



Guidelines on the Request for  
Extension of Service

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Number: 2000002

Promulgated: 03 JAN 2020

## RESOLUTION

**WHEREAS**, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central personnel agency of the Government, to "establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x";

**WHEREAS**, Section 12 (17), Title I, Subtitle A, Book V of the Administrative Code of 1987 (Executive Order No. 292), conferred on the CSC the power and function to "administer the retirement program for government officials and employees, accredit government services and evaluate qualification for retirement";

**WHEREAS**, Section 12 (14), Title I, Subtitle A, Book V of the Administrative Code of 1987 also mandated the CSC to "take appropriate action on all appointments and other personnel matters in the Civil Service including extension of service beyond retirement age";

**WHEREAS**, Section 3 of Republic Act No. 8291, otherwise known as The Government Service Insurance System Act of 1997, provides that "membership in the GSIS shall be compulsory for all employees receiving compensation who have not reached the compulsory retirement age, irrespective of employment status, x x x";

**WHEREAS**, Section 13 (b) of Republic Act No. 8291 provides that "Unless the service is extended by appropriate authorities, retirement shall be compulsory for an employee of sixty-five (65) years of age with at least fifteen (15) years of service; Provided, That if he has less than fifteen (15) years of service, he may be allowed to continue in the service in accordance with existing civil service rules and regulations.";

**WHEREAS**, in Section 97, Rule 20 of the Revised Rules on Administrative Cases in the Civil Service (RRACCS) promulgated on November 8, 2011, the CSC allows the extension of service of persons who has reached the compulsory retirement age of 65 years for a period of six (6) months only and up to a maximum period of one (1) year for one who will complete the fifteen (15) years of service required under the GSIS Law;

Bawat Kawani, Lingkod Bayani

**WHEREAS**, Section 129, Rule XII of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended, and jurisprudence<sup>1</sup> allow the extension of service to a maximum period of two (2) years for one who will complete the fifteen (15) years of service;

**WHEREAS**, the policies on extension of service issued by the Civil Service Commission do not include specific provisions setting the conditions for purposes of evaluating the requests for extension of service;

**WHEREAS**, based on the foregoing, there is a compelling need to establish conditions that would guide the Commission in deciding on the requests for extension of service;

**WHEREFORE**, the Commission **RESOLVES** 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;

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<sup>1</sup> Rabor vs. CSC, G.R. No. 111812, May 31, 1995.




- 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;
  - 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.

The Commission **FURTHER RESOLVES** that 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.

This Resolution shall take effect after fifteen (15) days from the date of its publication in a newspaper of general circulation or in the Official Gazette.

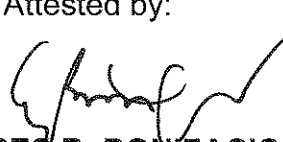
Quezon City.

  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**LEOPOLDO ROBERTO W. VALDEROSA, JR.**  
Commissioner

  
**AILEEN LOURDES A. LIZADA**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV

Commission Secretariat and Liaison Office