



M.C. No. 13 s. 2005

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; STATE UNIVERSITIES AND COLLEGES; AND GOVERNMENT OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT : Request for CSC Announcement/Endorsement

In the light of numerous requests received by the Commission from training institutions, government agencies, and public and private professional organizations for endorsement of their respective programs, conferences and special events, the Commission reiterates the provisions of CSC Memorandum Circular Numbers 3 and 10, series 2002. Said circulars state that requests for CSC endorsements relative to the conduct of training and development programs shall be submitted to the Civil Service Commission through the Human Resource Development Office (HRDO) on or before the 15th of the month immediately prior to the conduct of the activity.

Requests however, for endorsements of the following activities shall be posted for two weeks in the Commission's website, www.csc.gov.ph, specifically under the News and Events menu:

1. conduct of contests/competitions; and
2. celebration or observance of special events, such as Book Development Week or Lung Cancer Awareness Month.

Deadline for submission of requests for posting in the website is also on or before the 15th of the month immediately prior to the holding of the activity/event. The Commission shall no longer accommodate requests received beyond the deadline.

Please be guided accordingly.


KARINA CONSTANTINO-DAVID
Chair

10 June 2005

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