



MC No. 25, s. 2002.

MEMORANDUM CIRCULAR

TO: 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 AND 8-A, S. 1997 ON RECORDING OF SERVICES RENDERED IN THE GOVERNMENT SERVICE

Pursuant to CSC Resolution No. 021481 dated November 12, 2002 the Commission resolved to amend CSC Resolution Nos. 97-0550 dated January 28, 1997 and 97-4603 dated December 11, 1997 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, only the following documents shall be submitted to the CSC Regional Office:
 1. Updated service record prepared by the Personnel Officer/Administrative Officer of the agency where the subject services sought to be recorded were rendered;
 2. The disapproved appointment subject of the accreditation of service; and any of the following:
 - a. Index of salary payments;
 - b. Payroll;
 - c. Vouchers;
 - d. Copy of the leave card;
 - e. Daily Time Records or Bundy Cards;
 - f. Copies of Payroll/Voucher on the payment of loyalty bonus/overtime pay/salary differentials;
 - g. Income tax returns;
 - h. Withholding tax receipts;
 - i. GSIS insurance policy; or
 - j. 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 deduction, subject to verification with said institution.

3. In the absence of the appointment subject of the accreditation of service, the following documents should be submitted in support of the request:
 - a. Updated service record;
 - b. Index of salary payments; and any of the following:
 - i. Payroll or voucher;
 - ii. Copy of the leave card;
 - iii. Daily Time Records or Bundy Cards;
 - iv. Copies of Payroll/Voucher on the payment of loyalty bonus/overtime pay/salary differentials;
 - v. Income tax returns;
 - vi. Withholding tax receipts;
 - vii. GSIS insurance policy; or
 - viii. 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 deduction, subject to verification with said institution.

An Affidavit or Certification alone issued by the Personnel Officer/Administrative Officer and the Head of Agency that the employee concerned was employed in said agency during the period subject of the accreditation will not be sufficient to prove the rendition of services, but the same may be considered as a supporting document to corroborate any of the requirements submitted by the employee in any request for accreditation of services.

Any misrepresentation in the updated service record or appointment subject of the accreditation of service constitutes dishonesty and shall be dealt with in accordance with Civil Service law, rules and regulations.

This Memorandum Circular shall take effect immediately.


KARINA CONSTANTINO-DAVID
Chairman

12 November 2002

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amend-recording1



Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman, 1126 Quezon City

100 Years of Service;
Civil Service at Its Best,

Mamamayan Muna

Re: **Recording of Services Rendered in the
Government; Amendment No. 2 (CSC
Resolution Nos. 97-0550 and 97-4603)**

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RESOLUTION NO. 021481

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. 97-0550 dated January 28, 1997 and 97-4603 dated December 11, 1997 adopted and promulgated the policies and guidelines in the recording/accrediting of government service;

WHEREAS, there is a need to amend CSC Resolution Nos. 97-0550 and 97-4603, as implemented in CSC Memorandum Circular Nos. 8, and 8-A, respectively, to afford affected employees an opportunity to file their respective requests for accreditation of their services;

WHEREAS, the Commission hereby resolves to amend the aforementioned resolutions 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, only the following documents shall be submitted to the CSC Regional Office:
 1. Updated service record prepared by the Personnel Officer/Administrative Officer of the agency where the subject services sought to be recorded were rendered; and

2. The appointment subject of the accreditation of service, and any of the following:
 - a. Index of salary payments;
 - b. Payroll;
 - c. Vouchers;
 - d. Copy of the leave card;
 - e. Daily Time Records or Bundy Cards;
 - f. Copies of Payroll/Voucher on the payment of loyalty bonus/overtime pay/salary differentials;
 - g. Income tax returns;
 - h. Withholding tax receipts;
 - i. GSIS insurance policy; or
 - j. 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 deduction, subject to verification with said institution.

3. In the absence of the appointment subject of the accreditation of service, the following documents should be submitted in support of the request:
 - a. Updated service record;
 - b. Index of salary payments; and any of the following:
 - i. Payroll or voucher
 - ii. Copy of the leave card;
 - iii. Daily Time Records or Bundy Cards;
 - iv. Copies of Payroll/Voucher on the payment of loyalty bonus/overtime pay/salary differentials;
 - v. Income tax returns;
 - vi. Withholding tax receipts;
 - vii. GSIS insurance policy; or
 - viii. 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 deduction, subject to verification with said institution.

An Affidavit or Certification alone issued by the Personnel Officer/Administrative Officer and the Head of Agency that the employee concerned was employed in said agency during the period subject of the accreditation will not be

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sufficient to prove the rendition of services, but the same may be considered as a supporting document to corroborate any of the requirements submitted by the employee in any request for accreditation of services.


Any misrepresentation in the updated service record or appointment subject of the accreditation of services constitutes dishonesty and shall be dealt with in accordance with Civil Service law, rules and regulations.

This amendment shall take effect immediately.

Quezon City, NOV 12 2002


KARINA CONSTANTINO-DAVID
Chairman

O. B.
JOSE F. ERESTAIN, JR.
Commissioner


J. WALDEMAR V. VALMORES
Commissioner

Attested by:


ARIEL G. RONQUILLO
Director III