



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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MEMORANDUM NO. 33

Series of 2023

TO: All Vice Chancellors, Deans, Directors Department Chairs, and Unit Heads

SUBJECT: Guidelines on Election Ban for the October 30, 2023 Barangay and Sangguniang Kabataan Elections (BSKE)

In line with the upcoming Barangay and Sangguniang Kabataan Elections (BSKE) scheduled for October 30, 2023, and as per Comelec Resolution No. 10924 promulgated on June 7, 2023, this memorandum serves to inform and guide all offices, units, and affiliated institutions within UPLB of the election-related prohibitions on personnel actions, to wit:

Article XIV

PROHIBITION AGAINST APPOINTMENT OR HIRING OF NEW EMPLOYEES, CREATION OF NEW POSITIONS, PROMOTION OR GIVING OF SALARY INCREASES, REMUNERATION OR PRIVILEGES; TRANSFER OR DETAIL OF CIVIL SERVICE EMPLOYEES; SUSPENSION OF ELECTIVE LOCAL OFFICIALS; AND FILING OF LEAVE OF ABSENCE OF LOCAL TREASURERS

SEC. 356, Prohibited Acts and Period of Prohibition. - From September 15, 2023 (Friday) until October 29, 2023 (Sunday) and during the period of forty-five (45) days before the conduct of BSKES:

- a. Except upon prior authority of the Commission, no head or appointing officer of any national or local government office, agency or instrumentality, including government-owned or controlled corporations shall:
 - i. Appoint or hire any new employee, whether permanent, provisional, temporary, substitute or casual.*
 - ii. Create and fill any new position.**
- b. No government official shall promote or give any increase of salary or remuneration or privilege to any government official or employee, including those in government-owned or controlled corporations.*

CHAPTER II
TRANSFER OF OFFICERS AND EMPLOYEES IN THE CIVIL SERVICE

SEC. 376. Prohibited Act and Period of Prohibition - No public official shall, make or cause any transfer or detail whatsoever of any officer or employee in the civil service, including public school teachers, within the election period, except upon prior written authority of the Commission.

The phrase "transfer or detail" shall be construed in general terms. Any movement of personnel from one station to another, whether or not in the same office or agency, during the election is covered by the prohibition.

Transfer incidental to promotion, as well as that incidental to appointment, is within the purview of the prohibition against transfers during the election period.

The ban shall likewise include any movement consequent to an order for the return or recall of the detailed, assigned or reassigned personnel to the original or previous place of assignment within the period of prohibition.

Compliance with these prohibitions is mandatory for all UPLB offices and units. Non-adherence to these guidelines may result in sanctions in accordance with Comelec regulations and other applicable laws.

For strict compliance and dissemination to all concerned.



ROLANDO T. BELLO
Vice Chancellor