

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
M a n i l a

October 14, 1977

DEPARTMENT MEMORANDUM
No. 227, s. 1977

SUBMISSION OF MONTHLY REPORT ON REPLACEMENT OF NON-CIVIL
SERVICE ELIGIBLES WITH ELIGIBLES CERTIFIED BY
CIVIL SERVICE COMMISSION

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

1. Inclosed is a letter of the Civil Service Commission dated September 7, 1977 requiring the submission every month, starting July, 1977 of a report on the gradual replacement of non-eligibles.

2. This report shall be accomplished in CS Forms 3 and 4 submitted at the end of each month direct to the Certification Division, Office of Recruitment, Examination and Selection (ORES), Civil Service Commission, Manila, copy furnished this Office. The report of each office should be certified correct by officials indicated below:

- a. Cultural Agency - Director and Personnel Officer/Administrative Assistant
- b. Regional Office - Regional Director and Personnel Officer
- c. School Division - Schools Superintendent and School Administrative Officer
- d. Agricultural, Trade or Fishery School - Superintendent/Vocational School Administrator and Administrative Assistant

e. National High - Principal and Administrative
Schools Assistant

3. The monthly report for the Department proper and the three staff bureaus (Bureaus of Elementary Education, Secondary Education, and Higher Education) shall be prepared by the Personnel Division, this Department.

4. In this connection, attention is invited to Department Memorandum No. 92, s. 1977, on the same subject matter, wherein the lists of Career Service (Professional and Sub-professional) eligibles have been furnished the regional directors.

5. The cooperation of all concerned is desired.

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

Incl.:

As stated

Reference:

Department Memorandum: (No. 92, s. 1977)

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS and OFFICES
ELIGIBILITY
EMPLOYEES
LISTS
REPORTS

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(CIVIL SERVICE COMMISSION)
Manila

September 7, 1977

The Honorable
The Secretary
Department of Education and Culture
M a n i l a

Sir/Madam: ATTENTION: The Personnel Officer

In connection with the lists of Career Service (Professional and Sub-Professional) eligibles which this Commission sent to you on March 4, 1977, we wish to be informed as to what steps have been taken to replace the non-eligibles in your Office with these new eligibles.

We are furnishing you forms, CS Form 3 and 4 to be accomplished and sent to this Office every end of the month starting July, 1977, regarding the gradual replacement of non-eligibles, pursuant to Section 25 (b) Article VIII of Presidential Decree No. 807.

We shall appreciate your early action on this matter and thank you for your cooperation in achieving our objectives of updating the quality of public service.

Very truly yours,

BY AUTHORITY OF THE COMMISSION:

(SGD.) MARIO D. YANGO

Director

Office of Recruitment, Examination
and Selection

NOTE: Please submit your report to Certification Division,
ORRS Civil Service Commission, Manila.

A true copy

