



Public Sector Labor-Management Council

Civil Service Commission Central Office Building
Batasang Pambansa Complex, Constitution Hills, Diliman, 1126 Quezon City
Telefax No. 931-4149

**ALLOWING DIGITAL FILING AND
RECOGNIZING ELECTRONIC
SIGNATURES IN PLEADINGS
FILED BEFORE THE PUBLIC
SECTOR LABOR-MANAGEMENT
COUNCIL (COUNCIL)**

X-----X

Number: 7, s. 2023

Promulgated: July 14, 2023

RESOLUTION

WHEREAS, Executive Order (E.O.) No. 180 dated 01 June 1987, provides for the Guidelines in the Exercise of the Right of Government Employees to Organize and Creating a Public Sector Labor-Management Council (Council) to implement and administer the provisions of said E.O;

WHEREAS, pursuant to Section 1, Rule XX of the Amended Implementing Rules and Regulations (Amended IRR) of E.O. No.180, s.1987, all cases falling within the original and exclusive jurisdiction of the Council enumerated under Section 4, Rule XIX shall commence by the filing of a complaint or petition at the Civil Service Commission (CSC) - Human Resource Relations Office (HRRO);

WHEREAS, pursuant to Section 1(b), Rule XX, of EO No. 180, s.1987, a complaint or petition sent by mail shall be deemed filed on the date shown by the postmark on the envelope which shall be attached to the records of the case and, in the case of personal delivery, the date stamped thereon by the HRRO;

WHEREAS, Section 1(c), Rule XX, EO 180, s.1987, the HRRO, upon receipt of the complaint and all the requirements as prescribed by the rules, issues an order for the respondent to file a responsive pleading; and

WHEREAS, in reference to the Supreme Court Office of the Court Administrator Circular No. 89-2020 and CSC MC No. 9, s. 2017, the Council may adopt digitalization in the filing of certain pleadings to expedite resolution of cases filed before it.

WHEREFORE, the Council **RESOLVES** as it hereby **RESOLVED** to allow digital transmission of pleadings which include Motions for Reconsideration, Motions for Extension of Time to Comment, and other

Motions, except initiatory and responsive pleadings, under the following conditions:

1. All pleadings and other submissions to the Council and the other party which will be electronically transmitted must be in Portable Document Format (PDF). Evidence which are not documentary in nature may be photographed and converted into PDF and shall be certified as true reproduction thereof by the party;
2. The pleadings must be sent from the email address of the party as registered in the records of the case within the prescribed period under existing rules and regulations to the official email address of the HRRO, hrro@csc.gov.ph. For this purpose, HRRO shall inform employees' organizations the email address where documents must be sent;
3. Electronic signatures registered with the Department of Information and Communications Technology or wet ink signatures may be used;
4. The date stamped in the electronic mail shall be considered as the date of filing of the pleading;
5. Pleadings not compliant with the above conditions or those filed beyond the reglementary periods under the rules are deemed not filed;
6. All original documents including certified copies shall be submitted to the HRRO, copy furnished the other party, for purposes of records-keeping and future reference ten (10) days after the electronic filing of the pleadings; and
7. The parties are not precluded from filing pleadings through registered mail, courier service, or physical submission subject to existing rules and regulations.

RESOLVED FURTHER, that this shall amend Sec.1 (b), Rule XX of the Amended IRR and all other rules and regulations inconsistent with this policy.



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

Quezon City.

Atty. KARLO A. B. NOGRALES
Chairperson, Civil Service Commission
CHAIRPERSON

BENEDICTO ERNESTO R. BITONIO, JR
Undersecretary
FOR

BIENVENIDO E. LAGUESMA
Secretary, Department of Labor and Employment
VICE-CHAIRPERSON

MARIA EDITA Z. TAN
Undersecretary
FOR

BENJAMIN E. DIOKNO
Secretary, Department of Finance
MEMBER

Atty. RAUL T. VASQUEZ
Undersecretary
FOR

JESUS CRISPIN C. REMULLA
Secretary, Department of Justice
MEMBER

ACHILLES GERARD C. BRAVO
Assistant Secretary
FOR

AMENAH F. PANGANDAMAN
Secretary, Department of Budget and Management
MEMBER

RECEIVED
2013 SEP 23
12:50 PM
OFFICE OF THE SECRETARY
DEPARTMENT OF JUSTICE

Attested by:


MA. THERESA C. FERNANDEZ
Director IV, Human Resource Relations Office
Civil Service Commission
Head, PSLMC Secretariat