

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

October 19, 1977

DEPARTMENT MEMORANDUM
No. 233, s. 1977

DIRECTING HEADS OF OFFICES AND ENTITIES IN THE
DEC TO COMPLY STRICTLY WITH THE PROVISIONS OF
MEMORANDUM CIRCULAR NO. 1003 FROM THE
OFFICE OF THE PRESIDENT

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

1. Inclosed is Memorandum Circular No. 1003 from the Office of the President, directing heads of government offices and entities to refrain from submitting proposals to the Office of the President for the extension in the service of officials and employees ~~beyond their compulsory retirement age.~~

2. Strict compliance with ~~the provisions of this~~ Memorandum Circular is stressed.

3. Immediate dissemination of this Department Memorandum to those concerned is desired.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

Incl.:
As stated

Reference:
Department Order: No. 40, s. 1976

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

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

| | | |
|-----------|---------------------|---------|
| EMPLOYEES | RETIREMENT | SERVICE |
| OFFICIALS | RULES & REGULATIONS | |

(Inclosure to Department Memorandum No. 233, s. 1977)

TANGGAPAN NG PANGULO NG PILIPINAS
(OFFICE OF THE PRESIDENT OF THE PHILIPPINES)

MEMORANDUM CIRCULAR NO. 1003

DIRECTING HEADS OF GOVERNMENT OFFICES AND ENTITIES TO REFRAIN FROM SUBMITTING PROPOSALS TO THE OFFICE OF THE PRESIDENT FOR THE EXTENSION IN THE SERVICE OF OFFICIALS AND EMPLOYEES BEYOND THEIR COMPULSORY RETIREMENT AGE.

Notwithstanding several circulars and orders emphasizing the restrictive policy on the extension of the service of officials and employees beyond their compulsory retirement, many government offices and agencies still persist in recommending extension of services of officials, whose continuance in office are not absolutely necessary. A close review of the grounds for those proposals reveals such routine activities as "green revolution projects," "unfinished projects" or "on-going projects" and other similar projects which could very well be undertaken by their immediate assistants or successors in office. Some government offices endorse similar requests for accommodation purposes.

In view of the need to strictly enforce the policy against extension, all heads of government offices and entities are hereby directed to refrain from recommending extension of service unless they are convinced of the absolute necessity of the proposed extension. Heads of offices and agencies shall notify within a reasonable period of time their respective officials and employees who are about to reach the age of mandatory retirement of their automatic cessation in office and shall train prospective successors preparatory to a take-over of the duties and responsibilities of those who are about to retire.

This prohibition shall not apply where the parties concerned are officials whose tenure of office is at the pleasure of the President.

By authority of the President:

(SGD.) JACOBO C. CLAVE
Presidential Executive Assistant

A true copy