



LIST OF EXTERNAL DOCUMENTS

(As of December 31, 2016)

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

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| 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 |

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| 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 |

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| CSC Circulars Archive Folder No. 1 | Letter RE: Submission of Statement of Assets, Liabilities and Net Worth (SALN) together with a summary of compliant and non-compliant personnel (Memorandum Circular No. 2011-001) | Office of the Deputy Ombudsman for Luzon | February 08, 2011 | All |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 1 s. 2011 Addendum to CSC Memorandum Circular No. 8 s. 2007 on Management of 201/120 Files | Civil Service Commission | January 17, 2011 | Admin – HRM Section / Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 25 s. 2010 Guidelines on the Availment of the Special Leave Benefits for Women Under R.A. 9710 (An Act Providing for the Magna Carta of Women) | Civil Service Commission | December 01, 2010 | Admin – HRM Section / Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum No. 16 s. 2010 Policy on Half Day Absence | Civil Service Commission Field Office - UP | August 11, 2010 | Admin – HRM Section / Office of the General Manager |
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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 15 s. 2010 Amending Certain Provisions of the Rules on the Administrative Offense of Disgraceful and Immoral Conduct | Civil Service Commission | August 05, 2010 | Admin – HRM Section / Office of the General Manager |

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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 14 s. 2010 110 th Anniversary of the Philippine Civil Service | Civil Service Commission | July 28, 2010 | Admin – HRM Section / Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | R.A. No. 10149 An act to promote financial viability and fiscal discipline in government-owned or controlled corporations and to strengthen the role of the state in its governance and management to make them more responsive to the needs of public interest and for other purposes | Congress of the Philippines | July 26, 2010 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Resolution No. 10-1358 Policy on Half Day Absence | Civil Service Commission | July 06, 2010 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 24 s. 2009 Guidelines in the Approval and Monitoring of Anti-Red Tape (ARTA) Programs and Projects | Civil Service Commission | June 29, 2009 | Admin - Human Resource Management Section/Office of the General Manager |
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| CSC Circulars Archive Folder No. 1 | Memorandum Circular 29 s. 2009 Assistance to Victims of Typhoon “Ondoy” | Civil Service Commission | September 28, 2009 | All |
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| CSC Circulars Archive Folder No. 1 | Memorandum Circular 23 s. 2009 Interim Guidelines on the Use of Leave Credits for Absence Due to Self-Quarantine and/or Treatment relative to the Influenza A(H1N1) Global Pandemic | Civil Service Commission | June 26, 2009 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 18 s. 2009 Anti-Red Tape Programs and Projects | Civil Service Commission | June 1, 2009 | Admin - Human Resource Management Section/Office of the General Manager |

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| CSC Circulars Archive Folder No. 1 | Memorandum Circular 2009-0027 “Enjoining All Government Agencies, Including Government Owned and Controlled Corporations, State Universities and Colleges to Support the Philippine Government Employees Association’s Public Sector Agenda” dated May 13, 2009 | Department of Health | May 19, 2009 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 174 Enjoining all Government Owned and Controlled Corporations, State Universities and Colleges to Support the Philippine Government Employees Association’s Public Sector Agenda | Malacañan Palace | May 13, 2009 | Human Resource Management Section/Office of the General Manager |
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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 12 s. 2009 Brigada Ahensiya | Civil Service Commission | April 22, 2009 | All |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 10 s. 2009 Amendment to Section 48, Rule III of CSC Resolution No. 99- 1936 dated August 31, 1999 (Uniform Rules on Administrative Cases in the Civil Service) | Civil Service Commission | February 24, 2009 | Admin - Human Resource Management Section/Office of the General Manager |

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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 4 s. 2009 Launch of 'Republic Service'- The E-newsletter of the Philippine Civil Service | Civil Service Commission | February 2009 | All |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 03 s. 2009 – 2009 Search for Outstanding Public Officials and Employees | Civil Service Commission | January 29, 2009 | All |
| CSC Circulars Archive Folder No. 1 | National Budget Circular No. 512 Compliance with the Omnibus Election Code on the Release, Disbursement or Expenditure of Public Funds during the Election Ban (September 14, 2007 until October 29, 2007) | Department of Budget and Management | September 13, 2007 | Admin - Human Resource Management Section/Office of the General Manager |
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| CSC Circulars Archive Folder No. 1 | Regional Memorandum No. 01 s. 2006 106 th Philippine Civil Service Anniversary Celebration | Civil Service Commission Regional Office No. 3 | July 31, 2006 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Joint Circular No. 01 s. 2006 Guidelines for Availing of the Rehabilitation Privilege | Civil Service Commission & Department of Budget and Management | April 27, 2006 | Admin - Human Resource Management Section/Office of the General Manager |

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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 1 s. 2006 Search for the 2006 Outstanding Public Officials and Employees | Civil Service Commission | January 03, 2006 | All |
| CSC Circulars Archive Folder No. 1 | Resolution No. 021481 Recording of Services Rendered in the Government; Amendment No. 2 (CSC Resolution Nos. 97-0550 and 97-4603 | Civil Service Commission | April 20, 2005 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 8 s. 2005 Updating of the Personal Data Sheet Using the Revised CS Form 212 | Civil Service Commission | February 16, 2005 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Joint Circular No. 03, s. 2004 Continued Adoption of Austerity Measures Through the Non-Filling of Vacant Positions | Civil Service Commission & Department of Budget and Management | December 4, 2004 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Administrative Order No. 103 Directing the Continued Adoption of Austerity Measures in the Government | Malacañan Palace | August 31, 2004 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 18 s. 2004 Awit, Tula at Kwento Tungkol sa Galing ng Serbisyo Publiko | Civil Service Commission | August 02, 2004 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 17 s. 2004 104 th Philippine Civil Service Anniversary | Civil Service Commission | August 02, 2004 | Admin - Human Resource Management Section/Office of the General Manager |

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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 15 s. 2005 105 th Philippine Civil Service Anniversary Celebration | Civil Service Commission | August 02, 2004 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 07 s. 2004 Reiteration on the Submission of Statements of Assets, Liabilities and Net Worth (SALNW) | Civil Service Commission | March 24, 2004 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Regional Memorandum No. 2 s. 2003 Guidelines on Publication of Service Guides and Posting of Workflow Charts as Directed by OP Memo-Circular No. 35 | Civil Service Commission Region Office No. 3 | November 07, 2003 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Budget Circular No. 2003-6 Guidelines Relative to the Grant of Per Diems to Members of Collegial Bodies and Members of the Board of Regents/Trustees of State Universities and Colleges | Department of Budget and Management | September 29, 2003 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 08 s. 2003 Amendment to Section 24 of CSC MC No. 41, s. 1998 on Computation of Leave Monetization and Reiteration of Policy on Maternity Leave | Civil Service Commission | September 04, 2003 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Regional Memorandum No. 1 s. 2003 Posting of Workflow Chart | Civil Service Commission Region Office No. 3 | March 26, 2003 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 26 s. 2002 Revised Education Requirements for Career Service Professional and Sub Professional Examinations | Civil Service Commission | December 27, 2002 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 25 s. 2002 Amendment to CSC Memorandum Circular No. 8 and 8- A, S. 1997 on recording of services rendered in the government service | Civil Service Commission | November 12, 2002 | Admin - Human Resource Management Section/Office of the General Manager |

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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 22 s. 2002 Amendment of Section 11. Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code 1987 | Civil Service Commission | October 23, 2002 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Resolution No. 021279 Frequency of Taking the Career Service Examination | Civil Service Commission | October 07, 2002 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 16 s. 2002 Amendment to Section 23. Rule XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 also known as the Omnibus Rules on Leave | Civil Service Commission | June 24, 2002 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 11 s. 2002 Revised Guidelines on the Local Scholarship Program for Master's Degree Course (LSP- MDC) | Civil Service Commission | April 16, 2002 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 10 s. 2002 Clarification and Amendment to CSC MC No. 3 s. 2002 Issuance of CSC Announcements/Endorsement of Training and Development Programs and Similar Activities | Civil Service Commission | April 15, 2002 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum 2002-013 DBM Budget Circular No. 2002-1 dated January 14, 2002 entitled "Computation and Funding of Terminal Leave Benefits and Monetization of Leave Credits" | Commission on Audit | February 05, 2002 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 2002 – 1 Computation and Funding of Terminal Leave Benefits and Monetization of Leave Credits | Department of Budget and Management | January 14, 2002 | Admin - Human Resource Management Section/Office of the General Manager |

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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 19 s. 2000 Revised dress code prescribed for all government officials and employees in the workplace | Civil Service Commission | October 31, 2000 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Office Memorandum No. 112 s. 2000 – 2000 Updating and Maintenance of Government Personnel Database using Kompyuserb | Civil Service Commission | October 12, 2000 | Admin - Human Resource Management Section/Office of the General Manager |
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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 41 s. 1998 Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292) | Civil Service Commission | December 24, 1998 | Admin - Human Resource Management Section/Office of the General Manager |
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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 13 s. 1996 Observance of the 96 th Anniversary of the Philippine Civil Service | Civil Service Commission | | Admin - Human Resource Management Section/Office of the General Manager |

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| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 66 S. 1998 Special Leave Privilege | Civil Service Commission | March 21, 1996 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Letter pursuant to CSC Resolution No. 94-2380 | Civil Service Commission Regional Office No. 3 | May 25, 1994 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Memorandum Circular No. 18 s. 1994 Implementing Guidelines and Operating Procedures on the Local Scholarship Program for Skilled Workers in Government, 1994 | Civil Service Commission | April 25, 1994 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Resolution No. 94-2380 Establishment of the Local Scholarship Program for Skilled Workers in Government | Civil Service Commission | April 21, 1994 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Republic Act No. 7430 An act providing for optimum utilization of personnel in government service through a system of attrition providing penalties for violation thereof, and for other purposes | Congress of the Philippines | February 7, 1992 | Admin - Human Resource Management Section/Office of the General Manager |
| CSC Circulars Archive Folder No. 1 | Resolution No. 021355 Revising the Education Requirement for the Career Service Professional Level and Sub professional Level Examinations | Civil Service Commission | | Admin - Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Budget Circular 2016-4 Updated Rules and Regulations on the Grant of the Year-End Bonus and Cash Gift for FY 2016 and Years thereafter | Department of Budget and Management | April 28, 2016 | Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Budget Circular 2016-3 Rules and Regulations on the Grant of the Mid-Year Bonus for FY 2016 | Department of Budget and Management | April 28, 2016 | Finance Division / Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | National Budget Circular No. 562 Implementation of the First Tranche Compensation Adjustment for Civilian Personnel, and Military and Uniformed Personnel in the National Government | Department of Budget and Management | February 24, 2016 | Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Budget Circular 2012-3 Guidelines on the Grant of the Productivity Enhancement Incentive (PEI) to Government Employees for Fiscal Year (FY) 2012 | Department of Budget and Management | November 29, 2012 | Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Three-day Seminar-Workshop on R.A. No. 9814, its Implementing Rules and Regulations and Updates with the Bids and Awards Committee/Technical Working Group/Secretariat members as target participants | Department of Budget and Management Regional Office III | October 02, 2012 | Admin – Human Resource Management Section / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Corporate Budget Circular No. 21 Amendatory Guidelines on the Implementation of the Revised Rates of Representation and Transportation Allowances (RATA) of Officials in Local Water Districts (LWDs) | Department of Budget and Management | June 15, 2011 | Admin – Human Resource Management Section / Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | National Budget Circular No. 524 Implementation of the Second Tranche Monthly Salary Schedule for Civilian Personnel and Base Pay Schedule for Military and Uniformed Personnel in the National Government | Department of Budget and Management | June 23, 2010 | Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: The request for clarification on Cost of Living Allowance entitlement and Amelioration Allowance | Department of Budget and Management | May 03, 2006 | Finance Division / Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Four-day work week of DBM Regional Office III | Department of Budget and Management Regional Office III | April 07, 2005 | Admin – Human Resource Management Section / Finance Division/ Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Corporate Compensation Circular No. 12 Implementation of Judicial Decisions Authorizing Grant of Additional Allowances to Government-Owned and/or Controlled Corporations and Government Financial Institutions | Department of Budget and Management | March 20, 2006 | Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Strategic Review | Department of Budget and Management | December 05, 2005 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | National Budget Circular No. 498 Revised Rates of Representation and Transportation Allowances (RATA) | Department of Budget and Management | April 01, 2005 | Finance Division / Office of the General Manager |
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| File Cabinet 1 Drawer No. 2 (MGMT) | Local Budget Memorandum 2004-45 Clarificatory Guidelines on the Grant of Extra Cash Gift (ECG)/Additional Benefit to Officials and Employees of Local Government Units (LGUs) for FY 2004 | Department of Budget and Management | December 09, 2004 | Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Change of DBM's Regional Director | Department of Budget and Management Regional Office III | April 30, 2004 | Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | Guidelines on the Grant of Honoraria to Government Personnel Involved in Government Procurement | Department of Budget and Management | March 23, 2004 | Admin - Procurement Section/ Finance Division/ Office of the General Manager |
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| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Assigning the OIC of DMB's Regional Director Position | Department of Budget and Management Regional Office III | April 23, 2003 | Office of the General Manager |
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| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Request for upgrading of two (2) regular positions and creation of nine (9) positions for Santa Maria Water District | Department of Budget and Management | March 22, 2002 | Admin – Human Resource Management Section / Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Reference to request for filling-up of the following three (3) positions as an exemption to the provisions of Administrative Order (AO) No. 5 | Department of Budget and Management Regional Office III | October 16, 2001 | Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Request of the Sta. Maria Water District for approval of proposed Organizational Structure/Staffing Pattern (OS/SP) due to its re-categorization | Department of Budget and Management Regional Office III | November 20, 2000 | Admin – Human Resource Management Section / Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 015.16 PBB 2016 Ranking of Delivery Units | Local Water Utilities Administration | October 21, 2016 | Admin – Human Resource Management Section / Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 013.16 Addendum to Memorandum Circular 009.16 (Printing of OR by RGPs) | Local Water District Administration | October 21, 2016 | Office of the General Manager |
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| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 010.16 Issuance of Certificate of Availability of Funds (CAF) by WDs on the Basis of CAF issued by LWUA for bidding purposes | Local Water District Administration | August 31, 2016 | Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 009.16 Printing of Official Receipts by Recognized Government Policies | Local Water District Administration | August 05, 2016 | Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 008.16 Milestones & Activities concerning Manila Bay Mandamus | Local Water District Administration | July 14, 2016 | Admin – Human Resource Management Section – Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 007.16 Signatory | Local Water District Administration | June 13, 2016 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 005.16 Revised Policy Guidelines pertaining to proper representation in the water district Board of Directors and amending Resolution No. 337, series of 2009 and other related issuances for the purpose | Local Water District Administration | June 6, 2016 | Office of the Board of Directors/Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 006.16 Guidelines on the grant of FY 2015 Performance Based Incentive (PBI) for Board of Directors of Local Water Districts (LWDs) | Local Water District Administration | June 2, 2016 | Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 004.16 Y2015 In-Place Costs for Various WaterWorks Facilities | Local Water District Administration | February 23, 2016 | Engineering Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 003.16 World Water Day 2016 | Local Water Utilities Administration | February 15, 2016 | Admin – Human Resource Management / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 002.16 Validation of the Submitted Documents for the Performance Based Incentive (PBI) for the Board of Directors of Eligible Local Water Districts | Local Water Utilities Administration | January 18, 2016 | Office of the Board of Directors/ Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 001.16 Implementing Guidelines for the Grant of Performance-Based Incentive (PBI) for Board of Directors of Local Water Districts (LWDs) | Local Water Utilities Administration | January 18, 2016 | Office of the Board of Directors/ Finance Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 004.15 Reiteration of LWUA MC No. 002- 08: Compliance with the Philippine National Standards for Drinking Water (PNSDW, 2007) | Local Water Utilities Administration | March 17, 2015 | Water Resource Division / Engineering Division/ Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Approval for authority to attend the 88 th Annual WEFTEC 2015 | Local Water Utilities Administration | July 14, 2015 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Request for a Copy of Certificate of Availability of Funds | Local Water Utilities Administration | June 17, 2015 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet | Letter RE: Review of appointment documents of Ms. Carmelita T. | Local Water Utilities | February 04, 2015 | Office of the Board of Directors/Office of |

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| 1 Drawer No. 2 (MGMT) | Francisco | Administration | | the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Approval of Authority to attend the HIDA-NGC Seminar | Local Water Utilities Administration | January 28, 2015 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 001.14 Implementing Guidelines on the Adjustment of Per Diems of Water District Board of Directors | Local Water Utilities Administration | December 02, 2014 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 009.14 Mandamus to Clean-Up Manila Bay per Supreme Court Ruling | Local Water Utilities Administration | November 03, 2014 | Admin – Human Resource Division / Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Submission of Non-Revenue Water (NRW) Reduction Program | Local Water Utilities Administration | December 05, 2013 | Water Resource Division/Construction and Maintenance Division/Engineering Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Finalizing the approval of loan for Non-Revenue Water (NRW) Reduction Program | Local Water Utilities Administration | September 16, 2013 | Water Resource Division/Construction and Maintenance Division/Engineering Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: LWUA's 40 th Founding Anniversary | Local Water Utilities Administration | August 14, 2013 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Invitation to Attend the Consultative-Workshop on the Planned Bulacan Bulk Water Supply | Local Water Utilities Administration | August 04, 2013 (Date received) | Admin – Human Resource Management Section/ Engineering Division/Office of the General Manager |
| File Cabinet 1 Drawer | Memorandum Circular No. 007.13 List of Authorized Signatories of LWUA Officials | Local Water Utilities Administration | July 02, 2013 | Office of the General Manager |

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| No. 2 (MGMT) | | | | |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No.: 005.13 Follow up on the Supreme Court Mandamus on Manila Bay Clean Up | Local Water Utilities Administration | June 17, 2013 | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular 003.13 LWUA Review of Build-Operate-Transfer and Similar Public-Private Partnership (PPP) Proposals on Water Supply Projects of Water Districts | Local Water Utilities Administration | February 28, 2013 | Water Resource Division/Engineering Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular 015'12 Revised Guidelines on the Compensation of Water District Directors and Other Benefits Pursuant to EO 65 | Local Water Utilities Administration | November 22, 2012 | Office of the Board of Directors/Finance Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular 014'12 Verification of LWUA Accreditation Issued to Products/Manufacturers/Suppliers | Local Water Utilities Administration | October 02, 2012 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Invitation to participate on training programs | Local Water Utilities Administration | September 28, 2012 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Results on SMWD's Categorization | Department of Budget and Management | March 27, 2012 | All |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular 005'12 Per Diems of Water District Directors Pursuant to Executive Order No. 65 | Local Water Utilities Administration | March 16, 2012 | Office of the Board of Directors/Finance Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memo Circular No. 004'12 Categorization of Water Districts without Required Submittals | Local Water Utilities Administration | March 13, 2012 | Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | Memo Circular No. 002'12 Inventory of Wells, Springs, Surface Sources and Reservoirs including Lot Ownership | Local Water Utilities Administration | February 27, 2012 | Water Resource Division/Engineering Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Acknowledge receipt of Financial Statements and Monthly Data Sheets | Local Water Utilities Administration | February 22, 2012 | Finance Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 008.11 Water District Geographical Information System and Database Management (WDGIS/DBM) | Local Water Utilities Administration | June 06, 2011 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 005.11 Invitation to Planning Workshop on Watershed Management | Local Water Utilities Administration | February 24, 2011 | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memo Circular No. 004. 11 Implication of Executive Order No. 24 to the Grant of the Year-End Financial Assistance and P5,000.00 Cash Gift for CY 2010 to Members of Water District Board of Directors | Local Water Utilities Administration | February 15, 2011 | Office of the Board of Directors/Finance Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memo Circular No. 003.11 Nationwide World Water Day Celebration on march 22, 2011 Theme – Water for Cities: Responding to the Urban Challenge | Local Water Utilities Administration | | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 002-11 La Niña Advisory | Local Water Utilities Administration | February 16, 2011 | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 001.11 Classification of Commercial Connections | Local Water Utilities Administration | January 27, 2011 | Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 015.10 Suspension of Year-End Financial Assistance and P5,000.00 Cash Gift to Incumbent Members of Water District Board of Directors | Local Water Utilities Administration | December 07, 2010 | Office of the Board of Directors/Finance Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 016.10 Extension of Service of Retired Government Employees | Local Water Utilities Administration | December 06, 2010 | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 014.10 Performance Audit of Water Meters | Local Water Utilities Administration | December 02, 2010 | Engineering Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 010.10 Foreign Travel of Water District Officials | Local Water Utilities Administration | | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 006.10 Invitation to the National Summit on Watershed Management | Local Water Utilities Administration | May 14, 2010 | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 003.10 El Niño Action Plan | Local Water Utilities Administration | January 28, 2010 | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Mandatory Deposit of Reserve Funds | Local Water Utilities Administration | January 26, 2010 | Finance Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Deed of Assignment | Local Water Utilities Administration | January 25, 2010 | Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 002.10 El Niño Mitigation Measures | Local Water Utilities Administration | January 21, 2010 | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Assignment of LWUA receivables from water districts (WDs) as security to the RPNL. | Local Water Utilities Administration | December 02, 2009 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 009.09 List of Authorized Signatories of LWUA Officials | Local Water Utilities Administration | November 16, 2009 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 008.09 Amendment to LWUA Memorandum Circular 006.09: (Policy Guidelines/Regulations Pertaining to Proper Representation in the Water District's Board of Directors) | Local Water Utilities Administration | November 05, 2009 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 007.09 Damage and Loss Assessment from recent Typhoons | Local Water Utilities Administration | October 27, 2009 | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Endorsement of Special Anniversary feature on LWUA | Local Water Utilities Administration | August 07, 2009 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Position as 6 th Member of the Sta. Maria Water District | Local Water Utilities Administration | July 02, 2009 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Effectivity date and appointment of the 6 th member of the Board of Directors of Sta. Maria Water District | Local Water Utilities Administration | March 17, 2009 | Office of the Board of Directors/Office of the General Manager |

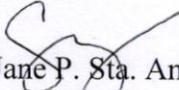
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| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum RE: Designation as 6 th Membership of the Board of Sta. Maria Water District | Local Water Utilities Administration | March 10, 2009 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 001.09 Operations Audit | Local Water Utilities Administration | February 26, 2009 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 006.08 Submittal of Documents – Confirmation of WD BOD Appointments | Local Water Utilities Administration | October 28, 2008 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 004.08 Compliance with the Water Quality Monitoring Program | Local Water Utilities Administration | July 08, 2008 | Water Resource Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 003.08 CPS-NGAS Modified Chart of Accounts for use of Water Districts | Local Water Utilities Administration | June 16, 2008 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Planting of Narra Tree in the Celebration of the World Water Day 2008 | Local Water Utilities Administration | February 12, 2008 | Admin – Human Resource Management/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 001.08 Case updates on Koronadal Water District | Local Water Utilities Administration | January 16, 2008 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 004.07 Imposition of Realty Tax on WD Real Property under the Local Government Code of 1991 | Local Water Utilities Administration | November 23, 2007 | Finance Division/Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Reminder of submission of complete tables and figures for the Engineering Study of the proposed expansion program for the six (6) barangays of Sta. Maria | Local Water Utilities Administration | September 04, 2007 | Engineering Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Invitation to Advance Policy Makers' Seminar | Local Water Utilities Administration | August 22, 2007 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 003.07 Green Philippines Program | Local Water Utilities Administration | August 07, 2007 | Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: A full-page special anniversary supplement in the Manila Bulletin | Local Water Utilities Administration | July 26, 2007 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 004.06 Definitions Relating to WD Water Supply Coverage, and Submission of Related WD Date to LWUA | Local Water Utilities Administration | July 03, 2006 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Transmittal of Copy of the 2004 Water District Industry Average | Local Water Utilities Administration | April 20, 2006 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Request for confirmation of the participation of three (3) Board of Directors | Local Water Utilities Administration | July 18, 2005 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: New Service Facility of LWUA | Local Water Utilities Administration | June 22, 2005 | Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Reference on letter about use of LWUA's 150 psi Airman Air Compressor | Local Water Utilities Administration | May 31, 2005 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 001.05 Exemption from Administrative Order No. 117 | Local Water Utilities Administration | April 04, 2005 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: New Service Facility of LWUA | Local Water Utilities Administration | February 11, 2005 | Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular RE: Deposit and Utilization of Water District Reserve Accounts and Other Special Funds | Local Water Utilities Administration | June 22, 2004 | Finance Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Office Order No. 026.04 Guidelines on Deposit and Utilization of Water District Reserve Accounts and Other Special Funds | Local Water Utilities Administration | February 10, 2004 | Finance Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 004.02 Implementing Guidelines on New Set of Per Diems of Water District Board of Directors | Local Water Utilities Administration | May 21, 2002 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Confirmation of proposed water rates of Sta. Maria Water District | Local Water Utilities Administration | September 12, 2001 | Customer Service Division/Customer Accounts Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 003.00 Revised Guidelines for the Allocation and Utilization of Water District Reserves | Local Water Utilities Administration | August 14, 2000 | Office of the General Manager |

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| File Cabinet 1 Drawer No. 2 (MGMT) | Circular Letter No. 99-4A Additional Procedures to be followed in the payment of terminal leave and retirement gratuity | Department of Budget and Management | October 14, 1999 | Finance Division/Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Circular Letter No. 99-4 Revised Procedures in the Payment of Terminal Leave and Retirement Gratuity Benefits | Department of Budget and Management | February 9, 1999 | Finance Division/Admin – Human Resource Management Section/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Local Budget Circular No. 65 Guidelines on the Grant of Anniversary Bonus in the Local Government | Department of Budget and Management | March 3, 1997 | Finance Division/ Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Letter RE: Report on the Operations Audit | Local Water Utilities Administration | October 16, 1995 | Office of the Board of Directors/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | National Budget Circular No. 438 Prescribing the Guidelines on the Purchase of Equipment | Department of Budget and Management | January 11, 1995 | Admin – Procurement Section/Finance Division/Office of the General Manager |
| File Cabinet 1 Drawer No. 2 (MGMT) | Memorandum Circular No. 7 Guidelines on Foreign Travels | Philippine Association of Water Districts, Inc. | December 01, 1999 | Admin – Human Resource Management Section/Office of the General Manager |

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