

**[CSC MEMORANDUM CIRCULAR NO. 47 s. 1992,
December 01, 1992]**

TRANSFER ASSISTANCE PROGRAM (TAP)

Pursuant to CSC Resolution No. 92-1991 dated December 1, 1992, the Commission adopts the Transfer Assistance Program (TAP). The Program provides the mechanism for a facilitative transfer of employees to agencies with existing vacant positions.

**I
Objectives**

1. To help agencies fill up their existing vacant positions immediately with existing employees of the government.
2. To give government employees the opportunity to transfer to agencies geographically closest to their places of residence.
 - 2.1 Employees will have reduced travel time, expenses, and attendant physical, emotional and mental stresses due to difficulties encountered in commuting on workdays.
 - 2.2 The transfer can enhance and improve employee attitudes, skills and performance.

**II
The Program**

The Civil Service Commission through the Transfer Assistance Program will facilitate the immediate filling up of existing vacant positions of agencies through applicants who would like to transfer to agencies near the places where they live.

**III
Coverage**

Participants in this Program are the following:

1. Agencies with existing vacant positions.
2. Government employees in the first and second level who would like to transfer to agencies located geographically near their places of residence.

**IV
Mechanics for Implementation**