advanced

- Performs complex and multiple tasks; can coach or teach others

Level 4 - Superior

- Considered an expert in performing tasks; can teach and lead others

Identifying maturity level by the agency results in better planning and implementation of specific functions of HRM systems leading to higher employee and organizational performance. Meeting a set of indicators per level shall be the basis of the Commission in granting the corresponding recognition or award. On the other hand, any gap identified by the agency and the assessors shall be the basis of assistance to agencies to be provided by the CSC assistors.

**B. SYSTEMS, PRACTICES AND COMPETENCIES PILLARS**

The PRIME-HRM Enhanced Maturity Indicators in all levels shall be categorized by pillars, pillar elements and Human Resource Management Office (HRMO) competencies as herein defined.

Annex A provides the complete maturity level indicators for the systems and practices and HRMO competencies for the four (4) core HRM systems.

This Memorandum Circular shall take effect immediately.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

October 24, 2016



**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; STATE COLLEGES AND UNIVERSITIES; AND LOCAL GOVERNMENT UNITS**

**SUBJECT : Rules on Revocation of Appointments**

Pursuant to the mandates of the 1987 Constitution and the Administrative Code of 1987 and to ensure that appointments to public service positions shall be based on merit and fitness and that appointments shall be in accordance with existing qualification standards and existing civil service laws, rules, and regulations, the Commission has decided, through CSC Resolution No. 1601177 dated October 17, 2016 to prescribe the rules on revocation of appointments, as follows:

An appointment duly issued by the appointing authority and accepted by the appointee shall be effective until disapproved/invalidated by the Commission. In addition to existing rules on the attestation of appointments, the following guidelines shall govern the revocation of appointments based on Protest and Recall of Approval of Appointment.

**I. Protest**

**An action filed by a qualified next-in-rank<sup>1</sup> official or employee questioning the issuance of an appointment in favor of another on the basis of lack of qualifications of the appointee.**

**I.1 *Who may File.*** - Only a qualified next-in-rank official or employee may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements.

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<sup>1</sup>Qualified next-in-rank refers to the employee appointed on a permanent basis to a position previously determined to be a next-in-rank to the vacancy and who meets the requirements for appointment thereto as previously determined by the appointing authority and approved by the Commission.

- I.2 **Where to File.** - A qualified next-in-rank employee shall have the right to appeal initially to the head of agency, then to the Civil Service Commission Regional Office, and then to the Civil Service Commission Proper.
- I.3 **When to File.** - Protest may be filed within fifteen (15) days from the announcement and/or posting of appointments subject of protest.

For this purpose, all appointments or promotions shall be duly announced and/or posted in bulletin boards or at conspicuous places in the Department or Agency within thirty (30) days or within a shorter period from the issuance of the appointment as provided in the agency-approved Merit Selection Plan (MSP).

- I.4 **Effect on the Appointment.** - A protest shall not render an appointment ineffective or bar the approval thereof, by the Civil Service Commission Field Office, Regional Office or the Commission, as the case may be, but the approval shall be subject to the final outcome of the protest.

An appointment may still be revoked by the appointing authority prior to the submission to the CSC even if the appointee has accepted the appointment and assumed office. However, the appointing authority does not have the power to revoke an appointment which was already submitted to the CSC Field Office.

A decision or resolution by the appointing authority granting the protest shall be subject to automatic review by the concerned CSCRO. The appointing authority shall within five (5) days from issuance of such decision or resolution transmit the records of case to the CSCRO for disposition.

- I.5 **When Deemed Filed.** - A protest is deemed filed, in case the same is sent by registered mail, on the postmark date on the envelope which shall be attached to the records of the case, and in case of personal delivery, on the date stamped by the agency or the Commission.
- I.6 **Effect of Withdrawal of Protest.** - A protest or an appeal in this case may be withdrawn at any time as a matter of right. The withdrawal of the protest or appeal shall terminate the protest case.

- I.7 **Transmittal of Records.** - In case the decision on protest is appealed to the Commission, the head of department or agency shall forward his/her comment and the records of the case within five (5) days from receipt of the copy of the protest. The records shall be systematically and chronologically arranged, paged and securely bound to prevent loss and shall include the following:
- a. Statement of duties or job description of the contested position;
  - b. Duly accomplished and updated personal data sheets of the parties with certified statement of service records attached;
  - c. Certified copy of the protested appointment; and
  - d. Comparative assessment of the qualifications of the protestant and protestee.
- I.8 **Dismissal of Protest.** - A protest shall be dismissed on any of the following grounds:
- a. The protestant is not qualified next-in-rank;
  - b. The protest is not directed against a particular protestee but to “anyone who is appointed to the position” or directed to two or more protestees;
  - c. No appointment has been issued; or
  - d. The protest is filed outside of the 15-day reglementary period.
- I.9 **Finality of Decision.** - A Decision or Resolution denying a protest shall become final and executory after fifteen (15) days from receipt thereof and no motion for reconsideration, appeal or petition for review has been filed.
- I.10 **Effect of Decision.** - In case the protest is finally decided by the CSC against the protestee, the approval/validation of his/her appointment shall be revoked and the appointment shall be considered disapproved/invalidated. The protestee shall be reverted to his /her former position, if applicable.

## II. Recall of Approval/Validation of Appointment

An action initiated by any person, or *motu proprio* by the CSC, pertaining to the validity of an appointment of a public servant who do not satisfy the requisite qualification standards of the position or on the ground that the appointment was issued in violation of existing civil service laws, rules, and regulations.

- II.1 **Who may File.** - Any person who has information concerning an appointment previously approved by the CSC may file a petition for the recall of its approval/validation.
- II.2 **When and where to File.** - The petition may be filed anytime, during a subsisting appointment, to the Civil Service Commission Field Office which has jurisdiction over the appointee.
- II.3 **Effect on the Appointment.** - During the pendency of a petition to recall the approval/validation of an appointment, the appointee shall remain and continue to discharge the functions of the position.
- II.4 **Finality of Decision.** - A Decision or Resolution on the petition to recall the approval/validation of the appointment shall become final and executory after fifteen days from receipt thereof and no motion for reconsideration or appeal or petition for review has been filed.
- II.5 **Effect of Decision.** - When the petition to recall the approval/validation of an appointment is finally decided by the CSC against the appointee, the approval/validation of his/her appointment shall be revoked and the appointment shall be considered disapproved/invalidated. In case of a promotion from within the agency, the appointee shall be reverted to his/her former position.

All rules, regulations and issuances which are inconsistent with this policy are hereby modified accordingly.

These rules shall take effect fifteen (15) days after the publication of CSC Resolution No. 1601177\* dated October 17, 2016 in a newspaper of general circulation.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

November 2, 2016

*\*CSC Resolution No. 1601177 dated October 17, 2016 was published in Philippine Star on October 25, 2016*

**MEMORANDUM CIRCULAR**

**TO : 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 : 2016 18-Day Campaign to End VAW**

Pursuant to Presidential Proclamation No. 224 and 227 and Republic Act No. 6469, the Philippine Commission on Women (PCW) is spearheading the annual observance of the 18-Day Campaign to End Violence Against Women (VAW) on November 25 to December 12.

The theme of the campaign “VAW-Free Community Starts with Me”, gives emphasis on everyone’s commitment and contributions to ending VAW and our continued pursuit for our common vision of a VAW-free community. Specifically, the 2016 campaign has the following objectives:

- to increase public awareness on VAW and the vision of creating VAW-free communities through various activities;
- to build on the output of the 2015 campaign, particularly the vision of a VAW free community through the “We Can Be Violence-Free” advocacy video;
- to forge partnerships with both private and public sector in advocating for a VAW-free community;
- to present an ideal picture of a VAW-free community, thereby inspiring the general public to make a personal commitment to end violence against women and children; and
- to highlight what each person or sector can do in promoting VAW-free communities.

To promote public awareness in the observance of the event, all government agencies are encouraged to undertake related activities, such as:

- Organizing activities related to this year's theme and focus areas during the 18-Day Campaign, with both external and internal stakeholders as participants;
- Hanging of the 2016 18-Day Campaign to End VAW official streamer in all government agencies, including regional offices, local government units, and Philippine embassies and consulates;
- Featuring the organization's calendar of activities, activity implementation reports, and Anti-VAW advocacy materials in their official websites, social media accounts and publications, and sending links to the reports to PCW through e-mail [media@pcw.gov.ph](mailto:media@pcw.gov.ph);
- Uploading of the official logo, advocacy video, and other 18-Day Campaign to End VAW advocacy materials in government agencies' website, Facebook, Youtube, and Twitter pages;
- Participating in the online campaign thread about the campaign using the hashtag #VAWfreePH;
- Developing, producing, and distributing IEC materials on the campaign, which includes collaterals designed by PCW as well as agency-specific materials like fans and flyers to their clients;
- Participating in the nationwide Orange Your Icon Activity;
- ***For agencies/offices/LGUs located in the Greater Manila Area:*** Participating in the 2016 18-Day Campaign To End VAW Kick-Off Activity on **November 25, 2016 at the Philippine International Convention Center (PICC)** and mobilizing as many delegates as possible. Participation of agency delegates to the kick-off activity on the said date shall be on official business time. Participants from offices implementing a four-day work week that do not hold office on Fridays shall be entitled to one day compensatory time-off;
- ***For agencies/offices and LGUs far from Greater Manila Area:*** Coordinating with other government offices or LGUs in their area for inter agency/LGU collaboration in holding a regional/local version of the 2016 18-Day Campaign to End VAW Kick-Off Activity on November 25, 2016 (refer to Annex 1 for suggested program).

All government agencies and LGUs are enjoined to participate in the 2016 18-Day Campaign to End VAW. It is discretionary on the part of the agency heads to allow their employees to attend on official business/time, as provided for under CSC Memorandum Circular No. 43, s. 1993.

Expenses related to the 2016 18-Day Campaign to End VAW may be charged to the Gender and Development (GAD) Budget of government agencies, following the GAD Planning and Budgeting Guidelines.

Please visit [www.pcw.gov.ph/event/VAWfreePH](http://www.pcw.gov.ph/event/VAWfreePH), [www.facebook.com/PCWgovPH](http://www.facebook.com/PCWgovPH), and [Youtube.com/CommissionOnWomenPH](http://Youtube.com/CommissionOnWomenPH) for details like Concept Note and advocacy materials and videos.

For questions and clarifications, agencies may contact the PCW Information Resource Management Division (02) 735-85-09, (02) 735-16-54 local 131, 0917- 626-7647 (Nikki Delos Santos Francisco), 0917-845-4814 (Kim Harold Peji) or email [media@pcw.gov.ph](mailto:media@pcw.gov.ph).

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

November 2, 2016

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS (LGUs); GOVERNMENT OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS (GOCCs); AND STATE UNIVERSITIES AND COLLEGES; AND OTHERS CONCERNED**

**SUBJECT : Full Implementation of the Graphic Health Warnings (GHW) Law on November 4, 2016 (“Graphic Health Warning: Full Blast na sa November!”)**

In coordination with the Department of Health (DOH), the Civil Service Commission (CSC) enjoins all government agencies to support the full implementation of Republic Act No. 10643 or “The Graphic Health Warnings Law” on November 4, 2016.

As the central human resource institution of the government, the CSC urges the entire Philippine civil service to be one in celebrating this event by posting the GHW tarpaulin (“Full Blast Na! Bawal na ang text lang. Dapat Graphic Health Warnings!”) in their respective office premises, including regional and field offices. The template for this 3.5ft x 5ft tarpaulin can be found in the following Internet links:

- <http://csc.gov.ph> (Official website of the CSC)
- <http://doh.gov.ph> (Official website of the DOH)
- <https://www.facebook.com/smokefree.civilservice> (Facebook page of the (SC-Project Management Unit)

Under the GHW Law, all cigarette packs in the country must bear graphical warnings about the dangers of tobacco smoke, as prescribed. Implementation of the Law started on March 6, 2016, and all tobacco products shall carry graphic health warnings by November 4. Non-compliant packages found in the market for sale or distribution shall be subjected to removal and/or confiscation.



Any inquiries or concerns related to this activity can be addressed to Mr. Michael John G. Amponin of the (SC-Project Management Unit at Telephone No. 931-8095 loc. 461 or Mobile No. 0917-6347262. Alternatively, you can also contact Ms. Romhelyn M. Benipayo of the DOH-National Tobacco Control Program at Telephone No. 651-7800 loc. 1751 or Mobile No. 0975-4037004.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

November 2, 2016

**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 : 2016 Outstanding Government Workers**

The Civil Service Commission (CSC), as administrator of the Honor Awards Program, announces the recipients of the 2016 Outstanding Government Workers Award as chosen by the 2016 Committee on Presidential *Lingkod Bayan* and Civil Service Commission *Pagasa Awards*, and Committee on Outstanding Public Officials and Employees or *Dangal ng Bayan Award*:

***Civil Service Commission Pagasa Category***

1. **MR. ARTEMIO F. BAYLOSIS**  
General Manager B  
Baliwag Water District  
Baliwag, Bulacan
2. **MS. MARIA CORAZON A. RUBIO**  
Head Teacher I  
Lucena City National High School  
Department of Education  
Lucena City, Quezon Province
3. **PROVINCIAL RICE PROGRAM IMPLEMENTING TEAM**  
Provincial Agricultural Office  
Provincial Government of Pangasinan  
Lingayen, Pangasinan

Team Leader : Dalisay A. Moya  
Members : Fe R. Agas  
Nestor P. Batalla  
Ramon DV. Claveria  
Irene T. Estrada  
Peachy P. Lozada  
Rita A. Prieto  
Gemma DG. Rosario  
Danila V. Villamil

4. **THE SYNERGIST**

Provincial Government of Bulacan  
Malolos City, Bulacan

Team Leader : Cynthia P. Abiol  
Members : Ma. Athena M. Agoot  
Lexter C. Catalan  
Jacqueline DL. Magpayo  
Jarlyn M. Oliver  
Eufronio G. Umali

***Dangal ng Bayan Category***

1. **MR. NIXON C. AQUINO**  
Light Equipment Operator  
Don Mariano Marcos Memorial State University  
San Antonio, Agoo, La Union
2. **MR. WENCESLAO P. CARANGUIAN**  
Mechanical Plant Operator III  
National Food Authority  
Bagat Road, Nursery Site  
San Gabriel, Tuguegarao City, Cagayan
3. **MS. LANIE A. CASTANARES**  
Municipal Civil Registrar  
LGU Datu Abdullah Sangki  
Datu Abdullah Sangki, Maguindanao

4. **MR. DARWIN M. DOMINGO**  
Punong Barangay  
City Government of Laoag  
Barangay 1 San Lorenzo  
2900 Laoag City
5. **MR. JOSELITO G. FLORENDO**  
Assistant Professor 7  
University of the Philippines  
Diliman, Quezon City
6. **MR. RIO ADOR C. GABAISEN**  
Teacher I  
Department of Education-Division of Siargao  
Dapa Central Elementary School & SPED Center  
Dapa, Surigao del Norte
7. **MS. SONIA E. IPANG**  
Social Welfare Officer-RRCY Head  
Department of Social Welfare and Development Field Office X  
Masterson Avenue, Carmen, Cagayan de Oro City
8. **MR. ABNER O. LAWANGEN**  
Local Disaster Risk Reduction Management Officer II  
Municipal Government of Tublay  
Acop, Caponga, Tublay, Benguet
9. **MR. NOEL A. POLARON**  
Principal III  
Department of Education Region 6  
Belison National School  
Poblacion, Belison, Antique

Further, the Commission also announces the finalists of the Presidential *Lingkod Bayan* as chosen by the 2016 Committee on Presidential *Lingkod Bayan* Award:

## ***Presidential Lingkod Bayan Category***

1. **DR. JOSE L. BACUSMO**  
University Professor  
Visayas State University  
Baybay City, Leyte
  
2. **DR. MARIO V. CAPANZANA**  
Director IV  
Food and Nutrition Research Institute  
Department of Science and Technology  
Taguig City
  
3. **MS. AIDA L. MANIEGO**  
Teacher I  
Malita South District  
Department of Education-Division of Davao del Sur  
Digos City, Davao del Sur
  
4. **MSg PERFECTO L. PEREZ**  
205th Tactical Helicopter Wing  
Philippine Air Force  
Brigadier General N. Ebuena Air Base  
Lapu-Lapu City, Cebu
  
5. **BAYAWAN CITY LOCAL FLOOD EARLY WARNING AND RESCUE TEAM  
(5 MEMBERS)**  
  
Team Leader : Cindy H. Salimbagat  
Members : Edilberto B. Euraoba  
Noel I. Tolentin  
Edward Ryan C. Torreda  
Marchita P. Tuale
  
6. **THE VERDANT MOVERS**  
Department of Education  
Davao del Sur Division, Region XI  
Corner Lapu-Lapu Plaridel Street  
Digos City

Team Leader : Romana S. Basalan  
Members : Juditha L. Alanano  
Ruth L. Basco  
Rosita C. Basinilio  
Leslie L. Laborada  
Jean L. Lagase  
Viminda D. Lausa  
Magdalina O. Lee  
Estrella A. Ocon  
Decila R. Quisil

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

December 16, 2016

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Prohibition on Solicitation or Acceptance of Gifts**

In view of the holiday season, all government officials and employees are reminded to observe the policy against solicitation or acceptance of gifts from those who transact business with government agencies, pursuant to Republic Act No. 6713 (*Code of Conduct and Ethical Standards for Public Officials and Employees*) and CSC-DOH Joint Memorandum Circular No. 2010-01 (*Protection of the Bureaucracy Against Tobacco Industry Interference*).

In this regard, all government officials and employees are advised to avoid soliciting or accepting, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value, or sponsorship for programs or activities from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office as well as from the tobacco industry.

For strict compliance.

(Sgd.) **ALICIA dela ROSA-BALA**  
Chairperson

December 22, 2016

Civil Service Commission  
PUBLIC ASSISTANCE AND INFORMATION OFFICE  
**Publications and Media Relations Division**  
January 2017