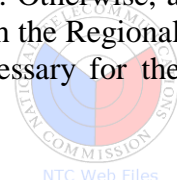


MEMORANDUM CIRCULAR
NO. 06-07-83

SUBJECT: PROCESSING OF APPLICATIONS FOR REGULAR EXAMINATIONS BY REGIONAL OFFICES.

In the interest of service and pursuant to the Decentralization Policy of Government, all applications for regular examinations given within a Region shall be filed and processed in said Region. For this purpose, the Regional Head/Officer-in-Charge shall be guided by the following:

1. The Regional Office shall process all applications for examinations to be held in the Region, in accordance with pertinent rules and regulations of this Commission; prepare the Master List thereof of all applicants found qualified to take the exams; and shall serve notice to all qualified applicants of the specified time and venue for the conduct of the examination.
2. At least two weeks prior to the date of examination, the Regional Head/Officer-In-Charge shall forward to the Central Office a copy of the Master List and a breakdown of the number of qualified examinees for each type of examination in order for the Examination Committee to prepare sufficient copies of test questions for the examinations. The breakdown of the list of qualified examinees for each type of examination shall be communicated to the Central Office at the earliest possible date in order not to cause any delay in the preparation of the examinations.
3. The Regional Head/Officer-In-Charge shall, under his responsibility, see to it that all laws, rules and regulations have been complied with in the processing and preparation of the Master List of qualified applicants and make the necessary arrangement for the conduct of examination, its venue, the specified hours for each examination and the posting of notices for room assignments of the examinees.
4. For the orderly implementation and guidance by the Regional Offices of this memorandum, the Radio Operator and Training School Division (ROTS) shall immediately prepare a checklist of requirements to be submitted or complied with by an applicant for an examination. A schedule of fees for each type of examination shall also be provided by said Division since the collection of payment shall already be received/accepted by the Regional Offices.
5. All Regional Heads/Officer-In-Charge shall immediately communicate with this Office, applications they may have already forwarded to the Central Office for regular examinations to be held in their Region. The ROTSD shall also immediately process all pending applications earlier received by them and if there be sufficient time, the same shall be returned to the Regional Office for consolidation with the Regional Master List of qualified applicants. Otherwise, a Master List shall already be prepared by them for consolidation with the Regional Master List. This shall hold true until such time as may be necessary for the smooth transition of the transfer of function.



This Memorandum Circular shall take effect 17 July 1983 and shall be given wide circulation for the guidance of all concerned and a smooth transition for the decentralization of function.

Quezon City, Philippines, June 02, 1983

ANTONIO C. BARREIRO
Deputy Commissioner

