

[CSC MEMORANDUM CIRCULAR NO. 24, June 18, 1991]

SWAP-WORK ASSISTANCE PROGRAM (SWAP)

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.