



VISAYAS STATE UNIVERSITY

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Office of the President

11 September 2007

MEMORANDUM NO. 164

Series of 2007

**T O: Dr. Edwin Balbarino
Ms. Myrna Rojas**

**R E: Audit and Inspection Report as a Result of the Post Audit by CSC on
VSU Isabel Campus**

Attached is a copy of the Audit and Inspection Report as a result of the post audit of the personnel management of the VSU Isabel Campus conducted by representatives of the CSC Regional Office No. 8 last May 31, 2007.

You are thereby directed to comply with all the recommendations given and to submit to this office within one (1) month from receipt hereof as to the actions taken by the office to implement the said recommendations.

For immediate compliance.


PACIENCIA P. MILAN
President



Revised 2006 CS CRO8-AIR-B

AUDIT AND INSPECTION REPORT

Agency: VISAYAS STATE UNIVERSITY-ISABEL CAMPUS

Period Covered: JANUARY 1999 TO MAY 2007

Date of Audit: MAY 31, 2007

I. SCOPE

Pursuant to Sections 1 and 2, Rule XV of the Omnibus Rules Implementing Book V of Executive Order 292, the Policies and Systems Evaluation Division, Civil Service Commission Regional Office No. 8 shall conduct the following: A. Personnel Records Management Audit (PRMA); B. Leave Administration Audit (LAA); C. Annual Monitoring and Evaluation Audit (AMEA); D. Other Personnel Actions; E. Administrative Discipline; F. Others

II. METHODOLOGY		Yes	No	Remarks
Document Analysis		✓		
Interview		✓		
Observation		✓		
Random Sampling		✓		
Ocular Inspection		✓		
Conduct of Pre-Post Audit Conference		✓		
III. REFERENCE DOCUMENTS				
Individual 201 Files		✓		
Plantilla of Personnel		✓		
Proof of Publication (RA 7041)		✓		
DTR		✓		
Bundy Clock			✓	
Employee's Leave Card		✓		
Logbook of Attendance/Logsheet		✓		
CS Form 6		✓		
Pass Slip			✓	
Service Records		✓		
Monthly Summary Report on Punctuality & Attendance		✓		
Others				

IV. TYPES OF AUDIT CONDUCTED
A. PERSONNEL RECORDS MANAGEMENT AUDIT (PRMA)

Soundness of Personnel Records	Yes	No	Remarks
201 files complete pursuant to CSC M.C. #7, s. 1989 as amended by CSC M.C. #40 s. 1998		✓	see recommendations
201 files updated	✓		
201 files orderly arranged		✓	see recommendations
PDS updated and properly accomplished	✓		
Service records accurate & updated	✓		
Plantilla of personnel updated based on DBM approved PAL	✓		
NOSI/NOSA	✓		
NOPA issued in accordance with DBM Circular No. 2004-3	✓		

B. LEAVE ADMINISTRATION AUDIT (LAA)

Government Working Hours	Yes	No	Remarks
1. Monitoring system adopted in the agency:	✓		
a. Bundy Clock /Bio Metrics/Swipe Machine			none
b. Record of Attendance/Logbook	✓		
c. Pass Slips		✓	
d. Others			
2. Actual time of arrival & departure in the morning and afternoon are recorded in the attendance logbook		✓	
3. All officers & employees accomplish DTRs daily and submit them at the end of the month		✓	
4. DTRs are prepared in duplicate copies	✓		
5. Personnel Section maintains a central file for DTRs	✓		
6. Off-setting of tardiness or absences is practiced in the agency		✓	
7. Agency allows grace period in reporting to work			no grace period
8. Reports on punctuality and attendance are prepared by the HRMO not later than 2 weeks after the end of each month	✓		
9. Habitually tardy/absent employees were disciplined in accordance with CSC MC 19, s. 1999		✓	
10. Adopted flexitime schedule			
a. Officials & Employees comply with the required 40 hours work weekly	✓		
b. Work schedule is not earlier than 7:00 am and not later than 7:00 pm daily			
c. Employees are granted grace period in reporting to work			
d. Lunch break is not included in the official's/employee's work hours	✓		
11. Adopted COC/CTO pursuant to CSC-DBM Joint Circular No. 2, s. 2004	✓		
12. Grant of Rehabilitation privilege in accordance w/ CSC-DBM Joint Circular No. 1, s. 2006			no one availed
13. Grant of Study Leave in accordance w/ CSC MC #21, s. 2004	✓		

Observance of Policies on Leaves	Yes	No	Remarks
1. Procedure, processes and requirements in the filing of leave application are strictly observed.	✓		
2. The grant of 3 days special leave privileges per year is in consonance with CSC MC 6, s. 1999	✓		
3. Policies in the monetization of leave credits are strictly observed(CSC MC 41, s. '98, as amended & CSC MC 16, s. 2002)	✓		
4. Implementation of the mandatory annual 5 days vacation/ forced leave	✓		
5. The grant of 60-day maternity leave benefits is in accordance with MC 41, s. 1998, as amended	✓		
6. The grant of 7 working days paternity leave is in accordance with the guidelines set under RA 8187 and CSC MC No. 41, s. 1998 as amended	✓		
7. The grant of 7 days Solo Parent Leave is in accordance with RA 8972 and CSC MC 8, s. 2004			no one availed
8. Employees who went abroad have the following supporting documents on file			none
a. Approved leave			
b. Clearance			
c. Authority to travel			
9. Grant of 10 days leave under RA 9262 (Anti-Violence Against Women and their Children) is in accordance with CSC MC # 15, S. 2006			no one availed
10. Others	.		
Recording and Computation of Leaves	Yes	No	Remarks
1. All officials and employees have individual leave cards	✓		
2. Leave cards are updated monthly		✓	
3. Entries in the leave ledgers are complete		✓	
4. Computation of leave credits is accurate		✓	
5. Special leave privileges, forced leave and monetization are recorded in the leave cards with approved CS Form 6	✓		
6. Period of unauthorized absences are proportionately deducted from the salary of concerned employee	✓		
7. Tardiness and undertimes incurred by employee are deducted from their vacation leave credits	✓		
8. Tardiness within the grace period is deducted from vacation leave credits			no grace period
9. Presidential appointees/Agency Heads have records of attendance & absences	✓		
10. DTRs, leave records, pass slips, etc are properly kept and orderly arranged in the Personnel Section	✓		except pass slip

11. Record in computation of COC properly kept & maintained	✓		
12. Employee/s with CSC authority for extension of services after reaching the retirement age of 65 was/were granted leave credits			none
Other Specific Cases	Yes	No	Remarks
1. Local Elective Officials have leave records			not applicable
2. Teachers/Faculty Members of SUCs	✓		
a. Render not more than 6 hours of actual teaching load and the remaining 2 hours/day for other school activities incidental to normal teaching duties	✓		
b. Grant of vacation service credits in accordance with CSC MC 41, s. 1998, as amended	✓		
c. Proportional vacation pay and maternity leave are granted to teachers who gave birth during christmas and/or long vacation subject to compliance and pertinent requirements (CSC MC 41, s. 1998 as amended)	✓		
3. Health workers and other similar personnel who render 24 hours continuous duty are entitled to compensatory day-off provided they have rendered at least 40 hours a week			none
4. HRMO participated on capacity building on Leave Administration		✓	
a. HRMO with CSC reference materials	✓		
Personnel Incharge of Monitoring Office Hours and Computation of Leaves			
NAMES/POSITIONS (Attach separate sheet if necessary)			
Ms. JUVY A. PAGUTAHANA/Administrative Aide III			
C. ANNUAL MONITORING AND EVALUATION AUDIT (AMEA)			
I. Adaption of Basic Personnel Mechanisms	Yes	No	Remarks
Qualification Standard for service-wide positions	✓		
CSC approved QS for unique positions			none
a. Operational			
CSC-approved MPP/SRP	✓		
a. Operational	✓		
b. Duly Constituted PSB	✓		
CSC-approved revised PES	✓		
a. Operational	✓		
b. Duly constituted PERC	✓		
c. List of their employees and their corresponding performance ratings submitted to CSFO not later than 3 months after every rating period.		✓	
CSC-approved Grievance Machinery	✓		
a. Operational	✓		

b. Quarterly Report on the status of cases resolved and status of grievance/s submitted to CSCRO within the prescribed period		✓	
c. Duly Constituted Grievance Committee	✓		
CSC-approved PRAISE	✓		
a. Operational	✓		
b. Duly constituted PRAISE Committee	✓		
CSC-approved Administrative Rules on Sexual Harassment	✓		
a. Operational			
b. Duly constituted CODI			
For SUCs approved merit system for Faculty and Academic Staff in addition to the above-mentioned systems pursuant to CSC MC # 19, s. 2005	✓		
Capability of HRMO on appointments preparation	✓		
HRMO/s has/have participated/attended on	✓		
a. Seminar Workshop on Appointments Preparation(SWAP)	✓		
b. CPO Meetings	✓		
c. and other capability building activities/programs	✓		
II. Validity of Appointments Issued for the Period	Yes	No	Remarks
1. Appointees meet the minimum requirements of the position to which they are being appointed	✓		
a. No appointment issued was invalidated/recalled/disapproved			
b. New positions with SB/SP Resolution			not applicable
2. Positions filled up included in IOS and QS	✓		
3. Appointees screened by the PSB	✓		
a. Minutes of deliberations/comparative assessment forms maintained by PSB	✓		
4. Vacant positions in the career service published/posted pursuant to RA 7041	✓		
a. Appointments issued at least 10 calendar days after publication and posting	✓		
b. Positions occupied by holders of temporary appts. published & posted every 6 months (CSC MC# 20, s. 2002)	✓		
c. Vacant positions were published within six (6) months prior to filling up (CSC MC# 20, s. 2002)	✓		
d. appointee screened w/in 6 months from publication but appt. but w/in 9 months from such publication (CSC MC16, s. 2005)	✓		
5. Entries/Notations made on the face/back of the appointments are authentic, accurate & complete	✓		
a. Position Title, Item No. and Salary Grade conform with Plantilla of Personnel	✓		

b. Effectivity of appointment not earlier than date of issuance	✓		
c. Certification by HRMO re: compliance with the requirements under RA 7041 and CSC MC 40, s. 1998 as amended	✓		
d. Signed by the Appointing Authority	✓		
e. Certification by PSB Chairman	✓		
f. Acknowledged by the appointee (receipt of copy of appt.)	✓		
g. Erasures/alterations on the appointment and other supporting documents were initialed by authorized official(authenticated)	✓		
6. In case of promotion, appointees were rated VS for the last rating period prior to promotion	✓		
7. SB/SP concurrence on appts. Of Dept. Heads			none
8. Board Resolution for appts supervisory position in LWD			none
9. Board Resolution for appts. All position in SUCs			none
10. Reclassified/Upgraded positions	✓		
a. effectivity of appt. not earlier than DBM approval	✓		
b. appointee meets QS of position	✓		
11. CSC authority for extension of services of compulsory retired (65) employee			none
12. CSC Eligibilities/Bar/Board Ratings of appointees verified from CSC/SC/PRC	✓		
13. Expired PRC License renewed	✓		
14. HRMO attended capability building on appointments and other personnel actions	✓		
NAMES/POSITIONS (attach separate sheet if necessary)			
Ms. AMELIA DESO-ASIDO/Asst. Prof. I/Personnel Officer Designate			
E. OTHER PERSONNEL ACTIONS			
	Yes	No	Remarks
1. Policy on Secondment observed			none
a. with MOA submitted to CSC			
2. Policy on detail observed			none
a. compliance of CSC MC No. 21, s. 2002			
3. Policy on reassignment (CSC MC No. 2, s. 2005)	✓		
4. Policy on designation	✓		

a. compliance of CSC MC No. 6, s. 2005	✓		
5. Policy on dropping from the rolls	✓		
6. Policy on absence without approved leave	✓		
a. return to work order issued			
7. Policy on transfer observed	✓		

F. ADMINISTRATIVE DISCIPLINE

	Yes	No	Remarks
1. Employees/Officials disciplined			no record
a. Disciplinary actions imposed			
b. Formal charge issued prior to decision			
c. Penalties in accordance with Sec, 22 (URACCS)			
d. Penalty served			

G. OTHERS

1. Employee - Management relations			
1.1 employee union/organization registered			none
1.2 employee union/organization with registered CNA			
2. Programs on Gender and Development	✓		
3. Employee Welfare	✓		
3.1 airconditioned/well - ventilated rooms/working area	✓		
3.2 Computerized (MIS/IT)			
3.3 separate comfort rooms for male/female	✓		
4. Implemented Internal Discipline	✓		
4.1 Dress Code	✓		
4.1.1 uniform/clothing allowance provided	✓		
4.2 Employees wear office uniform per schedule	✓		not all
4.3 Employees wear ID	✓		not all
4.4 Sanctions provided	✓		
4.5 Implements physical fitness pursuant to CSC MC No. 38, s. 1992	✓		
5. Facilities for differently abled employees/clients	✓		
6. Improving Public Services Delivery	✓		
a. Compliance of OPMC #35	✓		
1. Service Guide published			Main Campus
2. Workflow Charts posted		✓	
b. Service Pledges under CSC MC No. 25, s. 2001		✓	
c. Public Assistance Counter		✓	
d. Bilis Aksyon Partner (BAP)		✓	
1. Functional			

Status of Appointments Issued Within the Period Covered

Status	Issued	Reported ROPA	Moni- tored	Invali- dated	Disap- proved	Reconsi- dered	Protes- ted	Remarks
Permanent	14	14	14					
Temporary	11	11	11					
Co-Terminous	-	-	-					
Casual	2	2	2					
Contractual	-	-	-					
Substitute	-	-	-					
TOTAL	27	27	27					
Job Orders/Contract of Services								

Nature of Appointments Issued Within the Period Covered

	Number	Remarks
Original	11	
Promotion	-	
Transfer	-	
Renewal	4	
Change of Status	-	
Reemployment/Reinstatement	-	
Reclassification/Upgrading	12	
TOTAL	27	

Other Personnel Actions Within the Period Covered

	Number	Remarks
Detail	1	
Reassignment	-	
Secondment	-	
Resignation	-	
Dropping from the Rolls	-	
Dismissal/Forced Resignation	-	
Separation:	-	
Retirement	-	
Transfer	-	
Death	-	
Termination of Temporary appointments	-	
TOTAL	1	

PLANTILLA POSITIONS AND PERSONNEL COMPLEMENT

A. Plantilla Positions		3rd Lev/Elect		2nd Level		1st Level		Total	
No. of authorized plantilla positions		-		41		12		53	
No. of filled positions		-		38		10		48	
No. of vacant positions		-		3		2		5	
B. Personnel Complement (Warm Bodies)		Male	Female	Male	Female	Male	Female	Male	Female
Permanent		-	-	16	22	6	4	22	26
Temporary		-	-	-	-	-	-	-	-
Presidential Appointees		-	-	-	-	-	-	-	-
Elective Officials		-	-	-	-	-	-	-	-
Co-Terminous		-	-	-	-	-	-	-	-
Casual		-	-	-	-	-	2	-	2
Contractual /Job Order		-	-	-	-	-	-	-	-
TOTAL		-	-	16	22	6	6	22	28

V. OTHER FINDINGS

A. Leave Administration Audit (LAA):

1. Government working hours is not strictly observed by some personnel (teaching and non-teaching) in the external campus. During the audit, it was observed that some employees reported for work after eight o'clock in the morning but indicates their time of arrival to the office in the logbook as 8:00 o'clock or before 8:00 o'clock in the morning, and before 1:00 o'clock in the afternoon.
2. There are some personnel who do not log out at 12:00 noon to end their morning attendance. They also do not log in at 1:00 PM and log out at 5:00 o'clock in the afternoon. Moreover, the logbook is not closed a minute after 8:00AM and 1:00PM, respectively.
3. The VSU-Isabel Campus does not adopt the use of "pass slip" as a mechanism to monitor the whereabouts of employees who go out of the office during working hours to attend to either official or personal errands.
4. Time used for personal transaction/s outside the university campus during office hours are not recorded and deducted from the vacation leave credits of non-teaching personnel or from the salary of teaching personnel.
5. Half-day absence of faculty personnel are deducted from their service credits even if the same is not duly supported by an approved application for leave with medical certificate. Likewise, applications for half-day sick leave of non-teaching personnel although not duly supported by medical certificate are deducted from their sick leave credits, which is a violation of Sec. 34, of CSC M.C. 41, s. 1998, as amended, which reads:

"Sec. 34. Tardiness and undertime are deducted against vacation leave credits. - Tardiness and undertime are deducted from the vacation leave credits and shall not be charged against sick leave credits, unless the undertime is for health reasons supported by medical certificate and application for leave." (underscoring ours)
6. A scrutiny of the leave cards, Monthly Reports on Punctuality and Attendance, DTRs for Calendar Year 2006, reveals that Mr. Clint Genosa has incurred several tardiness (no. of times), as follows:

NAME	YEAR 2006												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
1 - Genosa, Clint	9	11	12	-	-	-	2	7	9	-	7	3	60

The said employee is considered habitually tardy pursuant to CSC M.C. NO. 23, s. 1998, which reads:

"xxx

Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year."

7. Entries and computation of leave credits are not accurate/complete since some tardiness/undertimes and personal transactions outside the school campus during office hours were not properly recorded and deducted from the vacation leave credits/salaries of employees' concerned.

B. Annual Monitoring and Evaluation Audit (AMEA):

1. Employees' tardiness/undertimes and absences are not considered in determining the final rating of the employee under the Behavioral Factors.
2. The agency's Performance Evaluation Review Committee (PERC) does not perform its duties and functions in accordance with CSC M.C. No. 13, s. 1999.

VI. CONCLUSION

The Visayas State University-Isabel Campus strictly adhere to civil service law and rules on personnel actions. As regards leave administration, personnel records management and Performance Evaluation Systems (PES), deviations were noted in the implementation of certain civil service policies.

VII. RECOMMENDATIONS

In order to improve the personnel management operations of the agency, the following measures are hereby recommended for implementation:

A. Leave Administration Audit (LAA):

1. The agency should require all personnel (teaching and non-teaching) including the OIC-College Administrator of the university to reflect their actual time of arrival to and departure from the office in the morning and afternoon in the attendance logbook. Entries in the DTR should tally with the entries in the logbook, otherwise, they may be held liable for the administrative offense of Dishonesty thru Falsification of Official Documents.
2. The agency should require all personnel (teaching and non-teaching) to log out at 12:00 noon and 5:00 P.M. to end their morning and afternoon attendance, respectively. They shall log in not earlier than 12:30 P.M. for their afternoon attendance.
3. The agency should require the person in charge of the logbook to close it by drawing a heavy/red line a minute after 8:00AM and 1:00PM, respectively. Employees who reported to office after the logbook is closed are considered tardy.
4. The OIC-College Administrator should strictly require all personnel (Teaching and Non-Teaching) to use pass slip whenever they go out of the office/school campus during office hours to attend to either personal or official errands. The time the official/employee leaves the office and the time of return shall be indicated in the pass slip. Time used for personal errands shall be recorded and deducted from the vacation leave credits of non-teaching personnel or from the salary of faculty concerned.
5. Half-day absence of faculty members should not be charged to their service credits, instead it will be deducted from their salary. However, if the faculty member applies for a half-day sick leave of absence supported by a medical certificate, the same shall be charged to the service credits of the teacher concerned pursuant to Sec. 9 of RULE XVI of Omnibus Rules Implementing Book V of E.O. 292, which reads as follows:

"Sec. 9. Vacation service credits of teachers. - Teacher's vacation service credits refer to the leave credits earned for services rendered on activities, during summer or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a teacher due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment x x x." (underscoring supplied)

6. The HRMO-Designate or personnel in charge of leave should strictly observe the procedure in the filing of leave application pursuant to Sec. 34, of CSC M.C. 41, s. 1998 as amended by CSC M.C. No. 14, s. 1999. Further, non-teaching personnel who files half-day sick leave of absence should be required to submit medical certificate, otherwise, his/her half-day absence should be automatically charged against his/her vacation leave credits in consonance with Sec. 34 of the Omnibus Rules Implementing Book V of E.O. 292. Likewise, half-day absence is considered undertime, thus the same shall be charge against the vacation leave credits of the concerned employees.
7. The case of **Mr. Clint Genosa** listed under Item No. V.A.6 (OTHER FINDINGS/LAA) shall be referred to the SUC President for her to institute administrative disciplinary action against him for Habitual Tardiness pursuant to CSC M.C. 19, s. 1999. Due process should be observed in the conduct of the administrative investigation.
8. The HRMO-Designate is enjoined to record and deduct properly the tardiness/undertimes and personal transactions (pass slip) in the leave ledgers of personnel concerned during the month it was incurred.
9. All personnel (teaching and non-teaching) including the OIC-College Administrator should accomplish their DTR on a daily basis and submit the same to the HRM Office within five (5) days after the end of each month. Non-submission thereof is a ground to withhold their salaries.

B. Annual Monitoring and Evaluation Audit (AMEA):

1. Absences, tardiness/undertimes should be considered in determining the final rating of employees on punctuality and attendance in performance evaluation/appraisal.
2. The Performance Evaluation Review Committee of the agency should perform its duties and responsibilities in consonance with its CSC-approved Performance Evaluation System and the provisions of CSC Memorandum Circular No. 13, s. 1999.
3. The campus Grievance Committee should submit a quarterly report of its accomplishments and status of unresolved grievances to the VSU-Main Campus for consolidation and that the latter should submit the consolidated report to CSC Regional Office No. 8 in accordance with CSC M.C. No. 02, s. 2001.
4. The VSU-Isabel Campus should submit to the CSC Leyte Field Office thru its Main Campus a list of officials and employees with their corresponding performance ratings not later than three (3) months after every rating period. Non-submission of this requirement to the Commission shall be a ground for the disapproval of all promotional appointments (CSC M.C. 13, S. 1999) issued by the agency.

C. Personnel Records Management Audit (PRMA):

1. The HRMO-Designate should properly and systematically file the employees' 201 files with the following pertinent documents incorporated therein in accordance with CSC M.C. No. 38, s. 1993 and CSC M.C. No. 40, s. 1998 as amended:
 - a. Appointment;
 - b. Updated Personal Data Sheet;
 - c. Position Description Form;

- d. Duly authenticated copy of the Certificate of Rating/Eligibility/
renewed PRC License;
- e. School Transcript of Records;
- f. NBI Clearance (for original appointment);
- g. Clearance from the former office (for transferee);
- h. Medical Certificate (with results)[CSC Form 211(1997)];
- i. Oath of Office (Original and Promotional appointment);
- j. Notice of Salary adjustment/increment;
- k. Statement of Assets, Liabilities and Networth(may be filed in separate folder);
- l. Performance Work Targets/Appraisal Reports; (may be filed in separate folder)
- m. Updated Service Records;
- n. Minutes of the PSB deliberation & duly accomplished
comparative assessment form;
- o. Proof of Publication (may be filed in separate folder)
- p. Justifications of erasures, if any;
- q. Certificate of Assumption to Duty;
- r. Copies of Disciplinary Actions (if any);
- s. Copy of Marriage Contract (if applicable); and
- t. Other relevant documents.

D. OTHERS:

I. Dress Code

1. All officials and employees should strictly observe CSC M.C. No. 14, s. 1991(Dress Code Prescribed for all Government Officials and Employees) particularly Item No. 1 of said circular, which reads:
"1. The office uniforms as prescribed by the different government agencies/offices shall be the official attire of all government officials and employees which shall be worn in accordance with the assigned schedule."
2. All officials and employees should strictly observe Item A.3 of the Rules and Procedures in the Implementation of "Mamamayan Muna" Program pursuant to CSC MC No. 3, s. 1994, particularly the wearing of Identification Cards, which reads:
"A.3 Identification cards that clearly identify employees to clients shall be worn at all times.x x x"

II. O.P. M.C. No. 35, s. 2003:

1. The VSU-Isabel Campus should establish its Service Guide/Handbook and Workflow Chart/s as required under O.P. M.C. No. 35, s. 2003.

III. Service Pledges in Government (CSC M.C. No. 25, s. 2001)

The VSU-Isabel Campus is enjoined to establish the Service Pledges in every division/office which should be posted in conspicuous places as enjoined by the Civil Service Commission pursuant to CSC M.C No. 25, s. 2001..

II. Mamamayan Muna, Hindi Mamaya Na Program

1. The OIC-College Administrator should designate a Bilis Aksyon Partner pursuant to CSC M.C 3, s. 1994 and by CSC M.C. 6, s. 2006 [Enhancement and Institutionalization of the Mamamayan Muna Program(MMP)]

This Office/CSFO-Leyte will monitor on a regular basis, the implementation of the above-enumerated recommendations, immediately after the receipt of this Report by the agency to ensure that the same are complied with.

Prepared by:

Policies and Systems Evaluation Division

Approved by:


Atty. RODOLFO B. ENCAJONADO, CESO IV
Director IV