



CSC MC No. 02 s. 2003

**MEMORANDUM CIRCULAR**

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

**SUBJECT :** ADDENDUM TO THE UNIFORM RULES ON  
ADMINISTRATIVE CASES IN THE CIVIL  
SERVICE (CSC Resolution No. 99-1936 dated  
August 31, 1999)

Pursuant to CSC Resolution No. 03-0488 dated April 15, 2003, Section 43 A has been added to the Uniform Rules on Administrative Cases in the Civil Service to read, as follows:

***“Section 43.A. Filing of Supplemental Pleadings. – All pleadings filed by the parties with the Commission, shall be copy furnished the other party with proof of service filed with the Commission.***

*“Any supplemental pleading to supply deficiencies in aid of an original pleading but which should not entirely substitute the latter can be filed only upon a favorable action by the Commission on the motion of a party to the case. The said motion should be submitted within five (5) days from receipt of a copy of the original pleading and it is discretionary upon the Commission to allow the same or not or even to consider the averments therein.”*

This Memorandum Circular shall take effect immediately.

  
KARINA CONSTANTINO-DAVID  
Chairperson

April 21, 2003  
OIA

FPG/KPZ/K2/Y4/jca195

/amendment(sec43) 931-7935/931-7939/931-8092 • cscphil@csc.gov.ph • www.csc.com.ph



**Addendum to the Uniform Rules on  
Administrative Cases in the Civil Service  
(CSC Resolution No. 99-1936 dated August  
31, 1999)**

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**RESOLUTION NO. 030488**

**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 to prescribe, amend and enforce rules and regulations to effectively carry out its mandate;

**WHEREAS**, Section 12 (11), Chapter 3, Title I, Subtitle (A), Book V of the same Code provides, in part, that the Commission shall hear and decide administrative cases instituted by or brought before it directly or on appeal, including contested appointments, and review decisions and action of its offices and of the agencies attached to it;

**WHEREAS**, on the basis thereof, the Commission, on August 31, 1999, promulgated the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 99-1936);

**WHEREAS**, Section 43 of the same Uniform Rules provides for the rule on filing of appeals which requires "*that a notice of appeal including the appeal memorandum shall be filed with the appellate authority, copy furnished the disciplining office.*"

**WHEREAS**, it has been the experience of the Commission that some appellants voluntarily file their reply to the Comment, while others, do not do the same, particularly when the disciplining office fails to furnish them copy of their comment;

**WHEREAS**, the aforesaid Rules is silent on how to treat the supplemental pleadings coming from different parties;

**WHEREFORE**, to serve the broader interest of justice, the Commission hereby adopts and promulgates the following provision to serve as an addendum/amendment to the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 99-1936 dated August 31, 1999):

*"Section 43.A. Filing of Supplemental Pleadings. – All pleadings filed by the parties with the Commission, shall be copy furnished the other party with proof of service filed with the Commission."*


*"Any supplemental pleading to supply deficiencies in aid of an original pleading but which should not entirely substitute the latter can be filed only upon a favorable action by the Commission on the motion of a party to the case. The said motion should be submitted within five (5) days from receipt of a copy of the original pleading and it is discretionary upon the Commission to allow the same or not or even to consider the averments therein."*

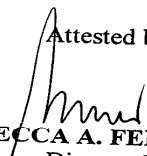
This Resolution shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City, **APR 15 2003**

  
**KARINA CONSTANTINO-DAVID**  
Chairman

**ON LEAVE**  
**JOSE F. ERESTAIN, JR.**  
Commissioner

  
**J. WALDEMAR V. VALMORES**  
Commissioner

Attested by:  
  
**REBECCA A. FERNANDEZ**  
Director IV  
Commission Secretariat-Liaison Office