

Office of the President
of the Philippines
Malacañang

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MEMORANDUM CIRCULAR NO. 40

REMINDING ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE GOVERNMENT, TO SEE TO IT THAT COPIES OF APPOINTMENTS AND OATHS OF OFFICE OF THEIR RESPECTIVE OFFICIALS AND EMPLOYEES ARE SUBMITTED TO OR FURNISHED THE CIVIL SERVICE COMMISSION

The Civil Service Commission as the Central Personnel Agency of the Government is mandated to keep and maintain personnel records of all officials and employees in the Civil Service.

To enable the Commission to respond to this mandate and ensure complete and accurate personnel records, all heads of departments, bureaus, offices, and agencies of the Government including government owned and controlled corporations, are hereby reminded to ensure that all appointments and oaths of office of their respective constituents are submitted to or furnished the Civil Service Commission.

For strict compliance.

By authority of the President:

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Received

SEP 22 1999 *ams*

Date



RONALDO B. ZAMORA

Executive Secretary

Manila, 23 August 1999

EPM/lba



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