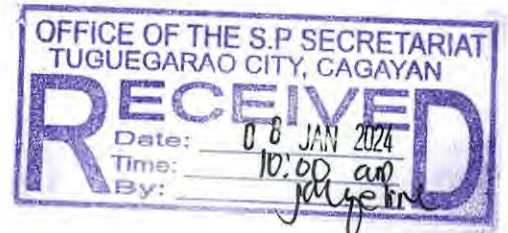




Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

OFFICE OF THE CITY MAYOR



08 January 2024

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City

Dear *Presiding Officer and Members of the Sanggunian*:

Herewith is the Memorandum of Agreement between the Tuguegarao City Government and Civil Service Commission relative to the detail of City Government employee/s to the latter, for your information and appropriate action.

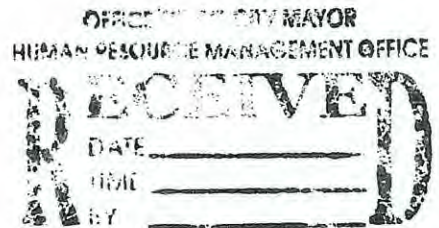
Thank you!

In the name of public service,


MAILA ROSARIO S. TING-QUE
City Mayor 

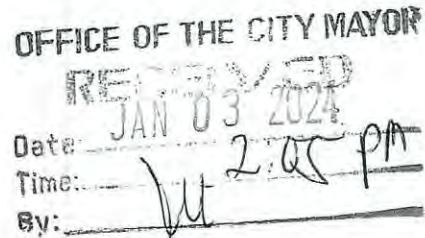
Copy furnished:

- *Civil Service Commission – RO2*
- *City Administrator's Office*
- *HRMO*
- *City Legal Office*



02 January 2024

HON. MAILA ROSARIO S. TING-QUE
City Mayor
City Government of Tuguegarao
Tuguegarao City



Dear Mayor Ting-Que:

Our warmest Happy New Year greetings!

At the outset, the Civil Service Commission Regional Office II expresses its profound gratitude for your active support in all our programs and assistance in 2023 particularly the detail of *Ms. Sheryl A. Cabaguan*, one of your employees under casual status here at the Cagayan-Batanes Field Office.

As you know the Civil Service Commission Cagayan-Batanes Field Office ranks as the 8th largest among all the CSC Field Offices in the country in terms of volume of transactions. Notwithstanding the fact that the Cagayan-Batanes Field Office is only composed of four (4) permanent staff, the field office is able to meet its target on attestation of appointments through the assistance and contribution of the different detailed employees in the Office.

In this light, may we request for the renewal of the Detail Order of Ms. Cabaguan for this year 2024. We are pleased to inform you that Ms. Cabaguan delivered a very satisfactory performance in 2023. Hence, this request.

We look forward to your favorable response. Surely, your support on this matter will redound to a better service for our clients.

Very truly yours,

REWINA D. ARUGAY
Director II

MAILA ROSARIO S. TING-QUE
CITY MAYOR

Noted by:

Atty. MARITES P. LAPPAY
Acting Director IV

Bawat Kawani, Lingkod Bayani

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement is executed and entered into on **02 January 2024** at the **Civil Service Commission Cagayan-Batanes Field Office** by and between:

The **Civil Service Commission Regional Office No. II**, an agency of the government created and existing by virtue of the Philippine Constitution with principal place of business at the Regional Government Center, Carig Sur, Tuguegarao City, Cagayan, herein represented by its **Acting Regional Director Atty. MARITES P. LAPPAY** herein referred to as the **COMMISSION**:

The **Local Government Office of Tuguegarao City**, created and existing by virtue of Law of the Philippines with principal place of business at the Regional Government Center, Carig Sur, Tuguegarao City, Cagayan and herein represented by its Agency Head, **Municipal Mayor Maila Rosario S. Ting-Que** and herein referred to as the **DETAILING OFFICE**.

WITNESSETH

WHEREAS, Section 18, Chapter 4, Book V of Executive Order No. 292 provides that, "...The Commission shall whenever it deems it in the interest of the public service, organize in each department, office, agency, government-owned or controlled corporation or local government where a staff is established but the Commission may augment these with its own";

WHEREAS, the number of employees in the CSC Field Offices remain the same while the volume of transactions increases with the delegation of more functions from the CSC Central and Regional Offices:

WHEREAS, the Commission recognizes the need of engaging the services of detailed employees to continuously provide frontline services;

NOW THEREFORE, the parties hereto have mutually AGREED as they do hereby mutually AGREE to the terms, conditions and covenants herein set forth:

The CSC Regional Director shall:

- Evaluate the need for and approve the detail of employees;
- Set qualification requirements and screen employees to be detailed subject to the rule on nepotism;
- Issue specific guidelines on detail of employees to CSCFOs, enumerating the functions of the detailed employees subject to the provisions of CSC Office Memorandum No. 13, s. 2003.
- Approve the request for retention /replacement/recall of the detailed employee subject to the recommendation of the CSC Field Director.

The CSC Field Director shall:

- Issue request for detailed employees addressed to the CSC Regional Director specifying the need for the services of detailed employees and the nature of functions that will be assigned to them;
- Orient the detailed employee on their specific duties and functions and the limitations as provided under CSC Office Memorandum No. 13, s. 2003
- Exercise close supervision over the detailee and ensure that the guidelines on detail provided under CSC Office Memorandum No. 13, s. 2003 shall be complied;
- Evaluate the performance of the detailed employee; review and sign the Individual Performance Commitment and Review (IPCR) of the detailed employee;
- Install necessary measures to safeguard the integrity of personnel and examination records in the custody of the CSC Field Office;

- Recommend retention/replacement/recall of the detailed employee, which shall preferably be for a maximum of three (3) years, subject to existing policies on detail as provided under CSC MC No. 21, s. 2002.

The Detailing Office shall:

- Issue the detail order to the agency employee to be detailed to the CSC Field Office subject to existing policies on detail under CSC MC No. 21, s. 2002;
- Certify that the employee to be detailed has no pending administrative case;
- Pay the salaries and other compensation of the detailed employee;
- Issue recall order subject to at least one (1) month prior notice to the CSC Regional Office and the detailed employee concerned.

The Detailed Employee shall:

- Perform functions limited to liaison works and preliminary document scanning to determine if the signatures and attachments/requirements are complete. The detailed clerical and/or messengerial staff shall not be assigned technical functions. As such they shall perform purely clerical, messengerial and/or liaison works;
- Strictly adhere to the provisions of the Data Privacy Act, Pledge of Confidentiality entered into between the CSC Field Office and other internal rules/policies of the CSC Regional and Field Office.

The detail arrangement shall be guided by the following provisions of CSC Office Memorandum No. 13, s. 2003:

- The detail of employees shall be discretionary on the part of the agency head and subject to the consent of detailed employee and other existing rules on detail as provided under CSC Resolution No. 021181 and CSC Memorandum Circular No. 21, s. 2002;
- The detailed employee should preferably hold permanent appointment. The acceptance of detailed employees, whether holding career or non-career item shall be subject to qualification requirements, screening and approval of the CSC Regional Director concerned taking into consideration the rule on nepotism; In no case shall the detailed employee be recommended by and/or related by affinity or consanguinity to the CSC Field Director and/or CSCFO staff;
- The retention and/or replacement of the detailed employee shall preferably be for maximum of three (3) years subject to the recommendation of the CSC Field Director concerned and subject to existing rules on detail;
- The detailed employees shall be limited to liaison works and preliminary document scanning to determine if the signatures and attachments/requirements are complete.
- The detailed clerical and/or messengerial staff shall not be assigned technical functions. As such they shall perform purely clerical, messengerial and/or liaison works;
- The detailed employees shall be under the close supervision of the CSC Field Office Director. As such, the CSC Field Director shall be held jointly liable for any mistake, neglect or irregularities committed by the detailed employee in line with his/her assigned functions/responsibilities.

DATE AND EFFECTIVITY

This agreement shall take effect on the day that the agreement is mutually signed by both parties.

IN WITNESS WHEREOF, we hereby affix our signatures hereunder this **2nd day of January 2024**.

Atty. MARITES P. LAPPAY
Acting Regional Director
Civil Service Commission RO II

MAILA ROSARIO S. TING-QUE
Agency Head
LGU Tuguegarao City

Conforme:



REWINA D. ARUGAY
Director II

SHERYL A. CABAGUAN
Detailed Employee

Signed in the presence of:

RONALD R. DANDEL
Acting Chief HR Specialist

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
Tuguegarao City

BEFORE ME, this _____ at _____ personally appeared the following:

_____ with CTC No. _____ issued at _____ on _____ in representation of the Civil Service Commission;

And

_____ with CTC No. _____ issued _____ at _____ on _____ in representation of _____;

Known to me to be the persons who executed the foregoing instrument and they acknowledged to me that the same is their own free and voluntary act that of the entities they respectively represent.

This instrument refers to Memorandum of Agreement consisting of three (3) pages including this page and has been signed on each page and every page by the parties and their respective witnesses.

WITNESS MY HAND AND SEAL.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____