

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

M.C. No. 14, s. 1975

MEMORANDUM CIRCULAR

**T O : ALL REGIONAL IRRIGATION ENGINEERS, HEADS OF
SPECIAL PROJECTS AND ADMINISTRATIVE OFFICERS
National Irrigation Administration**

SUBJECT: Revision of Quarterly Report of Personnel (BCS Form 4)

Quoted hereunder for your information and guidance are pertinent portions of Civil Service Memorandum Circular No. 6, s. 1974, revising the Quarterly Report of Personnel (BCS Form 4):

"Consistent . . . with progressive management practices particularly as regards the updating of report forms, the attached revised Civil Service Form No. 4 (Semi-Annual Report of Personnel) and 4-A (List of Temporary Appointment Positions) are hereby adopted to replace the old BCS Form 4, for use by you in reporting personnel changes.

This Memorandum Circular shall take effect immediately.

(SGD.) EPI REY PANGRAMUYEN
Acting Commissioner of Civil Service

November 20, 1974"

In the accomplishment and submission of these reports the following instructions shall be strictly observed:

**A. Accomplishment of Semi-Annual Report of Personnel
(CS Form No. 4)**

1. Include only those personnel on the rolls of your office as of December 31, or June 30 of each fiscal year who are in the Competitive and Non-Competitive Services.

2. Definitions of Terms-

- a. Permanent employees under the Competitive Service are those employees holding monthly positions under permanent status.
- b. Permanent employees under the Non-Competitive Service are those employees holding monthly positions with permanent status under any of the following designations;

- | | |
|--------------------------------|----------------------------------------|
| (1) Laborer | (8) Mason Helper |
| (2) Janitor | (9) Mechanic Helper |
| (3) Bindery Helper | (10) Survey Aide I |
| (4) Automotive Service-
man | (11) Mechanic Plant Operator
Helper |
| (5) Core Driller Helper | (12) Mechanic Pump Operator
Helper |
| (6) Ditchtender | |
| (7) Gatekeeper | (13) Well Driller Helper |

9. Temporary employees are those on the daily basis or on monthly basis under a temporary status.

B. Accomplishment of C.S. Form No. 4-A

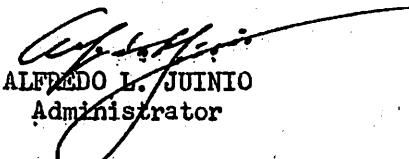
1. Prepare this form in connection with temporary appointments only (daily wage employees and monthly employees under a temporary status).
2. Under Column 1, indicate the position title, such as Janitor, Clerk I, Accounting Clerk I, etc.
3. Under Column 2, indicate also the reason(s) for being temporary such as "on daily wage basis", "lack of eligibility", "eligibility not appropriate", educational qualification not met", "appointment is only a substitute appointment", etc.
4. If more space is needed, use additional sheet(s) of the same size of bond paper following the same format.

It is hereby directed that three (3) copies of these reports be prepared, the original to be submitted to the Planning and Management Service, Civil Service Commission, Quezon City, the duplicate to the Administrator, National Irrigation Administration, Quezon City, Attention: Chief, Administrative Department or the Chief, Administrative Division of Special Projects, as the case may be, and the triplicate to be retained by the Office of Origin.

It is understood that all provisional appointments have now been converted to either a temporary status or permanent status by virtue of the Tolentino Law (R.A. 6040).

It is further directed that the reports for the semester ending June 30, 1975 and the semester thereafter be submitted to the NIA Central Office immediately after the end of the semester so that we may meet the deadline of the Civil Service Commission which is ten (10) days following the semester reported. The Quarterly reports should no longer be accomplished for the quarter ending December 31, 1974. In its stead, the revised form shall be used. Reports for the semester ending December 31, 1974 should be submitted to the Central Office not later than February 28, 1975.

Strict compliance is enjoined.


ALFREDO L. JUINIO
Administrator

Enclosures:

Instructions
Samples of CS Forms Nos. 4 and 4-A

/ca:

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Regional Office No. I
Urdaneta, Pangasinan

Civil Service Form No. 4
(Revised - November, 1974)

SEMI-ANNUAL REPORT OF PERSONNEL

Name of Office	Address	Period	Fiscal Year
NIA Regional Office No. I	Urdaneta, Pangasinan	Ending January to June 1975	1974 - 1975

Employment by Category	N A T I O N A L		T O T A L		GRAND
	MALE	FEMALE	MALE	FEMALE	TOTAL
COMPETITIVE SERVICE;					
Permanent					
Temporary					
Total (1)					
NON-COMPETITIVE SERVICE;					
Permanent					
Temporary					
Total (2)					
GRAND TOTAL (1) + (2)					
ACCESSIONS;					
Original Appointment					
Reinstatement					
Re-employment					
Transfer					
Total (Accessions)					
SEPARATIONS;					
Resignation					
Transfer					
Retirement					
Reduction in Force					
Dropped from the Service					
Dismissed for Cause					
Death					
TOTAL (Separations)					

Office included in this Report;

(SYSTEMS/PIO'S/PROJECTS)

I certify that this report is true and accurate to the best of my knowledge and belief,

Signature

Position Title

Date

LUCIO I. AGTARAP

Chief, Administrative Div. : June 30, 1975

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Civil Service Form No. 4-A

LIST OF TEMPORARY APPOINTMENTS (POSITIONS)

Position Title	Reason for Being Temporary	Total Number in Same Position and Reason
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

I certify that this list is true and accurate to the best of my knowledge and belief.

Signature : Position Title : Date

LUCIO I. AGTAPAP : Chief, Personnel Division : June 30, 1975