



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

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OUR REFERENCE:  
MC NO. 7 S. 2005

**MEMORANDUM CIRCULAR**

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT  
ADMINISTRATORS, DEPARTMENT / REGIONAL /  
OPERATION / PROJECT MANAGERS, PROVINCIAL  
IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS  
AND ALL OTHERS CONCERNED

SUBJECT : DISSEMINATION AND IMPLEMENTATION OF CSC  
MEMORANDUM CIRCULAR NO. 2, SERIES OF 2005

Quoted hereunder in full is the Civil Service Commission Circular No. 2, dated 04 January 2005, on the subject **Revised Rules on Reassignment**

"REPUBLIC OF THE PHILIPPINES

**CIVIL SERVICE COMMISSION**

Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

MC No. 2, s. 2005

**MEMORANDUM CIRCULAR**

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS,  
BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT;  
LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR  
CONTROLLED CORPORATIONS; AND STATE UNIVERSITIES  
AND COLLEGES

SUBJECT : Revised Rules on Reassignment

Pursuant to CSC Resolution No. 041458 dated December 23, 2004, the Commission has ruled to amend Section 6 (a) of the Omnibus Rules on Appointment and Other Personnel Actions, to read as follows:

"Sec. 6. **Other Personnel Movements.** The following personnel movements which will not require issuance of an appointment shall nevertheless require an office order by duly authorized official."

Reassignment – movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.

Reassignment shall be governed by the following rules:

1. These rules shall apply only to employees appointed to first and second level positions in the career and non-career services. Reassignment of third level appointees is governed by the provisions of Presidential Decree No. 1.
2. Personnel movements involving transfer or detail should not be confused with reassignment since they are governed by separate rules.
3. Reassignment of employees with **station-specific** place of work indicated in their respective appointments shall be allowed only for a maximum period of one (1) year. An appointment is considered **station-specific** when the particular office or station where the position is located is specifically indicated on the face of the appointment paper. Station-specific appointment does not refer to a specified plantilla item number since it is used for purposes of identifying the particular position to be filled or occupied by the employee.
4. If appointment is **not station-specific**, the one-year maximum period shall not apply. Thus, reassignment of employees whose appointments do not specifically indicate the particular office or place of work has no definite period unless otherwise revoked or recalled by the Head of Agency, the Civil Service Commission or a competent court.
5. If an appointment is not station-specific, reassignment to an organizational unit within the same building or from one building to another or contiguous to each other in one work area or compound is allowed. Organizational unit refers to sections, divisions, and departments within an organization.
6. Reassignment outside geographic location if with consent shall have no limit. However, if it is without consent, reassignment shall be for one (1) year only. Reassignment outside geographical location may be from one Regional Office (RO) to another RO or from the RO to the Central Office (CO) and vice-versa.
7. Reassignment is presumed to be regular and made in the interest of public service unless proven otherwise or if it constitutes constructive dismissal. Constructive dismissal exists when an employee quits his or her work because of the agency head's unreasonable, humiliating, or demeaning actuations, which render continued work impossible because of geographic location, financial dislocation and performance of other duties and responsibilities inconsistent with those attached to the position. Hence, the employee is deemed illegally dismissed. This may occur although there is no diminution or reduction in rank, status or salary of the employee.

Reassignment that constitutes constructive dismissal may be any of the following:

- a) Reassignment of an employee to perform duties and responsibilities inconsistent with the duties and responsibilities of his/her position such as from a position of dignity to a more servile or menial job;
- b) Reassignment to an office not in the existing organizational structure;
- c) Reassignment to an existing office but the employee is not given any definite duties and responsibilities;
- d) Reassignment that will cause significant financial dislocation or will cause difficulty or hardship on the part of the employee because of geographical location; and
- e) Reassignment that is done indiscriminately or whimsically because the law is not intended as a convenient shield for the appointing/disciplining authority to harass or oppress a subordinate on the pretext of advancing and promoting public interest.

Reassignment that results in constructive dismissal must be sufficiently established.

This Memorandum Circular takes effect immediately.

**(sgd) KARINA CONSTANTINO-DAVID**  
Chairman

04 January 2005<sup>a</sup>

For compliance.

  
**PROCESO T. DOMINGO**  
Administrator

February 10, 2005  
Date