

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

February 22, 1991

DECS O R D E R
No. 15, s. 1991

GUIDELINES ON THE RIGHT TO ACCESS TO RECORDS
KEPT BY THE CIVIL SERVICE COMMISSION

To: Undersecretaries
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Memorandum Circular No. 56 dated December 27, 1990 of the Civil Service Commission prescribing the guidelines on the right to access to records on file with said Commission pursuant to the provisions of Section 5(e) of Republic Act 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" and Rule IV, Section 3 of its implementing rules.

2. Please be guided accordingly.

(SGD.) ISIDRO D. CARINO
Secretary

Incl.:
As stated

Reference:
DECS Order: No. 53, s. 1989

Allotment: 1-2-3--(M.O. 1-87)

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

- ✓ BUREAUS & OFFICES
- ✓ EMPLOYEES
- ✓ OFFICIALS
- ✓ RULES & REGULATIONS
- ✓ TEACHERS

(Inclosure to DECS Order No. 15, s. 1991)

Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 56, s. 1990

MEMORANDUM CIRCULAR

TO: : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF
THE NATIONAL AND LOCAL GOVERNMENTS, GOVERNMENT-
OWNED AND CONTROLLED CORPORATIONS, AND STATE
COLLEGES AND UNIVERSITIES

SUBJECT : Guidelines on the Right to Access to Records Kept
by the Civil Service Commission (CSC)

The Civil Service Commission, through the Office for Central Personnel Records, is the official custodian and repository of personnel records of government officials and employees. Being a quasi-judicial body, it also keeps and maintains legal records arising from administrative disciplinary and non-disciplinary cases.

Personnel records, just like medical records, involve personal privacy. Information contained therein are considered confidential in nature (OP MC No. 78, s. 1964). Hence, access to such records is subject to certain limitations.

To insure a consistent policy on the right to access to records on file with the Civil Service Commission pursuant to the provisions of Section 5(e) of Republic Act 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" and Rule IV, Section 3 of its implementing rules, the following guidelines are hereby prescribed for the guidance of all concerned:

1. Copies or reproductions of CSC records may be made available to authorized parties who have submitted a written request, the purpose for which is valid and legitimate.
2. The following may be allowed access to CSC records:
 - a. Any requesting party as it pertains to his personal records;
 - b. The Head of the Agency/the Personnel Officer or the Administrative Officer of the Agency to which the employee concerned belongs;

- c. Courts and administrative bodies exercising quasi-judicial and/or investigative functions by means of the compulsory process of subpoena duces tecum, in aid to the determination or resolution of pending cases;
 - d. Such other officials or entities duly authorized by competent authorities.
3. Official information, records or documents shall be provided to any authorized requesting party as defined above except the following:
- a. Such information, record or document comprises drafts of decisions, orders, rulings, opinions, memoranda, comments and other pleadings to the Supreme Court, Regional Trial Court, etc.;
 - b. Such disclosure would put the life, safety and reputation of an individual in imminent danger;
 - c. Such information, record or document, or statement must be kept in secret in the interest of national security;
 - d. Such disclosure consists of unwarranted invasion of personal privacy, like counsel-client privilege communications.
4. Request for needed records shall be made in writing. Certified copy/ies shall be issued upon payment of the required fees.
5. Communications officially entered into CSC records may no longer be withdrawn.

This Memorandum Circular takes effect immediately.

(SGD-) PATRICIA A. STO. TOMAS
Chairman

December 27, 1990

A true copy