



MC No. 21, s. 2017

MEMORANDUM CIRCULAR

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

SUBJECT : Accreditation of Government Service; Exemption from CSC MC No. 25, s. 2014

The Commission, pursuant to CSC Resolution No. 1700951 dated June 5, 2017, exempts the following from Section A of CSC MC No. 25, s. 2014:

1. Former employees of the Information and Communication Technology Office and Philippine Charity Sweepstakes Office affected by Executive Order No. 366;
2. Employees of the Light Rail Transit Authority whose appointments were submitted late to the CSC Field Offices and/or invalidated/not renewed; and
3. Employees in the government who are similarly situated with the employees mentioned in Item Nos. 1 and 2 hereof.

The employees covered are given until December 31, 2017 to submit their request for accreditation with complete requirements to the CSC Regional Offices concerned.

The CSC Regional and Field Office Directors are hereby instructed to comply with the provisions set forth in CSC Resolution No. 1700951 dated June 5, 2017.

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1700951 dated June 5, 2017 in a newspaper of general circulation.


ALICIA dela ROSA-BALA
Chairperson

12 JUL 2017

CSC Resolution No. 1700951 dated June 5, 2017 was published on June 21, 2017 in Philippine Star

Bawat Kawani, Lingkod Bayani



**Accreditation of Government Service:
Exemption from CSC MC No. 25, s. 2014**
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Number : 1700951
Promulgated: 05 JUN 2017

RESOLUTION

WHEREAS, Section 12 (17), 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 Civil Service Commission issued several resolutions from 1993-2002 providing guidelines in the accreditation of government services and setting deadlines for the processing of requests;

WHEREAS, Section 1, Rule I of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions reiterates the tenet that “*the State shall insure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness*”;

WHEREAS, Section 1, Rule VI of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions emphasizes that: “*No official or employee shall be required to assume the duties and responsibilities without being furnished with a copy of his/her appointment by the HRMO after it is signed by the appointing officer/ authority*”;

WHEREAS, it is stated in Section 6, Rule VI of the said Omnibus Rules that “*the services rendered by any person who was required to assume the duties and responsibilities of any position without an appointment having been issued by the appointing officer/authority shall not be credited nor recognized by the Commission and shall be the personal liability of the person who made him/her assume office*”;

WHEREAS, the Commission in Resolution No. 062179 dated December 6, 2006, adopted and promulgated the policies and guidelines for the accreditation of government service allowing continuous accreditation of government services rendered pursuant to defective or inexistent appointments regardless of the period

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the services were rendered, except for those who have already retired from the service;

WHEREAS, the Commission modified its policy of excluding retired government employees from seeking service accreditation, hence, promulgated Resolution No. 1400554 dated April 11, 2014, allowing the accreditation of services of employees who availed the Executive Order No. 366¹ despite their having already retired from the service;

WHEREAS, the Commission, based on a series of consultations with the CSCROs, was informed that the continuous accreditation of service has indirectly encouraged agencies not to strictly follow CSC policies on appointments;

WHEREAS, the Commission promulgated Resolution No. 1401316 dated September 12, 2014 and implemented thru CSC Memorandum Circular No. 25, s. 2014, amending Section A of Resolution No. 062179 dated December 6, 2006 providing that actual services rendered starting January 1, 2015 pursuant to a defective or without appointment shall no longer be credited as government service. However, officials and employees who rendered actual services before January 1, 2015 pursuant to defective appointments or without any appointment, except those who have retired under existing laws, but not under EO No. 366, may still submit the request for the inclusion of said services with the CSC Regional Offices (CSCRO) concerned until the last working day of 2014 only;

WHEREAS, the Commission and CSCROs continued to receive individual and agency requests for accreditation of services in 2015 up to present, the main reasons being cited by the requesting parties include lack of knowledge about the policy and limited time to file the request;

WHEREAS, certain agencies moved for exemption from CSC MC No. 25, s. 2014 and these include the Philippine Charity Sweepstakes Office (PCSO), Information and Communication Technology Office (ICTO) and Light Rail Transit Authority (LRTA);

WHEREAS, the request of PCSO was for an approval to continuously transmit request for accreditation of services of the affected employees due to defective appointments until March 30, 2016. However, per coordination with PCSO HR Office, it appeared that the PCSO was not ready yet to transmit the request for accreditation of services as the requirements are still being collated;

WHEREAS, the PCSO represented that its Rationalization Plan was approved on April 1, 2013, fully implemented on August 27, 2013 and completed on September 18, 2014. Thus, when CSC MC No. 25, s. 2014 was issued on

¹ Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees who may be Affected by the Rationalization of the Functions and Agencies of the Executive Branch



October 23, 2014, the affected employees had less than three (3) months to prepare the documentary requirements for accreditation of services;

WHEREAS, while the Commission has granted the affected employees of the ICTO as well as others who have already retired under EO No. 366 exemption from Section 100, Rule 21 of the RRACCS and allow the re-evaluation of their requests for the accreditation of their services despite retirement to support payment of the differential of their incentives to be paid by the DBM, CSC MC No. 25 only allows the submission of request for accreditation until the last working day of 2014;

WHEREAS, the LRTA, on the other hand, had cases of late submission of Report of Appointments Issued (RAI), invalidated appointments and non-renewal of appointments, all of which are subject of a request for an extension of time to file for service accreditation;

WHEREAS, LRTA's request is for the affected employees to have ample time to comply with the requirements for accreditation so that they would not incur gap in services for purposes of computing separation benefits for those separating from the LRTA and for qualification to loyalty award for those staying with the LRTA;

WHEREAS, the Commission affirms its stand to be consistent with its policy to promote the Constitutional mandate that appointments in the civil service shall be made according to merit and fitness and to stop the practice of agencies in requiring employees to report for work even without the proper appointment paper. However, for humanitarian consideration, the Commission may reconsider the cases of employees of ICTO and PCSO who retired or were affected by EO No. 366;

WHEREAS, the same humanitarian consideration may be given to employees of LRTA whose appointments were submitted late and/or invalidated or not renewed for purposes of payment of separation benefits and loyalty award;

WHEREAS, there could be other government employees similarly situated with employees of ICTO, PCSO and LRTA whom such consideration may be extended;

WHEREFORE, the Commission **RESOLVES** to **EXEMPT** the following from Section A of CSC MC No. 25, s. 2014:

1. Former employees of ICTO and PCSO affected by EO No. 366;
2. Employees of LRTA whose appointments were submitted late and/or invalidated/not renewed; and
3. Employees in the government who are similarly situated with the employees mentioned in Item Nos. 1 and 2 hereof.



These employees are given until December 31, 2017 to submit their request for accreditation, with complete requirements, to the CSCRO concerned.

The CSCRO and Field Office Directors are directed to:

1. Facilitate the processing of the requests for accreditation of service of all concerned employees affected by EO No. 366, those employees of LRTA whose appointments were submitted late and/or invalidated or not-renewed, and those similarly situated; and
2. Entertain requests to reconsider all previously denied requests under the situations cited above, upon filing of the proper request and submission of the required and necessary documents in support thereof.

The Commission **RESOLVES FURTHER** that employees whose appointments are disapproved/invalidated on grounds which do not constitute a violation of pertinent laws² need not request accreditation of services. The services rendered are credited as government services and the appointees are entitled to the payment of salaries from the government as *de facto* officer.

Quezon City.


ALICIA dela ROSA-BALA
Chairperson


ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

HRPSO/PSSD/APE/JLT/issa

² Civil Service Law, rules and regulations, the Board/Bar, Local Government Code of 1991 (RA No. 7160), Publication Law (RA No. 7041, the Omnibus Election Code (BP Blg. 881) and other pertinent laws.