



Republic of the Philippines
Pambansang Pangasiwaan ng Patubig
(National Irrigation Administration)
EDSA, Diliman, Quezon City

MC NO. 16 S. 2005

MEMORANDUM CIRCULAR

**TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
HEADS OF DEPARTMENTS AND STAFFS, REGIONAL IRRIGATION
MANAGERS, PROJECT/OPERATIONS MANAGERS, PROVINCIAL
IRRIGATION OFFICERS, IRRIGATION SUPERINTENDENTS AND
ALL OTHER CONCERNED**

**SUBJECT : CIVIL SERVICE COMMISSION AND DEPARTMENT OF BUDGET
AND MANAGEMENT JOINT CIRCULAR NO. 03, s. 2004**

Quoted hereunder in full for the information and guidance of all concerned is the Civil Service Commission and the Department of Budget and Management Joint Circular No. 03 s.2004 re: Continued Adoption of Austerity Measures Through the Non-Filling of Vacant Positions.

**"REPUBLIC OF THE PHILIPPINES
CIVIL SERVICE COMMISSION
DEPARTMENT OF BUDGET AND MANAGEMENT
JOINT CIRCULAR NO. 03, s. 2004**

**TO : Heads of Departments, Bureaus, Offices and Agencies, Including State
Universities and Colleges (SUCs), Government-Owned and/or-Controlled
Corporations (GOCCs), Government Financial Institutions (GFIs), and
Other Government Corporate Entities (OGCEs)**

**SUBJECT : Continued Adoption of Austerity Measures Through the Non-Filling of
Vacant Positions**

1.0 Purpose

This Circular is issued to provide the guidelines on the implementation of Section 2 of administrative Order No. 103 (Directing the Continued Adoption of Austerity Measures in the Government) issued on August 31, 2004.

2.0 Coverage

All regular positions in national government agencies, including SUCs, GOCCs, GFIs, OGCEs and other instrumentalities under the Executive Branch, whether or not funded through the General Appropriations Act, are covered by this Circular.

3.0 Policy Guidelines

3.1 As a general rule, the filling of positions which have been vacated by resignation, retirement, dismissal, death or transfer to another government office is prohibited.

3.2 The following positions are exempted from said prohibition, provided they are funded within agency budgets for personal services:

3.2.1 Teaching positions in schools under the Department of Education, Commission on Higher Education, Technical Education and skills Development Authority, SUCs and training institutions under the departments/agencies;

3.2.2 Medical and allied medical positions in hospitals, sanitaria, health infirmaries and other similar establishments, excluding those assigned in the clinics of departments/agencies catering only to their employees;

3.2.3 Positions for uniformed/military personnel under the Department of National Defense, Department of the Interior and Local Government and the Philippine Coast Guard; and

3.2.4 Positions in local water districts (LWDs) provided these are in accordance with the DBM-prescribed model organizational structure and staffing pattern for LWDs.

3.3 Fifty percent (50%) of the Personal Services savings realized from funded vacant/vacated regular positions may be used for any of the following purposes:

3.3.1 For filling positions without seeking authority

The agency head shall have the discretion as to which positions will be filled provided the total cost thereof shall not exceed 50% of the Personal Services savings.

- 3.3.2 For reclassification of filled positions or for conversion of vacant/vacated positions if necessary, by following the "scrap and build" policy, subject to approval by the DBM.

Only funded vacant/vacated positions shall be offered for abolition to fund the positions for reclassification/conversion.

4.0 Responsibilities of Agency Heads

- 4.1 The agency heads shall be held responsible and personally liable for any filling of vacant positions in violation of this Circular.
- 4.2 At the end of year, the agency heads shall submit an annual report to the DBM, copy furnished the CSC, on the extent of compliance with the Circular, following the format attached as Annexes A and B.

5.0 Effectivity of implementation

This Circular shall take effect fifteen (15) days after publication in the Official Gazette or in a newspaper of general circulation.

(SGD) KARINA CONSTANTINO-DAVID

Chairperson
Civil Service Commission

(SGD) EMILIA T. BONCODIN

Secretary
Department of Budget and
Management"

The filled up forms, Annexes A & B shall be submitted to Central Office, Attention: PRMD at the end of the year for consolidation before submission to DBM.

For strict compliance.



PROCESO T. DOMINGO
Administrator

Date : MARCH 8, 2005

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Human Resource Management Office

Agency Head

Report on Positions Filled
FY _____

Department _____

Bureau/Agency _____

[illegible]

Prepared/Certified Correct:

Human Resource Management Office

Approved:

Agency Head