

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

MC # 25, s. 1971

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENT AND STAFFS, CENTRAL OFFICE;
REGIONAL AND PROVINCIAL IRRIGATION ENGINEERS, PROJECT
ENGINEERS, IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-
IN-CHARGE OF SYSTEMS
This Agency

SUBJECT : Civil Service Form 001: Its use and instructions in
accomplishing it

Pursuant to the provisions of Civil Service Commission Memorandum Circular No. 14, s. 1969 prescribing the use of the attached C.S. Form 001 for the purpose of establishing a standardized system of personnel records management in the government service, the following information and instructions are hereby issued for the guidance of all concerned.

A - GENERAL INFORMATION

1. What it is about - This standard form is aimed at insuring the availability of adequate information for judicious decision making in personnel action and will help facilitate the collection of accurate statistical data in public personnel administration which is very vital to effective programming of manpower planning development in the public service.
2. Who must accomplish - C.S. Form 001 shall be accomplished by and for monthly paid employees only.
3. How to accomplish -
 - a. Type or print data asked for. Spaces for "CODE" should be left blank.
 - b. Initial data to be entered in this form shall be as of June 1, 1970.
 - c. Put an (x) on the box (☐) before the data which is applicable.
4. When and Where to file - Each monthly employee should accomplish only one form. Each office concerned should forward these in bunch to the central office not later than May 31, 1971.

B - SPECIFIC INSTRUCTIONS IN FILLING UP EACH ITEM

Items 1 to 8 - These are self-explanatory. However, in item 3, care should be made in recording the date of birth. As much as practicable it should be verified from legal documents such as the birth or baptismal certificate so as to tally with these records. Also, in item 7, the number of units in MA, MS, or other post-graduate courses should be clearly indicated together with the date the units were acquired.

- Item 9 - National and Executive Branch should be marked (x).
- Item 10 - Should be filled thus - OFFICE OF THE PRESIDENT.
- Item 11 - Should be filled thus - National Irrigation Administration.
- Item 12 - Division and Department for Central Office, System or Project and Region for field offices. Examples: Records Division, Administrative Dept.; ARIS, Reg. 3.
- Item 13 - To be filled up by Central Office (Personnel Division)
- Item 14 - "Actual Designation" refers to the assignment of the employee within the organization structures of the Office. Example: Chief, Equipment Management Division. Otherwise, the title of the position may suffice, like Supvg. Auto. Equipment Engineer; Supvg. Civil Engineer II, Records Officer I, etc.
- Item 15 - "First day of government service" refers to the actual date the employee started working with the government, which shall not be earlier than the effective date of his appointment.
- Item 16 - "Date last promoted" refers to the date the employee was extended an appointment to another position of higher rank with an increase in responsibility and usually with an increase in compensation. A mere increase in salary does not constitute a promotion.
- Item 17 - To be filled up by the Central Office (Personnel Division)
- Item 18 - "Actual salary per annum" refers to the pay that the employee is receiving as evidenced on the payroll before any deduction has been made.
- Item 19 to 21 - To be filled up by the Central Office (Personnel Div.)
- Item 22 - "Status of appointment" is either Permanent or Temporary as stated in the appointment approved by the Civil Service Commission or the official authorized to approve the appointment. If the appointment was previously approved as provisional and has not yet been reviewed by the Civil Service Commission, leave this item blank.
- Item 23 - For NIA purposes, "Category of Service" is either Competitive or Non-competitive. The competitive service includes positions for appointment to which prior qualification in an appropriate examination is required. Non-competitive embraces the following NIA positions: Automotive servicesman, Bindery Helper, Ditchtender, Gatekeeper, Duplicating Machine Operator, Mechanic Helper, Pump Operator, Survey Aids I, Laborer and Janitor.
- Item 24 - A position is "Supervisory" if the employee is responsible for the work of others in the achievement of a particular task. He is in charge of people; he assigns and reviews their work; and he rates their performance. Otherwise, the position is "Non-Supervisory".
- Item 25 - To be filled up by the Central Office.
- Item 26 - An employee is "detailed" if he is assigned to work in another division, department, or agency other than the one where he is regularly employed or to perform within the same division, department, or agency a kind of work which is different from

that for which the position he occupies has been provided. An employee is "not detailed to any other office" if he works with the division, bureau and department to which his position has been allocated.

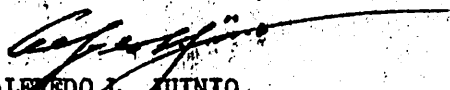
Item 27 - Not applicable to NIA.

C - RECORD OF TRAINING, SERVICE RECORD, OTHER QUALIFICATIONS,
AND PERFORMANCE RATING

1. All in-service trainings, seminars, study or scholarship grants should be properly recorded and should show the following data:
 - a) Field of study or topic of seminar.
 - b) Total number of hours for each.
 - c) Period of Training (Specific dates).
 - d) Agency or school wherein taken.
2. This form shall be the primary source of information of the employee's record of service. Therefore, the service record should be detailed and accurate.
3. Awards or commendations received by the employee, together with books published, articles written, or papers presented to conferences should be properly recorded. Details about these, such as date, topic, and source should be indicated.
4. The performance ratings of the employee for 1969 and 1970 should be entered in this form.
5. The employee's signature, as well as the person verifying as to correctness of the data, should be made above their typewritten or printed names.

All heads of offices should accomplish the attached certification and submit same together with the CSC Forms 001 to the Central Office not later than May 31, 1971.

Compliance to these instructions is enjoined.


ALEXSANDRO L. JUINIO
Administrator

May 6, 1971

NIA MC # 25, s. 1971
Attachment No. 1

(Date)

CERTIFICATION

This is to certify that all data entered in the C.S.C.
Form 091 of the herein listed monthly personnel in this Office
have been carefully verified to be correct from existing
official records.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

(Name)

Official Designation