

[MEMORANDUM CIRCULAR NO. 4, August 22, 2016]

COURTESY RESIGNATIONS OF PRESIDENTIAL APPOINTEES

1. In view of the President's desire to rid the bureaucracy of corruption, and to give him a free hand in achieving this objective, all presidential appointees are hereby directed to tender their unqualified courtesy resignations within seven (7) calendar days from date hereof, except the following:
 - a. Newly appointed Cabinet Secretaries, Undersecretaries, and Assistant Secretaries in their respective Departments, including presidential advisers or assistants with the equivalent rank as aforementioned;
 - b. Other officials in the Executive Department, including state universities and colleges, and government-owned or -controlled corporations (GOCCs), appointed by the incumbent President;
 - c. Career officials as defined by the Civil Service Laws, rules, regulations;
 - d. Judiciary;
 - e. Officials whose offices are created by virtue of the Philippine Constitution (e.g. Constitutional Commissions, Ombudsman, etc.); and
 - f. Those whose appointments are frequently being processed or who may be appointed by the President shortly after the effectivity of this Memorandum Circular. Presidential appointees in the Armed Forces of the Philippines and the Philippine National Police shall be dealt with separately.
2. Courtesy resignations shall be submitted to the Heads of Departments or Offices exercising supervision or control over the appointee, or to which the latter's office is attached, copy furnished the Office of the President thru the Executive Secretary.
3. In the case of GOCCs, courtesy resignations shall be submitted to the departments respectively exercising supervision over them; otherwise, to the Office of the President thru the Executive Secretary.
4. Only the President, or the Executive Secretary by authority of the President, may act on courtesy resignations, taking into consideration the recommendation of the department or agency head concerned and in accordance with existing laws and jurisprudence.