

SC CIRCULAR NO. 45-99, August 11, 1999

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TO:

ALL OFFICIALS AND EMPLOYEES OF THE OFFICE OF THE COURT ADMINISTRATOR ALL JUDGES,
OFFICIALS & EMPLOYEES OF THE LOWER COURTS

SUBJECT

1999 INVENTORY OF GOVERNMENT PERSONNEL (IGP)

The Civil Service Commission is undertaking an Inventory of all Government Personnel (IGP) which is a data gathering activity aimed at generating reliable information on government personnel nationwide. This v/ill yield essential indicators useful in both development planning and personnel research. The CSC through its Field Office is requesting the head of the agency for assistance to ensure full compliance with the IGP by all personnel from all levels.

In this regard, may we request you to accomplish the attached CSC-IGP Form 1 and return the same to the Office of Administrative Services, Office of the Court

Administrator within three (3) days upon receipt hereof.

August 11, 1999.

(SGD.) ALFREDO L. BENEPAYO

Court Administrator

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