



MC No. 15, s. 2013

## MEMORANDUM CIRCULAR

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

**SUBJECT :** Request for Clearance of Pendency/ Non-Pendency of Administrative Case

Section 7 of the Implementing Rules and Regulations of Republic Act No. 10154, otherwise known as *An Act Requiring All Concerned Government Agencies to Ensure Early Release of the Retirement Pay, Pensions, Gratuities and Other Benefits of Retiring Government Employees* requires the submission of a Clearance of Pendency/ Non-Pendency of Administrative Case from the Civil Service Commission. To facilitate processing of requests for Clearance of Pendency/ Non-Pendency of Administrative Case at the CSC Central Office, batch or bulk filing of requests per agency is encouraged.


Requests for Clearance of Pendency/ Non-Pendency of Administrative Case for two or more employees/ retirees may be made by the agency Human Resource Management Officer (HRMO). The requests may be filed with the CSC Central Office – Office for Legal Affairs (OLA) via email to [ola@webmail.csc.gov.ph](mailto:ola@webmail.csc.gov.ph). Clearances will be released three working days after filing of request. The HRMOs are advised to call the CSC Central Office – Public Assistance and Information Office (PAIO) at 02-932-0111 or 951-2576 before picking-up the clearances.

For HRMOs of agencies in the regions, including the National Capital Region, requests for clearance may be sent to the Civil Service Commission Regional Offices (CSCROs) via their official e-mail addresses indicated at [www.csc.gov.ph](http://www.csc.gov.ph). Employees/ retirees need not go to the CSC Central Office and CSCROs to apply for and pick-up clearances. The agency HRMO is duty bound to facilitate clearance application and receipt.

Fees for clearance of pendency/ non-pendency of administrative case issued to retirees complying with the requirements under Section 7 of the IRR of RA No. 10154 are hereby waived effective upon issuance of this Memorandum Circular. Standard requirements and fees shall, however, apply to CSC clearance intended for purpose/s other than retirement.

The CSCROs shall accommodate requests/ applications for clearances. Clearances issued by the CSCROs will also be considered as sufficient compliance with the CSC clearance provided in Section 7 of the IRR of RA No. 10154.

Please be guided accordingly.

  
FRANCISCO T. DUQUE III, MD, MSc  
Chairman

JUL 24 2013

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