

[EXECUTIVE ORDER NO. 67, November 21, 1986]

REORGANIZING THE CIVIL SERVICE COMMISSION

WHEREAS, the President, under Proclamation No. 3 dated March 25, 1986, shall give priority to measures to achieve the mandate of the people to completely reorganize the government;

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, do hereby order:

SECTION 1. Title. This Executive Order shall be known and cited as the "Reorganization Act of the Civil Service Commission".

SEC. 2. Reorganization. The Civil Service Commission an independent constitutional body, hereinafter referred to as the Commission, is hereby reorganized, structurally and functionally.

SEC. 3. The Commission and its Composition. The Commission shall be composed of a Chairman and two (2) Commissioners to be appointed by the President for a term of seven (7) years in accordance with the Constitution, without reappointment. Appointment to any vacancy shall only be for the unexpired portion of the term of the predecessor.

SEC. 4. Powers and Functions. The Commission shall have the following powers and functions:

- (a) Administer and enforce the Constitutional and statutory provisions on the merit system for all levels and ranks in the Civil Service;
- (b) Prescribe, amend and enforce rules and regulations for carrying into effect the provisions of this Executive Order, the Civil Service Law and other pertinent laws;
- (c) Promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;
- (d) Formulate policies and regulations for the administration, maintenance and implementation of position classification and compensation, and set standards for the establishment, allocation and reallocation of pay scales, classes and positions;
- (e) Render opinions and rulings on all personnel and other Civil

Service matters which shall be binding on all heads of ministries, offices and agencies;

- (f) Appoint and discipline its officers and employees in accordance with law and exercise control and supervision over its activities;
- (g) Control, supervise and coordinate Civil Service examinations. Any entity or official in government may be called upon by the Commission to assist in the preparation and conduct of the said examinations including the provision of security, the use of buildings, facilities, personnel and mode of transportation of examination materials. Examination materials shall be exempt from inspection regulations;
- (h) Prescribe all forms for Civil Service examinations, appointments, reports and such other forms as may be required by law, rules and regulations;
- (i) Declare positions in the Civil Service primarily confidential, highly technical or policy determining, as may be proper;
- (j) Formulate, administer and evaluate programs relative to the development and retention of qualified and competent work force in the public service;
- (k) Hear and decide administrative cases instituted by or brought before it directly or on appeal, including contested appointments, and review decisions and actions of its offices and of the agencies attached to it. Officials and employees who fail to comply such decisions, order, or rulings shall be liable for contempt of the Commission. Its decisions, orders, or rulings shall be final and executory. Such decisions, orders, or rulings may be brought to the Supreme Court on certiorari by the aggrieved party within thirty (30) days from receipt of a copy thereof;
- (l) Issue subpoena and subpoena duces tecum for the production of documents and records pertinent to investigations and inquiries conducted by it in accordance with its authority conferred by the Constitution, this Executive Order, pertinent laws, proclamations and other issuances of the President;
- (m) Advise the President on all matters involving personnel management in the government service and submit to the President and annual report on its personnel programs;
- (n) Take appropriate actions in all appointments and other personnel matters in the Civil Service including extension of service beyond retirement age;
- (o) Delegate authority for the performance of any function to ministries, agencies and offices where such functions may

be effectively performed;

- (p) Inspect and audit the personnel actions and programs of the ministries, agencies, bureaus, offices, local government units and other instrumentalities of the government, including government-owned and/or controlled corporations; conduct periodic review of the decisions and actions of the offices or officers to whom authority has been delegated by the Commission as well as the conduct of the officers and employees in these offices and apply appropriate sanctions whenever necessary;
- (q) Administer the retirement program for government officers and employees, and accredit government services and evaluate qualifications for retirement;
- (r) Keep and maintain personnel records of all officers and employees in the Civil Service; and
- (s) Perform all functions properly belonging to a central personnel agency and such other functions as may be provided by law.

SEC. 5. Duties and Responsibilities of the Chairman. Subject to the policies and rules adopted by the Commission, the Chairman shall:

- (a) Direct all operations of the Commission;
- (b) Establish procedures for the effective operations of the Commission;
- (c) Transmit to the President rules and regulations, and other guidelines adopted by the Commission which require Presidential attention including annual and other periodic reports;
- (d) Issue appointments to, and enforce decisions on administrative discipline involving officers and employees of the Commission;
- (e) Delegate authority for the performance of any function to officers and employees of the Commission;
- (f) Approve and submit the annual and supplemental budget of the Commission; and
Perform such other functions as may be provided by law.

SEC. 6. Duties and Responsibilities of the Members of the Commission. Jointly with the Chairman, the two (2) Commissioner shall be responsible for the effective exercise of the rule-making and adjudicative functions of the Commission. They shall likewise perform such functions as may be delegated by the Commission. In case of the absence of the Chairman owing to illness or other cause, the senior member shall perform the functions of the Chairman.