



MC No. 05, s. 1999

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT: *Continuous Accreditation of Government Services on the Basis of the Documents Prescribed in CSC MC Nos. 8 and 8-A, s. 1997, on the Recording of Services Rendered in the Government and other Amendments Thereof*

Pursuant to CSC Resolution No. 99-0546 dated March 02, 1999, the Commission resolved to continue the accreditation of government services of officials and employees regardless of the periods they were rendered on the basis of any of the documentary requirements in CSC Memorandum Circular Nos. 8 and 8-A, s. 1997. Non-permanent government services which are properly supported by CSC approved appointments need not be submitted to the Commission for accreditation.

Each supporting document must bear the following certification to be signed by the head of the Human Resource Management Office for and in behalf of the agency head:

I declare under the penalties of perjury/criminal prosecution as to the genuineness of this document and as to the correctness of information indicated on this copy.

_____ Head of Agency

By: _____
Human Resource Management Officer

SUBSCRIBED AND SWORN TO before me this _____ day of _____, affiant exhibiting his/her Community Tax Certificate No. _____ issued at _____ on _____.

_____ Person Administering Oath

This Memorandum Circular takes effect immediately and should be disseminated to all officials and employees under your jurisdiction.


CORAZON ALMA G. DE LEON
Chairman

5 March 1999
/rsd-spec/proposal/ncb/jcm
MIO

Republic of the Philippines
CIVIL SERVICE COMMISSION



Re: *Amendments to CSC MC Nos. 8 and 8-A, s.1997*

X-----X

RESOLUTION NO. **990546**

WHEREAS, Section 12 (17) Chapter III Title I, Subtitle A, Book V of the Administrative Code of 1987 (Executive Order No. 292), conferred on the Civil Service Commission the power and function to "*administer the retirement program for government officials and employees, accredit government services and evaluate qualification for retirement*";

WHEREAS, the Commission in Resolution No. 950550 dated January 28, 1997 and Resolution No. 974603 dated December 11, 1997 as implemented by CSC Memorandum Circular Nos. 8 and 8-A, both series of 1997, respectively, adopted and promulgated the policies and guidelines in the recording/accrediting of government services;

WHEREAS, pursuant to the aforesaid resolutions, all requests for accreditation of services rendered prior to December 31, 1996 must be filed on or before December 31, 1997 with the CSC Regional Offices concerned but compliance with the requirements particularly submission of the documents other than the appointment is on or before March 31, 1998;

WHEREAS, many government officials and employees were not able to avail of the benefits of the said resolutions because of the deadlines imposed therein;

WHEREAS, employees concerned should not be deprived of the benefits to which they are legally entitled;

WHEREAS, for reasons of fairness and equity, there is a need to extend the benefits provided under the above resolutions regardless of the period the services were rendered to afford equal opportunity to all affected officials and employees who were not able to meet the above deadlines;

WHEREFORE, foregoing premises considered, the Commission hereby resolves to adopt the following:

1. To continue the accreditation of government services of officials and employees regardless of the period the services were rendered on the basis of any of the documentary requirements under the above resolution, namely:
 - 1.1 Index/payroll/voucher of salary payments;
 - 1.2 Notice of salary adjustment;
 - 1.3 Leave card;
 - 1.4 Index/payroll/voucher on the payment of COLA/PÉRA/loyalty bonus/overtime pay/salary differential;
 - 1.5 Daily Time record or bundy card;
 - 1.6 Income tax returns;
 - 1.7 Withholding tax receipts;
 - 1.8 Matured GSIS insurance policy; or
 - 1.9 Remittance records of contributions made either by the employees or by the employer to the Pag-ibig Fund/GSIS and other institutions, or remittance records of salary/multipurpose loan deductions, subject to verification with said institutions.
 - 1.10 Statement of Assets, Liabilities and Network.

Re: Amendments to CSC MC Nos. 8 and 8-A, s.1997
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The original copies of the documents enumerated in Items 1.7 to 1.10 need not be submitted to the Commission as earlier required in CSC MC 8-A, s. 1997.

Each supporting document must bear the following certification to be signed by the head of the Human Resource Management Office for and in behalf of the agency head:

I declare under the penalties of perjury/criminal prosecution as to the genuineness of this document and as to the correctness of information indicated on this copy.

_____ Head of Agency

By: _____
Human Resource Management Officer

SUBSCRIBED AND SWORN TO before me this _____ day of _____, affiant exhibiting his/her Community Tax Certificate No. _____ issued at _____ on _____.

_____ Person Administering Oath

2. To fully delegate the authority to accredit government services to the Civil Service Regional Offices. The CSC Central Office through the Management Information Office shall act on appeals elevated to it for resolution.

This resolution takes effect immediately.

Quezon City, **MAR 02 1999**


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERESTAIN, JR.
Commissioner

Attested by:


ARIEL G. RONQUILLO
Director III