



MC No. 8-A s. 1997

MEMORANDUM CIRCULAR

FOR : All HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT -OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : *Amendment to CSC Memorandum Circular No. 8, s. 1997 on Recording of Services Rendered in the Government Service*

Pursuant to CSC Resolution No. 97-4603 dated December 11, 1997 the Commission resolved to amend Resolution No. 97 0550 which heretofore shall read as follows:

- A. Officials and employees who rendered actual services before December 31, 1996 pursuant to defective appointments or without any appointment except those who have already retired, may request the inclusion of said services in their official service record in the Commission.
- B. In support of said request, the following documents shall be submitted to the CSC Regional Office:
 1. A formal request signed by the affected person;
 2. Updated service record prepared by the Personnel Officer/ Administrative Officer of the agency where the subject services sought to be recorded were rendered;
 3. The disapproved appointment, if any;
 4. Index of salary payment;
 5. Notice of salary adjustment, if any;
 6. Payroll; and
 7. Vouchers

C. In the absence of any of the documents mentioned in Item "B", the original copies of the following documents may be submitted for evaluation:

1. Copy of leave card; or
2. Daily Time records or Bundy card; or
3. Copies of Payroll/voucher on the payment of loyalty bonus / overtime pay / salary differentials; or
4. Income tax returns; or
5. Withholding tax receipts; or
6. Matured GSIS insurance policy; or
7. Remittance records of contributions made either by the employees or by the employer to the Pag-ibig Fund, GSIS and other institutions, or remittance records of salary/multipurpose loan deductions, subject to verification with said institutions.

All requests for accreditation of services must be filed on or before December 31, 1997 to the concerned CSC Regional Office but compliance with the requirements particularly submission of the documents is extended to March 31, 1998.

This Memorandum Circular takes effect immediately.


CORAZON ALMA G. DE LEON
Chairman

12 December 1997
MIO/CCS/JCM/stm/cleo



Re: Recording of Services Rendered in
the Government; Amendment No. 1 (CSC Resolution No. 970550)

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RESOLUTION NO. 974603

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 Commission in Resolution No. 970550 dated January 28, 1997 adopted and promulgated the policies and guidelines in the recording/accrediting of government service.

WHEREAS, there is a need to amend CSC Resolution No. 97-0550 as implemented in CSC MC No. 8, 1997 to afford affected employees to submit other analogous documents which may support their claim for the accreditation of services;

WHEREFORE, the Commission hereby resolves to amend the aforementioned resolution which heretofore shall read as follows:

- A. Officials and employees who rendered actual services before December 31, 1996 pursuant to defective appointments or without any appointment except those who have already retired, may request the inclusion of said services in their official service record in the Commission.
- B. In support of said request, the following documents shall be submitted to the CSC Regional Office:
 1. A formal request signed by the affected person;
 2. Updated service record prepared by the Personnel Officer/ Administrative Officer of the agency where the subject services sought to be recorded were rendered;
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 7. Remittance records of contributions made either by the employees or by the employer to the Pag-ibig Fund, GSIS and other institutions, or remittance records of salary/multipurpose loan deductions, subject to verification with said institutions.

All requests for accreditation of services must be filed on or before December 31, 1997 to the concerned CSC Regional Office but compliance with the requirements particularly submission of the documents is extended to March 31, 1998.

Quezon City. **DEC 11 1997**


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERESTAIN, JR.
Commissioner

Attested by:


CARMENCITA GISELLE E.B. BRINGAS
Board Secretary VI