

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

October 19, 1978

M E C O R D E R
No. 35, s. 1978

REGIONALIZING THE FILING AND ISSUANCE
OF NISA CLEARANCE FOR EMPLOYMENT

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

1. CSC Memorandum Circulars Nos. 3 and 5, s. 1974 requiring NISA clearance for original appointments and reinstatements, are amended by CSC Memorandum Circular No. 1, s. 1978, which requires NISA clearance for all kinds of appointments, meaning not only for original appointments and reinstatements, but also for other kinds of appointments as well, such as, for transfer or promotion and for contractual appointments for a period of at least 6 months.
2. In view of these additional requirements for NISA clearance and considering that of the 279,344 teachers and personnel of the MEC, around 277,701 of them are under the regional offices, it was felt that it will be difficult for the Intelligence and Security Unit of the MEC in Manila to respond immediately to the needs of the field.
3. Therefore, effective immediately, all applications for a NISA clearance for employment originating from the field, including the state colleges and universities, except those in Region IV, shall be filed with their respective divisions or regions as shown in the attached Communication Flow Chart.
4. However, all applications originating from the various bureaus, offices and units requiring the recommendation or approval of higher authorities in the MEC, shall continue to be filed with the Intelligence and Security Unit of this Office.
5. Any applicant for a NISA clearance with derogatory information shall be required to present himself/herself personally to the Intelligence and Security Unit, this Office, before his/her appointment papers are submitted to the Civil Service Commission.
6. The Civil Security Officers (CSOs) designated under Department Order No. 39, s. 1975, are hereby assigned to implement this Order in their respective divisions/offices or regions.

7. Inclosed are the revised forms to be used in applying for NISA clearance. Also inclosed is a form for the Monthly Performance Report which is to be submitted, in duplicate, to the Acting Executive Director of the FSFSPCSO and concurrently Chief of the Intelligence and Security Unit, MEC, Manila.

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

Incls.:

As stated

References:

Department Orders: Nos. 7, and (39) s. 1975
MEC Order: No. 28, s. 1978

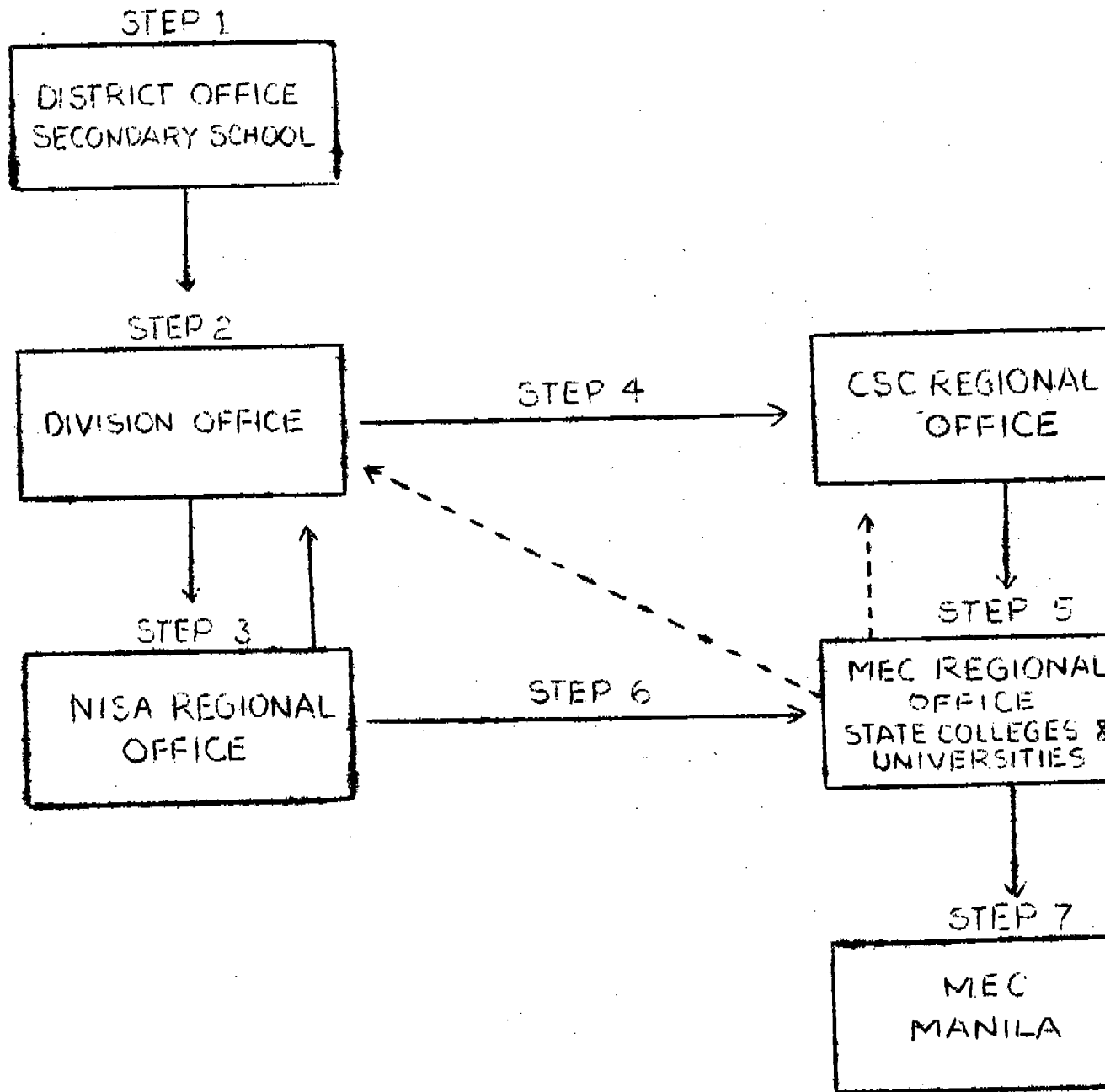
Allotment: 1-2-3-4--(D.O. 1-76)

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

✓ AMENDMENT
✓ APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
✓ EMPLOYEES
✓ FORMS
✓ RULES & REGULATIONS
✓ TEACHERS
✓ TRANSFER

COMMUNICATION FLOW CHART

STEPS TO FOLLOW IN APPLYING FOR
NISA CLEARANCE AS REQUIRED BY
THE PROVISIONS OF CSC MEMO
CIRCULAR NO. 1, S. 1978





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IMPLEMENTATION PLAN AND PERFORMANCE REPORTS

1978 - 1979

Month I

ACTIVITY NO.	October	November	December	January	February
1	✓	✓	✓	✓	✓
2	✓	✓	✓	✓	✓
3	✓	✓	✓	✓	✓
4	✓	✓	✓	✓	✓
5	✓	✓	✓	✓	✓

PERFORMANCE

1	✓	✓	✓	✓	✓
2	✓	✓	✓	✓	✓
3	✓	✓	✓	✓	✓
4	✓	✓	✓	✓	✓
5	✓	✓	✓	✓	✓

OPERATIONAL
ON-GOING

✓	✓	✓	✓	✓
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Submitted by:

.....
Name & Designation
.....
Division/Region
.....

ry

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...

REPUBLIKA NG PILIPINAS
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(Ministry of Education & Culture)
.....(school).....
.....(address).....

.....Indorsement.....
.....

Respectfully referred to the with the information that
the NISA/CISA has no derogatory information as of
19 against Mr./Mrs./Miss
who is/are being considered for appointment as
....., in this school. Attention is invited to
the basic communication hereto attached.

For the President:

.....Security Officer.....

Copy furnished:

The Regional Director
Civil Service Commission
Region

REPUBLIKA NG PILIPINAS
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
Ministry of Education and Culture
Region _____

TANGGAPAN NG MINISTER
OFFICE OF THE MINISTER

_____ Indorsement

Respectfully referred to the Provincial Schools
Superintendent,

_____ with the information that the
NISA/CISA has no derogatory information as of _____
_____ 19 _____ against Mr./Mrs./Miss _____
_____ who is being considered for appoint-
ment as _____, in that school/divi-
sion. Attention is invited to the basic communication
hereto attached.

For the Regional Director:

Security Officer

Copy furnished

The Director
Civil Service Commission
Region _____

* * * C O N F I D E N T I A L * * *

REPUBLIC OF THE PHILIPPINES
Office of the President
NATIONAL INTELLIGENCE AND SECURITY AUTHORITY
Quezon City

Ministry of Education and Culture AD INTERIM

Manila

Sir/Madam:

With reference to your letter dated _____
requesting clearance for employment with your office, pursuant
to Civil Service Commission Memorandum Circular No. 3 dated
August 28, 1974, please be informed that the Authority has no
information on the persons as of date.

Very truly yours,

(SGD.) ROGELIO I. LUIS
Head Executive Assistant

C O N F I D E N T I A L

REPUBLIKA NG PELIPINAS
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
Ministry of Education and Culture

Name and Address of the School

.....
The Director General
Through the Regional Director, NISA
National Intelligence and Security Authority
Quezon City

S i r :

Request that a record-check be conducted on the following person/persons for purpose as indicated.

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE NAME</u>	<u>PURPOSE</u>
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C O N F I D E N T I A L

REPUBLIKA NG PILIPINAS
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
Ministry of Education and Culture

Sangay Ng _____
Division of _____
Reyhiyon _____
Region _____

The Director General
Through the Regional Director NISA
National Intelligence and Security Authority
Quezon City

S i r :

Request that a record-check be conducted on the following person/persons for purpose as indicated.

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE NAME</u>	<u>PURPOSE</u>
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C O N F I D E N T I A L

REPUBLIKA NG PILIPINAS
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
Ministry of Education and Culture

Address

The Director General
Through the NISA Regional Director
National Intelligence and Security Authority
Quezon City

S i r :

Request that a record-check be conducted on the following person/persons for purpose as indicated.

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDEE NAME</u>	<u>PURPOSE</u>
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Attached are their individual PHS (Personal History Statement).

