

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

June 9, 1983

MECS ORDER
No. 28, s. 1983

UPDATING AND SAFEGUARDING OF GOVERNMENT
EMPLOYEES' RECORDS OF SERVICE

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

1. Inclosed are copies of the Memorandum Circular No. 2, s. 1983, of the Civil Service Commission and Memorandum of Agreement entered into between the Civil Service Commission and the Government Service Insurance System on March 18, 1983 which are self-explanatory.

2. Conformably thereto, all original appointments of employees covered by the Government Service Insurance System (GSIS) submitted to the Civil Service Commission for approval shall be accompanied by a GSIS Information for Membership Form, duly accomplished, and/or such other documents as the GSIS may require. Likewise, a true copy of the "Notice of Salary Adjustment" issued to each employee should be furnished the GSIS.

3. Compliance with this Order is desired.

(SGD.) ONOFRE D. CORPUZ
Minister

Incls.:

As stated

Reference:

N o n e

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS & OFFICES
EMPLOYEES
OFFICIAL
RULES & REGULATIONS
SALARY

(Inclosure No. 1 to MECS Order No. 28, s. 1983)

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Metro Manila

MC #2, 1983

MEMORANDUM CIRCULAR

T O ALL HEADS OF MINISTRIES, BUREAUS, AGENCIES,
AND OFFICES OF THE NATIONAL AND LOCAL
GOVERNMENTS, INCLUDING GOVERNMENT-OWNED
AND/OR CONTROLLED CORPORATIONS

SUBJECT : Updating and Safeguarding of Government
Employees' Records of Service

Pursuant to a Memorandum of Agreement entered into between the Civil Service Commission and the Government Service Insurance System dated March 18, 1983, which takes into account the importance of updating and safeguarding of records of service of all employees of the government, it is hereby required that:

1. All original appointments forwarded to the Civil Service Commission for approval shall be accompanied by a duly filled and signed GSIS Information for Membership Form and/or such other documents as the GSIS may require from covered government personnel. The CSC shall in turn transmit the said document to the GSIS together with the original carbon copy of said appointment.
2. The GSIS shall be provided with a true copy of each and every "Notice of Salary Adjustment" issued to employees and officials.

This Memorandum Circular shall take effect immediately.

(SGD.) ALBINA MANALO-DANS
Chairman

25 March 1983
A true copy

(Inclosure No. 2 to MECS Order No. 28, s. 1983)

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement, made and executed by and between:

The CIVIL SERVICE COMMISSION, a Constitutional body organized and existing under the laws of the Republic of the Philippines, with principal offices at Finance Building, Agripina Circle, Manila, herein represented by ALBINA MANALO-DANS in her capacity as Chairman, hereinafter referred to as "CSC",

- a n d -

The GOVERNMENT SERVICE INSURANCE SYSTEM, an institution organized and existing under the laws of the Republic of the Philippines, with principal offices at Arroceros St., Ermita, Manila, herein represented by ROMAN A. CRUZ JR., in his capacity as President and General Manager, hereinafter referred to as "GSIS",

W I T N E S S E T H :

WHEREAS, the CSC and the GSIS are institutions created by the Constitution and the law and which have the mutual duty and obligation to promote efficiency in the government service as well as enhance the general welfare of Filipino civil servants;

WHEREAS, the status of appointments, record of service and other pertinent matters affecting government personnel constitute vital information in the administration of the respective functions and powers of the CSC and the GSIS;

WHEREAS, in the pursuit of proper and efficient management of their functions, and in order to minimize the cost, effort, and error involved, it is necessary that the CSC and the GSIS maintain a procedure for direct and prompt access to and the preservation of said common vital information, especially an updated and safeguarded Records of Service of all employees of the Philippine Government and all the instrumentalities and subdivisions thereof.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereto have agreed that:

1. The CSC shall transmit to the GSIS one original carbon copy of each and every appointment approved by the CSC, at GSIS expense, in accordance with the schedule set forth in Annex "A" hereof.

2. The CSC shall require that all original appointments forwarded by the government agencies and offices to the CSC for approval or other action, shall be accompanied by a duly filled and signed GSIS Information for Membership Form and/or such other documents as the GSIS may require from covered government personnel, which shall be transmitted to the GSIS together with the original carbon copy of said appointment. For this purpose, the CSC shall amend the existing circular prescribing the procedures for the transmittal of appointments to CSC for approval.

3. The CSC shall also prescribe in pertinent CSC circular to government agencies that the GSIS be provided with a true copy of each and every "Notice of Salary Adjustment".

4. It is understood that the CSC and the GSIS shall separately maintain a service records file. Upon prior written request by the proper official of the CSC or the GSIS, the party requested shall allow the other access to its Service Records File (both original and microfilm) as well as to take facsimile copies of the said file, in whole or in part, as the case may be.

5. As the GSIS is currently undertaking the micro-filming of its Service Records file consisting of two sets of images, one for on-site storage and the other for off-site storage, the GSIS shall upon completion of the microfilming project, turn over the off-site storage set to the central office of the CSC which shall, however, allow the GSIS to have access to the same as the need arises.

6. This Memorandum of Agreement shall, however, not affect the right of the GSIS or CSC, in accordance with such procedures as its Board of Trustees or the Commission may adopt and applicable rules, to independently verify and require other proofs as to services rendered, status of appointment and other pertinent information in the event of any error, discrepancy, or absence of information in the Service Records file of the GSIS or CSC or in the documents mentioned in paragraphs 1 and 3 herein.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures this 18th day of March, 1983 at Manila, Philippines.

CIVIL SERVICE COMMISSION

GOVERNMENT SERVICE INSURANCE SYSTEM

By:

By:

(SGD.) ALBINA MANALO-DANS
In her capacity as Chairman

(SGD.) ROMAN A. CRUZ, JR.
In his capacity as President and General Manager

SIGNED IN THE PRESENCE OF:

(SGD.) MARIO D. YANGO

(SGD.) ANTONIO TINSAY

A C K N O W L E D G M E N T

REPUBLIC OF THE PHILIPPINES)
C I T Y O F M A N I L A) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, on this 21 day of March, 1983, personally appeared:

<u>NAME</u>	<u>RES. CERT. NO.</u>	<u>DATE & PLACE OF ISSUE</u>
ALBINA MANALO-DANS In representation of the Civil Service Commission		
ROMAN A. CRUZ, JR. In representation of the Government Service Insurance System	C & CI - Exempt T A N - Exempt	

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed.

This instrument refers to a MEMORANDUM OF AGREEMENT, consisting of four (4) pages, including this page on which the acknowledgement is continued, duly signed by the parties and their witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL on the date and at the place first above written.

(SGD.) LETICIA M. AMON
Notary Public
Until December 31, 1983

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tma:41183

SCHEDULE OF TRANSMITTAL
OF
APPROVED APPOINTMENTS

REGION	PROVINCE	TRANSMITTAL SCHEDULE	TRANSMIT TO	REMARKS
4	All	Weekly (Every Friday)	Home Office	The GISIS, through its Inter-Agency Coordinating Staff shall pick up the GISIS copies of approved appointment at the CSC's Central Office.
	- do -	- do -	- do -	
1	Abra	Semi-Monthly (every 1st & 16th of the month)	Laoag Branch	The CSC Regional Office shall transmit approved copies of appointments to the GISIS Branches indicated herein.
	Ilocos Norte		- do -	
	Ilocos Sur		- do -	
	Benguet		Baguio Branch	
	La Union		- do -	
	Mt. Province		- do -	
	Pangasinan		Dagupan Branch	
	Batanes		- do -	
	Cagayan		Home Office	
	Kalinga-Apayao		Tuguegarao Branch	
2	Iligao	- do -	Cauayan Branch	
	Isabela	- do -	- do -	
	Nueva Vizcaya	- do -	- do -	
	Quirino	- do -	- do -	

REMARKS

<u>REGION</u>	<u>PROVINCE</u>	<u>TRANSMITTAL SCHEDULE</u>	<u>TRANSMITTING OFFICE</u>
3	Bataan Zambales	(every 1st & 16th of the month)	Bataan Branch - do -
4A	Bulacan	- do -	Home Office
	Nueva Ecija	- do -	Cabanatuan Branch
	Pampanga	- do -	Sn. Fdo., Pampanga Branch
	Tarlac	- do -	- do -
	Batangas	- do -	Batangas Branch
	Occ. Mindoro	- do -	- do -
	Or. Mindoro	- do -	- do -
	Cavite	- do -	Home Office
	Laguna	- do -	- do -
	Rizal	- do -	- do -
Romblon	- do -	- do -	
Palawan	- do -	Palawan Sub-Branch	
5	Marinduque	- do -	Lucena Branch
	Quezon	- do -	- do -
	Albay	- do -	Naga Branch
	Camaringes Norte	- do -	- do -
	Camaringes Sur	- do -	- do -
	Catanduanes	- do -	- do -
	Masbate	- do -	Sorsogon Branch
	Sorsogon	- do -	- do -

REMARKS

<u>REGION</u>	<u>PROVINCE</u>	<u>TRANSMITTAL SCHEDULE</u> (every 1st & 16th of the month)	<u>TRANSMIT TO CSIS</u>
6	Negros Occidental	- do -	Pacolod Branch
	Aklan	- do -	Iloilo Branch
	Antique	- do -	- do -
	Capiz	- do -	- do -
	Iloilo	- do -	- do -
7	Bohol	- do -	Cebu Branch
	Cebu	- do -	- do -
8	Negros Oriental	- do -	Dumaguete Branch
	Siquijor	- do -	- do -
	Eastern Samar	- do -	Tacloban Branch
	Leyte	- do -	- do -
	Northern Samar	- do -	- do -
	Samar	- do -	- do -
	Southern Leyte	- do -	Cebu City Branch
	Zamboanga del Norte	- do -	Dipolog Branch
	Zamboanga del Sur	- do -	Zamboanga Branch
	Sulu	- do -	- do -
Tawi-Tawi	- do -	- do -	
9	Basilar	- do -	Cagayan de Oro Branch

R E M A R K S

<u>REGION</u>	<u>PROVINCE</u>	<u>TRANSMITTAL SCHEDULE</u>	<u>TRANSMIT TO CSIS</u>
10	Agusan del Norte	(every 1st & 16th of the Month)	Cagayan de Oro Branch
	Agusan del Sur	- do -	- do -
	Bukidnon	- do -	- do -
	Comiguin	- do -	- do -
	Misamis Oriental	- do -	- do -
	Misamis Occ.	- do -	Dipolog Branch
	Surigao del Norte	- do -	Cebu Branch
	Davao	- do -	Davao Branch
	Davao del Sur	- do -	- do -
	Davao Oriental	- do -	- do -
11	South Cotabato	- do -	- do -
	Surigao del Sur	- do -	Cebu Branch
	Maguindanao	- do -	Davao Branch
	North Cotabato	- do -	- do -
12	Sultan Kudarat	- do -	- do -
	Lanao del Norte	- do -	Cagayan de Oro Branch
	Lanao del Sur	- do -	- do -