

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 6, s. 1971

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS INCLUDING UPRP AND  
UNDP GROUNDWATER DEVELOPMENT PROJECT, CENTRAL OFFICE;  
REGIONAL, PROVINCIAL AND PROJECT IRRIGATION ENGINEERS,  
IRRIGATION SUPERINTENDENTS AND OFFICERS-IN-CHARGE OF  
IRRIGATION SYSTEMS  
This Agency

SUBJECT: Procedure to be followed in Cases of Transfer

Quoted hereunder for your information and compliance, is  
Memorandum Circular No. 17, s. 1970 dated December 23, 1970, of the  
Commissioner of Civil Service, which is self-explanatory:

"Republic of the Philippines"  
CIVIL SERVICE COMMISSION  
Manila

MC# 17 s. 1970

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND AGENCIES OF THE NATIONAL  
AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND  
CONTROLLED CORPORATIONS

SUBJECT : Procedure to be Followed in Cases of Transfer

It has been noted that various offices have been following  
different procedures in cases of transfer of employees from one  
agency to another thereby resulting in confusion and consequently,  
unnecessary delay in the processing of their appointments.

For uniformity and consistency of procedure, therefore, the  
steps hereunder prescribed shall be followed by all concerned:

1. The employee shall request in writing the permission of  
the head of department or agency to seek transfer to another  
office.
2. If found meritorious, the head of department or agency,  
may grant the employee not more than 30 days within which  
to seek transfer.
3. On or before the end of the 30-day period, the employee  
shall inform the head of department or agency the name of  
the agency he is transferring to as well as the exact position  
title, salary and other pertinent data of the proposed transfer;  
otherwise, the permission to seek transfer shall be deemed  
to have lapsed.
4. The agency head then approves the request conditionally, and  
forwards the papers together with the transferee's C.S. Form  
212 (Information Sheet) accomplished in three copies to the  
Civil Service Commission, for review.

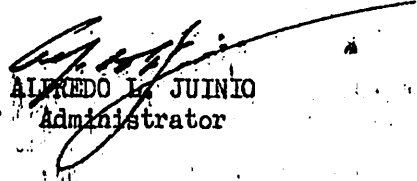
5. The Civil Service Commission shall refer the papers to the agency to which transfer is to be made requesting certification to the effect that the promotional rights of insiders, according to the merit promotion plan, as well as the provisions of Memorandum Circular No. 6, series of 1967, have been considered.
6. The Civil Service Commission shall, after review, simultaneously inform both agencies concerned of its action so that the necessary personnel action may ensue.

This procedure shall take effect immediately.

(SGD.) ABELARDO SUBIDO  
Commissioner of Civil Service

December 23, 1970 /rig "

Please be guided accordingly.

  
ALFREDO L. JUINIO  
Administrator

February 1, 1971  
JCO/acc...