



MC No. 16, s. 2004

MEMORANDUM CIRCULAR

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

**SUBJECT : SUBMISSION OF COPIES OF APPOINTMENTS AND
OATHS OF OFFICE TO THE COMMISSION**

As the central personnel agency of the government, the Civil Service Commission is mandated to keep and maintain the personnel records of all officials and employees in the Civil Service.

To fulfill this mandate and ensure complete and accurate personnel records, the Commission enjoins all heads of government agencies, including government-owned or controlled corporations, to furnish the Civil Service Commission copies of appointments and oaths of office of their respective officials and employees.

Appointments and oaths of office of officials and employees that have not yet been submitted shall be immediately forwarded to the Commission while those of the newly-appointed officials and employees shall be submitted within one week after the oath taking.

For strict compliance.


KARINA CONSTANTINO-DAVID
Chairman

July 29, 2004