

# [ Commonwealth Act No. 598, August 19, 1940 ]

## **AN ACT RELATING TO THE PROCEDURE IN THE ADMINISTRATIVE DISCIPLINE OF SUBORDINATE OFFICERS AND EMPLOYEES IN THE CIVIL SERVICE AND CREATING A CIVIL SERVICE BOARD OF APPEALS.**

*Be it enacted by the National Assembly of the Philippines:*

SECTION 1. Section six hundred and ninety-five of the Revised Administrative Code, as amended by section twenty-three of Commonwealth Act Numbered One hundred and seventy-seven, is further amended to read as follows:

"Sec. 695. *Administrative discipline of subordinate officers and employees.* - The Commissioner of Civil Service shall have exclusive jurisdiction over the removal, separation and suspension of subordinate officers and employees in the Civil Service and over all other matters relating to the conduct, discipline, and efficiency of such subordinate officers and employees, and shall have exclusive charge of all formal administrative investigations against them. He may for neglect of duty or violation of reasonable office regulations, or the interest of the public service, remove any subordinate officer or employee from the service, suspend him without pay for not more than two months, reduce his salary or compensation, or deduct therefrom any sum not exceeding one month's pay. From any decision of the Commissioner of Civil Service on administrative investigations, appeal may be taken by the officer or employee concerned to the Civil Service Board of Appeals within thirty days after receipt by him of the decision."

SEC. 2. There shall be a Civil Service Board of Appeals composed of three members to be appointed by the President of the Philippines with the consent of the Commission on Appointments of the National Assembly from among persons already in the Government service, and who shall hold office for a period of one year from the date of their appointment unless sooner relieved by the President. The President shall designate the chairman of the Board. The Civil Service Board of Appeals shall have the power and authority to hear and decide all administrative cases brought before it on appeal, and its decisions in such cases shall be final, unless reversed or modified by the President of the Philippines. In order to carry out its functions and to perform its duties properly, the Civil Service Board of Appeals may adopt such rules and regulations as it may deem proper and convenient for the conduct of cases brought before it and may utilize the services of such employees of the Bureau of Civil Service as it may require.

SEC. 3. The Civil Service Board of Appeals created under Executive Order Numbered Thirty-nine, dated June twenty-third, nineteen hundred and thirty-six, confirmed by Resolution Numbered Forty-five of the First National Assembly, approved September thirtieth, nineteen hundred and thirty-six, is abolished and all the cases now pending before it, together with its unexpended appropriation, equipment and supplies, shall be transferred to the Civil Service Board of Appeals herein created.

SEC. 4. This Act shall take effect upon its approval.