

**[ CSC MEMORANDUM CIRCULAR NO. 29 s. 1993,  
June 30, 1993 ]**

**NEW PROCEDURE IN RESOLVING ADMINISTRATIVE CASES  
INVOLVING OFFICIALS AND EMPLOYEES OF THE CIVIL SERVICE**

In the exigency of the service and in response to the government-wide call and the need for streamlining of operations which requires simplification of systems, cutting of red tape and elimination of unnecessary bureaucratic layer, the Commission in its Resolution No. 93-2387 has effected the following procedural changes in the resolution of cases:

1. Decisions in administrative cases involving officials and employees of the civil service appealable to the Commission pursuant to Sec. 47 of Book V of the Code including personnel actions such as contested appointments shall now be appealed directly to the Commission and not to the MSPB; and
2. Decisions in administrative cases involving officials and employees of the Civil Service including contested appointments which have already been appealed to the MSPB, and other pending administrative cases brought directly before the MSPB, shall now be elevated to the Commission for final resolution.

Parties in administrative cases pending before the MSPB shall be notified in writing that their respective cases have already been elevated to the Commission for final resolution. They shall have fifteen (15) days from receipt of notice to submit their comments on or objections to the new procedure.

This new procedure shall be effective from July 1, 1993 until rescinded by the Commission in another resolution.

Please be guided accordingly.

Adopted: 30 June 1993

(Sgd.) PATRICIA A. STO. TOMAS  
*Chairman*



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