



MC No. 2, s. 2010

MEMORANDUM CIRCULAR

T O : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS, AND STATE COLLEGES AND UNIVERSITIES

SUBJECT: *Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR)*

In Memorandum Circular No. 17, s. 2006, the CSC has reiterated the provision of CSC Resolution No. 050132 as implemented by CSC MC No. 5, s. 2005, requiring all government offices to submit to the CSC, through its regional offices, copies of their administrative decision/resolutions/orders dismissing government personnel from the service which have become final and executory, together with the DIBAR report in the prescribed format. Data on these dismissed employees are included in the DIBAR.

The following enhancements are being issued to ease accomplishment and facilitate submission of the DIBAR reports:

1. The DIBAR report format has been revised as follows:
 - a. The columns on *Profession* and *Type of Exam Irregularity Involved* have been deleted to reduce the number of required data for inputting in the DIBAR. However, for examination-related cases, the data on the latter such as cheating, *codigo*, impersonation, employing a *poste*, collusion, examinee number switching, possession of fake eligibility, use of fake eligibility, unauthorized possession of examination-related materials, as well as other important data not falling under either of the columns provided in the report shall be indicated under the *Remarks* column.
 - b. Certain headings shall be lumped under one column to simplify the form. These new columns are:
 - Date and place of birth
 - Eligibility and rating
 - Place and Date of Exam
 - Document type, number and date
2. For clarity and accuracy, the month of the dates required in the report shall be written in word, abbreviated as necessary. E.g. Oct. 24, 1964 or May 24, 1964.
3. The DIBAR report shall be certified by the Chief/Head of the Division, and approved by the Head of the Department/Office.

4. The Civil Service Commission Regional Offices (CSCROs) shall forward the reports and attachments submitted by the agencies under their jurisdiction together with their internal DIBAR report with attachments to the CSC Central Office (CSCCO) every 15th working day of the succeeding month.
5. DIBAR reports which do not contain data or where "none" is indicated may be submitted electronically through email without the need of submitting the hardcopies, as applicable. The agencies' reports with no data need not be forwarded by the CSCROs to the CSCCO but shall be indicated in the DIBAR Monitoring Report mentioned in Item No. 6 below.
6. To monitor compliance with the submission of DIBAR reports, the CSCROs shall accomplish the DIBAR Monitoring Report form to be submitted to the CSCCO together with the DIBAR reports.

Attached are copies of the revised DIBAR Report and the DIBAR Monitoring Report forms.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

04 FEB 2010

Title of Report: **REPORT ON PROJECT DIBAR**
 Office: _____
 Report for the Month of: _____

INDIVIDUAL INFORMATION							DECISION INFORMATION*										
NAME				GENDER	DATE & PLACE OF BIRTH	OCCUPATION CATEGORY	POSITION	AGENCY	DATE & PLACE OF EXAM	ELIGIBILITY / RATING	DOCUMENT TYPE / NO. / DATE	SIGNATORY	POSITION	AGENCY	OFFENSE	PENALTY	REMARKS
LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME														

* **DECISION INFORMATION** - Decision/Resolution/Order issued to bar certain individuals

I hereby certify that the Decisions/Resolutions/Orders enumerated above are no longer appealed and have become final and executory.

Prepared by: _____ Chief/Head of Division
 (Signature above Printed Name)

Approved by: _____ Director IV/Head of Department or Office
 (Signature above Printed Name)

Date: _____

(sample)

IRMO DIBAR Form 2

CIVIL SERVICE COMMISSION
(REGIONAL OFFICE)
(Province/City)

DIBAR MONITORING REPORT
_____, 2010

AGENCIES	Report Submitted		Report Not Submitted
	With Data	No Data	
I. LGUs			
1. Manila	/		
2. Pasay City		/	
3. Caloocan City			/
4. Quezon City	/		
5. Mandaluyong City		/	
6. etc.			
II. NGAs/Constitutional Bodies			
1. DA	/		
2. DFA			/
3. DAR		/	
4. DTI		/	
5. COA			/
6. etc.			
III. GOCCs			
1. NFA	/		
2. BSP	/		
3. PHILHEALTH			/
4. LBP	/		
5. GSIS			/
6. etc.			
IV. SUCs			
1. PNU	/		
2. UP	/		
3. TUP			/
4. PUP		/	
5. EARIST		/	
6. etc.			

Certified correct by:

Approved by:

Chief Personnel Specialist

Director IV

Date: _____