



MC. No. 29, s. 1998

MEMORANDUM CIRCULAR


TO : HEADS OF DEPARTMENTS, BUREAUS, AGENCIES
OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT
UNITS, GOVERNMENT-OWNED AND CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTER AND STATE
COLLEGES AND UNIVERSITIES

SUBJECT : CSC Job Opportunity Bank System or J.O.B.S.

Pursuant to *CSC Resolution No. 981060*, all Civil Service Regional Offices (CSROs) are putting up the Job Opportunity Bank System (J.O.B.S.). The JOBS is a computer-based support system to strengthen the Commission's placement program. It will contain job vacancies in government agencies in the regions, thereby facilitating job placement services to civil service eligibles. Through the JOBS, the CSC shall get a profile of the vacancies in the regions throughout the country.

To attain the objectives of the JOBS, the CSC requests all government agencies to: 1) provide CSROs with a list of their job vacancies and information about these vacancies using the software system designed for the purpose; and, 2) to update on a regular basis the list containing the vacancies. Agencies are enjoined to report to the CSROs all vacant career positions, including those positions for which personnel within the agencies may qualify. The objective is to create a broad base of selection for the various career positions in government.

The CSROs shall work closely with the agencies in the implementation of the JOBS.


CORAZON ALMA G. DE LEON
Chairman

22 July 1998
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Job Data Bank

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RESOLUTION NO. 981060

WHEREAS, Paragraph 3, Section 12 of Book V, the Administrative Code of 1987 (EO No. 292), empowers the CSC to promulgate policies, standards and guidelines for the civil service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Section 1 of Rule II of the Rules Implementing Book V of the Administrative Code of 1987 (EO No. 292), provides that opportunity for government employment in the career service shall be open to qualified Filipino citizens and positive efforts shall be exerted to attract the best qualified to enter the service;

WHEREAS, the Office for Recruitment, Examination and Placement and the Examination and Placement Services Division of the CSROs are tasked to implement the certification and placement programs of the Commission;

WHEREAS, the success of the CSC placement programs depends on the support systems put up for their purpose and on the cooperation and support of agencies by making known to the public the jobs available and the requirements of these jobs;

WHEREAS, to develop self-sufficiency and resourcefulness, civil service eligibles should be encouraged to present or "sell" themselves to government agencies for placement through their own efforts without need for an indorsement of the CSC, except in the case of the Transfer Assistance Program (TAP) and the Brightest for the Bureaucracy Program (BBP), the Commission's special placement programs;

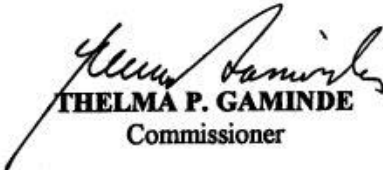
WHEREFORE, foregoing premises considered, the Commission **RESOLVES** to adopt and implement the following, to strengthen the CSC's placement programs:

1. To install a Job Data Bank in each CSRO to house job vacancies in government agencies in the region;
2. To require the participation of government agencies, through their HRMOs, to report to CSC on a regular basis their job vacancies and the requirements of these vacancies;

3. To encourage job applicants to apply for jobs, on their own, with government agencies to unload OREP and CSROs with numerous requests for job indorsements or job referral letters and job follow-up letters to agencies, except in the case of the TAP and BBP;
4. To install the Job Data Bank in the soon-to-be installed CSC Website for wider dissemination of information about job vacancies.

Quezon City, MAY 14 1998


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERESTAIN, JR.
Commissioner

Attested by:


ARIEL G. RONQUILLO
Director III

DBB/JBW/mestg
a: res-jdb2.doc
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