

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

November 9, 1977

DEPARTMENT MEMORANDUM
No. 245, s. 1977

SUBMISSION OF LIST OF PERSONNEL TO DETERMINE
THOSE WHO COULD BE ASSIGNED FOR EXTENSION
OR BARANGAY WORK

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

1. Inclosed is a copy of Memorandum Circular No. 1005, s. 1977, of the Office of the President requiring all heads of departments, bureaus, agencies of the government, including government-owned and controlled corporations, and local governments to make an inventory of their respective personnel, including employees on casual or contractual basis, to determine who among them could be assigned for extension or barangay work. It should be noted that preferably 70% shall be assigned to such extension service.

2. It is desired that a list of DCC employees, including those in regional offices, who can perform extension service, be submitted using the inclosed form. The accomplished forms for the regional offices shall be submitted direct to the respective regional offices of the Civil Service Commission and those for cultural agencies under this Department direct to the Civil Service Commission (Main Office).

3. Immediate compliance is desired.

(SGD.) JOSE T. MANUEL
Secretary of Education and Culture

Incl.

As stated

Reference:

Office Memorandum dated September 30, 1977

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

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

- AGENCIES & OFFICES
- EMPLOYEES
- OFFICIALS
- RULES and REGULATIONS
- SERVICE

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

MEMORANDUM CIRCULAR NO. 1005

REQUIRING ALL HEADS OF DEPARTMENTS, BUREAUS, AGENCIES OF THE GOVERNMENT, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, AND LOCAL GOVERNMENTS TO MAKE AN INVENTORY OF THEIR RESPECTIVE PERSONNEL TO DETERMINE WHO AMONG THEM COULD BE ASSIGNED FOR EXTENSION WORK.

Pursuant to LOI No. 599, dated September 10, 1977, the President issued the following directives to all heads of departments, bureaus, agencies of the government, including government-owned and controlled corporations, and local governments:

"1. x x x shall make an inventory of their respective personnel to determine who among them could be assigned to the different regions of the country to perform extension work and assist the farmers, homemakers and the rural youth in productive endeavors.

They shall further see to it that a larger percentage of their workforce, preferably 70% shall be assigned to such extension service;

"2. x x x

"3. The Civil Service Commission and the Department of Local Government and Community Development shall devise a training course for extension workers which shall, among others, provide these government employees with the necessary skills to interact with the recipients of their services in the rural areas, and with the knowledge necessary for effective extension work."

In view of the above instructions, all heads of departments, bureaus, agencies of the government, including government-owned or controlled corporations and local governments, are hereby directed to submit within thirty (30) days from the date of issuance of this circular to the Civil Service Commission, a list of their respective personnel who could be assigned to perform extension work and assist the farmers, homemakers and the local youth in productive endeavors.

In the case of the different regional officials and local governments, the data desired in the preceding paragraph shall be submitted to the respective regional offices of the Civil Service Commission which have jurisdiction thereof.

In the case of the employees of the local governments in Metro Manila, the listing shall be submitted to the Civil Service Commission.

The listing shall include those employees on casual or contractual basis. It shall indicate who among these officials and employees may be assigned for extension or barangay work, considering their qualifications.

It shall be borne in mind in this connection that the President in his speech in San Fernando, La Union, last September 10, 1977, said that at least three of every four employees shall be assigned for barangay work.

This Circular shall take effect immediately.

(SGE.) JACIDO C. CLAVE
Presidential Executive Assistant

Manila, September 13, 1977

A true copy

