

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

M.C. # 61, s. 1991

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL IRRIGATION
MANAGERS, OPERATION/PROJECT MANAGERS, IRRIGATION
SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS
AND ALL OTHERS CONCERNED
This Agency

SUBJECT : Civil Service Commission Memorandum Circular No. 24,
s. 1991 dated June 18, 1991

Quoted hereunder in full is Civil Service Commission
Memorandum Circular No. 24, s. 1991 for your information and
guidance.

"Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

M.C. NO. 24, s. 1991

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES
OF THE NATIONAL/LOCAL GOVERNMENTS INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS
WITH ORIGINAL CHARTERS

SUBJECT : SWAP-WORK ASSISTANCE PROGRAM (SWAP)

Pursuant to CSC Resolution No. 91-695 dated June 11,
1991, the Swap-Work Assistance Program (SWAP) is adopted.
It is a mechanism for orderly exchange of posts and items in
the government.

I. OBJECTIVES

General

To revitalize and enhance performance of
government workers and to increase their productivity
through a job-swapping scheme.

Specific

1. To provide an opportunity for government workers
to exchange posts/work stations together with
their respective items, to work in agencies
geographically closest to their residence.

2. To enable employees to reduce their travel expenses, and attendant physical, emotional and mental stresses caused by difficulties of commuting to and from their place or work.
3. To further enhance and enrich their work skills, attitudes and capabilities.

II. THE SCHEME

Under SWAP, the Civil Service Commission (CSC) will help government workers exchange posts and items with the approval of their respective heads. Thru this scheme, an Accounting Clerk of the House of Representatives living in San Pedro, Laguna, may swap posts and item with an Accounting Clerk of the Department of Science and Technology (DOST) in Bicutan living in Fairview, Quezon City.

III. SCOPE AND COVERAGE

SWAP shall cover first and second level employees with permanent status occupying service-wide positions.

IV. MECHANICS

1. A post exchange system will be established with the Civil Service Commission as the Central Post Exchange and the agency Human Resource Management (HRM) Offices as the System outposts.
2. The Outposts will accept applications from employees who wish to avail of the Program assistance scheme.
3. The applicant shall fill up the SWAP Application Form that contains the following information.
 - a. Name of employee
 - b. Position
 - c. Salary and other Benefits
 - d. Residence
 - e. Three (3) government agencies to which the employee wishes to transfer.
4. The Source Agency Outposts will submit four (4) copies of the accomplished form to the CSC.
5. The CSC will send a copy of the accomplished form to each of the three (3) target agency outposts and enjoin them to post the same on their Bulletin Boards for the benefit of those who also wish to avail of the scheme.
6. Within two (2) days from receipt of the Form, the Target agency outposts will inform the CSC of the action they have taken.

7. Any incumbent of a similar position in the target agency interested in the post occupied by the applicant-employee may inform the target agency outpost which will contact the source agency.
8. A target agency may also accept applications from its own employees who may wish to avail of the Program assistance scheme. Upon receipt of such applications, the CSC will process same for matching purposes.

If a match is established, the CSC will inform the employees and the agencies concerned.

9. The necessary clearances will then be effected and the appointment papers prepared for the signature of the respective heads of the Source and Targets agencies.

This Memorandum Circular shall take effect immediately.

(SGD.) PATRICIA A. STC. TOMAS
Chairman

June 18, 1991"

Availment of this SWAP-Assistance Program shall be a voluntary act on the part of the concerned parties. It is therefore understood that the grant of allowances and/or fringe benefits, if any, shall be in accordance with the authorized level and mode of payment obtaining in the agencies/offices concerned.

(SGD.) JOSE B. DEL ROSARIO, JR.
Administrator

August 22, 1991

J. B. Del Rosario
02 Sep 91