

# **[ MEMORANDUM CIRCULAR NO. 1, June 30, 2016 ]**

## **ENSURING CONTINUOUS AND EFFECTIVE DELIVERY OF GOVERNMENT SERVICES TO THE PEOPLE**

In the expediency of the service and to ensure the continuous and effective delivery of national government services to the people, the following are hereby directed to continue serving in hold-over capacity until 31 July 2016, unless their appointments are sooner revoked, resignations accepted, replacements appointed, or reappointments issued:

1. All government officials and employees whose appointments are coterminous with the appointing authority and whose positions are within an agency's plantilla, except the Head of Agency; and
2. Those holding positions whose terms of office have expired, unless otherwise prohibited by law and/or other government rules and regulations.

Pursuant to relevant laws and regulations, all coterminous positions in excess of or not covered by an agency's plantilla are hereby considered *functus officio* by 12:00 noon of 30 June 2016, unless, their occupants are otherwise directed by the Head of Agency/Entity concerned to continue serving in hold-over capacity until 31 July 2016. Subject officials whose positions have become *functus officio* are hereby directed to ensure smooth transition and turnover of their records and documents, both hard and e-copies, to their successors and/or the highest career official/personnel in their respective agencies.

Supplementary or clarificatory issuance/s shall be issued as the need arises.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 30th day of June 2016

By Authority of the President.

(SGD.) SALVADOR C. MEDIALDEA  
*Executive Secretary*



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