



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

October 12, 2022

**OFFICE MEMORANDUM**

No. **584**, s. 2022

To: **Regional Chief of Divisions/Section/Unit Heads**  
**Detailed Employees**

**SUBMISSION OF DAILY TIME RECORD (CSC FORM 48)**  
**OF DETAILED EMPLOYEES**

- Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 21, series of 2002 entitled Policies on Detail, particularly on Section 3, "*Authority over the detailed employee*", which states that during the period of the detail, the mother agency relinquishes administrative supervision over the detailed employee to the receiving agency.
- Relative thereto, this Office requires and reminds all detailed employees to observe the regular and on time submission of the Daily Time Record (DTR) with complete attachments every 5<sup>th</sup> day of the following month to the Personnel Section. If the 5<sup>th</sup> day falls on a Saturday, Sunday, or Holiday, the deadline of submission would be the last working day prior to the 5<sup>th</sup> day of the succeeding month.
- A checklist shall be attached to the DTR certifying the completeness of the attachments, together with the following Means of Verification (MOVs), as applicable.

Status	Means of Verification
a) On Official Business/Travel	<ul style="list-style-type: none"> <li>Locator Slip</li> <li>Authority to Travel</li> <li>Certificate of Appearance</li> <li>Memorandum (if Applicable)</li> </ul>
b) On Personal Business/Travel	<ul style="list-style-type: none"> <li>Individual Pass/Employee Slip</li> </ul>
c) Attendance to activities within the Office premises, for those who will not punch out and in during lunch time	<ul style="list-style-type: none"> <li>Certificate of Appearance</li> <li>Memorandum</li> </ul>
d) Biometric Malfunction	<ul style="list-style-type: none"> <li>Photocopy of Employee's Log Sheet duly certified by the Chief of the Division/Authorized representative where the employee is assigned and Photocopy of Guard's Logbook duly</li> </ul>



	certified by the Chief of the Administrative Division/Authorized Representative
e) Leave of Absence	<ul style="list-style-type: none"> <li>Approved Application For Leave (CSC Form 6)</li> </ul>
f) Work from Home	<ul style="list-style-type: none"> <li>Approved Individual Daily Log and Accomplishment Report (IDLAR) and MOVs</li> </ul>
g) Leave of Absence due to Quarantine and/or Treatment relative to COVID-19	<ul style="list-style-type: none"> <li>Certificate issued by a government/private physician</li> <li>Completion of Quarantine Certificate issued by the local quarantine/ health official</li> <li>Medical Certificate</li> <li>Medical Records</li> </ul>

- Further, small size attachments such as individual pass/employee slip and certificate of appearance must be pasted on an A4 size bond paper.
- For guidance and strict compliance.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

10/13/22

AD-PS-COZ





MC NO. 21 S. 2002

## MEMORANDUM CIRCULAR

**TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL/LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT: POLICIES ON DETAIL**

Section 6 (b), Rule III of the Revised Omnibus Rules on Appointments and other Personnel Actions (CSC Memorandum Circular No. 40 s. 1998 as amended by CSC Memorandum Circular No. 15, s. 1999), defined detail as the temporary movement from one department or agency to another which does not involve a reduction of rank, status or salary. Said section provides for the rule on detail such as the entitlement to and source of the salary of the detailed employee, its duration and appeal with respect thereto.

However, the Commission recognized the need to establish and clarify further its policies governing the detail of employees to other departments or agencies, specifically with respect to the extent of authority of the mother agency and receiving agency, the personnel actions covered and other pertinent guidelines.

Hence, in CSC Resolution No. 02-1181 dated September 13, 2002, the Commission adopted the attached Policies on Detail. Said Resolution shall govern the detail of employees in all agencies of the government.

For the information and guidance of all concerned.

**KARINA CONSTANTINO-DAVID**  
Chairperson

FPG/RTM/X4/X15(9)/JH/co  
Detail-MC  
26 September 2002  
OLA



Re: Policies on Detail

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**RESOLUTION NO. 021181**

**WHEREAS**, Section 2 (1), Article IX-B of the 1987 Constitution provides that the Civil Service embraces all branches, subdivisions, instrumentalities and agencies of the Government, including government-owned or controlled corporations with original charters;

**WHEREAS**, Section 12 (3), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

**WHEREAS**, Section 12 (14), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall take appropriate action on all appointments and other personnel matters in the Civil Service;

**WHEREAS**, Section 6 (b), paragraph 1 of the Revised Omnibus Rules on Appointments and other Personnel Actions, (CSC Memorandum Circular No. 40, s. 1998, as amended by CSC Memorandum Circular No. 15, s. 1999), defines detail as the temporary movement of an employee from one department or agency to another which does not involve reduction in rank, status or salary.

**WHEREAS**, the Commission recognized the need to clarify the policies governing the detail of employees to other departments or agencies, particularly as regards the extent of authority of the mother agency and the receiving agency, the personnel actions covered and other pertinent guidelines to govern the same.

**NOW, THEREFORE**, the Commission resolves to adopt the following policies and guidelines on the detail of employees.

**Section 1. Detail** – is the temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status or salary.

A detail will not require the issuance of an appointment but only an office order which should be issued by the appointing authority. The employee detailed receives his/her salary from his/her mother unit/agency.

**Section 2. Duration of the Detail-** the detail shall be allowed only for a maximum period of one year. Details beyond one year may be allowed provided it is with the consent of the detailed employee. The extension or renewal of the period of the detail shall be within the authority of the mother agency.

If the employee believes that there is no justification for the detail, he/she may appeal his/her case to the proper Civil Service Commission Regional Office. Pending appeal, the detail shall be executory unless otherwise ordered by said regional office. Decision of said regional office may be further appealed to the Commission *en banc*.

**Section 3. Authority over the detailed employee-** During the period of the detail, the mother agency relinquishes administrative supervision over the detailed employee to the receiving agency. Administrative supervision refers to the authority to direct the performance of duties; restrain the commission of acts; and review, approve, reverse or modify acts or decisions of the detailed employee. In this regard, the receiving agency has the responsibility to monitor the punctuality and attendance of the employee, approve requests for leave, evaluate his performance, grant authority to travel and exercise other acts necessary to effectively supervise the employee.

Prior to the effectivity of the detail, the mother agency shall furnish a certification of the available sick and vacation leave credits of the detailed employee to the receiving agency. In the event the receiving agency approves requests for leave by the detailed employee, a copy of the same shall be submitted to the mother agency.

**Section 4. Personnel actions/movements of detailed employee-** With respect to personnel actions such as promotion, transfer, renewal, change of status, demotion, upgrading and reclassification of positions and the like, which require the issuance of an appointment, and other personnel movements such as reassignment, detail, secondment, job rotation and designation which do not necessarily require the issuance of an appointment, including salary adjustment, step-increment and monetization of leave credits concerning the detailed employee, the same shall still be under the jurisdiction of the mother agency notwithstanding that the employee is detailed in another agency.

**Section 5. Authority to discipline detailed employee-** Notwithstanding the detail of the employee, the authority to discipline him/her is still vested in the appointing authority of the mother agency where he/she belongs. As used herein, the authority to discipline includes the determination of the existence of a *prima facie* case against him/her, issuance of a formal charge, issuance of the order of preventive suspension if the case so warrants, conduct of formal investigation, and rendering of the decision on the administrative case.

With respect to the administrative case arising from acts done by the employee in the receiving agency, said agency shall have the right to initiate or file the complaint against the detailed employee subject to the provisions of the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 99-1936, August 31, 1999).

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Section 6. All other existing issuances that are inconsistent herewith are deemed repealed or amended accordingly.

Quezon City, SEP 13 2002

  
KARINA CONSTANTINO-DAVID  
Chairman

  
JOSE F. ERESTAIN, JR.  
Commissioner

  
J. WALDEMAR V. VALMORES  
Commissioner

Attested by:

  
ARIEL G. RONQUILLO  
Director III

FPG/RIM/X1/X15 (dak 7)jr  
/detail-ruc