



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. **032**

SUBJECT : Internal Control Measures in the Selection Process for the Appointment and Promotion of the Official and Employees of the Bureau of Immigration except Presidential Appointees

DATE : SEP 30 2022

WHEREAS, Section 31, Chapter 10, Title III, Book IV of Executive Order No. 292 (E.O. 292). Or the "Administrative Code of 1987," provides for the power of the Secretary of Justice to appoint the officials and employees of the Bureau of Immigration (BI), except officials whose appointments are vested in the President of the Republic of the Philippines;

WHEREAS, there were occasions when complaints were received alleging that the selection process of the BI officials and employees is tainted with irregularities;

WHEREAS, it is essential to enforce additional safeguards to ensure the integrity of the selection process for the appointment and promotion of BI officials and employees under the appointing authority of the Secretary of Justice;

NOW, THEREFORE, and consistent with the provisions of existing laws and rules, the following shall be adopted in the selection process for appointment and promotion of the BI officials and employees except Presidential appointees:

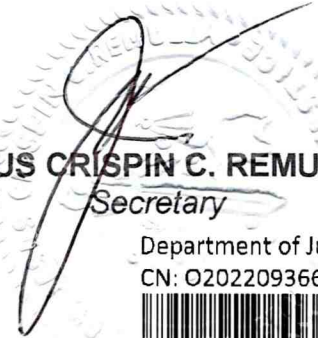

1. **Increased Membership.** The Undersecretary-in-charge of Personnel, this Department, or his authorized representative, shall be added to the membership of the BI Personnel Selection Board.
2. **Submission of All Names.** The complete list of the names of all eligible and qualified applicants, who have met the minimum requirements for appointment or promotion, must be submitted for consideration of the Secretary of Justice as the appointing authority.
3. **Submission of All Pending Administrative Disciplinary Proceedings.** The details of said applicants' pending administrative disciplinary proceedings, if any, such as but not limited to the docket number, case title and status thereof, must also be submitted to the Secretary of Justice.

It is understood that administrative disciplinary proceedings are considered pending after they have been commenced through the filing of the complaint, or the issuance of a Show Cause Order, notice to Explain, Department Order,

Memorandum, or other appropriate action document in accordance with applicable rules.¹ In contrast, as administrative case is deemed pending upon the issuance of a formal charge or a notice of charge to the respondent.²

This Circular shall take effect immediately. All issuances, rules and regulations, or any part thereof, that are inconsistent with this Circular are hereby repealed, amended or modified accordingly.

For strict compliance.


JESUS CRISPIN C. REMULLA
Secretary
Department of Justice
CN: O202209366


Copy furnished:
All concerned.

¹ Sections 3 to 5 of Department Circular No. 023 dated 15 September 2021, and Sections 2 to 5 of Department Circular No. 001 dated 05 January 2015, whichever is applicable.

² Section 46 of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS).