

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

November 24, 1977

DEPARTMENT MEMORANDUM

No. 259, s. 1977

REVISED FORMS FOR SEMI-ANNUAL REPORT OF PERSONNEL

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. 8, s. 1977, of the Acting Chairman, Civil Service Commission, on the revised forms for the Semi-Annual Report of Personnel. Attention is invited to the instructions given at the back of Civil Service Forms 4, 4-A and 4-B on the proper accomplishment of the forms, manner of reporting and submission thereof, specifically the date of submission which is ten (10) days after the period ending June 30 and December 31, of each year, as the case may be.

2. The reports for the Department (proper) and the three staff bureaus (Bureaus of Elementary, Secondary and Higher Education), will be prepared by the Personnel Division, this Department.

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

Incl.:

As stated

Reference:

None

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

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

BUREAUS & OFFICES
CHANGE
EMPLOYEES
FORMS
REPORTS
FILES & REVELATIONS

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Lungsod ng Maynila

MC 78, s. 1977

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS,
OFFICES AND AGENCIES OF THE NATIONAL
AND LOCAL GOVERNMENTS, INCLUDING
GOVERNMENT-OWNED AND CONTROLLED
CORPORATIONS

SUBJECT : Revision of Semi-Annual Report of Personnel
(CS Forms Nos. 4, and 4-A, Revised, November, 1974)

In line with the new civil service structure set forth in Presidential Decree No. 807, this Commission has revised its Semi-Annual Report of Personnel Forms (CS Forms 4 and 4-A), to include, among others, information on employee accretion and turnover as well as personnel distribution by education and hierarchical ranks. On the basis of reports to be submitted by you, it would now be possible for this Commission to draw up a comprehensive organizational and employee profile which would be useful for purposes of manpower planning.

Effective immediately, therefore, the attached revised Civil Service Forms Nos. 4, 4-A and 4-B, shall be used by all concerned in reporting personnel data. These proscribed forms shall be reproduced by each reporting agency according to its needs.

(SGD.) JACOBO C. CLAVE
Acting Chairman

March 21, 1977

A true copy

SEMI-ANNUAL REPORT OF PERSONNEL
 (Instructions at the back)

Name of Agency	Address	Region No. :				Period Ending	Calendar Year
		Permanent	Temporary	Provisional	TOTAL		
Employment by Category		M	F	M	F	M	F
CAREER SERVICE							GRAND TOTAL
First Level							
Second Level							
Third Level							
TOTAL							
NON-CAREER SERVICE							
First Level							
Second Level							
TOTAL							
OFFICERS INCLUDED IN THIS REPORT:							

LIST OF TEMPORARY APPOINTMENTS
 (Appointments issued during the period covered by the report)

POSITION TITLE	REASON FOR BEING TEMPORARY	TOTAL NUMBER IN SAME POSITION

NOTE: If more space is needed, use additional sheet(s) of same size bond paper, following the same format.

Continued on the next page

INSTRUCTIONS

ANNEX: Section 66(a) of the revised Administrative Code, as amended.

OFFICE OF PERSONNEL: The Semi-Annual Report of Personnel (CS Form No. 4 (Revised - February 1972), and its accompanying CS Form No. 4-A and 4-B (formerly CS Form No. 4 (Revised - November 1972) and its accompanying CS Form No. 4-A) is a personnel statistical report of the Civil Service Commission which serves as a basis for manpower planning and for various departmental purposes.

PERIOD OF THE REPORT: The report shall include those government personnel on the rolls of the reporting agency for the period January 1 to June 30 and July 1 to December 31 of each calendar year.

CLASSIFICATION OF POSITIONS:

1. Career Service - shall be characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examinations or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure. (PS 607).
2. Non-Career Service - shall be characterized by (1) entrance or bases other than those of the usual test of merit and fitness utilized for the career service; and (2) tenure which is limited to a period specified by law, or which is contingent with that of the appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made.

3. Classes of positions in the career service -

- a) First level - shall include clerical, trades and crafts, and unskilled service positions.
- b) Second level - shall include professional, technical, and scientific positions which require at least four years of college work up to the division chief level.
- c) Third level - shall cover positions in the career executive service.

4. Permanent - employees and teachers holding permanent appointment (including those serving probationary period).

5. Temporary - employees and teachers appointed for a period not to exceed twelve (12) months and the one school semester respectively.

6. Provisional - Non-eligible teachers appointed for a whole school year.

REPORTING SYSTEM:

The shall submit reports direct to the Civil Service Commission.

1. Officer of the Secretary, Bureau directors, and heads of offices of the executive departments, bureaus and independent offices shall report personnel appointed in the Central Office only.
2. Regional directors of the executive departments, bureaus, and independent offices, city and district directors of the Department of Public Highways and Bureau of Public Works in field offices, and chiefs of special national and provincial hospitals (under the Department of Health) shall report personnel under them.

3. Provincial treasurers shall submit the following consolidated reports:
 - a) Consolidated reports of the provincial government officers under them.
 - b) Consolidated reports of the municipal government officers under them (municipal treasurers shall transmit their consolidated reports to the provincial treasurers).
4. City Mayors (except Manila, who shall submit individuals report by office directly to the Civil Service Commission) shall submit consolidated reports of the city government officers under them.
5. City and provincial superintendents of schools shall submit reports of all schools and officers under their jurisdiction (heads of schools or the city or provincial schools shall submit their reports by the way of provincial superintendent's office).
6. Heads of schools created under Special Charters shall submit reports direct to the Civil Service Commission (except CSM personnel).
7. Other government officers/units not mentioned herein shall submit their reports direct to the Civil Service Commission.

ISSUING OFFICE:

1. Original copy of the report shall be sent to the Office of Personnel Planning and Program Evaluation, Civil Service Commission, Manila.

2. Reports shall be submitted within ten (10) days after the year's ending June 30 and December 31, as the case may be.

3. Civil Service Form No. 4-A shall also be accomplished. Civil Service Form No. 4-B shall be accomplished every year to begin June 30, 1977.

4. The prescribed forms shall be faithfully reproduced by each reporting agency, following the same format.

5. Queries regarding the semi-annual report of personnel shall be directed to the Office of Personnel Planning and Program Evaluation, Civil Service Commission, Manila.

DISTRIBUTION OF PERSONNEL ACCORDING TO EDUCATIONAL QUALIFICATION
AS OF _____
Part I - Non-Teachers

Category	Elementary	High School	College	College Graduate	With Units in Master's Degree	Master's Degree Holder	Doctorate
Occupational Service	Undergraduate	Graduate	Undergraduate	Graduate	Master's Degree	Holder	Holder

Occupational Service	1	1	1	1	1	1	1
TOTAL	1	1	1	1	1	1	1

Part II - Teachers

Category	Elementary	Secondary	With Units in Master's Degree	With Units in Doctorate's Degree
Occupational Service	Grade Teacher	Teacher	Master's Degree Holder	Doctorate's Degree Holder
TOTAL	1	1	1	1

DISTRIBUTION OF DIVISION AND SECTION CHIEFS
AND THEIR ASSISTANTS BY SEX AND AGE GROUP

Age Group	Division Chief	Section Chief	TOTAL	Asst. Div. Chief	Asst. Sect. Chief	TOTAL
25 - 35	1	1	2	1	1	2
36 - 45	1	1	2	1	1	2
46 - 50	1	1	2	1	1	2
51 - 65	1	1	2	1	1	2

DISTRIBUTION OF COLLEGE GRADUATE PERSONNEL ACCORDING TO THEIR COURSE OF STUDY AS OF _____

Course of Study	Career Service	Non-Career Service	TOTAL
Ungraded			
Education			
Commerce			
Law			
Literary Arts			
Business Administration			
Agriculture			
Industrial Engineering			
Medicine			
Elementary Education			
Secondary			
Hotel Motels			
Technical Education			
Applied Engineering			
Literary Arts			
Library			
Physical Engineering			
Communication Arts			
Library			
Mechanical Engineering			
Others (Specify)			
Grand Total			

Note: Indicate numbers only