

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

January 15, 1976

DEPARTMENT MEMORANDUM
No. 9, s. 1976

ESTABLISHMENT OF A CIVIL SERVICE STAFF IN THE
DEPARTMENT OF EDUCATION AND CULTURE

To the: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities

1. Pursuant to Letters of Instructions Nos. 319 and 320, copies attached, the Civil Service Commission has established a Civil Service Staff in the Department of Education and Culture. The Staff, as temporarily organized, shall be composed of the following:

Mr. Benjamin G. Estrada Chief, Personnel Div., Department of Education and Culture	-	Head (as deputized by the Civil Service Commission)
Atty. Reno A. Capinpin Legal Officer I Department of Education and Culture	-	Member
Mrs. Trinidad C. Leal Training Officer Department of Education and Culture	-	Member
Mr. Andres C. Llanos Administrative Assistant III Bureau of Higher Education	-	Member
Mr. Oscar P. Ferreros Administrative Assistant III Bureau of Secondary Education	-	Member
Mr. Felicisimo Palanis Administrative Assistant III Bureau of Elementary Education	-	Member

The staff shall perform the following specific functions and such other functions which may be assigned by the Civil Service Commission:

1. Extend assistance to the Department in all areas of personnel management;
2. Monitor and audit periodically the personnel programs and performance of the Department;
3. Determine Department compliance with Civil Service Law and Rules;
4. Receive suggestions, observations and complaints from the public regarding conduct of officers and employees of the Department;
5. Conduct jointly with the Department personnel performance evaluation; and
6. Perform such other functions as the Commission may deem necessary to institute an efficacious system of personnel management in the government.

2. In order to attain the aims and objectives of the aforementioned Letters of Instructions, heads of bureaus, regional offices, division offices, units and offices in the Department, are enjoined to assist and cooperate in the performance evaluation of officials and employees in their respective offices. A performance evaluation of officials and employees in your respective offices shall be conducted at the end of the school year 1975-1976, and every end of the school year thereafter. A report on the performance evaluation shall be submitted to this Office not later than April 30, 1976, and every year thereafter, on the attached form. The performance evaluation report of the regional office should be submitted together with reports of all the divisions in the region. In making the report the attached form may be used.

3. In connection with the performance evaluation of government officials and employees now being conducted by the Civil Service Commission, the report mentioned above for the period from July 1 to December 31, 1975 should be submitted to this Office not later than February 29, 1976.

4. Strict compliance of all concerned is enjoined.

(SGD.) FARCISO ALBARRACIN
Acting Secretary of Education and Culture

Incls.:

As stated

Reference:

None

Allotment: 1-2-3-4 -(D.O. 1-76)

To be indicated in the Perpetual Index under
the following subjects:

BOARD or COUNCIL
EFFICIENCY
EMPLOYEES
OFFICIALS
RATING
REPORTS
SERVICE
SUPERINTENDENTS
TEACHERS

MALACANANG
Manila

LETTER OF INSTRUCTIONS No. 319

TO : All Heads of Departments, Bureaus, Offices,
Agencies, Government-owned or Controlled
Corporations and Local Governments;

The Civil Service Commission

WHEREAS, the Constitution provides that the Civil Service Commission shall establish a career service and adopt measures to provide morale, efficiency and integrity in the Civil Service;

WHEREAS, I have decreed that the Civil Service Commission, the central personnel agency of the government, organize in each department, office, agency, government-owned or controlled corporation, provincial and city government a Civil Service Staff which shall serve as the liaison office between the Commission and these offices;

WHEREAS, there is an immediate need to establish this Office in order to enhance the efforts of the Commission in extending assistance to the various government offices in their personnel programs and personnel administration and to monitor these and other activities which may be of interest to the Commission as a central personnel agency of the government and which is called upon by the Constitution to adopt measures to provide morale, efficiency and integrity in the Civil Service;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, do hereby order that:

1. Within a reasonable time, the Civil Service Commission, jointly with the different departments, offices, agencies or government-owned or controlled corporations or local governments concerned, shall establish a Civil Service Staff as envisioned to perform functions that may be assigned to it, including the following:

- a. Provide technical assistance in all aspects of personnel management;
- b. Monitor and audit periodically the personnel practices and performance of the Department or agency concerned as well as those of public officers and employees thereof.

- c. Determine agency compliance with Civil Service law and rules; and
- d. In the performance of these functions, the Staff shall welcome and receive from the public any suggestions, observations and complaints pertaining to the conduct of public officers and employees.

2. The heads of departments, offices, agencies, government-owned or controlled corporations, and provincial and city governments shall provide the facilities and equipment as well as personnel for the staff except the head of the office, who shall be an official or employee of the Civil Service Commission. But the Commission may augment such personnel with its own.

3. In consultation with the heads of offices concerned, the Commission shall work out arrangements for the implementation of this Letter of Instructions.

DONE in the City of Manila, this 26rd day of September, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS
President of the Philippines

CERTIFIED COPY:

(SGD.) MELQUIADES T. DE LA CRUZ
Presidential Staff Director
Records Officer

A true copy

MALACANANG
Manila

LETTER OF INSTRUCTIONS NO. 520

TO : ALL DEPARTMENTS, AGENCIES AND OFFICES OF THE GOVERNMENT

WHEREAS, the administration has been pursuing policies and measures designed to improve the quality of the government service;

WHEREAS, it is the objective of the Administration to develop efficient, dedicated and responsible public servants;

WHEREAS, in furtherance of these objectives, I have ordered the dismissal or taken other disciplinary actions against notoriously undesirable employees and others found guilty of other forms of official misconduct;

WHEREAS, at the same time, I have extended recognition to officials and employees who have excelled in the performance of their duties or who have exemplified the ideal public servants;

WHEREAS, to ensure that this program will succeed, there is a necessity for us to continuously assess the performance of public officials and employees;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order that each of the departments, agencies and offices of the government shall, in coordination with the Civil Service Commission, conduct periodically an audit of the performance of officials and employees of the Government.

This performance audit or evaluation shall be conducted at least once a year in each department, agency or office.

The Civil Service Commission shall monitor and submit to me the results of this evaluation or audit.

DONE in the City of Manila, this 23rd day of September, in the year of Our Lord, nineteen hundred and seventy-five.

(SGD.) FERDINAND E. MARCOS
President of the Philippines

CERTIFIED COPY:

(SGD.) MELQUIADES E. DE LA CRUZ
Presidential Staff Director
Records Officer

A true copy

PERFORMANCE EVALUATION REPORT

NAME OF OFFICE/
DIVISION _____ Performance Rating
from _____ to _____

(On this side, indicate whether National,
Provincial, City or Municipal cells)(1)

NAME	DESIGNATION(2)	PERFORMANCE RATING (3)			
		O	VS	S	U

- (1) Separate reports should be made for national, provincial, city or municipal personnel.
- (2) Position title in the budget.
- (3) O-Outstanding; VS-Very Satisfactory; S Satisfactory; and U-Unsatisfactory. In case of a performance rating of "unsatisfactory," the performance rating report of the employee as well as the justification, documents and evidences to support such rating should be submitted together with this report. Likewise, in case of a performance rating of "unsatisfactory," the performance rating report of the employee should be submitted together with an explanation why such rating was given and whether such employee has been informed of such unsatisfactory rating and given the opportunity to improve such performance at least 60 days before the issuance of his rating.

CERTIFIED CORRECT:

(Head of Office)

(Position)