



LIST OF EXTERNAL DOCUMENTS

(As of December 31, 2016)

Division/Section: **Administrative Division – Records Section**

File Location	Document Title	Source	Date Issued	Distribution
CSC Circulars Archive Folder No. 1	Memorandum Circular 08 s. 2016 – 2016 Public Sector HR Symposium	Civil Service Commission	March 11, 2016	Admin – Human Resource Management Section /Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 07 s. 2016 - 2016 National Women’s Month Celebration (NWMC)	Civil Service Commission	March 01, 2016	Admin – Human Resource Management Section /Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 08 s. 2014 Policy on the Computation of Salaries of Employees on Leave Without Pay	Civil Service Commission	May 06 s. 2014	Admin – Human Resource Management Section /Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 06 s. 2016 Awareness Campaign in Support of ASEAN Community 2015 and the Philippines’ Chairmanship of ASEAN 2017	Civil Service Commission	February 29, 2016	Admin – Human Resource Management Section /Office of the General Manager
File Cabinet 1 Drawer No. 2 (MGMT)	Memorandum Circular No. 2015 – 1 Guidelines on the Grant of the Performance-Based Bonus for Fiscal year 2015 under Executive Order No. 80	Inter-Agency Task Force (Pambansang Pangasiwaan sa Kabuhayan at Pagpapaunlad, Department of Budget and Management, Office of the President of the Philippines, Department of Finance,	August 12, 2015	Finance Division/Admin – HRM Section/Office of the General Manager

		Presidential Management Staff)		
File Cabinet 1 Drawer No.2 (MGMT)	Budget Circular No. 2014-3 Guidelines on the Grant of the Productivity Enhancement Incentive (PEI) to Government Employees for Fiscal Year (FY) 2014	Department of Budget and Management	December 02, 2014	Finance Division/Admin – HRM Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 15 s. 2012 Lodging of ARTA-Related Complaints through the Contact Center ng Bayan 1-6565	Civil Service Commission	October 01, 2012	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 05 s. 2012 Deferment of the Use of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form	Civil Service Commission	March 15, 2012	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 3 s. 2016 Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)	Civil Service Commission	February 16, 2012	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular 2 s. 2012 Special Emergency Leave to Government Employees Affected by Natural Calamities/Disasters	Civil Service Commission	February 16, 2012	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Administrative Order No. 17 Directing the use of the procurement service and the Philippine Government Electronic Procurement System in Procurement Activities in Accordance with Republic Act No. 9184, and Improving the Operation of the Procurement Service	Malacañan Palace	July 28, 2011	Admin - Procurement Section/Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 09 s. 2011 Use of the 1994 Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2010	Civil Service Commission	March 10, 2011	Admin – HRM Section / Office of the General Manager
CSC Circulars Archive Folder No. 1	Memorandum Circular No. 8 s. 2011 Reiteration of the Physical Fitness Program “Great Filipino Workout”	Civil Service Commission	March 07, 2011	Admin – HRM Section / Office of the General Manager