

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

MC # 30, s. 1977

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS  
AND STAFFS; HEADS OF SPECIAL PROJECTS; REGIONAL  
IRRIGATION DIRECTORS; PROVINCIAL AND PROJECT IRRI-  
GATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR  
OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS/OFFICES;  
AND ALL OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : Revision of Semi-Annual Report of Personnel  
(CS Form Nos. 4 and 4-A, Revised - November, 1974)

Quoted hereunder in full for the information and guidance of  
all concerned is Revised Semi-Annual Report of Personnel Forms  
(CS Forms 4, 4-A and 4-B), dated March 21, 1977 of the Acting  
Chairman of the Civil Service Commission, the contents of which  
are self-explanatory.

"Republika ng Pilipinas  
KOMISYON NG SERBISYO SIBIL  
(Civil Service Commission)  
Lungsod ng Maynila

MC # 8, s. 1977

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES  
AND AGENCIES OF THE NATIONAL AND LOCAL  
GOVERNMENTS, INCLUDING GOVERNMENT-OWNED  
AND CONTROLLED CORPORATIONS

SUBJECT : Revision of Semi-Annual Report of Personnel  
(CS Form Nos. 4 and 4-A, Revised - November, 1974)

"In line with the new civil service structure set forth  
in Presidential Decree No. 807, this Commission has revised  
its Semi-Annual Report of Personnel Forms (CS Forms 4 and  
4-A), to include, among others, information on employee  
accretion and turnover as well as personnel distribution  
by education and hierarchical ranks. On the basis of  
reports to be submitted by you, it would now be possible  
for this Commission to draw up a comprehensive organizational  
and employee profile which would be useful for purposes of  
manpower planning.

"Effective immediately, therefore, the attached revised Civil Service Form Nos. 4, 4-A and 4-B, shall be used by all concerned in reporting personnel data. These prescribed forms shall be reproduced by each reporting agency according to its needs.

(SGD.) JACOBO C. CLAVE  
Acting Chairman

March 21, 1977"

It is directed that consolidated reports shall be submitted direct to the Civil Service Commission, Manila, Attn.: Office of Personnel Planning and Program Evaluation, copy furnished NIA Central Office, Attn.: The Administrative Director or the Business Manager, as the case may be, within ten (10) days after the period ending June 30/December 31.

Attached hereto are instructions on the purpose and coverage of the Report, definition of terms and the prescribed Semi-Annual Report of Personnel (CS Form No. 4, Revised February 1977) and its accompanying CS Forms No. 4-A and 4-B /formerly CS Form No. 4 (Revised - November 1974) and its accompanying CS Form No. 4-A<sup>7</sup>.

In addition to the above required reports, supplementary data is requested on the following: a) replacement program of your respective offices for non-eligibles; and b) eligibles employed as of December 16, 1976 categorized as follows:

1. Temporary appointees who were extended permanent status for qualifying in the Civil Service Examination of 1976 (Career Service Professional and Career Service Sub-Professional).
2. Names of appointees who: a) qualified in the CS Exam 1976 (CS Prof. and Sub-Prof.); b) passed Board Exam in 1975/1976; and c) acquired Civil Service Eligibility under PD 907.

These shall be accomplished on forms provided for this purpose, likewise hereto attached.

Strict compliance is enjoined.

(SGD.) ALFREDO L. JUINIO  
Administrator

Encl.: As stated

June 16, 1977

SEMI-ANNUAL REPORT OF PERSONNEL  
(Instructions at the back)

Name of Agency	:	Address	:	Region No.	:	Period Ending	:	Calendar Year
Employment of Category	:	Permanent	:	Temporary	:	T O T A L	:	
	:	M	:	F	:	M	:	F
CAREER SERVICE	:	:	:	:	:	:	:	:
First Level	:	:	:	:	:	:	:	:
Second Level	:	:	:	:	:	:	:	:
Third Level	:	:	:	:	:	:	:	:
T O T A L (1)	:	:	:	:	:	:	:	:
NON-CAREER SERVICE (2)	:	:	:	:	:	:	:	:
GRAND TOTAL (1) + (2)	:	:	:	:	:	:	:	:
Offices included in this report:								

LIST OF TEMPORARY APPOINTMENTS  
(Appointments issued during the period covered by the report)

POSITION TITLE	:	REASON FOR BEING TEMPORARY	:	TOTAL NUMBER IN SAME POSITION
1.	:	:	:	:
2.	:	:	:	:
3.	:	:	:	:
4.	:	:	:	:

NOTE: If more space is needed, use additional sheet (s) of same size bond paper, following the same

Continued on the next page

## LIST OF EMPLOYEES NEWLY EMPLOYED

Name of Employee	:	Position	:	Date Employed	:	Age	:	Education	:	Eligibility	:	Mode of Recruitment
1.	:	:	:	:	:	:	:	:	:	:	:	:
2.	:	:	:	:	:	:	:	:	:	:	:	:
3.	:	:	:	:	:	:	:	:	:	:	:	:
4.	:	:	:	:	:	:	:	:	:	:	:	:
5.	:	:	:	:	:	:	:	:	:	:	:	:
6.	:	:	:	:	:	:	:	:	:	:	:	:

## LIST OF EMPLOYEES SEPARATED

Name of Employee	:	Position Vacated	:	Date Employed	:	Age	:	Education	:	Eligibility	:	Cause of Separation
1.	:	:	:	:	:	:	:	:	:	:	:	:
2.	:	:	:	:	:	:	:	:	:	:	:	:
3.	:	:	:	:	:	:	:	:	:	:	:	:
4.	:	:	:	:	:	:	:	:	:	:	:	:
5.	:	:	:	:	:	:	:	:	:	:	:	:
6.	:	:	:	:	:	:	:	:	:	:	:	:

NOTE: If more space is needed, use additional sheet (s) of same size bond paper, following the same format

Remarks:

I certify that the data mentioned herein are true and accurate to the best of my knowledge and belief.

Signature

:

Position Title

:

Date

DISTRIBUTION OF PERSONNEL ACCORDING TO EDUCATIONAL QUALIFICATION  
AS OF \_\_\_\_\_

[illegible]

DISTRIBUTION OF DIVISION AND SECTION CHIEFS  
AND THEIR ASSISTANTS BY SEX AND AGE GROUP

[illegible]

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DISTRIBUTION OF COLLEGE GRADUATE PERSONNEL ACCORDING  
TO THEIR COURSE OF STUDY AS OF \_\_\_\_\_

Course of Study	Career Service	Non-Career Service	T O T A L
BSE Inverted			
Education			
Commerce			
Law			
Liberal Arts			
Business Administration			
Agriculture			
Industrial Engineering			
Medicine			
Elementary Education			
Pharmacy			
Dental Medicine			
Agricultural Education			
Mechanical Engineering			
Industrial Arts			
Chemistry			
Electrical Engineering			
Communication Arts			
Forestry			
Chemical Engineering			
Others (Specify)			
Grand Total			

Note: Indicate numbers only

## INSTRUCTIONS

**AUTHORITY:** Section 661(a) of the Revised Administrative Code, as amended.

**PURPOSE OF REPORT:** The Semi-Annual Report of Personnel (CS Form No. 4, Revised - February 1977) and its accompanying CS Form No. 4-A and B /formerly CS Form No. 4 (Revised - November 1974) and its accompanying CS Form No. 4-A/ is a personnel statistical report of the Civil Service Commission which serves as a basis for manpower planning and for various departmental purposes.

**COVERAGE OF THE REPORT:** The report shall include those government personnel on the rolls of the reporting agency for the period January 1 to June 30 and July 1 to December 31 of each calendar year.

### DEFINITION OF TERMS:

1. Career Service - shall be characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examinations or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure. (PD 807)
2. Non-Career Service - shall be characterized by (1) entrance or bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to a period specified by law, or which is co-terminus with that of the appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made.
3. Classes of positions in the career service -
  - a) The first level - shall include clerical, trades and crafts, and custodial service positions.
  - b) The second level - shall include professional, technical, and scientific positions which requires at least four years of college work up to the Division Chief level.
  - c) The third level - shall cover positions in the Career Executive Service.
4. Permanent - Employees holding permanent appointment (including those serving probationary period).
5. Temporary - Employees appointed for a period not to exceed twelve (12) months.

#### REPORTING SYSTEM:

Who shall submit reports direct to the Civil Service Commission.

1. Offices of the Secretary, bureau directors, and heads of offices of the executive departments, bureaus and independent offices shall report personnel appointed in the Central Office only.
2. Regional Directors of the executive departments, bureaus, and independent offices, city and district engineers of the Department of Public Highways and Bureau of Public Works in field offices, and chiefs of Special National and Provincial hospitals (under the Department of Health) shall report personnel under them.

#### SUBMISSION OF REPORT:

1. Original copy of the report shall be sent to the Office of Personnel Planning and Program Evaluation, Civil Service Commission, Manila.
2. Reports shall be submitted within ten (10) days after the period ending June 30 and December 31, as the case may be.
3. Civil Service Form No. 4-A shall also be accomplished. Civil Service Form No. 4-B shall be accomplished once a year to begin June 30, 1977.
4. The prescribed forms shall be faithfully reproduced by each reporting agency, following the same format.
5. Queries regarding the semi-annual report of personnel shall be directed to the Office of Personnel Planning and Program Evaluation, Civil Service Commission, Manila.



(a)

ORGANIZATIONAL UNIT:

ADDRESS:

[illegible]

(b)

Eligibilities: Career Service (Prof. or Sub-Prof.) 1st Grade, 2nd Grade, PD 907, PD 997, RA 1080, etc.

[illegible]