

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 1

DECLARING ALL NON-CAREER EXECUTIVE SERVICE POSITIONS VACANT AS OF 30 JUNE 2010, AND EXTENDING THE SERVICES OF CONTRACTUAL EMPLOYEES WHOSE CONTRACTS EXPIRE ON 30 JUNE 2010

In order to prevent the unnecessary disruption of government operations and the impairment of all official processes and transactions as well as the delivery of services to the people, the following are hereby directed:

1. All positions occupied by non-CESO presidential appointees are hereby declared vacant as of noon, 30 June 2010. In the meantime, the most senior career executive service officer shall take over as Officer-in-Charge, to perform the duties and discharge the responsibilities of the position until 31 July 2010 or until a replacement has been appointed and has qualified whichever comes first.
2. The Contracts of Services of contractual employees which expire on 30 June 2010 are hereby extended up to 31 July 2010 unless otherwise earlier terminated or renewed by the heads of the hiring agencies in accordance with their specific needs and requirements and subject to pertinent administrative and auditing rules and regulations.
3. Services rendered by the government personnel mentioned in Section 2 herein shall be compensated in accordance with existing civil service, budgeting, accounting and auditing rules and regulations.
4. Officials and personnel referred to Sections 1 and 2 above are hereby finally directed to effect an orderly and complete turn-over of records, documents, books, equipment and other properties of their respective offices to their successors, after the latter shall have been appointed, qualified to and assumed their positions.

This Memorandum Circular shall take effect immediately.

Done in the City of Manila, this 30th day of June 2010

By the President:

(Sgd.) **PAQUITO N. OCHOA, JR.**
Executive Secretary