

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

NGC - *ngc*
EMB - *EMB*
EBB - *EBB*
LPF - *lpf*
AVJ - *avj*
RAP - *rap*
SAB - *sab*

MC # 31, s. 1982

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, REGIONAL IRRIGATION DIRECTORS,
PROJECT MANAGERS, DEPARTMENT HEADS, ADMINISTRATIVE OFFICERS,
PERSONNEL OFFICERS, AND ALL OTHERS CONCERNED
This Agency

SUBJECT : Records on Administrative/Protest Cases for Transmittal
to the Merit Systems Board

Quoted hereunder for your information and guidance is Civil Service
Commission Circular # 6, s. 1982 which is self-explanatory.

" Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
M a n i l a

MC # 6, s. 1982

MEMORANDUM CIRCULAR

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

SUBJECT : Records on Administrative/Protest Cases
for Transmittal to the Merit Systems Board

A critical factor affecting the expeditious adjudication of administrative/protest cases on appeal is the completeness and arrangement of pertinent records transmitted to the Merit Systems Board, this Commission.

Records are important documentary and testimonial evidences and the loss or misplacement of any paper or part thereof would cause undue delay in the resolution of these cases.

It has been observed that records of administrative/protest cases transmitted to the Board are incomplete and not arranged systematically and chronologically. The checklist of requirements in protest cases, for instance, as provided for in Memorandum Circular No. 3, series of 1971 of this Commission has not been strictly followed. This has resulted in the wastage of so much time and effort which could have otherwise been devoted to the adjudication of these cases.

In view thereof, it is hereby directed that the following required supporting documents and necessary evidences of administrative/protest cases be completed and systematically arranged before transmittal to the Merit Systems Board:

I. Administrative Cases

1. Sworn complaint by private citizen, affidavits of witnesses, and other documents supporting the complaint;
2. Formal charge;
3. Answer, together with affidavits of the witnesses of respondent and other documents in support thereof;
4. Notices of Hearing;
5. Incidental motions;
6. Records of Investigation including transcript of stenographic notes;
7. Formal offer of evidence;
8. Decision of Bureau Head;
 - Motion for reconsideration of said decision
 - Resolution denying the motion for reconsideration
9. Memorandum of Appeal to Head of Ministry/Agency;
10. Decision of Ministry/Agency Head;
 - Motion of reconsideration of said decision
 - Resolution denying the motion for reconsideration
11. Notice of appeal/memorandum to the Merit Systems Board; and
12. Comment by the Agency Head on the appeal.

B. Protest Cases

1. Appointment of Protestee (original, xerox copy duly authenticated or certified true copy) to the contested position;
2. Statement of Duties or Job Description of the contested position;

3. Qualifications Standard for the contested position;
4. Approved organization chart **indicating** the positions determined to be next-in-rank and the positions held by contestants;
5. Duly accomplished and updated Personal Data Sheets of the contestants with certified Statement of Service Records attached;
6. Certificates of Training Courses/Seminars/Commendations/Scholarship grants, etc.;
7. List of candidates for promotion as certified to by the Selection and Promotion Board;
8. Transcript of stenographic notes if hearings have been conducted;
9. Formal offer of evidences;
10. Decision of Bureau Head;
 - Motion for reconsideration of said decision
 - Resolution denying the motion for reconsideration
11. Memorandum of appeal to the **Ministry Head;**
12. Decision of Ministry Head;
 - Motion for reconsideration of said decision
 - Resolution denying the motion for reconsideration
13. Memorandum of appeal to the Merit Systems Board; and
14. Comment by Ministry Head on said appeal.

To ensure the orderly transmittal of records of administrative/protest cases to the Merit Systems Board the Personnel Officer, Legal Officer or the Administrative Officer tasked with such functions are hereby enjoined to observe the following:

1. All records of the case including supporting documents are securely bound;
2. The pages including the documentary evidences (affidavits, testimonies, etc.) are chronologically numbered;

3. A Table of Contents indicating the corresponding pages of pleadings (e.g., complaint, formal charge, answer, order of preventive suspension, memoranda, brief, decision, etc.), the testimony of each witness and each documentary evidence or exhibit, is prepared; and
4. A certification that the records are complete, including the number or pages thereof, is issued by the Personnel Officer, Legal Officer or the Administrative Officer as the case may be.

This Memorandum Circular shall take effect immediately.

(SGD.) ALBINA MANALO DANS
Commissioner

(SGD.) FILEMON U. FERNANDEZ, JR.
Commissioner

April 20, 1982 "

Be guided accordingly.

(SGD.) FIORELLO R. ESTUAR
Administrator

27 May 1982