

Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.:
CABLE
TELEX

97-60-71 to 78
NIAPHIL
42802 NIA PM

MC# . 14 . 5. 1997

OUR REFERENCE:

MEMORANDUM CIRCULAR

F O R : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL/PROJECT
MANAGERS, IRRIGATION SUPERINTENDENT, PROVINCIAL
IRRIGATION OFFICERS AND all others concerned
This Agency

SUBJECT : Recording of Services Rendered in the Government

Quoted hereunder in full is Civil Service Commission
Memorandum Circular No. 8, s. 1997 for your information and
guidance.

" Pursuant to CSC Resolution No. 97-0550 dated January 28,
1997, the Civil Service Commission adopts and promulgates the
following policies and guidelines in the recording accrediting of
government service:

- A. Officials and employees who rendered actual services
before December 31, 1996 pursuant to defective
appointment or without any appointment, except those who
have already retired, may request the inclusion of said
services in their official service record in the
Commission. Such request must be submitted to the CSC
Regional Office not later than December 31, 1997.
- B. In support of said request, the following documents shall
be submitted to the CSC Regional Office.
 1. A formal request signed by the affected person;
 2. Updated service record prepared by the
Personnel Officer/Administrative Officer of the
agency where the subject services sought to be
recorded were rendered;
 3. The disapproved appointment, if any;
 4. Index of salary payment;
 5. Notice of salary adjustment, if any;
 6. Payroll; and
 7. Vouchers
- C. The CSC Regional Directors are authorized to evaluate
said requests and after having personally examined the
supporting documents submitted, order the services proven
by competent evidence to be reflected in the service
record.

- D. The CSC Regional Directors shall submit to the Management Information Office copies of the aforementioned orders within fifteen (15) days from date of issuance.
- E. Services rendered pursuant to a defective appointment or without any valid appointment after January 1, 1997 shall not be entered in the service record.
- F. All CSC Resolutions and Memorandum Circulars which are inconsistent herewith are deemed repealed or modified accordingly.

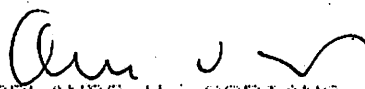
This Memorandum Circular takes effect immediately.

(SGD) CORAZON ALMA G. DE LEON.
Chairman

6 February 1997"

Attention is invited to the deadline set in item 8 of the Circular.

Be guided accordingly.


ORLANDO V. SORIANO
Administrator

May 6, 1997