

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

July 11, 1991

DECS O R D E R
No. 78, s. 1991

CLASSIFICATION OF PRIVATE SECRETARY POSITION

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

1. For the information of all concerned, reproduced on the reverse side is Memorandum Circular No. 22 dated June 4, 1991, of the Civil Service Commission declaring that all Private Secretary positions are primarily confidential in nature and that the term of office of appointees to said positions shall be coterminous with the officials they serve.

2. Attention is hereby invited to the penultimate paragraph of said Memorandum Circular.

3. Please be guided accordingly.

(SGD-) ISIDRO D. CARINO
Secretary

Reference:

None

Allotment: 1-2-3-4(M.O. 1-87)

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

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

Republic of the Philippines
CIVIL SERVICE COMMISSION

NATIONAL CAPITAL REGION

MC No. 22, s. 1991

MEMORANDUM CIRCULAR

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

SUBJECT : Classification of Private Secretary Position

The Civil Service Commission issued Memorandum Circular No. 14, s. 1987 which identified the personal and confidential positions located in the offices of the Elective Officials, Department Heads and other officials of cabinet rank whose tenure is at the pleasure of the President as well as Chairman and Members of Commissions and Boards with fixed terms of office per approved Position Allocation List (PAL) as primarily confidential in nature. This includes the positions of Private Secretary.

However, it is noted that there are also Private Secretary positions found in the offices of officials not mentioned in Section 9, Chapter 2, Book V of Executive Order No. 292 but, whose duties likewise require utmost confidentiality.

For consistency and uniformity, it is hereby declared, pursuant to Resolution No. 91-679, that all Private Secretary positions irrespective of their locations are primarily confidential in nature. The term of office of the appointee to said positions shall be coterminous with the officials they serve.

Incumbents of positions of Private Secretary prior to this declaration whose appointments are permanent shall retain their permanent status until the positions are vacated.

Heads of agencies who may want to retain the position of Private Secretary in the career service should request the Department of Budget and Management for a change of their positions titles to Secretary.

Please be guided accordingly.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

June 4, 1991

A true copy