

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

February 1, 1980

DEC O R D E R
No. 5, s. 1980

ADOPTION OF A SIMPLIFIED PERSONNEL REPORTING SYSTEM
AND REVISION OF RELATED CS FORMS

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

1. Inclosed is a copy of Memorandum Circular No. 16 of the Civil Service Commission dated November 29, 1979 revising CS Forms 4, 4-A and 4-B (Semi-Annual Report of Personnel).
2. Attention is invited to the instructions given at the back of CS Form 4 and the reporting system inclosed with the aforementioned Circular which are self-explanatory.
3. Compliance is desired.

(SGD.) ONOFRE B. CORPUZ
Minister 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
FORMS
REPORT

(Inclosure to MEC Order No. 5, s. 1980)

Republic of the Philippines
CIVIL SERVICE COMMISSION
M a n i l a

MEMORANDUM CIRCULAR NO. 16

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

SUBJECT : Adoption of a Simplified Personnel Reporting
System and Revision of Related CS Forms
(CS Forms 4, 4-A and 4-B)

In view of recent policy issuances, there has developed a need for faster retrieval of data needed for a national manpower and personnel planning. There is therefore, a need to revise existing forms and simplify the present reporting system.

Accordingly, and in order not to overburden the line agencies, CS Forms 4, 4-A and 4-B (Semi-Annual Report of Personnel) have been revised starting January, 1980. The attached revised Forms shall now be submitted once a year instead of semi-annually.

(SGE.) JACOBO C. CLAVE
Chairman

November 29, 1979

A true copy

REPORTING SYSTEM:

I. Who shall submit reports and to whom:

A. To the Civil Service Regional Directors:

1. Regional Directors of ministries, bureaus and independent offices shall report all personnel under their jurisdictions, including CSROs, except those funded locally.
2. Provincial governors, city and municipal mayors shall report all personnel funded by provincial, city and municipal governments, respectively, whether partly or wholly, except school teachers and civilian employees of local police and fire departments.
3. Provincial and city school superintendents shall report teaching and non-teaching personnel of schools and offices under their jurisdiction.
4. CRT's provincial and city fiscals, city and municipal courts.
5. Chiefs of Hospital shall report hospital personnel thru their respective Regional Health Directors.
6. Chiefs of Police and fire departments shall report their civilian personnel.
7. Heads of schools, colleges and universities with special charters shall report all personnel in their schools.
8. Project managers/field directors of HIA and WFP shall report personnel thru their respective Regional Directors, if any.

B. To the Office of the Executive Director, Civil Service Commission:

1. Heads of ministries, bureaus and independent offices shall report all personnel not under the jurisdiction of their respective regional directors.
2. Heads of government-owned or controlled corporations, including banking institutions, shall report all personnel, including those in the regional/field offices, if the power to appoint is not decentralized.
3. City and municipal mayors of Metro Manila shall report all personnel funded locally, except school teacher and employees and civilian employees of the local police and fire departments.
4. Schools superintendents of Metro Manila shall report teaching and non-teaching personnel of schools and offices under their jurisdiction.
5. Police superintendents of Metro Manila shall report the civilian employees of the police and fire departments under their commands.
6. Other government units not mentioned herein shall submit their reports direct to CSC.

II. Manner of Reporting

- A. 1. Individual reports shall be forwarded to the officials authorized to submit such reports to the CSRO

- or the CSC Central Office (Ex. Elementary/high schools to submit their individual reports to the City/Provincial Schools superintendents; Provincial Treasurers to submit reports to Provincial Governors; Municipal Treasurers to submit reports to Municipal Mayors.)
2. These authorized officials will not forward these reports individually to the CSC or the CSROs, but instead shall prepare a consolidated and summarized reports thereof.
 3. These summarized reports shall be the documents to be received by the CSROs or the Central Office, as the case may be.
 4. The CSROs will then consolidate all these reports and forward same to the SPS Central Office.
5. Reports shall be received by the CS Regional Offices or the Office of the Executive Director, CSO, no later than the first of January.
6. Consolidated reports from the CS Regional Offices shall be received by the Office of the Executive Director not later than the first week of February.
- III. How to add the number of casual employees in the arches:
1. Get the number of casual employees as of the end of each month.
 2. Get the sum of all the figures for the 12 months.
 3. Divide the total by 12.
 4. The quotient is the actual number of casual employees as of December 31, This is the figure to be reported in item II-6, CSC Form 4.

INSTRUCTIONS

AUTHORITY: Section 561 (a) of the EAC, as amended.

PURPOSE OF REPORT: The Annual Report of Personnel (formerly HC #9, S. 1977) is a personnel statistical report of the CSC which serves as a basis for manpower planning and for various departmental purposes.

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

DEFINITION OF TERMS:

Career Service - shall be determined by (1) entrance exam or merit and is open to be determined by the CSC as provided by competitive examinations on basis of merit and technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure (SC 307).

Non-Career Employees shall be characterized by (1) entrance on basis of non-career positions or merit and fitness utilized for the career service; (2) tenure of employment limited to a period specified by law; or which is a contract with that of the reporting agency or subject to his pleasure; or which is limited to the duration of a particular project for which purpose employment was made. For purposes of this report, executive officials, Ministers, Secretaries, Chairmen and members of commissions and boards shall not be included.

STATUS OF EMPLOYEES IN THE CAREER SERVICE -

- a) the first level - shall include clerical, typists and clerks, and professional service positions;
- b) the second level - shall include professional, technical and confidential positions which require at least four years of college work up to the Division Chief level.
- c) the third level - shall cover positions in the Career Executive Service.

Permanent - - - - - Employees and teachers holding permanent appointment (including those serving provisional period).

Temporary - - - - - 1. Non-teaching employee who is a non-eligible or one who does not possess an appropriate **eligibility** and appointed for a period not exceeding 12 months; or
2. Teacher who does not possess the minimum educational qualification required of the position.

Provisional - - - - - Non-eligible teacher who meets minimum educational qualifications.

DISTRIBUTION OF PERSONNEL ACCORDING TO
EDUCATIONAL QUALIFICATIONS AS OF
PART I * NON - TEACHERS

C A T E G O R Y	High School Under-graduate	High School Graduate	College Under-graduate	College Graduate	With Units in Master's Degree	Master's Degree Holder	With Units in Doctorate Degree
	Career Service						
Non-Career Service							
T O T A L							

PART II - TEACHERS*

C A T E G O R Y	Classroom Teacher	College Graduate	With Units in Master's Degree	Master's Degree Holder	With Units in Doctorate Degree
	A. ELEMENTARY Level	Classroom Teacher Administrative Group			
B. SECONDARY Level	Classroom Teacher				
	ADMINISTRATIVE Group				
C. TERTIARY Level	T O T A L				

Note A. Positions falling under this category are those defined in Sec. 2 of RA 4670: Administrative Group teachers up to Superintendents.

B. Positions falling under this category are those defined in Sec. 5(2) of PD 807

* Substitute teachers shall not be included in the report.

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

AGE GROUP	DIVISION CHIEFS		ASSISTANT CHIEFS		TOTAL
	Male	Female	Male	Female	
30 - below					
31-35					
36-40					
41-45					
46-50					
51-55					
56-59					
60-64					
TOTAL					

Remarks: I certify that the data mentioned herein are true and accurate to the best of my knowledge and belief.

CIVIL SERV

POSITION

DATES