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

MC # 26, s. 1998

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
HEADS OF DEPARTMENTS AND STAFFS; REGIONAL  
IRRIGATION MANAGERS; OPERATION MANAGERS, AND ALL  
OTHERS CONCERNED  
National Irrigation Administration

SUBJECT : Amendments of Section 21 of the Uniform Rules & Procedures in the  
Conduct of Administrative Investigations

Quoted hereunder in full is Civil Service MC # 16, s. 1998 dated May 12, 1998 for  
the information and guidance of all concerned, viz:

"MC NO. 16, s. 1998

MEMORANDUM CIRCULAR

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

SUBJECT : ANY RESPONSIVE PLEADING TO A FORMAL CHARGE SHALL  
BE CONSIDERED AS ANSWER/COMMENT

Pursuant to CSC Resolution No. 98-0683 dated March 31, 1998, the Commission  
has amended Sections 21 of the Uniform Rules of Procedure in the Conduct of  
Administrative Investigations in the Civil Service Commission, to read as follows:

Section 21. Formal Charge - When the Commission finds the existence of  
a prima facie case, the respondent shall be formally charged. He shall be furnished  
copies of the complaint, sworn statements and other documents submitted by the  
complainant, unless he had already received the same during the preliminary  
investigation. The respondent shall be given at least seventy-two (72) hours from

receipt of said formal charge to submit his answer under oath, together with the affidavits of his witnesses and other evidence, and a statement indicating whether or not he elects a formal investigation. He shall also be informed of his right to the assistance of a counsel of his choice. If the respondent has already submitted his comment and counter-affidavits during the preliminary investigation, he shall be given the opportunity to submit additional evidence.

The Commission shall not entertain requests for clarification, bills of particulars or motions to dismiss which are obviously designed to delay the administrative proceedings. If any of these pleadings is interposed by the respondent the same shall be considered as an answer and shall be evaluated as such.


This Memorandum Circular shall take effect immediately.

Quezon City.

(SGD) CORAZON ALMA G. DE LEON  
Chairman

12 May 1998

Be guided accordingly.

  
MANUEL ANTONIO S. ARZVALO  
Administrator

August 3, 1998