



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

Memorandum Circular No. 01

Series of 2014

Subject: Guidelines on Employees on CTI Status

The approved Rationalization Plan of the Department provides for the conversion of positions from permanent to Co-Terminus with the Incumbent (CTI) status. This option is available to permanent and Co-Terminus employees whose positions are not included in the New Staffing Pattern and or have not been placed or are awaiting placement.

With the implementation of the Rationalization Plan, some permanent and Co-Terminus employees (those holding private secretary, executive assistant, and driver II positions) have not been placed or are awaiting placement to ISP position. As a result, the status of appointment of these employees will be converted to Co-Terminus with the Incumbent (CTI). Pursuant to Rule III of CSC Memorandum Circular No. 40, series of 1998, security of tenure of CTI employees previously holding permanent positions is dependent on the duration of the service of the position holder. However, these positions, once vacated by the incumbent thru the resignation, promotion, retirement, separation or termination of the incumbent, shall be deemed automatically abolished. On the other hand, tenure of CTI employees holding Co-Terminus with the Appointing Authority shall be until the term of Office of the current DAR Secretary.

These co-terminus employees may not be removed from the service during the said periods except for cause.

In order to clarify the status of CTI personnel and to provide the mechanics for their deployment, these guidelines are issued:

I. General Policies

1. Personnel on CTI Status are DAR employees, and as such, are expected to contribute to the attainment of the Department's targets. They shall be assigned tasks like regular employees where they are most needed and where their skills and expertise are maximized.
2. CTI employees have similar rights, privileges, duties and responsibilities as regular employees except those specifically stipulated in this issuance. They are expected to adhere to office policies, rules and procedures.
3. As far as practicable, deployment of employees on CTI status shall be within the mother unit (i.e. within DARPO/DARRO/DARCO).
4. Deployment outside the mother unit shall be in the interest or exigencies of the service and upon consultation with the employee.
5. Deployment outside the 50 kilometer radius of the mother unit, without the consent of the affected employee may not exceed 30 days.

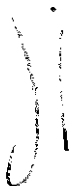
6. Offices/Units which have employees under "coterminous with the incumbent" (CTI) status are prohibited from hiring contract of service personnel for functions similar to those to be performed by the incumbents of the CTI positions.

II. Employment Status and Entitlements

1. For the purpose of coverage or membership with the GSIS, or their right to security of tenure, personnel who are under CTI status, except those who are coterminous with the appointing authority, shall be considered permanent. They shall be entitled to ACA/PERA, travelling expenses, CNA incentives and benefits as well as performance-based bonuses, if qualified, subject to existing CSC, accounting and auditing rules and regulations.
2. Employees under CTI status holding division chief or MARPO positions are not entitled to RATA, except those designated by the Secretary to positions entitled to RATA, provided that the number of personnel receiving RATA will not exceed the number of authorized position entitled to said allowances
3. CTI employees, except those designated by the DAR Secretary to third level, division chief, MARPO, Accountant, Budget Officer, and Personnel Officer positions, have no signing authority. However, they are to sign reports they prepared.
4. CTI employees may apply to vacant regular positions and shall be included in the roster of contenders, subject to CSC rules and regulations. Discrimination by the Selection and Placement Board against CTI employees during deliberations for selection and promotion is prohibited.

III. Reporting Arrangement

1. Unless otherwise directed by the DAR Secretary, CTI employees except division chiefs and MAROs are to report to their mother units starting 2 December 2013 until such time that deployment arrangements are finalized starting January 2014.
2. Division chiefs and MARPOs shall report to the PARPO II for those at DARPO, to the Regional Director for those at DARRO, and to respective Assistant Secretaries for those at DARCO.
3. Employees in abolished/deactivated offices who are awaiting placement shall be supervised by the head of Office where their functions have been absorbed, transferred, or attached (e.g. PSRS employees absorbed by the Policy and Planning Service).
4. Heads of Offices shall be responsible in reporting employees who are unable to comply with the reporting arrangement. Accordingly, employees shall be subject to appropriate disciplinary action to be initiated by the STOD and Personnel Division, at the Provincial/Regional and Central Offices, respectively.



IV. Deployment Mechanics

The CMT-TWG at DARCO and the Sub-CMT Secretariat at the regional office shall ensure the efficient deployment of employees on CTI-status. They are tasked to receive and process requests of offices needing additional manpower and formulate appropriate procedures that shall maximize the expertise of employees on CTI and provide the required manpower of DAR units.

1. At the start of the year or upon the approval of the Office Work and Financial Plan or when the situation calls for it, Heads of Office may request for additional manpower to the Undersecretary, FPAO for DARCO units or to the Chief Administrative Officer for DARRO and DARPO units, indicating the following:
 - Nature/Description of work to be accomplished
 - Number of Personnel required
 - Estimated duration of the engagement (for a maximum of 6 months)
2. The CMT-TWG shall match the requirements with competencies of available CTI personnel. Upon consultation with the immediate supervisor and head of the requesting unit, necessary documents to effect the new assignment (special order, clearance, performance plan) shall be prepared. Should there be no available employees in the pool, the requesting unit and the Administrative Service/STOD shall be advised accordingly.
3. The employee shall report to the requesting office for the duration of the engagement. If place of assignment is outside the 50 kilometer radius of the mother unit, and or will result in the need for relocation or change in residence, deployment to that office may not exceed 30 days with entitlements to travelling expenses.
4. The initial duration of the engagement shall not be longer than 6 months but may be extended depending on the needs of the office.
5. Upon conclusion of the engagement, the employee shall prepare his performance appraisal report for discussion and approval with the head of office of the receiving unit and shall immediately report back to his/her mother unit or new assignment.
6. Appeals on the actual place of assignment shall be resolved by the Regional Director or the respective Undersecretary at Field Office and Central Office levels, respectively.
7. Performance appraisal report shall be submitted to the Personnel Division at DARCO or STOD at DARRO or DARPO shall be the bases in the grant of performance-based bonuses/incentives.
8. Personnel Division at DARCO and STOD at DARRO and DARPO shall be responsible in monitoring the deployment of employees on CTI and in initiating disciplinary actions as necessary.

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V. Performance Plan and Evaluation Report

Prior to actual deployment, the employee shall prepare performance plans based on the agreed performance targets with the head of the receiving unit and in accordance with the existing/approved performance management system of DAR.

At the end of the engagement, a performance appraisal report shall be prepared for discussion with and concurrence of the immediate supervisor and for review of the head of office in the receiving unit.

Performance appraisal report for every assignment shall be consolidated by the HRMO in charge as basis for performance based bonuses and capability building, and other personnel actions.

VI. Capability Development

Employees on CTI status shall be included in the capability development programs of the Department.

The FPAO, through the ARCDS and the Administrative Service at DARCO and the STOD at the regional and provincial office levels are directed to design programs to enhance capabilities of CTI employees based on performance appraisal reports, competency profiles as well as projected requirements of DAR offices.

VII. Prohibitions

1. Designating employees on CTI status which will result to excess in the number of employees receiving representation and transportation allowances (RATA) than the number of authorized positions entitled to RATA.
2. Request for additional employees to attain the number of staff in the old staffing pattern.
3. Deploy employees which would be tantamount to constructive dismissal.

This takes effect immediately and supersedes issuances inconsistent herewith.

23 January 2014. Diliman, Quezon City.


VIRGILIO L. DE LOS REYES
Secretary

Department of Agrarian Reform
Office of the Secretary



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