



MC No. 09, s. 2017

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 : Electronic Filing of Pleadings

To ensure speedy disposition of cases in the performance of its quasi-judicial functions, the Commission issued CSC Resolution No. 1601481 dated December 28, 2016 prescribing the rules on electronic filing of pleadings. Said policy provides that pleadings not required by law or by the Rules to be under oath such as reply, rejoinder, motion to change venue, motion for reconsideration, motion for execution, and motions filed after an initiatory pleading except motion to dismiss may be filed through electronic mail under the following conditions:

- (1) That the email addresses of the parties including the counsel have been entered in the records of the case or proceeding prior to the filing of the pleading;
- (2) That the pleading shall be filed in portable document format (PDF) which shall show the signature of the party and proof of service to the other party. It is understood that pdf is a computer file format for the transmission of a multimedia document that is not intended to be edited further and appears unaltered in most computer environments.¹

¹ Definition of Pdf by Merriam-Webster. Retrieved July 19, 2016 from <http://www.merriam-webster.com/dictionary/pdf>

The policy further states that to ensure its efficient implementation within the bureaucracy, electronic filing of pleadings shall be on a pilot test and be applicable only to pleadings filed before the Commission through its Office for Legal Affairs (OLA).

CSC Resolution No. 1601481 dated December 28, 2016 was published in The Philippine Star on February 3, 2017 and took effect on February 18, 2017.


ALICIA dela ROSA-BALA
Chairperson

27 MAR 2017



Electronic Filing of Pleadings
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Number : 1601481

Promulgated : 28 DEC 2016

RESOLUTION

WHEREAS, Section 3 (1), Article IX(B) of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central human resource agency of the government, to adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service;

WHEREAS, pursuant to Section 6, Article IX-A of the 1987 Constitution, the Civil Service Commission may promulgate its own rules concerning pleadings and practice before it or before any of its offices;

WHEREAS, Section 12 (2), Chapter 3, Title I, Subtitle (A), Book V of the Administrative Code of 1987 (Executive Order No. 292) empowers the Civil Service Commission among others, to prescribe, amend and enforce rules and regulations to effectively carry into effect the provisions of the Civil Service Law and other pertinent laws which include the procedure in administrative cases in the Civil Service;

WHEREAS, the Commission deems it necessary to make use of technology such as electronic mail in order to save resources and expedite the filing of pleadings before the Commission;

WHEREFORE, the Commission **RESOLVES** that pleadings not required by law or rules to be under oath such as reply, rejoinder, motion to change venue, motion for reconsideration, motion for execution, and motions filed after an initiatory pleading except motion to dismiss may be filed through electronic mail under the following conditions:

- (1) That the email addresses of the parties including the counsel have been entered in the records of the case or proceeding prior to the filing of the pleading;
- (2) That the pleading shall be filed in portable document format (PDF) which shall show the signature of the party and proof of service to the other party. It is understood that pdf is a computer file format for the transmission of a multimedia document that is not intended to be edited further and appears unaltered in most computer environments¹.

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SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office
Effective Public Service

In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

The Commission **FURTHER RESOLVES** that, to ensure efficient implementation of this policy within the bureaucracy, electronic filing of pleadings shall be on a pilot test and be applicable only to pleadings filed before the Commission through its Office for Legal Affairs (OLA).

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


Quezon City.


ALICIA dela ROSA-BALA
Chairperson


ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

OLA3/X44/Y54
policy on e-filing of certain pleadings

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