



MC No. 17, s. 2006

**MEMORANDUM CIRCULAR**

**T O :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** *Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR)*

The Civil Service Commission (CSC) launched the project on the *Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations*, otherwise known as the Project DIBAR, on September 17, 1998. The DIBAR is an electronic database of individuals:

- Who have been dishonorably dismissed from the government service;
- Whose civil service eligibilities (including Police Officer eligibility) have been cancelled or revoked as a result of a decision or order on specific administrative cases;
- Who are barred from taking future civil service examinations and entering government service or holding public office; and
- Who are disbarred members of the Philippine Bar (practicing and non-practicing lawyers), and barred holders of professional licenses certified by the Professional Regulation Commission (PRC), and Career Executive Service (CES) eligibilities.

The project DIBAR has the following objectives:

1. To facilitate verification of the employment standing of government employees and CS eligibility of prospective entrants to the government service;
2. To provide an accurate, complete and up-to-date database of blacklisted government employees and examinees of civil service, board and bar examinations, as reference for personnel actions such as processing of appointments, verification, authentication and confirmation of CS eligibilities, issuance of certification of CS eligibilities, among other things; and

3. To guide the exam application processors in determining if a test applicant is qualified to take or retake a specific CS examination.

The source documents for the DIBAR are resolutions, orders, or decisions issued by the CSC Central and Regional Offices, and other government agencies.

In this connection, the CSC reiterates the provision of CSC Resolution No. 050132 as implemented by Memorandum Circular No. 5, s. 2005, directing all government offices to furnish the Commission, through its various regional offices, copies of their administrative decisions/resolutions/orders dismissing government personnel which have become final and executory. These copies which should be certified by a competent authority, shall be submitted on the 5<sup>th</sup> working day of each month to the CSC Regional Offices which, in turn, shall forward them to the CSC Central Office, through the Integrated Records Management Office, on the 15<sup>th</sup> working day, for proper management.

In addition to the above requirement, agencies shall accomplish and submit in the attached prescribed format/list to the concerned CSC Regional Office indicating therein the various data required. The accomplished form/list shall be certified by the head of agency or one's authorized representative. For the initial submission, please include all previous cases decided with finality for inclusion in the DIBAR. Thereafter, submission of the list and the required documents shall be done on a monthly basis.

The CSC shall not attest or act on appointments whenever, the accompanying Personal Data sheet is incomplete (*e.g. no photograph, no Community Tax Certificate indicated, etc.*) or all the questions/entries are not completely filled out or answered, in any and all respects. Within the period required to act on the appointment/s, the CSC Regional Offices are required to notify the agency concerned of such deficiency/ies and to return the appointments to the concerned agency heads.

Moreover, the CSC shall institute a case *motu proprio* for Dishonesty or other appropriate disciplinary case/s after conduct of proceedings pursuant to the Uniform Rules on Administrative Cases in the civil service, should it be discovered after attestation of an appointment, that said appointee/s concealed the fact of his/her dismissal from the service.

The DIBAR can be accessed by the general public through the DIBAR Query Program of the CSC Website <http://www.csc.gov.ph>.

  
KARINA CONSTANTINO-DAVID  
Chair

October 10 , 2006



## DIBAR STRUCTURE

### Reportorial Requirements

#### INDIVIDUAL TABLE

<b>FIELDS</b>	<b>DESCRIPTION</b>
First Name	First Name of Barred Individual
Last Name	Last Name of Barred Individual
Middle Name	Middle Name of Barred Individual
Maiden Name	Complete Maiden Name of Barred Individual, if applicable
Gender	Sex of Barred Individual
DOB	Date of Birth
POB	Place of Birth
Profession <sup>1</sup>	Profession of Barred Individual
Occ/Category	Government/Non-Govt
Agency	Employer/Agency Name with City/Province/Region (e.g. Department of Education, Mandaue City, Cebu, Reg. 7)
Position	Position Title of Barred Individual
Eligibility	Eligibility of the Barred Individual
Exam Date	Exam Date of the Barred Individual
Exam Place	Exam Place of the Barred Individual
Rating	Rating of the Barred Individual

#### SOURCE TABLE

<b>FIELDS</b>	<b>DESCRIPTION</b>
Type	Document Type (may either be a Resolution, Decision, List, or Others) <i>If others, please specify the document type on the 'Remarks' Field</i>
No.	Resolution No./ Decision No.
Signatory	Full Name of Person who signed the Resolution/Decision/List/Others
Agency	Office/Agency of the Resolution/Decision/List/Others
Position	Position of the person who signed the Resolution/Decision/List/Others
Date Issued	Date issued
Offense	Offense Description based on Uniform Rules on Administrative Cases in the Civil Service (URACCS)
Type of Exam Irregularity Involved In	Type of Exam Irregularity (e.g. impersonation)
Penalty	Dismissal
Remarks	Details of Offense; Penalty (indicate the accessory penalty); other related information

<sup>1</sup>Selection for Profession Field of the Individual Table:

(This is only the initial list, new profession/s may be added)

Accounting/Finance	Manufacturing/Production/Operations
Computer Related	Professional (Medical, Legal, etc.)
Consulting	Research and Development
Customer Service	Sales/Marketing/Advertisement
Education/Training	Self Employed/Owner
Engineering	Student
Executive/Senior Manager	Tradesman/Craftsman
General Administrative	Unemployed/Between Jobs
Homemaker	Others (specify on the 'Remarks' Field)