



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT SPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Alabaca Avenue
Pasig, City, Philippines



Sama-Sama
sa DECS

Tanggapan ng Kabilang
Office of the Secretary

October 22, 1999

DECS ORDER
No. 116, s. 1999

AMENDMENTS ON CSC RECORDING/ACCREDITING
OF GOVERNMENT SERVICES

To: Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Superintendents

1. Enclosed is Civil Service Commission (CSC) Resolution No. 990546 dated March 2, 1999 amending certain provisions of CSC Memorandum Circulars Nos. 8 and 4-A, both series of 1997, respectively, which adopted and promulgated the policies and guidelines in the recording/accruing of government services pursuant to CSC Resolutions Nos. 950350 dated January 28, 1997 and 974603 dated December 11, 1997.
2. DECS employees who were not able to meet the previous deadline set for accreditation should avail of this opportunity to be entitled to the benefits due them.
3. Wide dissemination of this Order is desired.

Andrew Gonzalez
ANDREW GONZALEZ, CSC
Secretary

Incl: As stated
Reference: DECS Order No. 41, s. 1999
Allotment 1-(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

Republic of the Philippines
CIVIL SERVICE COMMISSION



Re: Amendments to CSC MC Nos. 8 and 8-A, s. 1997

RESOLUTION NO. 990546

WHEREAS, Section 12 (17) Chapter II Title I, Subtitle A, Book V of the Administrative Code of 1987 (Executive Order No. 292), conferred on the Civil Service Commission the power and function to "administer the retirement program for government officials and employees, accredit government services and evaluate qualification for retirement";

WHEREAS, the Commission in Resolution No. 970630 dated January 28, 1997 and Resolution No. 974603 dated December 11, 1997 as implemented by CSC Memorandum Circular Nos. 8 and 8-A, both series of 1997, respectively, adopted and promulgated the policies and guidelines in the recording/accrediting of government services;

WHEREAS, pursuant to the aforesaid resolutions, all requests for accreditation of services rendered prior to December 31, 1996 must be filed on or before December 31, 1997 with the CSC Regional Offices concerned but compliance with the requirements particularly submission of the documents other than the appointment is on or before March 31, 1998;

WHEREAS, many government officials and employees were not able to avail of the benefits of the said resolutions because of the deadlines imposed therein;

WHEREAS, employees concerned should not be deprived of the benefits to which they are legally entitled;

WHEREAS, for reasons of fairness and equity, there is a need to extend the benefits provided under the above resolutions regardless of the period the services were rendered; afford equal opportunity to all affected officials and employees who were not able to meet the above deadlines;

WHEREFORE, foregoing premises considered, the Commission hereby resolves to adopt the following:

1. To continue the accreditation of government services of officials and employees regardless of the period the services were rendered on the basis of any of the documentary requirements under the above resolution, namely:
 - 1.1. Invoice/payroll/voucher of salary payments;
 - 1.2. Notice of salary adjustment;
 - 1.3. Leave card;
 - 1.4. Invoice/payroll/voucher on the payment of COA/CPRA/loyalty bonus overtime pay/salary differential;
 - 1.5. Daily Time return or bundy card;
 - 1.6. Income tax returns;
 - 1.7. Withholding tax receipt;
 - 1.8. Matured G.S.I. insurance policy; or
 - 1.9. Remittance records of contributions made either by the employees or by the employer to the Pag-ibig Fund/3333 and other institutions, or remittance records of salary purpose loan deductions, subject to verification with said institutions;
 - 1.10. Statement of Assets, Liabilities and Networth.

Re: Amendments to CSC MC Nos. 2 and 3-A, s. 1997

The original copies of the documents enumerated in Items 1.7 to 1.10 need not be submitted to the Commission as herein required in CSC MC 8-A, s. 1997.

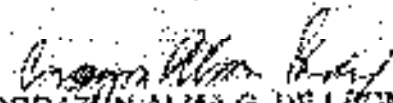
Each supporting document must bear the following certification to be signed by the head of the Human Resource Management Office for and in behalf of the agency head:

I declare under the penalties of perjury/criminal prosecution as to the genuineness of this document and as to the correctness of information indicated on this copy.	
_____ Head of Agency	
By: _____ Human Resource Management Officer	
SUBSCRIBED AND SWORN TO before me this _____ day of _____	
affiant exhibiting his/her Community Tax Certificate	
No. _____	issued at _____ of _____
_____ Person Administering Oath	

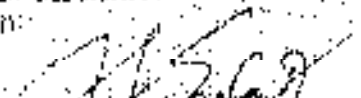
- To fully delegate the authority to accredit government services to the Civil Service Regional Offices, the CSC Central Office through the Management Information Office shall act on appeals elevated to it for resolution.

This resolution takes effect immediately.

Quezon City, **MAR 02 1999**


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERTELAIN, JR.
Commissioner

Attested by

ARIEL G. RONQUILLO
Director III