SWAP-WORK ASSISTANCE PROGRAM (SWAP)

Read online (full-text search, related cases, audio case brief): https://batas.org/library/cf4290f8add2/

Pursuant to CSC Resolution No. 91-695 dated June 11, 1991, the SWAP-Work Assistance Program (SWAP) is adopted. It is a mechanism for orderly exchange of posts and items in the government.

I
Objectives

General – To revitalize and enhance performance of government workers and to increase their productivity through a job-swapping scheme.

Specific – (1) To provide an opportunity for government workers to exchange posts/work stations together with their respective items, to work in agencies geographically closest to their residence.

2. To enable employees to reduce their travel time, expenses, and attendant physical, emotional and mental stresses caused by difficulties of commuting to and from their place of work.

3. to further enhance and enrich their work skills, attitudes and capabilities.

II
Scheme

Under SWAP, the Civil Service Commission (CSC) will help government workers exchange posts and items with the approval of their respective heads. Through this scheme, an Accounting Clerk of the House of Representatives living in San Pedro, Laguna, may swap posts and item with an Accounting Clerk of the Department of Science and Technology (DOST) in Bicutan living in Fairview, Quezon City.

III
Scope and Coverage

SWAP shall cover first and second level employees with permanent status occupying service-wide positions.

III
Mechanics

1. A post exchange system will be established with the Civil Service Commission as the Central Post Exchange and the agency Human Resource Management (HRM) Office as the System outposts.

2. The Outposts will accept applications from employees who wish to avail of the Program assistance scheme.

3. The applicant shall fill up the SWAP Application Form that contains the following information.

- Name of employee

- Position

- Salary and other Benefits

- Residence

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

- Three (3) government agencies to which the employee wishes to transfer.

4. The Source Agency Outposts will submit four (4) copies of the accomplished form to the CSC.

5. The CSC will send a copy of the accomplished form to each of the three (3) target agency outposts and enjoin them to post the same on their Bulletin Boards for the benefit of those who also wish to avail of the scheme.

6. Within two (2) days from receipt of the Form, the Target agency outposts will inform the CSC of the action they have taken.

7. Any incumbent of a similar position in the target agency interested in the post occupied by the applicant-employee may inform the target agency outpost which will contact the source agency.

8. A target may also accept applications from its own employees who may wish to avail of the Program assistance scheme. Upon receipt of such applications, the CSC will process same for matching purposes.

If a match is established, the CSC will inform the employees and the agencies concerned.

9. The necessary clearances will then be effected and the appointment papers prepared for the signature of the respective heads of the Source and Targets agencies.

This Memorandum Circular shall take effect immediately.

Adopted: 18 June 1991

(SGD.) PATRICIA A. STO. TOMAS
Chairman

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.