



Republic of the Philippines

**Ministry of Natural Resources**

Visayas Avenue, Diliman, Quezon City, Metro Manila

SPECIAL ORDER  
NO. 686  
Series of 1987

NOV 10 1987

SUBJECT: Creation of a DENR Placement  
Committee

Pursuant to CSC Memorandum Circular No. 10, series of 1986, as amended by CSC Memorandum Circular No. 16, series of 1987, a DENR Placement Committee is hereby created composed of the following:

Atty. Magdangal B. Elma USEC for Management and Legal Service	- Chairman
Atty. Antonio S. Tria ASEC for Management Services	- Vice Chairman
Atty. Antonio Elum OIC, Legal Service	- Member
Ms. Emilie Nacianceno Head Civil Service Staff Civil Service Field Office	- Member
Employee Association Representative	- Member

The Placement Committee shall assist the appointing authority in the judicious selection and placement of personnel.

The Personnel Division shall render secretariat services to the Committee.

This order shall take effect immediately.

  
FULGENCIO S. FACTORAN, Jr.  
Secretary

S.O. 402 - 21 <sup>11/9</sup>

RCM <sup>92</sup>  
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Republika ng Pilipinas  
KOMISYON NG SERBISYO SIBIL  
(Civil Service Commission)  
Lungsod ng Quezon

MC NO. 10, s. 1986

MEMORANDUM CIRCULAR

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

SUBJECT : Guidelines on Placement of Personnel Affected  
by the 1986 Government Reorganization

The Presidential Commission on Government Reorganization created under Executive Order No. 5, dated March 12, 1986 had been mandated to effect the necessary and proper changes in the organizational and functional structures of the national and local governments including government-owned and/or controlled corporations and state colleges and universities in order to promote economy, efficiency and effectiveness in the delivery of public services.

To effectively implement the reorganization in government offices particularly on the selection and placement of personnel and in order that the best qualified and most competent personnel in the career service are retained, the following guidelines are hereby prescribed for the guidance of all concerned:

The officials and employees shall be compared on the basis of the status of their appointment, competence to perform their duties and moral fitness to discharge their responsibilities and those who squarely meet the qualification requirements for the position in terms of education, training and experience shall be preferred in the following order:

A. 1. Permanent Employees

- 1.1 Those presently occupying higher level positions in the same or allied occupational group as those in the approved staffing pattern being filled but lower rank, for lack of a comparable position;
- 1.2 Those presently occupying positions with the same or comparable titles and duties and responsibilities as those in the approved staffing pattern;

2. Temporary Employees

2.1 Those holding regular positions who meet all the requirements for permanent appointment to positions in the approved staffing pattern but appointed under temporary status for lack of appropriate eligibility or because of an office policy; and

2.2 Those holding regular positions who meet all the requirements for the position in the approved staffing pattern except the appropriate civil service eligibility.

3. Casuals, emergency or seasonal employees including consultants and contractual personnel who possess the qualification requirements for permanent appointment to positions in approved staffing pattern.

B. Relative Fitness

Where the number of incumbents to be replaced exceed the number of positions in the new staffing pattern, they most qualified and competent shall be preferred. In this respect, the following factors shall be considered:

1. Performance for the last two (2) years;
2. Education and training;
3. Experience and outstanding accomplishments; and
4. Physical characteristics and personality traits.

C. Placement Committee

A Placement Committee shall be created in each ministry or agency to assist the appointing authority in the judicious selection and placement of personnel. An employee representative may be made a member of this Committee.

A representative from the Civil Service Commission may be requested to render assistance to the Committee.

D. Preparation of Appointments

Individual appointments on C.S. Form 33 (Revised) in five (5) copies together with a duly accomplished C.S. Form 212 (Revised) shall be prepared in two (2) copies and shall be submitted to the Civil Service Commission.

E. Plantilla of Personnel

A plantilla of personnel in accordance with the approved staffing pattern shall be prepared and a copy shall be submitted to the Civil Service Commission before actions on the appointments shall be taken.

F. Employees Phased-Out

1. All permanent officer and employees phase out of the service as a result of reorganization shall be given at least thirty (30) days written notice in advance of the effective date of reduction in force, fifteen (15) days from receipt of such notice to the Civil Service Commission, whose decision shall be final; and
2. The agency shall prepare a certified list of all permanent employees separated as a result of the implementation of the reorganization indicating therein their respective civil service eligibilities, qualifications, last position held and remarks as to the employee's conduct and performance. Agencies shall furnish copies of the list to the Civil Service Commission.

G. Duration of Placement Actions

Within six (6) months from the date of the commencement of the reorganization, the agency shall finalize all placement actions.

H. Effectivity

This Memorandum Circular shall take effect immediately.

(SGD.) CELERINA G. GOTLADERA  
Officer-in-Charge

September 2, 1986

A true copy  
21 Oct. 1986

A true copy from a true copy:  
osc/November 11, 1987

Republika ng Pilipinas  
KOMISYON NG SERBISYO SIBIL  
(Civil Service Commission)  
Lungsod ng Quezon

MC No. 16, s. 1987

MEMORANDUM CIRCULAR

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

SUBJECT : Composition of Placement Committee Created Under  
Memorandum Circular No. 10, s. 1986

In order to further clarify the provisions of MC# 10, s. 1986  
for effective placement of personnel affected by the 1986 govern-  
ment reorganization, the composition of the Placement Committees  
shall be:

For National Offices

Undersecretary for Administration	- Chairman
Assistant Secretary for Personnel Management	- Vice-Chairman
Chief Legal Counsel	- Member
Civil Service Commission Representative	- Member
Employee Association Representative	- Member

For Government-Owned or Controlled Corporations

Vice President for Administration	- Chairman
Head or Manager for Personnel or Human Resource Department	- Vice-Chairman
Chief Legal Counsel	- Member
Civil Service Commission Representative	- Member
Employee Association Representative	- Member