



**REVISED RULES ON GOVERNMENT
REORGANIZATION**

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Number: 2400988

Promulgated: 15 October 2024

RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central personnel agency of the Government, to *“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. xxx”*;

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the CSC shall *“prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws”*;

WHEREAS, Republic Act (RA) No. 6656 entitled, *“An Act to Protect the Security of Tenure of Civil Service Officers and Employees in the Implementation of Government Reorganization,”* was approved on 10 June 1988, with the aim *“to protect the security of tenure of civil service officers and employees in the reorganization of the various agencies of the National Government and of local governments, state colleges and universities expressly authorized by law, including government-owned or controlled corporations with original charters, without sacrificing the need to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service pursuant to Article IX, B, Section 3 of the Constitution”*¹;

WHEREAS, pursuant to Section 12 of RA No. 6656, the CSC *“shall promulgate the necessary rules and regulations to implement the provisions of this Act”*;

WHEREAS, the CSC issued CSC Memorandum Circular (MC) No. 13, s. 1988, (Dissemination of Republic Act No. 6656 and the Rules on Government Reorganization) to circularize the *“Rules on Government Reorganization”*;

WHEREAS, there is a need to update the said CSC rules implementing RA No. 6656 in light of the developments in jurisprudence over the years and issues

¹ Section 1 of RA No. 6656.


Bawat Kawani, Lingkod Bayani

surrounding the implementation of reorganization in government agencies that need to be addressed;

WHEREFORE, the CSC **RESOLVES** to **ADOPT** the **Revised Rules on Government Reorganization** as follows:

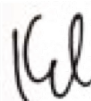
Section 1. Title. – These Rules shall be known and cited as the **Revised Rules on Government Reorganization**.

Section 2. Policy and Objectives. – It is hereby declared the policy of the State to protect the security of tenure of civil service officials and employees in the reorganization of the various agencies of the National Government and of local governments, state colleges and universities expressly authorized by law, including government-owned or controlled corporations with original charters, without sacrificing the need to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service pursuant to Article IX-B, Section 3 of the Constitution.

Section 3. Definition of Terms. – As used in these Revised Rules, the following shall be construed thus:

- a. *Affected Personnel* refers to regular officials and employees² whose positions are abolished or declared redundant or merged/divided/consolidated, as a result of the reorganization or those not reappointed to the agency's new staffing pattern.
- b. *Agency* refers to an agency of the National Government, also known as a National Government Agency (NGA), a Regional Government such as the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), a Local Government Unit (LGU), a State University and/or College (SUC), or a Government-Owned or Controlled Corporation (GOCC) with original charter.
- c. *Appointing Authority* refers to the person or body authorized by law to issue appointments in the Philippine Civil Service.
- d. *Casual Appointment* refers to an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent period not exceeding one year.
- e. *Comparable Position* refers to a position in the approved staffing pattern belonging to the same level of position in the organizational structure or plantilla and occupational service of the previous position, with duties and responsibilities which are the same, similar,

² Officials and employees who were issued bonafide appointments regardless of appointment status, except those under substitute status and on secondment with issued appointments.



and/or functionally related thereto, and the salary grade may not necessarily be the same. To illustrate, the position of Senior Manpower Development Officer (SG 18) is comparable to the position of Senior Labor and Employment Officer (SG 19).

- f. *Conspicuous Places* refer to public or designated places where something can be seen so it can be observed and easily read, such as but not limited to office bulletin board, office entrance, stairway, and elevator.
- g. *Government-Owned or -Controlled Corporation (GOCC) with original charter* refers to a GOCC created and vested with functions by a special law. This includes, but is not limited to Local Water Districts (LWDs), Government Financial Institutions (GFIs), Infrastructure and Utilities Group (IUG), research institutions, and economic zone authorities.
- h. *Occupational Group* is a subdivision of an Occupational Service consisting of one or more than one series of classes of positions belonging to the same or related occupations, e.g., Accounting Group, Management Group, Economics Group, Statistics Group, etc.³
- i. *Occupational Service* is the main grouping in the Position Classification Plan (PCP) based on broadly related or similar professions or occupations, e.g., Administrative Service, Architecture and Engineering Service, Medicine and Health Service, etc.⁴
- j. *Performance* refers to an official's/employee's accomplishments in terms of the requirements of the job and evaluated through a systematic method of evaluation.
- k. *Permanent Appointment* refers to an appointment issued to a person who meets all the qualification requirements of the position to which the person is being appointed to, including the appropriate eligibility, in accordance with the provisions of law, rules, and standards promulgated in pursuance thereof.
- l. *Placement* is the process of identifying positions to which incumbent officials and employees may be appointed in the new or approved staffing pattern of the agency.
- m. *Redundant position* refers to a position with functions which have been declared superfluous or non-core services/activities of the unit/agency and could no longer be accommodated in the agency's approved staffing pattern.

³ DBM Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS) CY 2022 Edition.

⁴ Ibid.

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Redundancy exists when the service capability of the workforce is in excess of what is reasonably needed to meet the demands of the service.⁵

- n. *Removal* refers to the separation from the service as a result of reorganization.
- o. *Reorganization* refers to a process of changing or restructuring the entire or part/s of an agency's organizational and functional set-up to make it more viable in terms of economy, efficiency, effectiveness, and make it more responsive to the needs of its public clientele as authorized by law.

The reorganization of a certain unit/office within an agency that results in its expansion and creation of positions or abolition of unit/office and positions, but which leaves other parts of the agency unaffected is considered partial reorganization.

- p. *Separation Gratuity* refers to the benefit granted to affected officials and employees as a result of reorganization who are not entitled to separation pay or retirement pay under existing laws, in the amount equivalent to one (1) month salary for every year of service or as authorized by law.
- q. *Separation Pay* refers to the compensation paid to officials and employees who are separated from the service by reason of reorganization.
- r. *Temporary Appointment* refers to an appointment issued to a person who meets the education, experience, and training requirements for the position to which the person is being appointed to, except for the appropriate eligibility and in other situations allowed under CSC rules.

Section 4. Start of Reorganization. Reorganization shall commence on the prescribed date or period as provided under the law or issuance authorizing the reorganization.

Agencies are encouraged to formulate their internal guidelines on reorganization not later than ninety (90) days from the start or commencement of reorganization. The internal guidelines shall conform to the law or issuance authorizing the reorganization and shall not run contrary to these Revised Rules.

⁵ 3M Philippines, Inc. v. Yuseco, G.R. No. 248941, 09 November 2020.

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Upon receipt of the approved Organizational Structure and Staffing Pattern (OSSP), affected personnel are placed on hold over until the completion of the reorganization of the agency or execution of his/her separation from the service, as the case may be.

Section 5. Placement Committee. - A Placement Committee (Committee) shall be created in each department or agency to assist the appointing authority in the judicious selection and placement of personnel in order that the best qualified and most deserving persons shall be appointed in any reorganization.

Unless provided by law, the Committee shall be composed of:

- a. Two (2) members appointed by the head of department or agency;
- b. A representative of the appointing authority;
- c. One (1) member duly elected by employees holding positions in the first level of the career service;
- d. One (1) member duly elected by employees holding positions in the second level of the career service;
- e. A representative of the duly registered employees' association with majority of the employees as members at the time of placement.

The members shall elect their Chairperson.

The level representative shall only sit in the Committee when the position involved belongs to the level that the member is representing.

The membership of the Committee can be modified, provided, it conforms to the prescribed composition. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced. The Committee must be duly designated and their names posted on the agency bulletin board for at least fifteen (15) calendar days reckoned from the issuance of the designation order. Any change in the composition of the Committee should be reported to the CSC Regional or Field Office concerned immediately and shall cause its reposting on the agency bulletin board for at least fifteen (15) calendar days reckoned from the issuance of the new designation order.

Failure to observe the proper composition or membership of the Committee, or post the same, may result in the disapproval/invalidation of appointment, subject to the evaluation of the CSC Regional/Field Office concerned. The person who is responsible for the failure to observe the proper composition or membership of the Committee, post the composition of the Committee, or immediately report a change



in the Committee composition may be held liable for neglect of duty or failure to perform an official duty.

No placement shall be made without the creation of the Committee duly constituted for such purpose. Failure to create the Committee shall result in the disapproval/invalidation of appointment. The Committee may not be created when placement is unnecessary or where no placement can happen under the circumstances.

Section 6. *Prohibition Against Removal.* - No official or employee in the career service shall be removed as a result of a reorganization except for a valid cause as prescribed herein and after due notice and hearing.

Section 7. *Who will be Evaluated.* - All officials and employees who signified in writing using the prescribed form (CS Form No. 17, s. 2024) to be placed in the new staffing pattern, including those who have pending administrative cases, or any derogatory records/reports, shall be evaluated on the basis of standards for retention/termination as provided for herein.

Section 8. *Relative Fitness.* - Where the number of incumbents to be placed exceed the number of positions in the new staffing pattern, they shall be compared in terms of relative fitness and the most qualified and competent shall be preferred. In this respect, the following factors or minimum requirements shall be considered:

- a. Performance for the last one (1) year;
- b. Education and Training;
- c. Experience and Outstanding Accomplishments; and
- d. Physical Characteristics and other requirements as may be provided by law (e.g. height and weight requirements in the uniformed service, etc.).

Section 9. *Preference for Appointment.* - Subject to the preceding section, preference for appointments to the new positions in the approved staffing pattern shall be in the following order:

- a. Officials and employees holding permanent appointments to positions comparable to their former positions. In case there are not enough comparable positions, officials and employees may be appointed to the next lower in rank positions which may belong in another occupational group within the same occupational service, provided that there is no diminution of salary consistent with existing compensation laws and policies. The Relative Fitness Test in the preceding section shall be applied in case the number of incumbents

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to be placed exceed the number of positions in the new staffing pattern.

- b. Temporary employees who possess the necessary qualification requirements and appropriate civil service eligibility for permanent appointment;
- c. Casual employees who possess the necessary qualification requirements and appropriate civil service eligibility for permanent appointment;
- d. The placement of coterminous employees is subject to the discretion of the appointing officer/authority, provided that coterminous employees shall be placed to newly created coterminous positions only.

Incumbents with valid permanent appointments who are placed to comparable positions are considered to have met the qualification standards for the position in the approved staffing pattern, except those positions governed by special laws and/or requiring practice of profession.

Promotion shall not be allowed during the placement.

No new employees shall be hired or placed until all permanent employees have been appointed, including temporary and casual employees who possess the necessary qualification requirements.



Section 10. *Selection and Placement of Personnel.*

- a. Within five (5) days from receipt by the agency concerned of the approved OSSP or its equivalent, the head of office shall cause copies thereof to be posted on the bulletin boards and two (2) other conspicuous places in the agency.

The OSSP shall be made known to all officials and employees of the agency. Incumbent officials and employees shall be invited to apply for any of the positions authorized therein. Said applications indicating the specific position shall be considered by the Committee in the placement and selection of personnel. Provided, further, that the Committee shall be guided by the agency's established assessment and selection criteria.

Officials and employees who do not apply for the position in the new or approved staffing pattern shall not be considered for placement and payment of separation pay. However, officials and employees who are eligible for compulsory retirement during the implementation of

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reorganization need not apply for placement and shall receive a separation gratuity in the amount equivalent to one (1) month salary for every year of service as provided under Section 21 of the Revised Rules.

- b. The Committee shall evaluate/assess the qualifications and competence of the applicants and other employees in the agency based on the criteria and preference provided for in these Revised Rules.

The pendency of an investigation against an official/employee, in any stage whatsoever, or the existence of any derogatory information against him/her, shall not bar him/her from being appointed in the new staffing pattern, if found qualified for placement.

Corollary, the official's/employee's appointment in the new staffing pattern shall not cause the termination/dismissal of the investigation against him/her and the same shall continue until decided.

- c. The Committee shall prepare the Personnel Placement List and submit the same to the appointing authority for approval.
- d. Within thirty (30) calendar days from submission of the Personnel Placement List by the Committee, the appointing authority shall be given the chance to approve, modify, or revise the Personnel Placement List which shall then constitute the New Plantilla of Personnel.

Section 11. *Valid Causes for Separation.* - The following are valid causes for separation pursuant to a bona fide reorganization:

- a. A position has been abolished or rendered redundant;
- b. Positions are merged, divided, or consolidated to meet the exigencies of the service;
- c. Causes allowed by the Civil Service Law.

Section 12. *Order of Separation.* - The separation of personnel pursuant to reorganization shall be in the following order:

- a. Casual/contractual employees with less than five (5) years of government service;



- b. Casual/contractual employees with five (5) years or more of government service;
- c. Employees holding temporary appointments; and
- d. Employees holding permanent appointments:

Provided, that those in the same category as enumerated above, who are least qualified in terms of performance and merits shall be separated first, notwithstanding length of service.

Officials and employees with pending administrative cases, whether in the preliminary or formal investigation stage, who are not placed, shall be separated from the service as a result of the reorganization without prejudice to the continuation of investigation.

Section 13. *Preparation of Appointments.* - Individual appointments on the prescribed CS Form together with the supporting papers shall be issued to those reappointed and shall be submitted by regulated agencies to the CSC Regional or Field Office which has jurisdiction thereon, within thirty (30) days from issuance.

In case of appointments issued by accredited/deregulated agencies, the Report on Appointments Issued (RAI) together with the original CSC copy of appointments issued during the month and the required attachments shall be submitted to the CSC Field Office concerned on or before the 30th day of the succeeding month.

Section 14. *Posting of Appointments.* – The head of agency shall cause to be posted on the bulletin boards and two (2) other conspicuous places in the agency the lists of personnel appointed to the positions in the approved staffing pattern (CS Form No. 14, s. 2024), within five (5) calendar days from the effectivity or issuance of the appointment. The posting should not be less than fifteen (15) calendar days.

The Human Resource Management Officer (HRMO) or the duly authorized officer performing the duties of the HRMO shall certify the date and duration of the posting of appointment using CS Form No. 15, s. 2024.

Section 15. *Notice of Separation from the Service.* - Officials and employees separated as a result of reorganization shall be given written notice using CS Form No. 16, s. 2024 at least thirty (30) calendar days in advance of the effective date of their separation from the service. The written notice shall be sent or mailed to the office address, electronic (e-mail) address, and residence of the official/employee.

Section 16. *Separation from the Service Considered in Bad Faith.* – The existence of any or some of the following circumstances may be considered as evidence of bad faith in the removals made as a result of reorganization, giving rise to a claim for reinstatement or reappointment by an aggrieved party:



- a. Where there is significant increase in the number of positions in the new staffing pattern of the department or agency concerned;
- b. Where an office is abolished and another performing substantially the same functions is created;
- c. Where incumbents are replaced by those less qualified in terms of status of appointment, performance, and merit;
- d. Where there is a reclassification of office in the department or agency concerned and the reclassified offices perform substantially the same functions as the original offices;
- e. Where the removal violated the order of separation provided in these Revised Rules;
- f. Such other analogous circumstances constituting separation from the service in bad faith.

Section 17. *List of Separated Officials and Employees.* – The agency shall prepare a certified list of all officials and employees separated as a result of reorganization indicating therein their respective qualifications, civil service eligibilities, last position held, and remarks as to the officials'/employees' conduct and performance. The agencies shall furnish copies of the list to the CSC Regional or Field Office concerned not later than fifteen (15) calendar days from the issuance of the notice of separation from the service.

Failure of the official/employee in charge of human resource management to furnish the CSC Regional or Field Office concerned with the list within the prescribed period shall be a ground for administrative disciplinary action for neglect of duty which the head of agency or the CSC can initiate.

Section 18. *Appeal to the Appointing Authority.* – Any official or employee aggrieved by the appointments or other human resource actions made may file an appeal with the appointing authority within ten (10) calendar days from the last day of posting of the appointments by the HRMO. Any official or employee whose services were terminated or who are aggrieved by other human resource actions may also appeal to the appointing authority within ten (10) calendar days from receipt of the notice of separation. The official or employee shall expressly state in the appeal the date of receipt of the notice of separation from the service or the other human resource action.

The appointing authority shall render a decision on the appeal within thirty (30) calendar days from the filing thereof.

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The appointments on appeal to the appointing authority shall remain effective until the appointments are disapproved/invalidated with finality.

Section 19. *Appeal to the CSC.*

- a. The decision of the appointing authority on appointment, separation from the service, or other human resource actions may be elevated by the party adversely affected to the CSC RO by way of an appeal within ten (10) calendar days from receipt of the decision.
- b. The appeal shall specifically set forth the grounds therefor and the name(s) or personnel and/or positions(s) in the new plantilla of personnel which are the subject to the appeal.
- c. The appeal should be filed with the requirements set forth under Civil Service rules.⁶
- d. The official or employee shall expressly state in the appeal the date of receipt of the notice of separation from the service.
- e. The CSC RO shall render a decision within thirty (30) calendar days from the filing of the appeal. The decision of the CSC RO may be appealed to the CSC Central Office (CO) within fifteen (15) calendar days from receipt thereof. The decision of the CSC CO shall be final and executory.

Section 20. *Order of Reappointment.* – All officials and employees who are found by the CSC to have been separated in violation of the provisions of RA No. 6656 and these Revised Rules shall be ordered reinstated or reappointed as the case may be without loss of seniority rights and shall be entitled to full pay for the period of separation corresponding to the positions to which they should have been appointed based on the evaluation and assessment as provided for in these Revised Rules.

When reinstatement or reappointment is no longer possible, such as when the official/employee dies or no position is available for placement, the official/employee, or the legal heir/s in case of employee's death, shall receive backwages and separation pay, as the case may be, reckoned from the date of separation and until the decision becomes final.

⁶ Rule 13 of CSC Resolution No. 1701077 dated 7 July 2017 or the 2017 Rules on Administrative Cases in the Civil Service (RACCS).



Section 21. *Separation and Retirement Benefits.* – All officials and employees, including casual and temporary employees who have been separated pursuant to reorganization under any of the valid causes, except those as a result of final disciplinary action, shall, if entitled thereto, be paid the appropriate separation pay and retirement and other benefits under existing laws within a period of thirty (30) calendar days from the date of the effectivity of their separation or from the date of the receipt of the resolution of their appeals as the case may be: Provided, That application for clearance has been filed at least thirty (30) calendar days prior to the date of effectivity of separation or receipt of the resolution of appeal and no action thereon has been made by the corresponding department or agency.

Those who are not entitled to said benefits shall be paid a separation gratuity in the amount equivalent to one (1) month salary for every year of service.

Such separation pay and retirement benefits shall have priority of payment out of the savings of the department or agency concerned.

Those who retired/separated from the service as a result of reorganization if reemployed in the government shall be treated as new entrants insofar as GSIS coverage is concerned.

Section 22. *Criminal Liability.* – All heads of departments, commissions, bureaus, agencies, or offices who after the effectivity of RA No. 6656 willfully violate any provisions thereof, including failure to abide by these Revised Rules or to implement a CSC reinstatement order, shall, upon conviction, be punished by a fine not exceeding ten thousand pesos (PHP10,000.00) or by imprisonment of not less than three (3) nor more than five (5) years or both such fine and imprisonment in the discretion of the Court, and suffer permanent disqualification to hold public office.

Section 23. *Implementation and Completion of Reorganization Plan.* - Agencies shall implement their reorganization plan within a specified period authorized by law.

Upon receipt of the approved OSSP, agencies shall complete their reorganization within the period directed by the Department of Budget and Management (DBM), Governance Commission for GOCCs (GCG), or the local sanggunian.

Section 24. *Repealing Clause; Amendment of Rules.* – All existing Civil Service rules and regulations of government reorganization are hereby repealed or amended accordingly.

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Section 25. Separability Clause. – If any part, section, or provision of these Revised Rules be held invalid or unconstitutional, no other part, section, or provisions thereof shall be affected thereby.

Section 26. Effectivity Clause. – These Revised Rules shall take effect after fifteen (15) days from the date of its publication in any newspaper of general circulation.

Quezon City.

VACANT
Chairperson


ATTY. AILEEN LOURDES A. LIZADA
Acting Chairperson*


ATTY. RYAN ALVIN R. ACOSTA
Commissioner

Attested by:

KATHERINE LIMARE-DELMORO
Director IV
Commission Secretariat and Liaison Office