



MC No. 21, s. 2020

**MEMORANDUM CIRCULAR**

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

**SUBJECT :** Guidelines on the Request for Extension of Service

Pursuant to CSC Resolution No. 2000002 dated January 3, 2020, the Civil Service Commission resolved to provide the following guidelines on the request for extension of service:

1. Request for extension of service shall be governed by the provisions of Section 129, Rule XII of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended.
2. Request for extension of service for purposes of completing the 15 years of service shall be granted to government employees irrespective of the status of appointment, including those who have optionally retired from the government service with entitlements to retirement benefits but were re-employed in the government.
3. Request for extension of service for purposes of completing the 15 years of service due to incurrence of leave of absence without pay for any reason other than illness for more than one year shall not be allowed.
4. Request for extension in the exigency of the service of those under permanent status may be allowed provided that the Head of Agency shall establish the necessity of the service, including but not limited to the following:
  - 4.1. Completion of a program or a project, such as in the case of personnel under the research and development sector, provided that the research project is within the priority Research & Development programs of the government and is identified as strategic priority of the agency; or any activities that may have impact on agency program implementation, e.g. computerization program;
  - 4.2. Deployment in services that have impact on national security and safety, or when any other national or local emergency has been declared by the appropriate authority;

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- 4.3. The subject position is highly technical that expertise is not available in the agency;
  - 4.4. During the transition period to ensure the proper turn-over of program or project implementation by training or orienting successor; and
  - 4.5. Other analogous conditions as may be determined by the Commission.
5. Officials and employees on service extension are entitled to salaries, allowances, and other remunerations, that are normally considered part and parcel of an employee's compensation package. As such, they are covered by the principle of accountability and may be administratively charged for violation of Civil Service Law and rules.

Any request for second service extension shall no longer require the validation of the CSC Field Offices except when necessary to better guide the Commission in deciding on requests.

CSC Resolution No. 2000002 shall take effect on October 18, 2020, after fifteen (15) days from the date of its publication in the Philippine Star on October 2, 2020.

  
**ALICIA dela ROSA-BALA**  
Chairperson

26 October 2020