



Republic of the Philippines
Department of Environment and Natural Resources

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Memorandum from the Secretary

To : All Regional Executive Directors, Bureau Directors and
Heads of Attached Agencies

Subject : Implementing Guidelines of A.O. 103 re: "Continued Adoption of
Austerity Measures Through the Non-Filling of Vacant Positions"

Date : JAN 14 2005

In view of the issuance of CSC-DBM Joint Circular No. 03, s. 2004, relative to the above subject and consistent with Memorandum Order No. 2004-11 dated October 8, 2004, "Prescribing Economy Measures in the DENR, filling of vacant regular positions shall require authority from the undersigned.

Henceforth, all requests shall be submitted through the Undersecretary for Management and Technical Services with the following supporting documents:

1. Certification from the Administrative/Finance Division that the positions requested for filling are funded and that cost of salary shall not exceed 50% of PS Savings;
2. Certification from the Personnel Division/Section that the positions requested are not vacated by resignation, retirement, dismissal, death, or transfer to another government office;
3. Matrix and justification of requested positions for filling indicating the PS requirement per position (Expanded Plantilla Form) including a list of vacant positions indicating the Item No., position title, SG, Office where the item belongs.

Regional Executive Directors, Bureau Directors and Heads of Attached Agencies shall be held responsible and personally liable for any filling of vacant positions in violation of the said Circular.

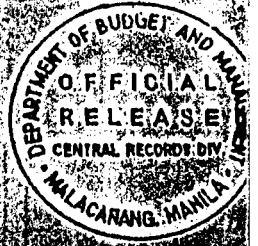
Attached is a copy of the Joint Circular.

For strict compliance.


MICHAEL T. DEFENSOR



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REPUBLIC OF THE PHILIPPINES

CIVIL SERVICE COMMISSION
DEPARTMENT OF BUDGET AND MANAGEMENT

JOINT CIRCULAR NO. 03, s. 2004

TO: Heads of Departments, Bureaus, Offices and Agencies, Including State Universities and Colleges (SUCs), Government-Owned and/or-Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and Other Government Corporate Entities (OGCEs)

SUBJECT: Continued Adoption of Austerity Measures Through the Non-Filling of Vacant Positions

1.0 Purpose

This Circular is issued to provide the guidelines on the implementation of Section 2 of Administrative Order No. 103 (Directing the Continued Adoption of Austerity Measures in the Government) issued on August 31, 2004.

2.0 Coverage

All regular positions in national government agencies, including SUCs, GOCCs, GFIs, OGCEs and other instrumentalities under the Executive Branch, whether or not funded through the General Appropriations Act, are covered by this Circular.

3.0 Policy Guidelines

3.1 As a general rule, the filling of positions which have been vacated by resignation, retirement, dismissal, death, or transfer to another government office is prohibited.

3.2 The following positions are exempted from said prohibition, provided they are funded within agency budgets for personal services:

3.2.1 Teaching positions in schools under the Department of Education, Commission on Higher Education, Technical Education and Skills Development Authority, SUCs and training institutions under the departments/agencies.

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Reclassification
of the Dept. of Budget and Management

3.2.2 Medical and allied medical positions in hospitals, sanitariums, health infirmaries and other similar establishments, excluding those assigned in the clinics of departments/agencies catering only to their employees;

3.2.3 Positions for uniformed/military, personnel under the Department of National Defense, Department of the Interior and Local Government and the Philippine Coast Guard; and,

3.2.4 Positions in local water districts (LWDs) provided these are in accordance with the DBM-prescribed model organizational structure and staffing pattern for LWDs.

3.3 Fifty percent (50%) of the Personal Services savings realized from funded vacant/vacated regular positions may be used for any of the following purposes:

3.3.1 For filling positions without seeking authority

The agency head shall have the discretion as to which positions will be filled provided the total cost thereof shall not exceed 50% of the Personal Services savings.

3.3.2 For reclassification of filled positions or for conversion of vacant/vacated positions if necessary, by following the "scrap and build" policy, subject to approval by the DBM

Only funded vacant/vacated positions shall be offered for abolition to fund the positions for reclassification/conversion.

Clearance to
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4.0 Responsibilities of Agency Heads

4.1 The agency heads shall be held responsible and personally liable for any filling of vacant positions in violation of this Circular.

4.2 At the end of the year, the agency heads shall submit an annual report to the DBM, copy furnished the CSC, on the extent of compliance with the Circular, following the format attached as Annexes A and B.

5.0 Effectivity of Implementation

This Circular shall take effect fifteen (15) days after publication in the Official Gazette or in a newspaper of general circulation.

Karina Constantino-David
KARINA CONSTANTINO-DAVID
Chairperson
Civil Service Commission

Emilia T. Boncodin
EMILIA T. BONCODIN
Secretary
Department of Budget and Management

Order of
publication
12/14/04