



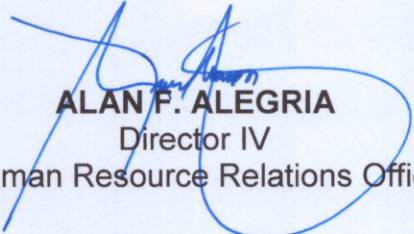
GUIDELINES IN REQUESTING COPIES OF THE CONSTITUTION AND BY-LAWS, COLLECTIVE NEGOTIATION AGREEMENT AND REPORTORIAL REQUIREMENTS OF EMPLOYEES' ORGANIZATION

The following guidelines shall be observed in requesting copies of Constitution and By-Laws (CBL), Collective Negotiation Agreement (CNA) and Reportorial Requirements (RR) of employees' organization on file at the Human Resource Relations Office (HRRO) by individuals or other employees' organizations whether for reference or research purposes:

1. Individuals or representatives of employees' organizations who wish to request for a copy of the CBL or CNA of another employees' organization to be used as reference for the drafting of their own CBL or CNA shall be given only the contact information of the employees' organization concerned (the owner-employees' organization). The requesting party shall directly coordinate with the owner-employees' organization to obtain a copy of said documents.
2. Item No. 1 shall likewise be observed for individuals or representatives of employees' organizations who wish to request for a copy of Reportorial Requirements for official purposes.
3. In case the owner-employees' organization cannot provide the requested documents for valid reasons such as distance, cost, unavailability of the documents, the requesting party shall instead secure from the owner-employees' organization a favourable endorsement of the requested documents which include a contact information of the latter for verification purpose.
 - a. The requesting party shall then submit a written request addressed to the Director IV, Human Resource Relations Office, indicating the requested documents and the purpose thereof together with the endorsement letter signed by authorized officer of the employees' organization.
 - b. The requesting party shall be required to pay for the Certified True Copies of the documents requested in the amount of Php10.00 per page.

4. Individuals or representative/s of employees' organization who just wish to peruse the CNA or CBL of another employees' organization for research purpose shall be required to submit a written request addressed to the Director IV, Human Resource Relations Office, indicating the requested documents and the purpose thereof. Upon approval of said request, the requesting party shall be given the requested document/s with the condition that the same shall not be machine or photo copied.
5. Sample PSU (Public Sector Unionism) CBL and CNA, and other helpful materials may be downloaded from the CSC website www.csc.gov.ph under Programs\ PSU (Public Sector Unionism) hyperlink.

This guidelines shall take effect immediately.


ALAN F. ALEGRIA
Director IV
Human Resource Relations Office

November 17, 2014