



MC No. 34, s. 1997

MEMORANDUM CIRCULAR

TO: ALL HEADS OF DEPARTMENT, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT: Requirement for Pre-employment Mental Physical-Medical Examinations

Pursuant to CSC Resolution No. 97-4683 dated December 18, 1997, the Civil Service Commission promulgates and adopts a policy on pre-employment mental, physical-medical examinations to ensure the highest degree of productivity of its employees. All officials and employees entering the government service shall be required to undergo the following tests:

1. Blood Test
2. Urinalysis
3. Chest X-ray
4. Drug Test
5. Neuro-psychiatric Exam (if necessary)

Results of the above-mentioned examinations shall be attached to the revised CSC Form 211 (Medical Certificate for Employment).

All heads of departments/agencies are enjoined to appropriate funds for the above-mentioned examinations as part of the government Physical and Mental Fitness Program.


CORAZON ALMA G. DE LEON
Chairman

22 December 1997



RESOLUTION NO. 974683

WHEREAS, the CSC as the central human resource management agency of the government is mandated by law to develop policies to promote, morale and efficiency;

WHEREAS, the Commission has continued to improve selection and hiring procedures through policy development;

WHEREAS, the Commission noted the need to do a research on Working Conditions;

WHEREAS, the Commission conducted primary documentary research on working conditions and secondary research through documentary review and conducted nationwide Area Conferences of the Council of Personnel of Officers in July and August of this year;


NOW THEREFORE, the Commission hereby resolved as it hereby resolves to adopt a policy on pre-employment physical, mental and medical examination as part of the Physical and Medical Fitness Program of the Bureaucracy;

Resolves further that said pre-employment examinations shall include the following tests:

1. Blood Test
2. Urinalysis
3. Chest X-Ray
4. Drug Test
5. Neuro-Psychiatric Exam, if necessary

Resolves finally that CSC Form 211 (Medical Certificate for Employment) shall be revised as per attached.

Quezon City, **DEC 18 1997**


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERESTAIN, JR.
Commissioner

Affested by:

CARMENCITA GISELLE BRINGAS-BORILLO
Board Secretary VI

INSTRUCTIONS

1. This medical certificate should be accomplished by a government physician.
2. Attached this certificate to original appointments and reinstatements.

FOR THE PROPOSED APPOINTEE

NAME (<i>Last, First, Middle or if married woman, Maiden Name</i>)			AGENCY
ADDRESS			PROPOSED POSITION
AGE	SEX	CIVIL STATUS	

Pre-Employment Medical - Physical Tests

1. Blood Test
2. Urinalysis
3. Chest X-Ray
4. Drug Test
5. Neuro Psychiatric Examination (if necessary)

NOTE: ALL RESULTS OF EXAMINATIONS MUST BE ATTACHED TO THIS FORM.

FOR THE PHYSICIAN

I hereby certify that I personally examined the abovenamed individual and found her/him to be physically and medically fit/unfit for employment.			AFFIX Documentary Stamp
SIGNATURE OF PHYSICIAN	CERTIFICATE NUMBER	OTHER INFORMATION ABOUT THE APPOINTEE	
OFFICIAL DESIGNATION		HEIGHT (Bare feet)	WEIGHT (Stripped)
AGENCY		DATE EXAMINED	

KNOW ALL MEN BY THESE PRESENTS:

This Agreement is executed and entered into on _____ at
Quezon City by and between:

Civil Service Commission, an agency of government created and existing under and by virtue of the Philippine Constitution with principal place of business at Batasan Hills, Diliman, Quezon City herein represented by its Chairman, **HON. CORAZON ALMA G. DE LEON** and herein referred to as the **COMMISSION**:

and

Department of Interior and Local Government created and existing by virtue of its Law of the Philippines with principal place of business at Francisco Gold Condominium, Kamias Road, EDSA, Quezon City and herein represented by its **SECRETARY ROBERT BARBERS** and herein referred to as the **DILG**:

W I T N E S S E T H

WHEREAS, the **COMMISSION** as mandated by law is the Central Personnel Agency in Government and is tasked to develop policies on matters of human resource management;

WHEREAS, the **COMMISSION** conducted nationwide seven area conferences with the members of the Council of Personnel Officers in June to August this year;

WHEREAS, in the seven fora identification of issues/concerns regarding physical and safety work conditions were brought up such as:

- a. regular annual mental, physical-medical check-up for employees,
- b. clean and adequate or no comfort room facilities,

- c. potable water,
- d. safe building or office facilities,
- e. health safety measures against fire and other hazards.

WHEREAS, both the Commission and DILG are in the strong belief that the welfare of employee should be primary concern of employers so as to promote goodwill to its employees. That in the attainment of world class bureaucracy, a healthy and safe work environment is foremost in its agenda thus bringing work satisfaction and in the end higher productivity.

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

1. TARGET BENEFICIARIES:

All local government unit personnel.

2. ROLES AND RESPONSIBILITIES:

a) DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT

i) The DILG shall issue a Memorandum enjoining all local government units to abide by all health and safety requirements issued by law, local ordinance and the Civil Service Commission.

ii) The DILG shall issue a memorandum enjoining all local officials to allot a certain percent of the Local Government Unit budget for the health and safety of its work environment and that of its employees.

iii) The DILG shall use as one of its criteria in the assessment of the performance of Local Chief Executives. The latter concern for the welfare of its constituents and employee through the faithful implementation of CSC issuances.

b) CIVIL SERVICE COMMISSION

i) The COMMISSION together with the local government HRMO, engineering and maintenance personnel shall, from time to time check the work environment of employees in the local government units.

ii) The COMMISSION shall include the provision on welfare of its employees for a healthy and safe work environment as a criterion for accreditation of local government units.

iii) The COMMISSION shall regularly coordinate with the Human Resource Management Officer on the matter of health and safety of the employees in the local government units. The Commission shall bring to the attention of the Local Chief Executive copy furnished Secretary, DILG problems that remain unresolved.

AND EFFECTIVITY

This agreement shall be effective on the day that the agreement is mutually signed by both parties.

In witness whereof, we hereby affix our signatures hereunder this _____ day of _____, 1997.

CORAZON ALMA G. DE LEON
Chairman
Civil Service Commission

ROBERT BARBERS
Secretary
Dept. of Interior and Local Government