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28 July 93

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

M.C. # 34, s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
HEADS OF DEPARTMENTS/STAFFS, HEADS OF FOREIGN-
ASSISTED PROJECTS, HEADS OF PROVINCIAL IRRIGATION
OFFICES, IRRIGATION SUPERINTENDENTS, UPRIIS/MARIIS
MANAGERS, AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : POLICY ON ACCREDITATION OF ACTUAL SERVICES RENDERED
BY GOVERNMENT OFFICIAL/EMPLOYEE WHOSE APPOINTMENT
HAS BEEN DISAPPROVED

Quoted hereunder in full is Memorandum Circular No. 26,
s. 1993 of the Civil Service Commission, for implementation and
guidance of all concerned.

"Republic of the Philippines
CIVIL SERVICE COMMISSION

M.C. No. 26, s. 1993

MEMORANDUM CIRCULAR

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

SUBJECT : POLICY ON ACCREDITATION OF ACTUAL SERVICES
RENDERED BY GOVERNMENT OFFICIAL/EMPLOYEE WHOSE
APPOINTMENT HAS BEEN DISAPPROVED

Pursuant to CSC Resolution No. 93-2223 dated June 22, 1993,
the Commission hereby adopts the following guidelines in the
accreditation of actual services rendered by government official/
employee whose appointment has been disapproved.

WHEREFORE, foregoing premises considered, the Commission
resolves to adopt the following guidelines in the accreditation
of government service to wit:

1. Actual services rendered by government official/employee
whose appointment has been disapproved as appearing in
the records of the Commission and for which compensation
of salaries have been paid on the basis of quantum meruit
and on the principle of being a de facto officer up to
May 1, 1993 shall be accredited as government service;

2. Affected government personnel shall submit to the Regional/Field Office of the Civil Service Commission, not later than December 31, 1993, the necessary documents to prove such services in order that their government services can be reflected in their respective service cards. Said request should be properly indorsed by the head of agency. After the lapse of the said date, requests to accredit actual services rendered shall be disapproved by the Commission;
3. In support thereof, the following should be submitted:
 - a. Certification from the agency head that the employee has rendered actual service for the period subject of the request and for which payment of salaries was made and;
 - b. Daily Time Record or Payroll duly certified by the Personnel Officer/Administrative Officer.

The Directors of Regional and Field Offices of the Commission are hereby authorized to confirm actual services rendered as government service.

The Memorandum Circular shall take effect immediately.

(SGD.) PATRICIA A. STO. TOMAS
Chairman"

Be guided accordingly.

(SGD.) APOLONIO V. BAUTISTA
Administrator

20 July 1993