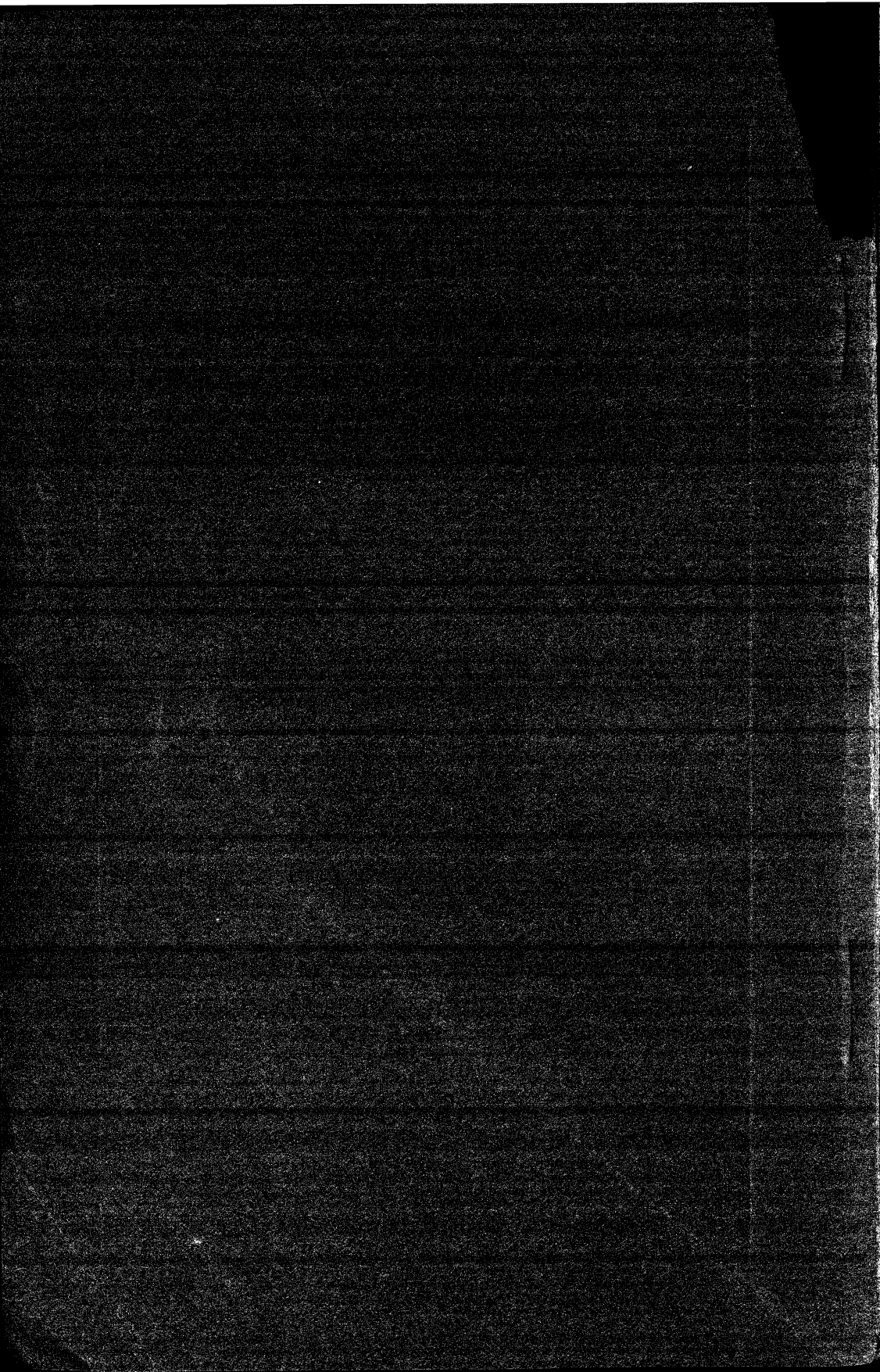


TWENTIETH ANNUAL REPORT OF THE BUREAU OF CIVIL SERVICE

TO THE
GOVERNOR-GENERAL
OF THE PHILIPPINE ISLANDS

FOR THE
YEAR ENDED DECEMBER 31, 1919

MANILA
BUREAU OF PRINTING
1920



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CONTENTS

	Page.
Examinations	5
Frauds	7
Appointments	9
Promotions, reductions, reinstatements, and transfers.....	10
Temporary employment.....	11
Personnel	12
Separations	13
Leave of absence.....	14
Retirements	15
Financial statement.....	16
Changes in Bureau personnel.....	16
Appendix	19
Statistics	20
Examinations	20
Appointments in the Philippine civil service during the year 1919	22
Appointments made in the Federal civil service in the Philippine	
Islands during the year ended December 31, 1919, upon cer-	
tification of the Bureau of Civil Service.....	24
Number and salaries of Americans and Filipinos in the service..	25
Extracts from the Administrative Code relating to the civil	
service	29
Act providing for a gratuity by reason of retirement to officers	
and employees of the Philippine Government who have ren-	
dered satisfactory service during six continuous years or	
more and for other purposes.....	61
Act to amend section 1 of Act Numbered Twenty-seven hundred	
ninety-six, designating a new time limit for the filing of	
applications for retirement, and for other purposes.....	64
Act fixing the salaries of certain officers and employees of the	
Government of the Philippine Islands.....	64
Civil Service Rules.....	68
Rule I. General provisions and definition of terms.....	68
II. Applications for examination.....	69
III. Examinations	70
IV. Rating of papers and eligibility.....	71
V. Certifications	71
VI. Temporary service	73
VII. Reinstatements	74
VIII. Transfers	75
IX. Promotions	76
X. Appointment and employment.....	78
XI. Examination requirements relating to appointment	
and promotion	78
XII. Procedure in reductions, separations, and suspensions	80
XIII. Prohibitions and penalties.....	81
XIV. Official record of officers and employees.....	83
XV. Hours of labor.....	84
XVI. Leave of absence.....	85

Appendix—Continued.

	Page.
Executive order relating to private business.....	90
Executive order relating to service of officers and employees of the Government in the Philippine National Guard.....	91
Memorandum order of the Governor-General relative to coursing of correspondence affecting the service.....	93
Memorandum order of the Governor-General, relating to tempo- rary employment	93
Memorandum order of the Governor-General, relating to suspen- sion of subordinate officers and employees.....	95
Memorandum order of the Governor-General, relating to the granting of permission to seek transfer.....	97
Memorandum order of the Governor-General, relating to pro- motions	97
Memorandum order of the Governor-General, relating to exam- ining committees and special examiners.....	98
Circular No. 73 touching political activities of persons in the service	99
Index	101

TWENTIETH ANNUAL REPORT OF THE BUREAU OF CIVIL SERVICE

THE GOVERNMENT OF THE PHILIPPINE ISLANDS,
BUREAU OF CIVIL SERVICE,

MANILA, *March 12, 1920.*

SIR: I have the honor to submit the following report on the work of this Bureau for the year ending December 31, 1919.

EXAMINATIONS.

The number of competitors in examinations has increased greatly since the organization of the Bureau of Civil Service. During the first year in which competitive examinations were given to fill government positions, 1,820 persons took the educational examinations offered. Last year the number of such persons was 12,033, while 54 were examined in non-educational subjects, making a total of 12,087. The number of kinds of educational examinations held was 90, one less than in the previous year. In the last four years the number of different examinations has increased from 52 to the number above-given. Some examinations have to be held several times during the year and for this reason 140 different sets of papers were prepared and rated. Of those who entered educational examinations for the insular service during the year 1919, only 36 were Americans, a decrease of 50 per cent over the year 1918. There were also fewer competitors for the federal service, a circumstance accounted for by the fact that no special federal examination was announced. The banner years of American competition were 1901 and 1902, when Americans formed 40 per cent of the total number of competitors. How the policy of Filipinization has worked is shown by the fact that American participation in examinations last year only amounted to the insignificant percentage of 0.003.

Perhaps nothing better shows the progress made by Filipinos in the use of English than a study of civil service examination records. Until 1905 the number of Filipinos examined in Spanish greatly exceeded that of those using English. In

that year 55 per cent of the Filipino competitors were examined in Spanish, but last year the percentage was only 3.5. It will thus be seen that examinations in Spanish now form a negligible part of the work of the bureau and unless special mention is made of the fact that competitors in Spanish are included, this report deals only with examinations taken by Filipinos in English. Appendix Table C gives a detailed statement of the examinations held in Spanish.

The number of applicants in 1919 was 206 less than in 1918. The restrictions placed on entrance to examinations doubtless cut down the total and the policy of holding examinations only when absolutely necessary effectively restricted the number of applicants. For instance, the second grade examination scheduled to be held in Manila in December, 1919, was indefinitely postponed for the reason that the one held in September (in which there were 1,183 competitors) produced a sufficient number of eligibles to permit the postponement without inconvenience. Fortunately, the examining division thus obtained a measure of relief from the pressure under which it had been working.

This division has had to work hard to keep up with the work which has fallen to it in the last two years on account of the increasing number of examinations and competitors. The appropriation for 1920 provides a number of new positions for this division but positions of ₱2,400 per annum or more should be allowed in order that the best qualified men can be secured.

While no person who qualifies under the law and rules has been denied examination, it is felt that the restrictions which were placed on admission to examinations have worked to the advantage of the Government. There has been an attempt to discourage the examination of those who are unfitted or who wish a report of ratings signed by the Director of this Bureau for the sole purpose of using it as a recommendation to obtain commercial employment. That commercial firms regard the examinations held here in high esteem is indeed a thing of which the bureau is proud but the profit is not worth the labor.

It is difficult for many civil service employees to study and prepare for an examination after a hard day's work in the office, yet their services may be such as to entitle them to consideration for higher salaries. To the end that these employees might be given a fair opportunity to qualify in a higher grade and yet be required to demonstrate their knowledge and ability, a first grade promotion examination was held in which a 25 per cent weight was allowed for training and experience.

Two hundred seventy-nine persons availed themselves of the opportunity to qualify in the examination. The success of the experiment warrants its repetition in 1920 and the gradual extension of the principle to other classes in the service.

It may be noticed that the percentage of those who passed is much lower for the year 1919 than it has been for several years. The great number of failures in the examinations for the teaching service is largely responsible for this fact. The character of the examinations was changed at the suggestion of the Bureau of Education and the applicants for the examinations may not have had time to adjust themselves to the changes in subjects. The percentage of persons passing in the other examinations was about normal, although in the first grade it dropped from 15 to 11 per cent and in the second grade it rose from 12 to 17 per cent. It is believed that the results from the teachers' examination will return to normal as soon as the teachers become familiar with the character of the new examinations.

A gratifying feature of the first grade examination was the great increase in those desirous of qualifying for entrance. This means the addition to the service of well educated young men whose intelligence soon makes them valuable employees. Only a few years ago a hundred competitors in this examination was a large yearly total but the year 1918 saw 144 competitors and in that just past the figures jumped to 320. The increase of competitors in the first grade for promotion from 443 in 1918 to 895 in 1919 is largely attributable to the promotion examinations above-mentioned and to the desire of employees to take advantage of the many opportunities now open to them in the way of well paid positions.

During the early part of the year a new manual of information was prepared by the Chief Examiner and issued for prospective applicants. This pamphlet was the most comprehensive that has been issued by this Bureau for some time and filled a need. For the sake of economy it was issued as a salable document by the Bureau of Printing the price being fixed at twenty centavos postpaid.

FRAUDS.

It is a matter for regret to have to say that last year there were more cases of fraud in the conduct of examinations than in any year of which there is record. Local examining committees seem to have become careless in the manner in which

they conduct examinations and the result has been that there was a great deal of collusion between competitors. In nearly all cases the collusion was very evident and was discovered during the marking of the papers. The papers of such competitors were canceled and the offenders were debarred from examination for the period of a year, the committees reprimanded, and in some cases changed as to personnel. The committee at one place was abolished as the result of the utterly careless manner in which it had performed its duties.

In another place the provincial treasurer, chairman of the committee, allowed the package containing the questions to lie on his desk where it was seen by a prospective competitor, an employee of his office and his brother-in-law. This man opened the package and would have obtained the highest rating ever received by any competitor had not the fraud been discovered. It was impossible directly to connect the treasurer with the opening of the papers but because of his carelessness he was removed from the committee.

The chairman of the committee at Romblon went so far as to give definite aid to a competitor during an examination. Information of the fact was laid with this bureau and an investigation undertaken which resulted in his dismissal from office. A criminal charge for violation of section 2674 of the Administrative Code resulted furthermore in his conviction by the Court of First Instance of Romblon. The trial of an examiner of this office for the commission of a similar offense is to be held soon. He has been dismissed from the service and the evidence appears to be conclusive enough to warrant a conviction.

Reverence and respect for civil service examination had become a tradition in the service, and if that attitude is to be maintained, there must be absolute fairness in the conduct of examinations. Whenever a committee allows competitors more than the allotted time or fails to detect collusion or fraud, the competitors in that region lose faith in the integrity of the civil service system. The higher officials usually have the strength of character necessary to demand strict observance of the rules governing examination, but they use the slightest pretext for absenting themselves from the examination rooms and leave the examination to be conducted by subordinates of little experience and less strength of will who fail to inspire the necessary respect. The Governor-General has issued an order calling for strict observance of the wishes of this office which is confident that admonition from so high a source will have the desired effect of securing the best service.

APPOINTMENTS.

Two thousand forty-five probational appointments to classified positions were attested during the year as against 1,902 in 1918. There were 443 reinstatements in the service, an increase of 51 over the preceding year. It can be assumed to be a healthy sign when of the total of 2,488 new appointments, 18 per cent are reinstatements. Very probably the bonus which was, and still is, given in addition to the salary, was responsible for so many reinstatements, but whether or not the men attracted back into the service were the highly efficient and capable class, or whether they were such as had found commercial life to be too arduous or who had failed of success, is a matter which cannot be determined.

The total of Americans appointed during the year was 91, or about one-third of the number separated. Of these, 60 were brought from the United States and 31 were appointed in the Philippines. The positions to which they were appointed were: Sixty-six in the teaching service and 25 in other professional or technical positions. Practically all of the appointments in the Philippine Islands were merely changes of status from temporary to permanent. Of the new appointments of Filipinos made, 1,963 were probational and 434 were reinstatements. Three of those probationally appointed were from the United States. Special attention is invited to the fact that only 30 original appointments were made from the Spanish registers as against 1,933 from registers made as a result of examinations in English. This shows that appointing officers no longer require or care for the services of persons educated in Spanish only, and that the general public has now become so well acquainted with the English language that 98.5 per cent of the original appointments of its permanent classified personnel could be appointed as a result of examinations in that language.

Acting for the United States Civil Service Commission, the Director of Civil Service certified to the appointment of 10 persons to the federal service in the Islands during the year. Two of these were Filipinos and of the eight Americans, six were appointed originally or by promotion and two by transfer. On the other hand the United States Civil Service Commission held examinations for the Philippine service and greatly assisted in the work of securing persons in the United States for positions here. The Commission has ever shown itself very willing to coöperate with this Bureau in every way.

PROMOTIONS, REDUCTIONS, REINSTATEMENTS, AND TRANSFERS.

For the whole year 1919 there were 8,064 appointments by promotions, reinstatements, and transfers, an increase of 1,014 over the preceding year. The following table shows the comparative number of appointments made through changes in the service during the year given:

	1916	1917	1918	1919
Promotions	1,641	3,469	5,783	6,701
Reductions	11	29	28	36
Reinstatements	278	245	390	442
Transfers	471	700	849	885
	2,401	4,443	7,050	8,064

The large increase in appointments was due to the greater frequency of promotions (918 over the preceding year). The fact that the promotion restrictions were in force in 1916 and 1917 accounts for the small number during those years. Recently too, it has been recognized that promotions were necessary in order to meet competition in commercial fields and to retain good and experienced men. While very many exceptional case promotions were allowed, quite a number of them were entirely justified if the policy of the Government is to retain its best servants. As has been shown, there is practically no difficulty in securing material for entrance into the service, except in the cases of stenographers, engineers, and other professions demanding specialized knowledge. The problem is not to secure employees but to hold the best of those now in the service.

The bonus which was allowed in the appropriation act was probably the greatest reason for the increase in the number of reinstatements. Mention is made elsewhere in this report of the proportion which the number of reinstatements bears to the total number of new appointments and comment is made thereon. Strange to say the number of reductions increased from 28 to 36. These reductions were caused by; change of position or assignment, 7, neglect of duty, 1, expiration of contract, 3, reduction of the appropriation, 25.

From time to time the Director of Civil Service has called attention to the baneful effects on the service of transfers. However, their number continues to increase, having almost doubled in the last four years. There is something to be said in favor of the granting of transfers when the best interests of the service call for them but most of the changes of per-

sonnel in the past year have been due to a restless seeking for positions that insure higher compensation.

TEMPORARY EMPLOYMENT.

Since the promulgation of the memorandum order of His Excellency, the Governor-General, dated July 9, 1915, regarding temporary employment there had been noted an improvement with respect to this class of employment and a steady decrease in volume. However, owing to the expanding activities of the service the number of temporary appointees materially increased last year. The number of Filipinos temporarily employed rose from 347 in clerical positions and 3,808 in unclassified and non-clerical positions to 410 in clerical and 4,743 in unclassified and non-clerical employments, or a total net increase of 998 over the preceding year. This increase is distributed as follows: In the Insular and judiciary services, 663; in the provincial service, 152; and in the municipal services of Manila and Baguio, 183. The increase in the last named services was due largely to the appointment of 145 patrolmen and detectives. In the legislative and executive departments it was largely due to appointments in the following bureaus: Bureau of Commerce and Industry, 283; Bureau of Lands, 176; Bureau of Public Works, 172; Bureau of Posts, 83. There were, to be sure, considerable reductions in some bureaus and small increases in others.

But 5 Americans are temporarily holding clerical positions as against 10 last year. Four of these are stenographers, while the other holds a position for which it has been found impracticable to hold an examination. Of the 169 Americans in the temporary service who hold non-clerical positions (there were 205 in the year previous), 66 are in the teaching service, 65 are engineers, foremen, overseers, inspectors or skilled laborers whose duties and knowledge are necessarily technical. The remainder are scattered among the different branches of the service.

It should be pointed out that much of this temporary employment is necessary and cannot be avoided. It often happens that it is inconvenient or impracticable to hold examinations to obtain eligibles for all of the varied positions that become available and thus appointees are compelled to accept temporary status. Insistence is always made, however, that when eligibles are available, they be offered the position. Many appropriations are for work that is of a temporary or emergency character, but even in such cases eligibles are given the first opportunity to accept employment. Thus it happens, therefore, that there

are hundreds of so-called temporary employees who have passed civil service examinations but who cannot be given regular status. This office is ever on the alert to make positions in the classified service truly competitive and existing temporary employment will be done away with whenever it is possible. The turnover in this class of service is very great as very frequently a position is held by several different persons during the year. This is another argument against the use or extension of this class of employment. It is very expensive on account of the necessity of training new men, unstable, and tends to breed partiality and favoritism.

PERSONNEL.

The official roster, issued as of the date of July 1 each year, includes the names of all permanently appointed and elected officers of the Insular and provincial governments. The last issue contained the names of 760 Americans and 12,047 Filipinos. These figures represent a decrease of 188 in the number of Americans and an increase of 1,181 Filipinos, or a net increase of 993 persons over the preceding year, but they do not include 174 Americans and 5,153 Filipinos employed in temporary positions. There were, therefore, on July 1, 1919, if these latter are included, approximately 2,000 more employees in the service than on the same date of the preceding year. This is the largest increase in several years and indicates the growth of the government's business and the expansion of its activities.

The number of Americans employed as distributed in different bureaus and offices is as follows: Bureau of Education, 356; Police Department, 63; University of the Philippines, 48; Bureau of Public Works, 43; Philippine Constabulary, 33; Bureau of Posts, 21; Fire Department, 21; Bureau of Agriculture, 17; Department of Engineering and Public Works, City of Manila, 17; Bureau of Lands, 16; Philippine Health Service, 14; Bureau of Prisons, 13; Office of the Governor-General, 10; and Bureau of Science, 10; and 78 are distributed in small numbers in different bureaus and offices. It will be noticed that those bureaus and offices in which large numbers of Americans are employed are the ones which employ professional and technical men or men possessed of special qualifications, such as first-class patrolmen, firemen, and prison guards, or post-office inspectors and telegraph operators, but there has been a general lessening of the number of Americans employed in nearly all bureaus and offices.

Because of the liberal provisions of the Retirement Law and other reasons the Filipinization of the service proceeds rapidly.

Bureau chiefs should be chary of dispensing with the service of Americans, however, until they are assured that qualified successors are ready to take over the work.

The total number of Filipinos employed on July 1, 1919, was 12,047 which is 1,181 more than the preceding year. This notable increase in personnel took place in the following bureaus and offices: Philippine General Hospital, 16; Philippine Constabulary, 32; Bureau of Education, 205; University of the Philippines, 57; Philippine Health Service, 48; Bureau of Customs, 26; Bureau of Internal Revenue, 46; Bureau of Agriculture, 41; Bureau of Lands, 44; Bureau of Science, 15; Bureau of Public Works, 64; Weather Bureau, 32; Bureau of Posts, 154; Bureau of Supply, 16; Bureau of Commerce and Industry, 76; Bureau of Labor, 24; provincial service, 65; Fire Department, Manila, 11; Police Department, Manila, 71; Department of City Schools, Manila, 66; Department of Engineering and Public Works, Manila, 17 and the remainder in small proportion in other bureaus and offices.

SEPARATIONS.

The number of separations of Filipinos during the year was 1,370. Of these, 1,140 were due to voluntary resignations; 89 to deaths, 122, or 9 per cent of the total, were for cause; one employee was separated by reason of the abolition of his position and 18 were allowed to resign but advised that reinstatement would not be favorably considered. Of the separations for cause 35 were for misconduct, 33 for breach of trust involving money responsibility, 49 for unsatisfactory services and neglect of duty and 6 for abandonment of post.

Of the American personnel 262 were separated during the year. Of these, 243 resigned voluntarily, 7 died, 4 were removed for cause, and 8 for breach of contracts. These latter were teachers who had been brought to the Islands at Government expense under the usual two years contract or who had entered into a special contract in the Islands to remain for a given time. Much trouble has been experienced with the teachers brought over during the year. If, as so many are, they are young and attractive women, a great deal of pressure is brought upon them to leave the service and marry. If they are men, they can easily secure more remunerative positions in business houses. Some have cheerfully returned the expense of transportation the Government was put to in order to bring them out but in other cases it has been necessary to file civil actions against the employee for recovery of damages. Three of such suits are now pending trial.

Due to the fact that the clerical force of this office is so occupied with merely the routine work, it has been found impossible to keep the statistics which the undersigned would like to have at his command. It is therefore impossible to furnish a complete and detailed information with regard to the number of separations and it can only be stated that they amounted to 1,632, a rather large number. From approximate figures that have been worked out, it is found that the annual turnover in the Government service is high, about 12 per cent. This means that of every eight employees, at least one resigns and a new man has to be examined to replace him and be trained in the work of the office. The cost of examining and training new men is considerable and must be borne by the Government largely because the young Filipino looks upon government service as merely an entrance into some other sort of work, hoping to leave the service as soon as he finds out what sort of a life career he desires to follow. It has ever been the desire of the Government to make its service so attractive that employees will be induced to enter it with the intention of remaining as long as they retain their ability to do the work assigned to them, but the offices of the Government are filled with young men studying law, commerce and other branches of learning who look upon government service as a mere meal ticket to be used during the completion of their studies. It is difficult to say what remedy can be had for this situation; there probably is none, unless it be to increase the present inadequate salaries of chiefs and assistant chiefs of Bureaus and Offices as an inducement to really good men to remain in the service and to climb to the top. It would be encouraging, however, if many of these bright young men could be induced to turn their attention to the study of stenography, science, engineering, and other practical courses.

On the other hand, there is a grave danger, even with the application of Civil Service Rules, of filling offices with dull and incompetent persons who hold their positions by just staying over the margin of efficiency. It is difficult to get rid of such persons and careless officers are wont to give them increases in salary and thus encourage them in their sinecures. For each incompetent employee there has to be some sort of additional help, and the undersigned is convinced that many offices could be run more efficiently if fewer but better clerks were employed.

LEAVE OF ABSENCE.

During the year, 40,610 applications for leave were acted upon by the Bureau of Civil Service as compared with 36,701 in 1918,

and 27,415 in 1917. The great increase in the number of applications for leave can be attributed partly to the fact that the privilege of leave of absence was extended to apprentices and craftsmen of the Bureau of Printing (Act 2861), and partly to allowance of accrued leave to municipal treasurers by the enactment of Act 2741 on February 18, 1918. Another factor in increasing in the number of applications received is the amendment of the Leave Law relative to the reduction of the service required of telegraph operators to entitle them to vacation leave from one year to six months of service and to the increase in the amount of leave allowed them. Mention has been made of the growth in personnel. At least one-half of these new employees are entitled to leave and the greater number of applications received in the year may therefore be largely ascribed to the increase. During the special session the Legislature enacted Act No. 2870, authorizing the commutation of accrued leave of officers and employees detailed for service in foreign countries or sent thereto as government students. Government employees who were sent to the United States to specialize in their line of work naturally applied for the commutation of all accrued leave due them before their departure from the Islands.

RETIREMENTS.

The following table shows the operation of the Retirement Law to date:

Year.	Number retired.		Total salaries.		Gratuities.			
	Americans.	Filipinos.	Americans.	Filipinos.	Americans.		Filipinos.	
					Total.	Average.	Total.	Average.
1916.....	298	61	₱1,175,213.00	₱71,124.00	₱1,053,357.00	₱3,534.76	₱66,022.00	₱1,082.33
1917.....	187	28	847,117.80	40,650.80	769,239.19	4,113.58	39,899.60	1,424.99
1918.....	153	31	672,898.00	29,722.00	643,020.40	4,202.75	29,243.20	943.33
1919.....	155	40	615,366.80	44,261.00	536,640.80	3,462.20	41,762.00	1,044.05
Total.....	793	160	3,310,595.60	185,757.80	3,002,257.39	3,785.95	176,926.80	1,105.79

The liabilities incurred because of the retirements during the year amount to ₱978,402.80, which, together with the liabilities incurred during the three preceding years makes a total of ₱3,179,184.19 up to December 31, 1919, of which ₱2,225,543.67 had been paid on that date. The amount appropriated for the payment of gratuities during the year 1919 was ₱800,000 and inasmuch as ₱806,014.27 was paid during the year, the difference had to be covered by the transfer of funds in accordance with the provisions of Act 2589. Mention was made in the previous report of the undersigned that Act 2796 amended the

original retirement law (Act 2589) by extending the time during which applications for retirement might be submitted, and providing furthermore that leave without pay taken by employees for reasons beyond their control should not operate to nullify the person's right to retirement. During the preparation of this report, the date for filing application for retirement was again extended by the Philippine Legislature until June 30, 1920. Not so many employees are affected by this law and while the increase of work on the part of this office will be felt, it will not be great enough to congest the work.

FINANCIAL STATEMENT.

The following table shows the expenditures of the Bureau of Civil Service together with the amounts appropriated by Act 2785:

Purpose.	Expenditure.	Appropriation.	Saving.	Deficit.
Salaries and wages	₱84,054.11	₱95,895.00	₱11,840.89
Contingent expenses:				
Traveling expenses of personnel	970.44	1,600.00	629.56
Freight, express, and delivery service	17.33	200.00	182.67
Postal, telegraph, telephone, and cable service	2,463.33	2,055.00	₱408.33
Illumination and power service	2,142.00	2,380.00	238.00
Other services	213.64	280.00	66.36
Consumption of supplies and materials	6,640.00	6,040.00	600.00
Printing and binding reports, documents, and publications	3,319.05	3,650.00	330.95
Maintenance and repairs	144.83	175.00	30.17
Rental of building, including removal and installation expenses	6,000.00	6,000.00
Total contingent expenses	15,910.62	22,380.00	7,477.71	1,008.33
Furniture and equipment	3,717.87	4,000.00	282.13
Grand total	103,682.60	122,275.00	19,600.72	1,008.33

The sums appropriated for postal, telegraph, telephone, and cable service and for consumption of supplies and materials were less than the amount needed and there was a consequent deficit of ₱408.33 on the first item and of ₱600 on the second. These deficits were covered by transfers of funds as provided by section 6 of the Appropriation Act. The appropriation for these two items has been increased and it is expected that the Bureau will not be handicapped as it has been in the last two years because of insufficiency of funds to carry on the routine work. The income of the Bureau amounted to ₱4,390.92 and since there was a net saving of ₱18,592.40 a total of ₱22,983.32 reverted to the Insular Treasury on December 31, 1919.

CHANGES IN BUREAU PERSONNEL.

Mr. Enrique V. Filamor, Assistant Director of the Bureau was, on April 16, 1919, transferred to a similar position in the Philippine Library and Museum. On the same date, Mr. Jose

Gil, Secretary of the University of the Philippines, was appointed Assistant Director of Civil Service in his stead. Later the Bureau lost the valuable services of its chief clerk, Mr. Marciano Guevara, the Bureau of Audits being able to offer him greater compensation and better opportunities for advancement.

The Bureau still continues to be handicapped by the lack of office space referred to in the last report. The Legislature again made provision for the rental of a building when found, but so far none at all suitable has been discovered. Until the Government adopts a definite building program, however, the situation will perforce have to be endured.

Respectfully submitted.

P. R. ANGELL,
Director of Civil Service.

To His Excellency,
The GOVERNOR-GENERAL,
Manila, P. I.

APPENDIX

TABLE A.—Results of educational examinations in English taken by Filipinos during the year 1919.

Kind of examination.	For original appointment.						For promotion or transfer.						Total.					
	Number Examined.		Number passed.		Per cent passed.		Number examined.		Number passed.		Per cent passed.		Number examined.		Number passed.		Per cent passed.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
1. Agent, animal insurance	10		1		10								10		1		10	
2. Agent, Internal Revenue	1						11						12					
3. Agent's Assistant, Internal Revenue	8						5						13					
4. Agronomist, assistant	3						8						11					
5. Agronomist, junior	1						1						1					
6. Animal husbandman, assistant	2						2						4					
7. Animal husbandman, junior	1												1					
8. Apprentice	46		26		57								46		26		57	
9. Assistant, agricultural	13		1		8		7		2		29		20		3		15	
10. Assistant, junior agricultural	36		3		8								36		3		8	
11. Bacteriologist, assistant	1	1	1		100								1	1	1		100	
12. Bacteriologist, junior	10		5		50								10		5		50	
13. Bookkeeper	3						19		1		5		22		1		5	
14. Bookkeeper, junior	73		8		11		63		16		25		136		24		18	
15. Botanist, junior	1		1		100								1		1		100	
16. Cadet	8												8					
17. Chemist, junior	3		1		33								3		1		33	
18. Clerk, law	10		5		50		13				54		23		12		52	
19. Clerk of court	1						9		5		56		10		5		50	
20. Computer, junior	87		10		11								87		10		11	
21. Division Superintendent of Schools							3						3					
22. Draftsman, assistant general							1		1		100		1		1		100	
23. Draftsman, junior architectural	10		8		80								11		8		73	
24. Draftsman, junior topographical	42		13		31								42		13		31	
25. Engineer, Assistant Civil	6		2		33		9		4		44		15		6		40	
26. Assistant electrical							1		1		100		1		1		100	
27. Civil	2		1		50		6		2		33		8		3		38	
28. Junior Assistant Civil	1		1		100		1						2		1		50	
29. Junior Assistant Electrical	1		1		100								1		1		100	
30. Mechanical							1		1		100		1		1		100	
31. Fireman, first-class							6						6					
32. Fireman, second-class	40		15		38								40		15		38	
33. First Grade	319	1	35		11		892	3	83	1	9	33	1,211	4	118	1	10	25
34. First Grade (Federal)	1												1					
35. Horticulturist, assistant							2		1		50		2		1		50	
36. Inspector assistant	2						20		6		30		22		6		27	
37. Assistant lighthouse							1						1					
38. Assistant sanitary	171		11		6		2						173		11		6	
39. Junior assistant fiber	52		3		6		12		1		8		64		4		6	
40. Livestock	119		20		17		7		1		14		126		21		17	
41. Medical							1		1		100		1		1		100	
42. Post-Office							58		6		10		58		6		10	
43. Sanitary							6		2		33		6		2		33	
44. Librarian, junior	5		1		20		3	2	2		67	50	8	2	3	1	38	50
45. Senior assistant	2						3	3	3		100	100	5	3	3	3	60	100
46. Messenger	289		121		42								289		121		42	
47. Midshipment	3												3					
48. Midwife		6		4		67								6		4		67
49. Museum assistant	7		4		57								7		4		57	
50. Observer, second class Weather	2		1		50								2		1		50	
51. Operator, telephone	1	3	1		100								1	3	1		100	
52. Patrolman, first-class	1						6						7					
53. Patrolman, third-class	193		79		41								193		79		41	
54. Pharmacist	1		1		100								1		1		100	
55. Prison guard, first-class							1						2					
56. Prison guard, fourth-class	54		19		35								54		19		35	
57. Ranger	2		2		100								2		2		100	
58. Second grade	4,412	214	701	16	16	7	687	24	112	1	16	4	5,099	238	813	17	16	7
59. Stenographer	10	3					61	12	8	1	13	8	71	15	8	1	11	
60. Stenographer, junior	119	7	16	1	13	14	118	1	19		16		237	8	35	1	15	13
61. Storekeeper	1						20		5		25		21		5		24	
62. Superintendent, City Boy's Reformatory	1		1		100		7		1		14		8		2		25	
63. Superintendent, Department "B"	19		2		11		13		9		69		32		11		34	
64. Superintendent, Department "D"	5		1		20								6		1		17	
65. Superintendent Examiner							2		1		50		2		1		50	
66. Superintendent of Construction	3		2		67								3		2		67	
67. Supervising Examiner	1		1		100		12		10		83		13		11		85	
68. Supervising Nurse	29	38	26	36	90	95	2	2	2	2	100	100	31	40	28	38	90	95
69. Surgeon	4		4		100								6		6		100	
70. Surgeon, Senior	1		1		100								2		2		100	
71. Surveyor, assistant	4						82		4		5		86		4		100	
72. Surveyor, junior	46		13		28								46		13		28	
73. Teacher	32		2		6		192	26	10	2	5	8	224	34	12	2	5	6
74. Junior	445	104	38	10	9	10		1					445	105	38	10	9	10
75. Of agriculture, junior	50		9		18								50		9		18	
76. Of Domestic Science, junior		116		12		10								116		12		10
77. Of Woodworking, junior	71		10		14								71		10		14	
78. Teller							4		1		25		4		1		25	
79. Third grade	1,249	160	440	43	35	32	36		29		81		1,285	160	469	49	36	31
80. Trained nurse		14		1		7								14		1		7
81. Topographer, junior	3		1		33								3		1		33	
82. Translator	3						5	1					8	1				
83. Junior	2						62		3		38		16		3		19	
84. Treasurer, assistant provincial	2		1		33				3		5		64		3		5	
85. Treasury guard	3						8		3		38		3		1		33	
86. Typist		3	8	1	40	33	99	3	44		44		119	6	52	1	44	17
87. Junior	20		2		40								5		2		40	
88. Veterinarian	5						10		3		30		12		3		25	
89. Wharfinger	2																	
Total	8,193	678	1,680	130	21	19	2,612	78	416	11	16	14	10,805	756	2,096	141	19	19
1914		4,975		1,320		27		750		151		20		5,725		1,471		26
1915		7,411		1,974		27		943		180		19		8,354		2,154		26
1916		8,569		2,450		29		1,325		230		18		9,894		2,688		27
1917		7,678		1,894		25		1,877		381		20		9,555		2,275		24
1918		9,203		2,307		25		2,496		539		22		11,699		2,846		24
1919		8,871		1,810		20		2,690		427		16		11,561		2,237		19

TABLE B.—Results of educational examinations in English taken by Americans during the year 1919.

Kind of examination.	For original appointment.						For promotion or transfer.						Total.					
	Number examined.		Number passed.		Per cent passed.		Number examined.		Number passed.		Per cent passed.		Number examined.		Number passed.		Per cent passed.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
1. Engineer, civil	2		2		100		1		1		100		3		3		100	
2. Fireman, first class	6		5		83								6		5		83	
3. First grade	1												1					
4. First grade (Federal Service)	1	1	1	1	100	100							1	1	1	1	100	100
5. Patrolman, first class	4		7		70								10		7		70	
6. Prison guard, first class	1												1					
7. Teacher		11		4		36								11	4		36	
8. Veterinarian	1		1		100								1		1		100	
9. Wharfinger							1		1		100		1		1		100	
Total	22	12	16	5	73	42	2		2		100		24	12	18	5	75	42
1914		92		30		33			11		8			103		38		38
1915		118		68		58			18		10			136		78		57
1916		111		60		54			12		2			123		62		50
1917		120		81		68			10		9			130		90		69
1918		52		38		73			14		9			66		47		71
1919		34		21		62			2		2			36		23		64

TABLE C.—Results of educational examinations in Spanish taken by Filipinos during the year 1919.

Kind of examination.	For original appointment.						For promotion or transfer.						Total.					
	Number examined.		Number passed.		Per cent passed.		Number examined.		Number passed.		Per cent passed.		Number examined.		Number passed.		Per cent passed.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
1. Agent, animal insurance	2		1		50								2		1		50	
2. Agent's assistant, Internal Revenue	2		1		50								2		1		50	
3. Clerk, law	2						1		1		100		3		1		33	
4. Clerk of court	4						9		1		11		13		1		8	
5. Computer, junior	14		1		7								14		1		7	
6. Draftsman, assistant general							1		1		100		1		1		100	
7. Draftsman, junior architectural	1						1		1		100		2		1		50	
8. Draftsman, junior topographical	4		1		25								4		1		25	
9. Engineer, junior assistant electrical	3												3					
10. First grade	3						34		1		3		37		1		3	
11. Inspector, assistant sanitary	25		2		8								25		2		8	
12. Inspector, junior assistant fiber	12												12					
13. Inspector, livestock	21		7		33								21		7		33	
14. Inspector, medical							5		5		100		5		5		100	
15. Inspector, sanitary							8		1		13		8		1		13	
16. Inspector, senior medical							1						1					
17. Observer, second-class Weather	3		1		33								3		1		33	
18. Patrolman, third-class	6		2		33								6		2		33	
19. Pharmacist	2		1		50								2		1		50	
20. Second grade	91	1	10		10		69	2	10		14		160	3	20		13	
21. Stenographer	6						7		1		14		13		1		8	
22. Stenographer, junior	17						9		3		33		26		3		12	
23. Supervising examiner	1		1		100		7		4		57		8		5		63	
24. Surgeon	11		6		55		1		1		100		12		7		58	
25. Surgeon, senior							7		5		71		7		5		71	
Total	230	1	34		15		160	2	35		22		390	3	69		18	
1914		670		158		24			190		54			860		212		25
1915		935		267		29			172		22			1,107		296		27
1916		1,057		261		25			235		46			1,292		307		24
1917		879		116		13			273		55			1,152		171		15
1918		266		61		23			208		55			472		116		24
1919		231		34		15			162		35			393		69		18

TABLE D.—Summary of the educational examinations held during the year 1919.

Tables.	For original appointment.						For transfer or promotion.						Total.					
	Number examined.		Number passed.		Per cent passed.		Number examined.		Number passed.		Per cent passed.		Number examined.		Number passed.		Per cent passed.	
	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.
Filipinos (English) Table A	8,193	678	1,680	130	21	19	2,612	78	416	11	16	14	10,805	756	2,096	141	19	19
Americans (English) Table B	22	12	16	5	73	42	2		2		100		24	12	18	5	75	42
Filipinos (Spanish) Table C	230	1	34		15		160	2	35		22		390	3	69		18	
Total	8,445	691	1,730	135	20	20	2,774	80	453		16	14	11,219	771	2,183	146	19	19
Year ended September 30—																		
1901		1,762		841		48		58		41		31		1,820		882		48
1902		3,359		1,710		51		590		334		57		3,929		2,044		52
1903		4,263		2,461		56		953		475		50		5,216		2,936		56
Nine months ended June 30—																		
1904		4,161		1,847		44		1,293		637		49		5,454		2,484		46
Year ended June 30—																		
1905		6,541		2,438		37		1,199		442		37		7,740		2,880		37
1906		2,410		1,367		33		806		248		31		5,016		1,615		32
1907		4,881		1,403		28		702		225		32		5,583		1,628		29
1908		5,543		1,970		36		655		205		31		6,198		2,175		35
1909		5,179		1,243		24		523		88		17		5,702		1,331		23
1910		5,872		1,734		30		547		113		21		6,419		1,847		29
1911		6,165		1,552		25		671		115		17		6,836		1,667		24
1912		6,400		1,897		30		847		169		20		7,247		2,066		29
1913		8,038		2,009		25		1,071		158		15		2,109		2,167		24
Half-year ended December 31—																		
1913		4,361		777		18		704		155		22		5,065		932		18
Year ended December 31—																		
1914		5,737		1,508		26		951		213		22		6,688		1,721		26
1915		8,464		2,309		27		1,133		219		19		9,597		2,528		27
1916		9,737		2,771		28		1,572		286		18		11,309		3,057		27
1917		8,677		2,091		24		2,160		445		21		10,837		2,536		23
1918		9,521		2,406		25		2,713		603		22		12,239		3,009		25
1919		9,136		1,865		20		2,854		464		16		11,990		2,329		19

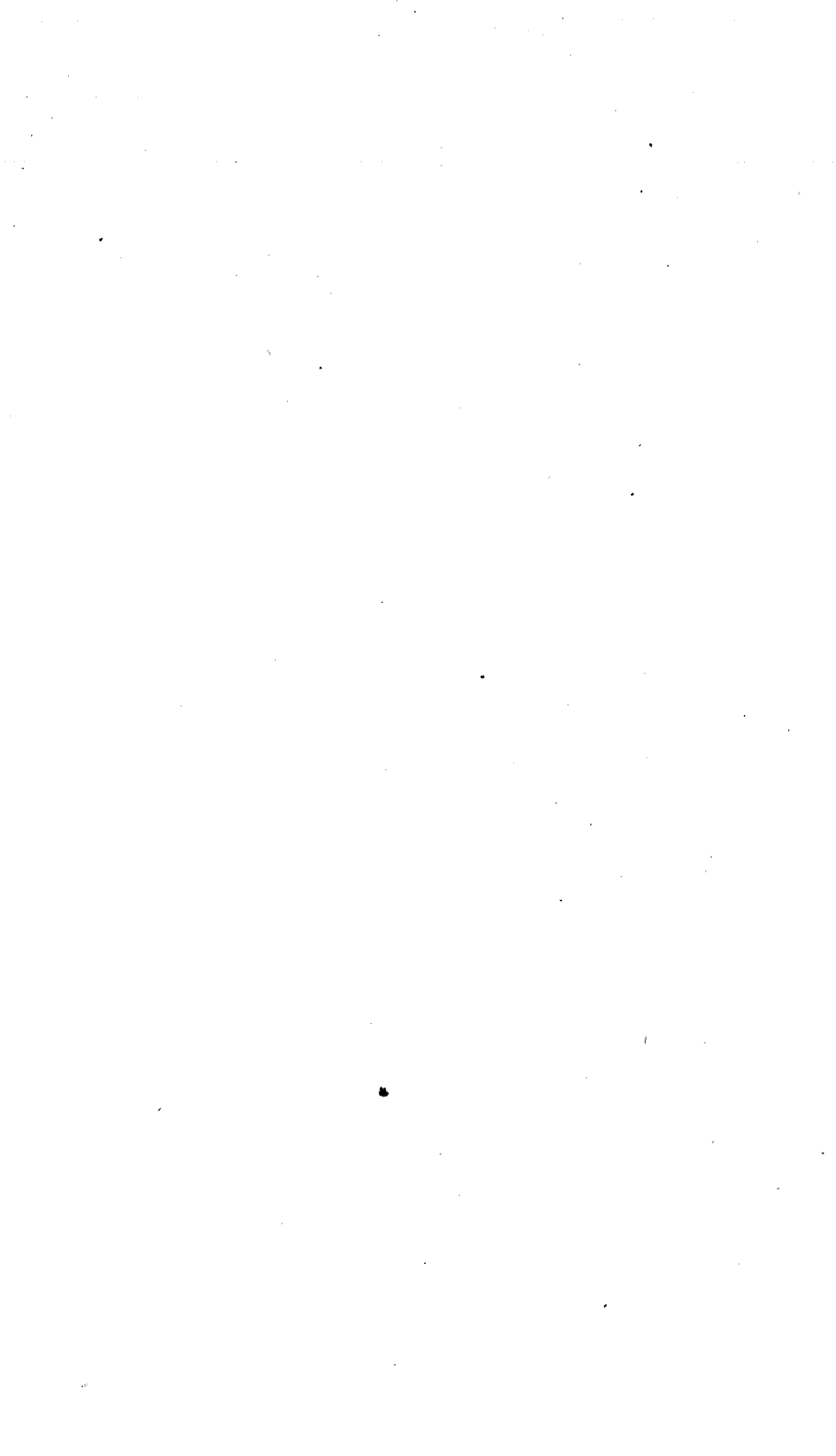


TABLE E.—Results of non-educational examinations during the year 1919.

Kind of examination.	For original appointment.			For promotion or transfer.			Total.		
	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.
1. Artist, engraver	1	1	100				1	1	100
2. Assistant, technical	5	5	100	5	5	100	10	10	100
3. Captain (navigation)	1	1	100				1	1	100
4. Chief, bookbinder				1	1	100	1	1	100
5. Division of transportation and electricity	1	1	100				1	1	100
6. Electrotypewriter				1	1	100	1	1	100
7. Pressmen				1	1	100	1	1	100
8. Printer				1	1	100	1	1	100
9. Deputy provincial governor	2	1	50				2	1	50
10. Director, playground	^a 1	1	100				1	1	100
11. Engineer, assistant	1	1	100				1	1	100
12. Chief (navigation)	1	1	100				1	1	100
13. Diesel (operator)	1	1	100				1	1	100
14. Foreman	1	1	100				1	1	100
15. Foreman of inside construction									
16. Inspector, fire-alarm system	1	1	100				1	1	100
17. Police-alarm system	1	1	100				1	1	100
18. Inspector of outside construction	1	1	100				1	1	100
19. Instructor, monotype	2	2	100				2	2	100
20. Janitor	1	1	100				1	1	100
21. Lightkeeper	^b 4	4	100				4	4	100
22. Machinist	1	1	100				1	1	100
23. Master (navigation)	1	1	100				1	1	100
24. Officer, first	1	1	100				1	1	100
25. Second	^b 3	3	100				3	3	100
26. Third	4	4	100				4	4	100
27. Overseer	^c 2	2	100				2	2	100
28. Supervising well driller	^d 7	7	100				7	7	100
Total	45	44	98	9	9	100	54	53	98

^a American. ^b One Filipino (Spanish). ^c One American. ^d Six Americans.

Appointments in the Philippine civil service from January 1 to December 31, 1919.

Position.	In the United States.			Original, in the Philippine Islands.		Total.
	Original.	Transfer.	Reinstatement.	Filipinos.		
				English registers.	Spanish registers.	
Agent:						
Animal insurance					1	1
Internal revenue				1		1
Internal revenue, assistant				3		3
Junior field				1		1
Agricultural assistant				1		1
Agricultural assistant, junior				10		10
Animal husbandman		a 1				1
Animal husbandman, junior				1		1
Apprentice (Bureau of Printing)				24		24
Bacteriologist, junior				5		5
Bookkeeper, junior				4		4
Botanist, junior				1		1
Captain (navigating)				1		1
Cataloguer, assistant				2		2
Chemist	1					1
Chemist, junior				1		1
Chief clerk, assistant (Bureau of Commerce and Industry)				b 1		1
Clerk:						
First grade				11		11
Second grade				433	3	436
Third grade				323	6	329
Clerk of court					1	1
Clerk of court, deputy				1		1
Computer, junior				10	1	11
Draftsman:						
Architectural				1	1	2
Assistant architectural				5		5
Assistant topographical				1		1
Junior architectural				14		14
Junior assistant topographical				20	2	22
Engineer:						
Assistant (Bureau of Supply)				2		2
Assistant (navigating)				1		1
Assistant civil				1		1
Assistant mechanical				1		1
Chief (navigating)				1		1
Civil		c 1		2		3
Junior assistant civil				9		9
Junior electrical				1		1
Engraver, artist				1		1
Field dispensary attendant and sanitary inspector				1		1
Fireman:						
First class			1			1
Second class				11		11
Foreman				1		1
Foreman of inside construction				1		1
Forester	1			1		2
Forester, assistant	1					1
Governor, deputy provincial				2	1	3
Guard:						
Bay and river				1		1
Customs				7		7
Fourth class prison				16		16
Prisoner's (Sheriff's Office, city of Manila)				2		2
Provincial jail				1		1
Third class prison				4		4
Hydrographer, supervising				1		1
Inspector:						
Assistant fiber				4		4
Assistant plant				1		1
Assistant post office		a 1				1
Assistant sanitary				23	3	26
Fire alarm system				1		1
Infant welfare				2		2
Junior assistant fiber				1		1
Junior plant				3		3
Medical					1	1
Outside construction				1		1
Police alarm system				1		1

Appointments in the Philippine civil service from January 1 to December 31, 1919—Continued.

Position.	In the United States.			Original, in the Philippine Islands.		Total.	
	Original.	Transfer.	Reinstatement.	Filipinos.			
				Americans.	English registers.		Spanish registers.
Instructor, monotype (Bureau of Printing)					2	2	
Janitor					1	1	
Janitor and messenger					1	1	
Law clerk					9	10	
Letter-carrier					14	14	
Machinist					1	1	
Librarian, junior assistant					1	1	
Master (navigating)					1	1	
Messenger					107	107	
Museum assistant					1	1	
Nurse	a 1				4	5	
Nurse (training-school graduates)					77	77	
Observer, second class					2	2	
Officer (navigating):							
First					1	1	
Second					2	3	
Third					4	4	
Operator:							
Diesel engineer					1	1	
Telephone					2	2	
Overseer				1	2	3	
Patrolman:							
First class				3		3	
Third class					123	123	
Pharmacist					1	1	
Pharmacist, assistant					1	1	
Photographer, assistant					2	2	
Physician						1	
Playground director				1		1	
Police, assistant chief (City of Baguio)						1	
Preparator, junior (Bureau of Science)					17	17	
Ranger					2	2	
Ranger (forest-school graduates)					19	19	
Roundsman (City of Baguio)					2	2	
Stenographer, junior					8	8	
Superintendent, Department "D" (Bureau of Prisons)					1	1	
Surveyor				1		1	
Surveyor, junior					21	21	
Teacher	55		1	9	11	76	
Teacher:							
Agriculture, junior					14	14	
Domestic science, junior					24	24	
Domestic science, junior (domestic science normal-school graduate)					1	1	
Hygiene and sanitation, supervising					22	22	
Junior					97	97	
Junior (normal-school graduates)					181	181	
Junior (school of education graduates)					33	33	
Woodworking, junior					4	4	
Woodworking, junior (trade school graduate)					1	1	
Technical assistant					2	2	
Treasurer:							
Municipal					102	109	
Settlement					1	1	
Township					6	6	
Typist, junior					9	9	
Veterinarian				1	8	9	
Warden, provincial					2	2	
Well driller, supervising				6	1	7	
Total	60	2	1	23	1,930	30	2,046

a Filipino.

b Appointed as a result of qualification in the department assistant examination.

c Appointed under contract from January 17, 1919, to December 31, 1920.

Appointments made in the Islands through changes in the classified service, during the year ended December 31, 1919.

	Amer- icans.	Filipinos.		Total.
		English.	Spanish.	
Promotions	347	5,398	956	6,701
Reductions	13	20	3	36
Reinstatements	8	376	58	442
Transfers	41	733	111	885
Total	409	6,527	1,128	8,064

Appointments made in the Federal civil service in the Philippine Islands, during the year ended December 31, 1919, upon certification of the Bureau of Civil Service.

Position.	Number of—	
	Amer- icans.	Filipinos.
Original:		
Clerk—		
First grade	1	
Draftsman, chief	1	
Foreman	1	
Foreman, assistant	1	1
Storehousekeeper, assistant	1	
Total original	5	1
By promotion, transfer, or reinstatement	3	1
Grand total	8	2

Americans and Filipinos in the Philippine Civil Service on July 1, 1919, and the salaries paid.^a

Bureau or Office.	Number of—		Salaries of—	
	Amer- icans.	Fili- pinos.	Amer- icans.	Filipinos.
Legislative: b				
Philippine Senate		99		208, 540
House of Representatives		172		390, 360
Executive:				
Office of the Governor-General	10	23	95, 950	30, 580
Bureau of Audits	5	153	35, 000	223, 440
Bureau of Civil Service	2	51	13, 100	50, 860
Philippine National Guard ^c		21		22, 560
Office of the Secretary of the Interior		6		25, 620
Bureau of Non-Christian Tribes		10		12, 780
Philippine General Hospital		148		123, 940
Board of Pharmaceutical Examiners and Inspectors		5		8, 680
Boards of Dental, Medical and Optical Examiners		5		2, 140
Executive Bureau	1	94	6, 000	117, 772
Philippine Constabulary	33	405	121, 200	823, 008
Bureau of Dependent Children		5		9, 180
Public Welfare Board		3		2, 520
Office of the Secretary of Public Instruction		3		14, 500
Bureau of Education	356	1, 355	1, 210, 784	1, 201, 304
University of the Philippines	48	235	225, 100	442, 360
Philippine Health Service	14	273	43, 460	337, 688
Office of the Secretary of Finance		4		24, 300
Bureau of Customs	5	490	21, 400	483, 156
Bureau of Internal Revenue	8	282	30, 900	284, 292
Bureau of the Treasury	5	34	17, 200	54, 420
Mint of the Philippine Islands	1	1	12, 000	1, 080
Bureau of Printing	4	254	21, 400	219, 567
Office of the Secretary of Justice		4		23, 700
Bureau of Justice	2	43	9, 300	98, 140
Public Utility Commission		10		24, 040
Philippine Library and Museum	1	81	2, 600	85, 756
Bureau of Prisons	13	102	36, 400	100, 888
Office of the Secretary of Agriculture and Natural Resources		12		39, 120
Bureau of Agriculture	17	229	79, 400	278, 396
Agricultural Colonies		5		5, 460
Bureau of Forestry	7	174	35, 500	167, 200
Bureau of Lands	16	398	64, 800	406, 588
Bureau of Science	10	68	49, 700	108, 720
Weather Bureau		132		93, 868
Office of the Secretary of Commerce and Communications		5		25, 180
Bureau of Public Works	43	423	222, 800	517, 907
Bureau of Posts	21	1, 560	78, 300	890, 480
Bureau of Supply	1	117	7, 200	136, 812
Bureau of Commerce and Industry	5	180	28, 360	247, 092
Bureau of Labor		58		67, 960
Bureau of Coast and Geodetic Survey	2	25	7, 250	28, 160
Judicial:				
Supreme Court	8	51	84, 600	141, 040
Courts of First Instance	8	243	59, 200	438, 344
General Land Registration Office		110		96, 248
Justices of the peace	1	732	600	528, 390
Provincial service	17	2, 385	80, 000	1, 080, 872
Municipal service of Manila:				
Municipal Board		21		44, 220
Office of the Mayor		36		57, 020
Law department and courts		64		112, 568
Fire department	21	128	59, 220	134, 540
Police department	63	536	165, 760	497, 104
Department of city schools	2	355	9, 800	294, 516
Department of engineering and public works	17	99	66, 479	128, 940
Municipal service of Baguio	2	31	4, 600	23, 188
Total^d	769	12, 548	3, 005, 363	13, 037, 104

^a The following employees are not included: Temporary and emergency employees; enlisted men of the Philippine Constabulary; semiskilled and unskilled laborers; and persons compensated by fees only.

^b Members of the Philippine Legislature are included in these figures.

^c Not including commissioned officers and enlisted men of the National Guard.

^d Deduct 9 Americans and 501 Filipinos for persons counted more than once by reason of holding more than one position.

Comparison of number of employees and salaries in different branches of Philippine civil service on January 1, 1913, January 1, 1914, July 1, 1914, July 1, 1915, July 1, 1916, July 1, 1917, July 1, 1918, and July 1, 1919.

LEGISLATIVE.

	Number of—			Salaries paid— ^a			Average salaries— ^a		
	Amer- icans.	Filipi- nos.	Total.	Amer- icans.	Filipi- nos.	Total.	Amer- icans.	Filipi- nos.	Total.
January 1, 1913 -----	4	86	90	41,000	163,816	204,816	10,250.00	1,904.84	2,275.73
January 1, 1914 -----	5	92	97	46,000	186,524	232,524	9,200.00	2,027.43	2,397.15
July 1, 1914 -----	5	96	101	42,000	185,828	227,828	8,400.00	1,935.71	2,255.72
July 1, 1915 -----	6	99	105	46,000	203,684	249,684	7,666.67	2,057.41	2,377.94
July 1, 1916 -----	6	88	94	41,500	163,584	205,084	6,916.67	1,858.91	2,181.72
July 1, 1917 -----		129	129		179,444	179,444		1,391.04	1,391.94
July 1, 1918 -----		254	254		572,228	572,228		2,252.87	2,255.74
July 1, 1919 -----		271	271		598,900	598,900		2,209.92	1,391.04

EXECUTIVE.

January 1, 1913 -----	2,229	3,478	5,707	7,801,602	3,015,294	10,816,896	3,500.05	866.96	1,895.37
January 1, 1914 -----	2,024	3,789	5,813	7,253,622	3,578,541	10,832,163	3,585.81	944.46	1,863.44
July 1, 1914 -----	1,767	4,004	5,771	6,362,819	3,701,005	10,063,824	3,600.92	924.33	1,743.86
July 1, 1915 -----	1,686	4,308	5,994	5,875,964	4,217,635	10,093,599	3,704.90	979.02	1,712.52
July 1, 1916 -----	1,417	4,789	6,206	5,232,230	4,681,473	9,913,703	3,699.53	977.55	1,597.44
July 1, 1917 -----	1,073	5,399	6,472	3,977,767	5,462,814	9,440,581	3,707.15	1,011.82	1,458.68
July 1, 1918 -----	765	6,080	6,845	2,997,247	6,568,594	9,565,841	3,897.59	1,080.36	1,397.49
July 1, 1919 -----	627	7,005	7,632	2,475,104	7,861,214	10,336,318	3,947.53	1,122.23	1,354.34

JUDICIAL.

January 1, 1913 -----	48	944	992	341,100	963,683	1,304,783	7,106.25	1,020.85	1,315.30
January 1, 1914 -----	43	950	993	313,400	956,223	1,269,623	7,288.37	1,006.55	1,278.57
July 1, 1914 -----	50	977	1,027	326,700	1,036,530	1,363,230	6,534.00	1,060.93	1,327.39
July 1, 1915 -----	49	1,033	1,082	321,300	1,058,982	1,380,282	6,557.14	1,025.15	1,275.68
July 1, 1916 -----	45	1,044	1,089	288,900	1,092,426	1,381,326	6,420.00	1,046.39	1,268.44
July 1, 1917 -----	26	1,118	1,144	164,700	1,122,014	1,286,714	6,334.62	1,003.59	1,124.75
July 1, 1918 -----	19	1,140	1,159	162,600	1,190,490	1,353,090	8,557.89	1,044.29	1,167.46
July 1, 1919 -----	17	1,136	1,153	144,400	1,204,022	1,348,422	8,494.12	1,059.88	1,160.82

PROVINCIAL.

January 1, 1913 -----	74	1,222	1,296	320,288	1,097,123	1,417,411	4,328.22	897.81	1,093.68
January 1, 1914 -----	81	1,301	1,382	355,588	1,160,954	1,516,542	4,389.98	892.36	1,097.35
July 1, 1914 -----	75	1,488	1,563	340,100	1,350,180	1,590,280	4,534.67	907.38	1,081.43
July 1, 1915 -----	66	1,667	1,733	293,736	1,553,577	1,847,313	4,450.55	931.96	1,065.96
July 1, 1916 -----	57	2,000	2,057	259,036	1,722,005	1,981,041	4,544.49	861.00	963.07
July 1, 1917 -----	47	2,274	2,321	212,480	1,951,461	2,163,941	4,520.85	858.16	932.33
July 1, 1918 -----	45	2,309	2,354	199,200	2,027,277	2,226,477	4,426.67	877.99	945.83
July 1, 1919 -----	13	2,366	2,379	80,000	2,080,872	2,160,872	6,153.85	879.49	908.31

MUNICIPAL (MANILA AND BAGUIO).

January 1, 1913 -----	268	633	901	740,652	591,456	1,332,108	2,763.63	934.37	1,478.48
January 1, 1914 -----	277	659	936	754,792	633,098	1,387,890	2,724.88	960.69	1,482.79
July 1, 1914 -----	251	718	969	686,422	683,736	1,370,158	2,734.75	952.28	1,413.99
July 1, 1915 -----	228	774	1,002	619,580	753,862	1,373,442	2,717.46	973.98	1,370.70
July 1, 1916 -----	205	804	1,009	555,162	768,996	1,324,158	2,708.11	956.46	1,312.35
July 1, 1917 -----	164	939	1,103	448,669	845,722	1,294,391	2,735.79	900.66	1,173.52
July 1, 1918 -----	119	1,083	1,202	350,915	1,015,782	1,366,697	2,948.87	937.93	1,137.02
July 1, 1919 -----	103	1,269	1,372	305,859	1,292,096	1,597,955	2,969.50	1,018.13	1,267.10

^a In pesos Philippine currency.

Comparison of number of employees and salaries in different branches of Philippine civil service on January 1, 1913, January 1, 1914, July 1, 1914, July 1, 1915, July 1, 1916, July 1, 1917, July 1, 1918, and July 1, 1919—Continued.

TOTALS.

	Number of—			Salaries paid— ^a			Average salaries— ^a		
	Americans.	Filipinos.	Total.	Americans.	Filipinos.	Total.	Americans.	Filipinos.	Total.
January 1, 1913 -----	2,623	6,363	8,986	9,244,642	5,831,372	15,076,014	3,524.45	916.45	1,677.72
January 1, 1914 -----	2,430	6,791	9,221	8,677,402	6,328,816	15,006,217	3,570.95	931.94	1,627.40
July 1, 1914 -----	2,148	7,283	9,431	7,758,041	6,957,279	14,715,320	3,611.75	955.28	1,560.31
July 1, 1915 -----	1,935	7,881	9,816	7,156,580	7,787,740	14,944,320	3,698.49	988.17	1,522.44
July 1, 1916 -----	1,730	8,725	10,455	6,376,828	8,428,484	14,805,312	3,686.03	966.02	1,416.10
July 1, 1917 -----	1,310	9,859	11,169	4,803,616	9,561,455	14,365,071	3,666.88	969.82	1,286.16
July 1, 1918 -----	948	10,866	11,814	3,709,962	11,374,371	15,084,333	3,913.46	1,046.79	1,276.82
July 1, 1919 -----	760	12,047	12,807	3,005,363	13,037,104	16,042,467	3,954.43	1,082.19	1,252.63

^a In pesos Philippine currency.

Proper deductions have been made in these figures for persons counted more than once by reason of holding more than one position.

Table showing the number and salaries of regularly and permanently appointed Americans and Filipinos in the civil service at the middle of the fiscal years indicated.

Year.	Officers and employees.			Salaries paid.			Average salaries.		
	Americans.	Filipinos.	Total.	Americans.	Filipinos.	Total.	Americans.	Filipinos.	Total.
1903 -----	2,777	2,697	5,474	₱7,236,700	₱2,189,376	₱9,426,076	₱2,605.94	₱812.76	₱1,721.97
1904 -----	3,228	3,377	6,605	8,663,720	2,932,834	11,596,554	2,693.92	868.48	1,755.72
1905 -----	3,307	4,023	7,330	8,942,424	3,309,738	12,252,162	2,704.08	822.70	1,671.51
1907 ^a -----	2,616	3,902	6,518	7,869,242	3,234,494	11,103,736	3,008.12	828.93	1,703.55
1908 -----	2,473	4,080	7,559	7,749,236	3,686,855	11,436,091	3,125.95	903.64	1,743.57
1909 -----	2,659	4,397	7,056	8,576,962	4,018,988	12,595,950	3,225.63	914.03	1,785.14
1910 -----	2,633	4,639	7,272	8,755,486	4,296,896	13,052,382	3,325.29	926.25	1,794.88
1911 -----	2,633	4,981	7,614	8,954,834	4,668,825	13,623,659	3,401.00	937.33	1,789.29
1912 -----	2,680	6,033	8,713	9,247,124	5,468,175	14,715,299	3,450.42	906.37	1,688.89
1913 -----	2,623	6,363	8,986	9,244,642	5,831,372	15,076,014	3,524.45	916.45	1,677.72
1914 -----	2,430	6,791	9,221	8,677,402	6,328,815	15,006,217	3,570.95	931.94	1,627.40
1914 ^b -----	2,148	7,283	9,431	7,758,041	6,957,279	14,715,320	3,611.75	955.28	1,560.31
1915 ^b -----	1,935	7,881	9,816	7,156,580	7,787,740	14,944,320	3,698.49	988.17	1,522.44
1916 ^b -----	1,730	8,725	10,455	6,376,828	8,428,484	14,805,312	3,686.03	966.02	1,416.10
1917 ^b -----	1,310	9,859	11,169	4,803,616	9,561,455	14,365,071	3,666.88	969.82	1,286.16
1918 ^b -----	948	10,866	11,814	3,709,962	11,374,371	15,084,333	3,913.46	1,046.79	1,276.82
1919 ^b -----	760	12,047	12,807	3,005,363	13,037,104	16,042,467	3,954.43	1,082.19	1,252.63

^a No data for 1906 are available.

^b July 1.

Comparison of number of employees and salaries of Americans and Filipinos temporarily employed on July 1 of the years given in the clerical and unclassified and non-clerical positions in the Philippine civil service.

INSULAR SERVICE AND JUDICIARY.

Year.	Clerical positions.				Unclassified and non-clerical.				Totals.	
	Americans.		Filipinos.		Americans.		Filipinos.		Number.	Salaries.
	Number.	Salaries.	Number.	Salaries.	Number.	Salaries.	Number.	Salaries.		
1914-----	23	P73,000	277	P202,977.25	291	P701,230	2,491	P1,594,866.40	3,087	P2,572,073.65
1915-----	17	45,880	217	177,548.00	236	584,600	2,294	1,521,428.00	2,764	2,329,456.00
1916-----	8	21,480	101	96,395.00	220	467,185	2,280	1,455,619.00	2,609	2,040,679.00
1917-----	9	24,000	122	90,940.00	176	436,230	2,274	1,533,136.00	2,581	2,084,306.00
1918-----	10	25,860	141	94,311.00	169	405,510	2,650	1,882,013.00	2,870	2,407,694.00
1919-----	4	10,960	154	121,833.00	149	359,500	3,000	2,587,103.00	3,079	3,079,396.00

PROVINCIAL SERVICE.

1914-----	4	P11,680	320	P174,644.00	43	P95,757	638	P263,606.00	1,005	P545,687.00
1915-----	1	2,490	333	182,032.00	32	66,060	992	417,286.00	1,358	667,868.00
1916-----	2	1,320	239	128,602.00	15	34,300	1,023	468,322.00	1,279	632,544.00
1917-----	0	-----	217	114,962.00	15	28,380	1,073	479,221.00	1,305	622,563.00
1918-----	0	-----	185	87,248.00	10	23,950	678	363,434.00	873	474,632.00
1919-----	0	-----	240	115,815.00	0	-----	775	429,749.96	1,015	545,564.96

MUNICIPAL SERVICE, MANILA.

1914-----	1	P1,200	14	P14,257.00	25	P52,460	326	P193,972.00	366	P261,889.00
1915-----	-----	-----	9	9,240.00	27	62,830	320	191,871.00	356	263,941.00
1916-----	-----	-----	5	3,960.00	24	55,980	451	274,146.00	480	334,036.00
1917-----	-----	-----	16	7,779.00	22	56,510	495	297,252.00	533	361,541.00
1918-----	-----	-----	20	12,030.00	26	60,390	558	362,164.00	604	434,584.00
1919-----	1	3,200	15	10,260.00	20	48,340	744	564,647.00	780	626,447.00

MUNICIPAL SERVICE, BAGUIO.

1914-----	-----	-----	1	P900.00	5	P15,600	8	P6,840.00	14	P23,340.00
1915-----	-----	-----	1	900.00	4	12,560	11	7,620.00	16	21,080.00
1916-----	-----	-----	-----	-----	3	8,900	7	3,600.00	10	12,500.00
1917-----	-----	-----	1	480.00	3	8,960	7	4,860.00	11	14,300.00
1918-----	-----	-----	1	480.00	-----	-----	22	12,780.00	23	13,260.00
1919-----	-----	-----	1	360.00	-----	-----	24	15,300.00	25	15,660.00

TOTALS.

1914-----	33	P85,880	612	P392,778.25	364	P865,047	3,463	P2,059,284.40	4,472	P3,402,989.65
1915-----	18	48,370	560	369,720.00	299	726,050	3,617	2,138,205.00	4,494	3,282,345.00
1916-----	10	22,800	345	228,957.00	262	566,315	3,761	2,201,687.00	4,378	3,019,759.00
1917-----	9	24,000	256	214,161.00	216	580,080	3,849	2,314,469.00	4,430	3,082,710.00
1918-----	10	25,860	347	194,069.00	205	489,850	3,808	2,620,391.00	4,370	3,330,170.00
1919-----	5	14,160	410	248,268.00	169	407,840	4,743	3,596,799.96	5,327	4,267,067.96

**EXTRACTS FROM THE ADMINISTRATIVE CODE (ACT
No. 2711) RELATING TO THE CIVIL SERVICE.**

SEC. 23. *Oath of office for Insular and provincial employees.*—Save in the case of a laborer or emergency employee, every person elected or appointed to an office or position of trust or profit in the Insular or provincial service, or service of a chartered city, shall, before entering upon the discharge of his duties, take and subscribe an oath of office, in such form as shall be prescribed by the Director of Civil Service, wherein the affiant shall declare that he recognizes and accepts the supreme authority of the United States of America and will maintain true faith and allegiance thereto; that he will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that he will well and faithfully discharge to the best of his ability the duties of the office or position upon which he is about to enter or of any position to which he may thereafter be appointed; and that the obligation imposed by such oath of office is assumed by him voluntarily, without mental reservation or purpose of evasion.

SEC. 24. *Oath of office of municipal officials.*—Every person elected or appointed to a municipal or township office shall, before entering upon the discharge of his duties, take and subscribe an oath of office, in such form shall be prescribed by the Director of Civil Service, wherein the affiant shall declare that he has the requisite qualifications to hold office in the municipality; that he recognizes and accepts the supreme authority of the United States of America and will maintain true faith and allegiance thereto; that he will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that he will well and faithfully discharge to the best of his ability the duties of the office upon which he is about to enter or of any position to which he may thereafter be appointed; and that the obligation imposed by such oath of office is assumed by him voluntarily, without mental reservation or purpose of evasion.

SEC. 25. *Occasions for administration of official oath.*—Notaries public and persons entering upon office by virtue of election shall take the oath upon the occasion of every appointment or induction into office; those entering the service by appointment, except notaries, shall be required to take the oath only upon the occasion of first entering the discharge of their duties in the particular branch of the service to which they respectively pertain; but if any such appointee should at any time be entirely separated from the service, he shall be required to take the oath upon entering the service again.

SEC. 26. *By whom oath of office may be administered.*—The oath of office may be administered by any officer generally qualified to administer oaths; but the oath of office of the members and officers of either House of the Legislature may also be administered by persons designated for such purpose by the respective Houses.

SEC. 27. *Preservation of oaths.*—Oaths administered to officers and employees as aforesaid shall, in the absence of special provision, be filed in the Bureau, Office, or branch of the service to which they respectively pertain and shall be there preserved.

SEC. 64. *Particular powers and duties of Governor-General.*—In addition to his general supervisory authority, the Governor-General shall have such specific powers and duties as are expressly conferred or imposed on him by law and also, in particular, the powers and duties set forth in his chapter.

Among such special powers and duties shall be:

* * * * *

(b) To remove officials from office conformably to law and to declare vacant the offices held by such removed officials. For disloyalty to the United States, the Governor-General may at any time remove a person from any position of trust or authority under the Government of the Philippine Islands.

SEC. 79.¹ *Under Secretaries.*—There shall be in each Department one or more Under Secretaries, as the appropriation acts may provide, who shall perform such duties as may be assigned to them by the Secretary of the Department and such as may be imposed upon them by law.

When a Department Secretary is unable to perform his duties owing to illness, absence, or other cause, or in case of a vacancy in the office, the respective Under Secretary, or the Under Secretary designated, as the case may be, shall temporarily perform the functions of said office.

In case neither the Secretary nor the Under Secretaries of a Department are able to perform their duties, owing to illness, absence, or any other cause, the Governor-General may temporarily designate a Secretary or Under Secretary of another Department to perform such duties temporarily during the absence of the former.

(a) *Initiative of the Department Head.*—Executive orders, regulations, decrees, and proclamations relative to matters under the supervision or jurisdiction of a Department, the promulgation whereof is expressly assigned by law to the Governor-General, shall, as a general rule, be issued upon proposition and recommendation by the respective Department.

(b) *Power to regulate.*—The Department Head shall have power to promulgate, whenever he may see fit to do so, all rules, regulations, orders, circulars, memorandums, and other instructions, not contrary to law, necessary to

¹ As amended by Act No. 2803 approved on February 28, 1919.

regulate the proper working and harmonious and efficient administration of each and all of the offices and dependencies of his Department, and for the strict enforcement and proper execution of the laws relative to matter under the jurisdiction of said Department; but none of said rules or orders shall prescribe penalties for the violation thereof, except as expressly authorized by law. All rules, regulations, orders, or instructions of a general and permanent character promulgated in conformity with this section shall be numbered by each Department consecutively each year, and shall be duly published.

Chiefs of Bureaus or offices may, however, be authorized to promulgate circulars of information or instructions for the government of the officers and employees in the interior administration of the business of each Bureau or office, and in such case said circulars shall not be required to be published.

(c) *Power of direction and supervision.*—The Department Head shall have direct control, direction, and supervision over all Bureaus and offices under his jurisdiction and may, any provision of existing law to the contrary notwithstanding, repeal or modify the decisions of the chiefs of said Bureaus or offices when advisable in the public interest.

(d) *Power to appoint and remove.*—The Department Head, upon the recommendation of the chief of the Bureau or office concerned, shall appoint all subordinate officers and employees whose appointment is not expressly vested by law in the Governor-General, and may remove or punish them except as especially provided otherwise, in accordance with the Civil Service Law. Laborers receiving compensation at the rate of seven hundred twenty pesos or less per annum, and other employees receiving compensation at the rate of two hundred and forty pesos or less per annum, shall be appointed and removed by the chief of the Bureau or office, subject only to the general control of the Department Head.

The Department Head also may, from time to time, in the interest of the service, change the distribution among the several Bureaus and offices of his Department of the employees or subordinates authorized by law.

(e) *Leave of Secretaries and Under Secretaries.*—The right of a Department Head to leave on account of illness or for any other cause shall not be restricted, provided his absence is not incompatible with the interests of the service, and the vacation and other leave of the Under Secretaries shall be regulated, in the discretion of the Department Head, either by the existing provisions governing the leaves of judges of Courts of First Instance, or otherwise.

SEC. 178.¹ *Subordinate employees of General Land Registration Office.*—The chief surveyor and other subordinates of the General Land Registration Office shall be appointed by the Secretary of Justice, upon recommendation of the

¹ As amended by Act No. 2834 approved on March 8, 1919.

chief of said office. For administrative purposes, the General Land Registration Office shall be under the direct control of the Secretary of Justice.

SEC. 253. *Pay of United States officer detailed for duty in Philippine service.*—An officer of the United States Army or Navy, when detailed to perform the duties of an office under the Insular Government, shall receive in lieu of the salary authorized for said office the difference between the pay actually received by him from the Army or Navy during said detail and the amount of said salary.

SEC. 254. *Division of annual salary into fractional parts.*—All annual salaries shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payment for part of a month the amount to be paid for each day shall be determined by dividing the monthly pay into as many parts as there are days in the particular month.

SEC. 255. *When salary begins to accrue.*—Unless otherwise specially provided by law, the salary of any person appointed to a position in the Philippine service shall begin on the day he enters upon the discharge of the duties of his position.

SEC. 256. *Date of taking effect of appointments and promotions.*—Where a new position is created or the salary of an existing position is increased, appointment to such new position or promotion to the increased salary shall not be effective, unless expressly so provided, prior to the enactment of the law creating the new position or authorizing the higher salary; and aside from exceptional cases, approved as such by the proper Head of Department, an appointment or promotion shall not be effected as of a date prior to that upon which the appointment or promotion is actually made.

SEC. 257. *Salary of employee transferred to other branch of service.*—When an employee stationed in the Philippine Islands is transferred from one branch of the Government service to another, and a change of station is thereby rendered necessary, the salary incident to his new position shall begin when he leaves his former station, provided he travels to his new destination in ordinary course; otherwise he shall be allowed such salary prior to arrival at his new destination for such time only as is ordinarily consumed in travel between the places in question.

SEC. 258. *Attendance of Government employee in certain proceedings.*—When a Government employee is required to attend court as a witness or is required by lawful authority to render service as a witness or otherwise before a court-martial or in any extradition case or administrative proceeding of any sort, such service shall be deemed to be service in regular course of employment, and the salary accruing during the period thereof shall not be withheld.

SEC. 259. *Inhibition against payment of extra compensation.*—In the absence of special provision, persons regularly

and permanently appointed under the Civil Service Law or whose salary, wages, or emoluments are fixed by law or regulation shall not, for any service rendered or labor done by them on holidays or for other overtime work, receive or be paid any additional compensation; nor, in the absence of special provision, shall any officer or employee in any branch of the Government service receive additional compensation on account of the discharge of duties pertaining to the position of another or for the performance of any public service whatever, whether such service is rendered voluntarily or is exacted of him under authority of law.

SEC. 260. *Payment of salary accruing pending suspension.*—When the chief of a Bureau or Office suspends a subordinate officer or employee from duty, the person suspended shall not receive pay during suspension unless the Department Head shall so order; but upon subsequent reinstatement of the suspended person or upon his exoneration, if death should render reinstatement impossible, any salary so withheld shall be paid, but without prejudice to the application of the disciplinary provisions of section seven hundred and thirty hereof.

In case of a person suspended by the Governor-General or by the President, no salary shall be paid during suspension unless so provided in the order of suspension; but upon subsequent reinstatement or exoneration of the suspended person, any salary so withheld may be paid in whole or in part, at the discretion of the officer by whom the suspension was effected.

SEC. 261. *Extra compensation for substitutionary service.*—In case of the temporary absence or disability of the chief of any Bureau or Office, without pay, or in cases of a vacancy in such position, the Department head or person making temporary appointment may, in his discretion, order the payment of additional compensation to the substitute who acts or is designated temporarily to supply the place, which compensation with his existing salary shall not exceed the salary authorized by law for the position filled.

A person who serves as acting chief of a Bureau or Office during the suspension of the chief may also be paid additional compensation in the same manner, if upon the final disposition of the matter of such suspension, the full salary is not paid to the officer who was suspended.

SEC. 262. *Payment of money due to deceased employee.*—Where money is due to the estate of a deceased officer or employee for salary or compensation incident to leave, the same may be paid to the person or persons whom the Insular Auditor shall ascertain to be lawfully entitled thereto; but such payment shall be without prejudice to the right of any person claiming said sum, or a part thereof, subsequently to proceed by action in court against the person or persons who may have received the same.

SEC. 263. *Salaries of appointees from United States.*—A person residing in the United States who is appointed to a position in the Philippine civil service shall receive full salary from the date of his arrival in the Islands; and he shall receive half salary from the date of his embarkation (or in case of a judge of a court, from the date of his leaving home to come to Manila) until the date of his arrival, provided he proceeds directly to the Islands by the route indicated for him, otherwise for such time only as is ordinarily required to perform the journey by that route.

Except in the case of judges of courts, the half salary earned en route shall not be paid until after two years of satisfactory service in the Islands, unless prior thereto the appointee dies or is involuntarily separated from the service without fault.

SEC. 264. *Half salary upon retirement.*—A regularly appointed officer or employee, not being a judge of a court, who has come to the Islands upon appointment from the United States, and who has rendered continuous, faithful, and satisfactory service for three years or more after arrival in the Philippine Islands, shall, upon his retirement from the service, be allowed half salary for thirty days in addition to full salary for the period which may be granted him as leave of absence.

If appointed prior to January twelfth, nineteen hundred and four, such person shall also be furnished transportation from Manila to San Francisco or transportation of equal cost to the Government by any other route; but the transportation must be used within six months after retirement from the service.

SEC. 265. *Scale of salaries received by Government employees.*—As regards salaries, employees in the Philippine service shall be arranged in grades according to the following scale; and in this schedule compensation at a stated rate refers not only to compensation paid at such rate for the whole or any part of the year but also to a salary fixed at so much per annum:

Grade 1.—Persons receiving compensation at the rate of six thousand pesos or more per annum.

Grade 2.—Persons receiving compensation at the rate of five thousand five hundred pesos or more, but less than six thousand pesos per annum.

Grade 3.—Persons receiving compensation at the rate of five thousand pesos or more, but less than five thousand five hundred pesos per annum.

Grade 4.—Persons receiving compensation at the rate of four thousand five hundred pesos or more, but less than five thousand pesos per annum.

Grade 5.—Persons receiving compensation at the rate of four thousand pesos or more, but less than four thousand five hundred pesos per annum.

Grade 6.—Persons receiving compensation at the rate of

three thousand six hundred pesos or more, but less than four thousand pesos per annum.

Grade 7.—Persons receiving compensation at the rate of three thousand two hundred pesos or more, but less than three thousand six hundred pesos per annum.

Grade 8.—Persons receiving compensation at the rate of two thousand eight hundred pesos or more, but less than three thousand two hundred pesos per annum.

Grade 9.—Persons receiving compensation at the rate of two thousand four hundred pesos or more, but less than two thousand eight hundred pesos per annum.

Grade 10.—Persons receiving compensation at the rate of two thousand pesos or more, but less than two thousand four hundred pesos per annum.

Grade A.—Persons receiving compensation at the rate of one thousand eight hundred pesos or more, but less than two thousand pesos per annum.

Grade B.—Persons receiving compensation at the rate of one thousand six hundred and eighty pesos or more, but less than one thousand eight hundred pesos per annum.

Grade C.—Persons receiving compensation at the rate of one thousand four hundred and forty pesos or more, but less than one thousand six hundred and eighty pesos per annum.

Grade D.—Persons receiving compensation at the rate of one thousand two hundred pesos or more, but less than one thousand four hundred and forty pesos per annum.

Grade E.—Persons receiving compensation at the rate of one thousand and eighty pesos or more, but less than one thousand two hundred pesos per annum.

Grade F.—Persons receiving compensation at the rate of nine hundred and sixty pesos or more, but less than one thousand and eighty pesos per annum.

Grade G.—Persons receiving compensation at the rate of eight hundred and forty pesos or more, but less than nine hundred sixty pesos per annum.

Grade H.—Persons receiving compensation at the rate of seven hundred and twenty pesos or more, but less than eight hundred and forty pesos per annum.

Grade I.—Persons receiving compensation at the rate of six hundred pesos or more, but less than seven hundred and twenty pesos per annum.

Grade J.—Persons receiving compensation at the rate of four hundred and eighty pesos or more, but less than six hundred pesos per annum.

Grade K.—Persons receiving compensation at the rate of less than four hundred and eighty pesos per annum.

SEC. 266. *Minimum salary payable in absence of specific authority.*—A position designated in an Appropriation Act as belonging to a particular grade, without indication of any specific salary, shall carry the minimum salary prescribed for persons of that grade.

SEC. 267. *Title of chapter.*—This chapter shall be known as the Leave Law.

SEC. 268. *Leave of absence of judges of Supreme Court.*—During vacation of the Supreme Court, the judges not assigned to vacation duty shall be upon vacation leave; and if no court vacation is declared for any year each of the judges shall become entitled to three months' leave in lieu of court vacation.

Each judge of the Supreme Court shall also be entitled to additional leave for a period equivalent to one-twelfth of the time of his service on the court.

When a person is appointed to the Supreme Court from any branch of the Philippine service to which leave is incident, any period of prior service in respect to which no leave has been enjoyed by him shall, for the purpose of determining his right to additional leave, be deemed to be time of service as a Supreme Court judge; but the additional leave acquired by virtue of such previous service shall in no case exceed two months.

SEC. 269. *Accumulation of leave.*—Additional leave and leave in lieu of court vacation, if not taken in whole or in part as the same accrue, shall be allowed to accumulate; but the total amount of leave to the credit of a judge at any one time shall not exceed one year, any excess being forfeited.

SEC. 270. *Approval of leave.*—The right of the judges of the Supreme Court to leave of absence may be exercised by them subject only to approval in such manner as the court by resolution may direct, provided all such leaves of absence shall be so arranged as never to deprive the court of a quorum during its regular sessions.

SEC. 271. *Leave of absence of judges of first instance.*—During the yearly court vacation the judges and auxiliary judges of first instance not specially assigned to vacation duty shall be upon vacation leave.

In every third year dating from the commencement of his service each judge and auxiliary judge of first instance may be granted extended leave for three months in addition to the court vacation to which he may be entitled during that year, making a total of five months' leave.

When a person is appointed to the position of judge or auxiliary judge of first instance from some other branch of the Philippine service to which leave is incident, any period of prior service in respect to which no leave has been enjoyed by him shall, for the purpose of determining when he may be allowed to go upon extended leave, be deemed to be time of judicial service.

SEC. 272. *How leave may be taken.*—The five months' extended leave of a judge or auxiliary judge of first instance shall be assigned to him by the Department Head, and with his consent, may be taken at any time during the year, without including the court vacation, provided the judge enjoying the same shall have been assigned for duty during

the part or whole of the court vacation not included in the leave granted. Extended leave beginning in the latter part of any year may run to conclusion in the succeeding year, and the Department Head may, in any case, postpone the extra three months from one year to the next, if this is required by the exigencies of the service.

If any judge should serve for five and one-half years or more without enjoying extended leave, he may be allowed leave for eight months if, in the opinion of the Department Head, the exigencies of the service permit, but, in such case the period of leave granted must embrace the full period of a regular court vacation.

Any officer appointed to a position carrying accrued leave from a position carrying judges' leave shall be allowed accrued leave for the period of actual service during which extended leave has not been enjoyed by him, subject to the same limitations as are applicable generally to accrued leave.

SEC. 273. *Commutation of salary.*—When a judge of any court goes abroad upon extended leave taken under this chapter, the salary incident to the period of such leave may be paid before departure; but when a judge who has served more than two and less than three years is granted such leave, no payment for the time in excess of the ordinary court vacation shall be made until he returns to duty and completes three years of service. For the purposes hereof, the service of a judge appointed from the United States shall be deemed to begin thirty days before he arrives in the Islands ready for duty.

SEC. 274. *Vacation and leave of teachers.*—Persons in the teaching service other than the classes designated in section two hundred seventy-nine hereof as not being entitled to accrued leave, and such as are designated for continuous duty shall be entitled to teachers' vacation; and upon the approval of the Secretary of Public Instruction such persons may, not oftener than once in three years, be granted extended leave on full pay during vacation period, with permission to spend a vacation period abroad.

SEC. 275. *Persons in teaching service designated for continuous duty in vacation periods.*—For the good of the service the Director of Education, or in the case of employees of the University of the Philippines, the President of the University, may, with the approval of the Secretary of Public Instruction, designate persons in the teaching service for continuous duty. Teachers so designated shall be entitled to accrued leave instead of teachers' vacation leave, and shall render the same hours of service as other employees entitled to accrued leave.

SEC. 276.¹ *Persons entitled to accrued leave.—Schedule.*—After at least two years' continuous, faithful, and satisfactory service, the proper Head of Department shall, subject to the requirements of the public service, grant each

¹ As amended by Act No. 2911 approved on March 23, 1920.

regularly and permanently appointed officer or employee in the Philippine Civil Service, except as hereinafter provided, accrued leave of absence with full pay, inclusive of Sundays and holidays, for each year of satisfactory service in the Islands, or abroad, if specially detailed, in accordance with the following schedule:

An employee receiving an annual salary of less than one thousand eight hundred pesos shall be granted twenty days' leave; an employee receiving an annual salary of from one thousand two hundred to one thousand eight hundred pesos with board and quarters, and an officer or employee receiving an annual salary of one thousand eight hundred pesos or more, but less than three thousand six hundred pesos, shall be granted thirty days' leave; an officer or employee receiving an annual salary of three thousand six hundred pesos or more shall be granted thirty-five days' leave.

SEC. 277. *Computation of leave and pay earned under different salaries.*—In case of a change of salary, whether occasioned by transfer from one position to another or to an office newly created, or otherwise, leave and pay shall be so computed as to correspond with the salaries at which and periods during which such leave and pay were earned, and the same amount of pay shall be allowed as if leave had been taken while the officer or employee was receiving the salary at which it accrued.

SEC. 278. *Anticipation of leave to accrue during absence.*—Leave shall accrue during authorized absence on leave with pay, and leave so to accrue may be allowed by anticipation at the time leave is granted.

SEC. 279. *Persons not entitled to accrued leave.*—The following persons shall not be entitled to accrued leave:

(a) Laborers, skilled and unskilled, whose rate of compensation is less than two thousand pesos per annum.

(b) Temporary and emergency employees.

(c) Persons whose compensation are authorized at other than a yearly rate, except officers detailed from the military, naval, or civil service of the United States.

(d) Persons enlisted for a term of years.

(e) Detectives, except where appointment is by transfer from a leave-earning position, and secret agents.

(f) Messengers and watchmen.

(g) Postmasters who are required to perform the duties of telegraph operators, except postmasters appointed subject to the examination requirements of the Civil Service Law, postmasters at Army posts whose compensation does not exceed one thousand two hundred pesos per annum each, and operators and linemen in the Bureau of Posts.

(h) Persons who receive compensation for official duties not requiring all their time, and persons whose salary is wholly or partly paid by municipalities.

(i) Persons guilty of conduct requiring separation from the service.

(j) Persons brought to the Islands on special contract.

(k) Any person or class of persons whose right to leave is governed by special provisions.

SEC. 280. *Accumulation of accrued leave.*—If accrued leave is not taken, in whole or in part, as earned, the same shall accumulate for five years, after which the person entitled to leave may obtain accrued leave for five years' service, the balance of the leave for past service being forfeited.

SEC. 281. *Accrued leave for Legislative employees.*—Accrued leave shall not be enjoyed by Legislative employees who serve during legislative sessions only, but such privileges may be granted in the discretion of the President or Speaker to all permanent employees of the Senate or House, respectively, after not less than one year of continuous and satisfactory service.

SEC. 282. *Payment of equivalent of leave of deceased person.*—The salary equivalent of leave earned by a deceased person shall be paid to the person or persons entitled to receive his estate.

SEC. 283. *Time of application for persons resigning.*—In case of resignation no application for leave shall be considered if not presented within six months after separation from the service.

SEC. 284. *Vacation leave in addition to accrued leave.*—After at least six months' continuous, faithful, and satisfactory service the Governor-General or proper Head of Department may, in his discretion, grant to each officer or employee entitled to accrued leave, in addition to such accrued leave, vacation leave of absence with full pay, inclusive of Sundays and holidays, for each calendar year of service, in accordance with the following schedule:

An officer or employee receiving an annual salary of less than two thousand pesos may be granted twenty-one days' vacation leave; an officer or employee receiving an annual salary of two thousand pesos or more, or a trained nurse, may be granted twenty-eight days' vacation leave.

SEC. 285.¹ *Vacation leave for craftsmen and classified apprentices of the Bureau of Printing: messengers, treasurers, and telegraph operators.*—A craftsman or classified apprentice of the Bureau of Printing may be granted thirteen days' vacation leave, at the salary received by him upon taking such leave, after at least one year of continuous, faithful, and satisfactory service as craftsman or classified apprentice, in accordance with the civil-service rules and such other rules as the Department of Finance may prescribe, and the head of said Department may suspend the vacation leave granted, or part thereof, if in his judgment the needs of the public service required it.

A messenger may be granted fifteen days' vacation leave, but only after at least one year's continuous, faithful, and satisfactory service, and no substitute messenger shall be employed during the absence of any messenger to whom leave has been granted in accordance with this provision.

¹ As amended by Act No. 2861 approved on March 12, 1919.

A municipal treasurer and deputy provincial treasurer, or a township treasurer and deputy provincial treasurer, may be granted twenty-one days' vacation leave, but subject to the conditions that no person or persons not already in the municipal or provincial treasury service shall be employed merely in order that such leave may be granted, that no person designated to act in the place of the regular incumbent during any period of leave granted under this provision shall receive additional compensation therefor, and that the salary and all proper expenses of the acting officer shall in such cases be paid by the province, municipality, or township concerned in the same ratio in which payment of salary of the regular incumbent is authorized.

A telegraph operator regularly and permanently appointed in the Philippine Civil Service may be granted vacation leave, after six months of continuous, faithful, and satisfactory service, in accordance with the schedule prescribed in section two hundred and eighty-four.

SEC. 286. *When vacation leave to be taken.*—Vacation leave must be taken within the calendar year in which it is earned. The vacation leave allowable for one year of service, and no more, may be allowed in connection with accrued leave granted. In cases of resignation, vacation leave shall not be allowed in addition to accrued leave.

SEC. 287. *Leave to go abroad—Half pay and travel allowance.*—When an employee entitled to accrued leave has served in the Islands for three years or more and has accumulated to his credit the accrued leave allowed for two full years he may, in the discretion of the proper Department Head, but not oftener than once in each period of three years, be granted permission to go abroad, with the half-pay and travel-expense allowances hereinbelow specified:

(a) If he is given permission to visit the United States, he shall be allowed, with half pay, in addition to the leave granted, sixty days for the time occupied by him in going to and returning from the United States if he is serving in Manila, and if serving in the provinces sixty days plus the actual and necessary time consumed from date of departure from station to date of departure from Manila, and on returning, from date of arrival at Manila to date of arrival at station, such half salary to be paid on return to duty; if he is granted permission to visit any other country he shall be allowed under the same conditions and in lieu of the sixty days' half pay above provided, actual and necessary travel time with half pay not exceeding sixty days.

(b) On the completion of two years of continuous, faithful, and satisfactory service, after returning to the Islands from such leave of absence to visit the United States, he shall be allowed his travel expense from his place of residence in the United States to Manila if he come by the route and steamer directed, and if returning from any other country or from the United States, not residing therein, he shall be allowed

his travel expense to Manila from the port of embarkation in the United States or such other country not exceeding four hundred pesos.

Subject to the same qualifications, these privileges shall also be accrued to persons going abroad on teacher's leave under section two hundred and seventy-four hereof.

SEC. 288. *Commutation of salary for persons going abroad.*—In favor of persons going abroad upon accrued leave or teacher's leave, the proper Department Head may, in his discretion, direct a commutation of the salary that would be received during the period of leave and in lieu of the payment of such salary in usual course authorize the payment, from the fund out of which the salary would have been paid, of an equivalent sum in gross on or before the beginning of such leave or vacation.

SEC. 289. *Commutation of salary in case of separation from service.*—The salary incident to leave may be in like manner commuted upon the death or separation from the service of any person entitled thereto.

SEC. 290. *Return to duty pending leave.*—No officer or employee whose salary has been commuted shall be permitted to return to duty before the expiration of the period covered by his leave, unless he first refunds to the Government the value of the unused portion of his leave; but the requirement as to the making of such refund may be waived, in the discretion of the Department Head, in the case of an officer or employee separated from the service through lack of work or the abolishment of his position.

In case of voluntary service without pay rendered during leave granted, the time cannot be saved for future leave.

SEC. 291. *Absence of teachers from duty on account of illness.*—Absence from duty of teachers, due to illness, shall be charged against their vacations, and with the consent of the Secretary of Public Instruction they may remain on duty during vacations for a period equal to that so lost, in which case no deduction of pay shall be made on account of absence caused by illness.

SEC. 292. *Absence of other employees from duty.*—Absence on account of illness of other regularly and permanently appointed officers and employees in the Philippine Civil Service who are entitled to accrued leave shall be charged first against their vacation leave and then against accrued leave, until both are exhausted, when their further absence shall be without pay.

SEC. 293. *Withholding of salary incident to leave.*—Payment of salary to an officer or employee for any absence during his first six months of service properly chargeable to vacation leave, or during his first two years of service properly chargeable to accrued leave, shall be withheld until such leave may properly be taken under the provisions of this chapter; though in case of absence due to illness the Governor-General or proper Head of Department may direct

that payment for such absence be not withheld if not in excess of the vacation and accrued leave to his credit.

SEC. 294. *Application for leave—Action of office chief.*—Applications for accrued or vacation leave shall first be acted upon by the chief of the Bureau or Office to which the applicant pertains. It shall then be transmitted by such chief to the Director of Civil Service.

SEC. 295. *Final determination by Department Head.*—The respective heads of Departments may authorize the Director of Civil Service to act finally upon the application in all cases in which he approves the recommendation of the chief of the Bureau or Office in regard to such leave. Otherwise the matter shall in all cases be determined finally by the Department Head.

SEC. 296. *Title of chapter.*—This chapter shall be known as the Travel Expense Law.

SEC. 297. *Definition of "travel expense."*—"Travel expense" shall be held to include not only the actual and necessary expenses of transportation of one's person and essential baggage but also the actual and necessary expenses of subsistence and lodging while en route or absent from permanent station, together with such other items necessarily incidental thereto as shall, by regulation, be allowed by the Auditor with the approval of the Governor-General.

SEC. 298. *Travel expense of Insular employees.*—When traveling or when absent from their permanent stations on official business, officers and employees of the Insular Government shall be allowed their travel expenses, to be charged to the Bureau or Office for which the service is rendered.

SEC. 299.¹ *How to be paid.*—Travel expenses shall be allowed either in the form of payment of the travel expenses actually and necessarily incurred, or in the discretion of the chief of Bureau or head of Office, by the payment of per diems, or fractional per diems, in lieu of expenses other than transportation.

Per diems shall not be allowed to members of field parties or others for whom subsistence in kind is supplied or other special provisions made to cover travel expense.

When travel is done by water and subsistence is not included in the transportation the amount actually and necessarily expended for subsistence shall be paid, and no per diem shall be allowed in lieu thereof.

SEC. 300. *Schedule of per diems for Insular officers and employees.*—Per diems, when allowed, shall be in accordance with the following schedules:

(a) Officers and employees receiving a salary of less than one thousand two hundred pesos per annum, a per diem of one peso.

(b) Those receiving one thousand two hundred pesos or more per annum, but not exceeding one thousand eight hundred pesos per annum, a per diem of two pesos.

¹ As amended by Act No. 2857, approved on March 12, 1919, with retroactive effect since January 1, 1919.

(c) Those receiving more than one thousand eight hundred pesos per annum, but not exceeding two thousand four hundred pesos per annum, a per diem of three pesos.

(d) Those receiving more than two thousand four hundred pesos per annum, but not exceeding six thousand pesos per annum, a per diem of four pesos.

(e) Those receiving more than six thousand pesos per annum, a per diem of five pesos.

Persons whose compensations are stated at rates other than per annum may be given the allowances authorized for employees at a corresponding per annum compensation.

SEC. 301. *Control of head of Office over allowance of per diems.*—Chiefs of Bureaus and heads of Offices shall make such examination in passing upon per diems as may be necessary to satisfy their minds that the per diems allowed will not more than reimburse employees for necessary travel expenses and will not constitute an increase of salary.

SEC. 302. *Per diems of detailed Army and Navy officers.*—Officers of the United States Army or Navy detailed for duty with the Insular Government shall receive, when traveling on official business of this Government, the per diems corresponding to the salary of the position which the officers are filling under detailed, and subject to the same conditions as other officers; and, if no salary is fixed by law for such positions, the officers shall be considered as included in the class for which a per diem of five pesos is authorized.

SEC. 304. *Travel expense of provincial employees.*—Officers and employees of provincial governments when traveling, or when absent from their permanent stations on official business, shall be allowed travel expenses as follows, to be paid from the funds of their respective provinces:

(a) When traveling by water transportation, the actual travel expenses incurred.

(b) While in the city of Manila, a per diem of six pesos, which shall include transportation while in said city.

(c) When otherwise traveling or absent from station, the cost of transportation of person and essential baggage, together with a per diem to be fixed by the provincial board for expenses other than transportation, which per diem shall not exceed two pesos unless the Department Head shall approve a greater allowance.

Officers and employees who are technically in the Insular service but whose salary or compensation is paid by the province in which their service is performed shall be on the same footing in regard to the allowance of travel expense as other provincial employees.

SEC. 305. *Travel expense of employee transferred to other branch of service.*—When a Government employee is transferred from one branch of the service in the Islands to another, he shall be entitled to receive from the branch of the service to which he is transferred reimbursement of the travel expense incurred in reaching his new permanent station or place where he is assigned to duty.

SEC. 306. *Travel expense of appointee going to station.*—When a resident of the Philippine Islands, not already in the Government service, is appointed to a position which necessitates a change of residence, he shall receive from the branch of the service to which he is appointed reimbursement of the travel expense incurred in going to his permanent station or place where he is assigned to duty.

SEC. 307. *Travel expenses of judges.*—A judge, who at the time of his appointment resides in the United States, shall, upon entering the service, be allowed the travel expense of himself and family from his place of residence to Manila; and if one has been employed as judge in the Philippine Islands for three years, he shall, if he so requests, upon his retirement from the service, be furnished with transportation for himself and family from Manila to his place of residence.

SEC. 308. *Refund to employee of travel expense paid by him.*—Except in the case of a judge, the travel expense of an appointee to the Philippine Civil Service, paid by himself, from his place of residence in the United States to Manila shall, if the journey be consummated by the route and steamer directed, be refunded to him at the expiration of two years, continuous, faithful, and satisfactory service, after his arrival in the Philippines, such refund to be made from the funds of the Bureau, Office, or province with which he is at that time connected.

SEC. 309. *Deduction from salary for travel expense advanced—Final refund to employee.*—When an employee is coming to Manila, the cost of his transportation, or any part thereof, may be advanced to him by the Government; and when this is done, the amount of such advance shall be made a charge against the Bureau, Office, or province to which he is assigned on his arrival, or return; and in such event ten per centum of his monthly salary shall be retained and paid into the Insular Treasury to the credit of a travel expense trust fund, until the amount so paid in is equal to the amount paid out by the Government. At the end of the period of two years of satisfactory service the amount so paid by the employee shall be returned to him from such fund.

SEC. 310. *Audit and certification of accounts for travel expenses.*—Accounts of employees for expenses of travel from the United States or foreign countries to Manila shall be filed with the Insular Auditor upon their arrival in Manila, for advance audit and subsequent certification to the proper Bureau, Office, or province, for payment when due.

SEC. 311. *Applications for transportation on commercial steamship.*—Where a commercial steamship company makes a concession from its regular rates for ocean transportation in favor of persons in the Government service, members of their families, fiancées, or other persons dependent upon them, official request for such transportation and the necessary certificates showing the right of the applicants to such

concession shall, when required, be supplied by or under the authority of the Governor-General.

SEC. 312. *Applications for transportation on Army transports.*—Applications for ocean transportation upon United States Army transports in behalf of persons in the Philippine service entitled to such transportation, together with any certificate, or certificates, required in connection therewith, shall also be transmitted by or under the authority of the Governor-General to the department quartermaster of the United States Army or other official having control of such transportation.

SEC. 418. *Disqualification of inspector.*—Any person appointed as inspector who accepts appointment and qualifies for the office may not be appointed to any other office unless one year shall have elapsed from the last election in which he acted as inspector and he shall have resigned the office prior to his appointment.

SEC. 449. *Persons prohibited from influencing elections.*—No judge of first instance, justice of the peace, or treasurer, fiscal or assessor of any province and no officer or employee of the Philippine Constabulary or of the Bureau of Education shall aid any candidate or exert influence in any manner in any election or take part therein otherwise than by exercising the right to vote, under penalty of being deprived of his office and being disqualified to hold any public office whatever for a term of five years.

SEC. 549. *Seal of Bureau.*—The respective Bureaus shall keep appropriate seals, with which shall be sealed all commissions, records, transcripts, and other documents requiring authentication.

SEC. 550. *Powers and duties of chiefs of Bureaus.*—The Director or other chief official in each Bureau or Office shall exercise the functions of chief executive and administrative officer thereof. It shall be his duty, under the immediate executive control, direction, and supervision of the proper Department head, to exercise general authority in all matters embraced within the jurisdiction of the Bureau or relating to the operation thereof and to see to the enforcement of all laws and regulations pertaining to it.

For administrative purposes, a Bureau chief may, consistently with law, distribute the work of his Bureau among such permanent divisions and sections as may be deemed advisable; and he shall define the duties of his subordinates in so far as may be desirable for the efficiency of the service.

SEC. 551. *Authority to prescribe forms and make regulations.*—Every chief of Bureau shall prescribe forms and make regulations or general orders, not inconsistent with law, to secure the harmonious and efficient administration of his branch of the service and to carry into full effect the laws relating to matters within the jurisdiction of his Bureau; but penalties shall not be prescribed in any such regulations or orders for violation thereof except as expressly allowed by law.

Regulations and orders shall become effective only when approved by the Department head and published in the Official Gazette or otherwise publicly promulgated. Formal approval or publication shall not be necessary as regards circulars of information or instructions for the guidance of officers and employees in the internal administration of the affairs of the Bureau.

All general orders issued by a Bureau chief shall be serially numbered. Such orders shall be called administrative orders and they shall be so entitled.

SEC. 552. *Officials and subordinates of Bureaus and Offices in general.*—The officials and subordinates of each of the several Departments, Bureaus, Offices, and branches of the service shall consist of such as are specified in this Code and of such other assistants, clerks, employees, and agents as may, in each case, be essential to the proper accomplishment of the work required to be done and available within the limits of appropriated funds.

SEC. 553. *Authority of Bureau chief to employ and discharge subordinates.*—Laborers receiving compensation at a rate of seven hundred and twenty pesos or less per annum and other employees receiving compensation at the rate of two hundred and forty pesos or less per annum shall be employed and discharged by the chief of Bureau or Office, subject only to the general control of the Department head.

Other subordinates and employees shall be employed and discharged by the chief of Bureau or Office and, except as otherwise specially provided, in conformity with the provisions of the Civil Service Law.

SEC. 554. *Duties of assistants and other subordinates.*—Assistant chiefs and other subordinates in every Bureau, Office, and branch of the service shall, respectively, perform therein such duties as may be required of them by law or regulation or as may be specified by the chief or head of the office or other person in lawful authority over them.

The circumstance that the duties of any subordinate officer or employee are specified by law shall not, in the absence of special restriction, be understood to prevent his being assigned to additional duties by proper authority, when not inconsistent with the performance of the duties imposed by law.

SEC. 555. *Acting chief of Bureau.*—During the absence or disability of the chief of a Bureau, the Department Head may designate as acting chief the Under Secretary of the Department, who shall perform the duties of the office in addition to his duties as such Under Secretary, or any officer or employee of the Bureau or other officer or employee in the Department.

SEC. 556. *Designation of acting head of Office by Governor-General.*—During the temporary absence or disability of the head of any Office or branch of the service, not in or subordinate to a Bureau, the Governor-General may, in the absence of special provision, designate any officer or employee to fill his place.

SEC. 557. *Performance of duties of subordinate officers temporarily absent.*—In case of the temporary absence or disability of any subordinate officer or employee in any Bureau or Office, the chief of such Bureau or Office may, in the absence of special provision, designate any other subordinate officer or employee in his Bureau or Office temporarily to perform the duties of the person thus absent or disabled, or he may temporarily perform such duties himself.

SEC. 558. *Filling of vacancies.*—Vacancies caused by the death, resignation, or removal of any officer or subordinate may be temporarily supplied in the same manner as in case of absence or disability. Such vacancies shall not be filled by permanent appointment until the expiration of any leave allowable to the predecessor, unless the Governor-General or proper head of Department is of the opinion that the exigencies of the service require that the appointment be made forthwith.

SEC. 559. *Filling of vacancy by appointment of person or persons in lower grade.*—With the prior approval of the Governor-General or proper head of Department, a vacancy in a position of any grade may be filled by the appointment of one person or more of a lower grade; but in such case the aggregate of salaries paid shall not be greater than the salary authorized by law for that position.

SEC. 560. *Bonds required of private persons—Duties of Bureau chief in respect thereto.*—The chief of each Bureau shall, consistently with law, prescribe the form and fix the amount of all bonds executed by private parties to the Government under the laws pertaining to his Bureau and shall pass on the sufficiency of the security and retain possession of the bond.

When it appears that any such bond is risky or insufficient, such chief may require better security, and after notice to the party concerned, and upon his failure within a reasonable time to give better security, or additional security, may abrogate the privileges secured by the giving of the bond, but such action shall be without prejudice to the liability of any person or property already obligated.

SEC. 561. *Contract for transportation equipment belonging to employee—Loan for purchase of equipment.*—Subject to restriction and regulation by executive order the chiefs of Bureaus may, in the absence of other adequate transportation equipment, enter into contracts with employees for the use by the latter, respectively, on official business, of transportation equipment owned by them, at a rental to be paid from the transportation-expense funds of the Bureau in question; but no allowance hereunder shall be in excess of twenty pesos per month in the case of a horse, or thirty pesos per month in the case of motor vehicles or vessels. When the nature of the official duties of any such employee justifies the permanent assignment to him of transportation equipment for his official use, he may, in the absence of other suitable means of transportation and with the prior

approval of the proper head of Department, be loaned from the same funds an amount sufficient to purchase the necessary means of transportation, not to exceed four hundred pesos for an American horse or motor vehicle and two hundred pesos for a native horse, such loan to be repaid to the Government in monthly installments of not less than ten per centum of the amount loaned.

SEC. 562. *Legal hours of labor—Minimum requirement.*—The chiefs of Bureaus and Offices in every branch of the Government service shall require of all employees, of whatever grade or class, not less than the legal number of hours of labor.

Such hours, except for schools and courts, shall be as prescribed in the Civil Service Rules and as otherwise from time to time disposed in temporary executive orders, in the discretion of the Governor-General; but save on Saturday and during the heated season they shall not be less than six and one-half hours per day, not including time for lunch.

SEC. 563. *Government employees not required to work on holidays.*—Upon holidays the schools, courts, and the various Departments, Bureaus, and Offices pertaining to the administration of the Insular, provincial, and municipal governments shall be closed; and on such days attendance or labor shall not be required of employees, except as otherwise provided.

SEC. 564. *On Saturdays and during heated season.*—On Saturdays throughout the year and on all days during the heated season, from April first to June fifteenth, inclusive, the period of labor may be reduced to five continuous hours; but an executive order so disposing shall not oblige the head of any Department, Bureau, or Office so to reduce the hours of labor in his branch of work, but shall leave the same in his discretion subject to the requirements of the service.

SEC. 565. *Temporary suspension of labor for special reasons.*—The Governor-General may, for special reasons only, direct that any Department, Bureau, or Office be closed during any particular day, or for part of a day, as occasion requires.

SEC. 566. *Extension of hours and requirement of overtime work.*—When the interests of the public service so require the head of any Department, Bureau, or Office may extend the daily hours of labor, in what manner soever fixed, for any or all of the employees under him, and may likewise require any or all of them to do overtime work not only on work days but also on holidays.

SEC. 579. *Inhibition against purchase of property at tax sale.*—Officials and employees of the Government of the Philippine Islands are prohibited from purchasing, directly or indirectly, from the Government, any property sold by the Government for the nonpayment of any public tax. Any such purchase by a public official or employee shall be void.

SEC 580. *Powers incidental to taking of testimony.*—When authority to take testimony or evidence is conferred upon an administrative officer or upon any non-judicial person, committee, or other body, such authority shall be understood to comprehend the right to administer oaths and summon witnesses and shall include authority to require the production of documents under a subpoena *duces tecum* or otherwise, subject in all respects to the same restrictions and qualifications as apply in judicial proceedings of a similar character.

Any one who, without lawful excuse, fails to appear upon summons issued under the authority of the preceding paragraph or who, appearing before any individual or body exercising the power therein defined, refuses to make oath, give testimony, or produce documents for inspection, when thereunto lawfully required, shall be subject to discipline as in case of contempt of court and upon application of the individual or body exercising the power in question shall be dealt with by the judge of first instance having jurisdiction of the case in the manner provided by law.

SEC. 598.¹ *Clerks to district auditor.*—The district auditor shall have for each province of his district the number of clerks provided in accordance with the provisions of section two thousand and eighty-one of this Code. Said clerks shall be appointed by the district auditor and shall be under his direction, and their salaries and travel expenses shall be paid from the funds of the province to which appointed.

SEC. 659. *Title of chapter.*—This chapter shall be known as the Civil Service Law.

SEC. 660. *Chief officials of Bureau of Civil Service.*—The Bureau of Civil Service shall have one chief and one assistant chief, to be known, respectively, as the Director of Civil Service and the Assistant Director of Civil Service.

SEC. 661. *Duties of Director of Civil Service.*—It shall be among the powers and duties of the Director of Civil Service—

(a) To keep a record of all officers and employees in the permanent service of the different branches of the Philippine Government.

(b) To keep a record of the absences of all officers and employees entitled to leave of absence.

(c) To supervise the preparation and rating and have control of all civil-service examinations in the Philippine Islands.

(d) To fix proper limits of age for applicants desiring to enter the service.

(e) To make investigations and special reports upon all matters relating to the enforcement of the Civil Service Law and civil-service rules.

(f) To prepare and certify to the Governor-General such

¹ As amended by Act No. 2811, approved on March 1919.

rules as may be adapted to the more effectual carrying out of the provisions and purposes of the Civil Service Law and to the securing of an efficient administration of the Government within the scope of the Civil Service Law, such rules to be effective when approved by the Governor-General and promulgated in an executive order.

SEC. 662. *Matters to be prescribed in civil-service rules.*—The civil-service rules shall, among other things, prescribe the conditions which shall govern certifications from eligible registers, appointments to the service, separations therefrom, suspensions, deductions from pay, reductions, reinstatements, and transfers, and shall define the procedure to be followed in such matters. They shall also contain regulations concerning the hours of labor, the allowance of leaves of absence (including the withholding of salary for leave granted), and the allowance of travel expenses and half salary of persons entitled thereto—all in conformity with the provisions of this Code. The rules shall also prohibit or regulate the political activity of persons in the civil service.

SEC. 663. *Fundamental requirements as to civil-service rules.*—Any civil-service rules promulgated by the Governor-General upon the recommendation of the Director shall be consistent with the following fundamental requirements:

(a) So far as feasible open competitive entrance examinations shall always be required and given, though appointments to positions requiring technical, professional, or scientific knowledge may, in the discretion of the Director, be made upon either competitive or noncompetitive examinations.

(b) Promotion examinations, competitive or noncompetitive, shall be prescribed when practicable.

(c) A thorough physical examination by a competent physician shall be required of every applicant for examination in the United States, and in the discretion of the Director of Civil Service, the same may be required of applicants for examination in the Philippine Islands. Persons found to be physically disqualified for efficient service shall be rejected.

(d) A period of trial service shall be required before appointment or employment is made permanent.

SEC. 664. *Authority of officers and examiners to administer oaths and take testimony.*—Officers and examiners of the Bureau of Civil Service may administer such oaths as may be necessary in the transaction of official business, and the Director or other person conducting any investigation authorized by him may administer oaths and take testimony in connection therewith.

SEC. 665. *Duty of officers to aid enforcement of law.*—All officers in the Philippine civil service shall aid in all proper ways in carrying the Civil Service Law and the civil-service rules into due effect.

SEC. 666. *Publication of Official Roster.*—From the records kept by the Director of Civil Service shall be published

an official roster at intervals determined by the Governor-General.

SEC. 667. *Annual report of Director of Civil Service.*—The annual report of the Director of Civil Service to the Governor-General shall contain an account of the work performed by the Bureau, a statement of the rules certified to the Governor-General and promulgated by him and the practical effect thereof, to which shall be added suggestions and recommendations for the effectual maintenance of an efficient and honest civil service in all the administrative branches of the Government.

SEC. 668. *Persons embraced in Philippine civil service.*—The Philippine civil service includes every person employed by the Insular Government or any provincial government or by the government of the city of Manila or Baguio, or partly by one and partly by the other of these agencies, and serving for compensation either at a yearly, monthly or daily rate or otherwise; and consistently with other laws concerning appointments, tenure of office, and the conditions of employment in particular cases, such persons shall be appointed and employed in conformity with this law only and shall to the extent herein defined be entitled to its protection and privileges.

SEC. 669.¹ *Civil-service status of municipal treasurers.*—Municipal treasurers, though partly paid from municipal funds, shall nevertheless be deemed included in the definition given in the last preceding section, and as such shall be subject to the examination requirements and disciplinary provisions of this chapter and enjoy the same protection and privileges as the persons mentioned in said section.

SEC. 670. *Persons embraced in classified service.*—Persons in the Philippine civil service pertain either to the classified or unclassified service. The classified service embraces all not expressly declared to be in the unclassified service.

SEC. 671. *Persons embraced in unclassified service.*—The following officers and employees constitute the unclassified service:

- (a) Appointees of the President of the United States.
- (b) Appointees of the Secretary of War.
- (c) Elected officers.
- (d) Persons, other than provincial treasurers and district health officers, appointed by the Governor-General, with the advice and consent of the Upper House of the Philippine Legislature, under the authority of provisions relating to particular offices.
- (e) Officers and employees of the Houses of the Philippine Legislature.
- (f) The Reporter of the Supreme Court, the Clerk of the Supreme Court, and private secretaries to the individual Justices of the Supreme Court.
- (g) Members of the various faculties and other teaching force of the University of the Philippines.

¹ As amended by Act No. 2741, effective Feb. 18, 1918.

(h) The Private Secretary to the Governor-General, the private secretaries and assistant private secretaries to the several heads of Departments.

(i) Persons in the military, naval, or civil service of the United States who may be detailed for the performance of civil duties.

(j) Members of the commissioned and enlisted service in the Philippine Constabulary.

(k) Detectives, secret agents, sheriffs, and deputy sheriffs.

(l) Postmasters at Army posts whose compensation does not exceed one thousand two hundred pesos per annum each; and operators and linemen in the Bureau of Posts.

(m) Postmasters and customs inspectors whose rates of compensation do not exceed six hundred pesos and three hundred and sixty pesos per annum, respectively, and who may lawfully perform the duties of postmasters or customs inspector in connection with other official duties or in connection with their private business, such duties of postmaster or inspector requiring only a portion of their time, and postmasters who are required to perform the duties of telegraph operators.

(n) Hospital internes.

(o) Laborers whose rate of compensation is seven hundred and twenty pesos or less per annum.

(p) All other employees whose rate of compensation is two hundred and forty pesos or less per annum.

SEC. 672. *Examination as prerequisite to appointment.*—In the absence of special provision, no person shall be appointed to or employed in any position in the classified service until he passes the examination provided therefor.

SEC. 673. *Positions in unclassified service not subject to examination requirements.*—The examination requirements of the Civil Service Law for entrance into the civil service or for promotion therein shall not apply to positions in the unclassified service, except as otherwise specially provided.

Postmasters mentioned in subsection (m) of section six hundred and seventy-one hereof may be subjected to examination in the discretion of the Director of Posts.

Persons appointed to the position of chief or assistant chief of a Bureau or Office or to the position of superintendent may be required to undergo a civil-service examination if the officer making the appointment shall so direct.

SEC. 674. *Examining committees and special examiners.*—The Director of Civil Service may, with the approval of the proper head of Department, appoint examining committees or special examiners from officers and employees in the service. Such persons shall be examiners of the Bureau of Civil Service, and shall perform such duties as the Director may require in connection with examinations, investigations, appointments, and promotions, and in the performance of such duties they shall be under his exclusive control. The duties so performed by them shall be deemed part of the duties of the office to which they pertain, and time shall

be allowed for the performance of such duties during office hours.

SEC. 675. *Citizenship as qualification for admission to examination.*—No applicant shall be admitted to examination who is not a citizen of the Philippine Islands or of the United States or an honorably discharged soldier, sailor, or marine of the United States; but the requirement of citizenship may be waived by the Governor-General.

SEC. 676. *Director's authority to elicit information as to qualifications.*—The Director of Civil Service shall have power to elicit, under oath, from all applicants for examination and from persons in the service full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service.

SEC. 677. *Oath of applicant for examination.*—Before admission to a civil-service examination in the Philippine Islands, every applicant shall take and subscribe an oath, in such form as shall be prescribed in the civil-service rules, wherein the affiant shall declare that he recognizes and accepts the supreme authority of the United States of America and will maintain true faith and allegiance thereto; that he will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that the obligation imposed by such oaths is assumed voluntarily, without mental reservation or purpose of evasion; and that the answers to the questions contained in his application for examination are true to the best of his knowledge and belief.

SEC. 678. *Use of public buildings for civil-service examinations.*—When examinations are held, either in Manila or in the provinces, the officers having custody of public buildings shall allow the reasonable use thereof for such purpose and shall provide for furnishing and lighting the same.

SEC. 679. *Appointment of chief, assistant chief, and superintendent.*—Appointments to the position of chief or assistant chief of a Bureau or Office and to the position of superintendent shall be made by the promotion of persons already in the civil service, if there be such who are competent and available and who in the judgment of the appointing power possess the qualifications required.

SEC. 680. *Appointment to position in civil service.*—Other appointments to positions in the civil service shall be made by the chief of a Bureau with the approval of the proper Department Head.

SEC. 681. *Preference in selection from lists of eligibles.*—In making selections from lists of certified eligibles furnished by the Director, appointing officers shall, when other qualifications are equal, prefer:

First, Citizens of the Philippine Islands.

Secondly, Honorably discharged soldiers, sailors, and marines of the United States.

SEC. 682. *Temporary and emergency employees.*—When work of a temporary or emergency nature is to be performed the chief of the Bureau or Office concerned may employ any suitable person. Eligibles shall be preferred if available; and the prior approval of the Director of Civil Service shall always be obtained if practicable, and if such cannot be procured, the officer making the appointment shall in all cases without delay report such action to the Director and request his approval of the employment. The employment of a noneligible shall cease when the Director certifies an available eligible who will accept temporary or trial appointment.

SEC. 683. *Appointments and removals by Governor-General regardless of civil-service qualifications.*—For the good of the public service the Governor-General, with the consent of the Philippine Senate, may make appointments to and removals from positions in the classified service without regard to the requirements of this law.

SEC. 684. *Limitation on employment of persons in classified service.*—No person appointed to a position in the classified service shall, without the approval of the Director of Civil Service, be assigned to or employed in a position of a grade or character not contemplated by the examination from the results of which appointment was made, unless otherwise provided by law.

SEC. 685. *Limitation on employment of persons in unclassified service.*—A person appointed to a position in the unclassified service shall not be employed in any position in the classified service nor shall be allowed to do clerical duties other than such as may pertain to the office to which he was appointed.

SEC. 686. *Office records of attendance.*—Each chief of a Bureau or Office shall cause to be kept on a proper form a daily record showing for each day any absence of any employee from duty, due to any cause, and the duration thereof. At the beginning of each month he shall make full report to the Director of Civil Service of the absences shown by such records for the preceding month. Persons serving in the field or on the water need not be required to keep a daily record but all absences of such employees must be included in the monthly report of changes and absences. Falsification of time records shall render the offender liable to summary removal from the service and subject him to prosecution as provided by law.

SEC. 687. *Contributions to political fund prohibited.*—No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render any political service, nor shall he be removed or otherwise prejudiced for refusing to contribute or render any such service; and no officer or employee in the Philippine civil service shall directly or indirectly solicit, collect, or receive from any other officer or employee, any money or other

valuable thing to be applied to the promotion of any political object whatever.

Any person violating any provision hereof shall be removed from office or dismissed from the service and shall be subject also to prosecution as provided by law.

SEC. 688. *Making gifts to official superiors.*—It shall be improper for an officer or employee to make a donation or present any gift of substantial value to an official to whom he is subordinate or to solicit or receive a contribution from other officers or employees in the Government service for the making of such donation or gift. It shall likewise be improper for any official to accept any donation or gift as aforesaid offered or presented to him by any person or persons in the Government service subordinate to himself.

SEC. 689. *Political and religious affiliations to be ignored.*—No inquiry shall be made, and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion, and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person employed, examined, or to be examined, because of his political or religious opinions or affiliations; and in making removals or reductions, or in imposing other punishment, for delinquency or misconduct, action shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

SEC. 690. *Payment of salary of person in classified service.*—Payment of money on account of salary to any officer or employee in the classified service shall not be made prior to the receipt by the disbursing officer of notification from the chief of the Bureau or Office that the appointment or employment of such officer or employee has been duly authorized as provided by the Civil Service Law and rules.

SEC. 691. *Payment of person employed contrary to law.—Liability of chief of Office.*—No person employed in the classified service contrary to law or in violation of the civil-service rules shall be entitled to receive pay from the Government; but the chief of the Bureau or Office responsible for such unlawful employment shall be personally liable for the pay that would have accrued had the employment been lawful, and the disbursing officer shall make payment to the employee of such amount from the salary of the officer so liable.

SEC. 692. *Liability of disbursing officer for pay of such person.*—When the Director of Civil Service finds that any person is holding a position in the classified service in violation of law, he shall certify such fact to the Insular Auditor and to the disbursing officer through whom the payment of salary or wages to such person is by law required to be made. If the Insular Auditor finds that a disbursing officer has paid or permitted to be paid salary or wages to

any person illegally holding a classified position, the whole amount paid shall be disallowed and the disbursing officer shall not receive credit for the same unless the Insular Auditor shall find that the chief of the Bureau or Office is responsible, as above provided, for the payment of such person and that such payment is not due to the failure of the disbursing officer to obtain the evidence required in section six hundred and ninety hereof. In case the disbursing officer is not responsible for the illegal payment, he shall be directed to withhold from the salary of the chief of the Bureau or Office responsible for the illegal employment an amount equal to that disallowed by the Insular Auditor.

SEC. 693. *Opinion of Director of Civil Service on controverted questions related to service.*—A disbursing officer, the head of any Department, Bureau or Office, or the Insular Auditor, may apply for, and the Director of Civil Service shall render, a decision upon any question as to whether a position is in the classified or in the unclassified civil service, or whether the appointment of any person to a classified position has been made in accordance with law, which decision, when rendered, shall be final unless reversed by the Governor-General on appeal.

SEC. 694. *Suspension of officer pending investigation.*—The Governor-General may suspend any chief or assistant chief of a Bureau or Office, and in the absence of special provision, any other officer appointed by him, pending an investigation of charges against such officer or pending an investigation of his Bureau or Office. The President exercise the same power in regard to his own appointees. The chief of a Bureau or Office may likewise suspend any subordinate or employee in his Bureau or under his authority pending an investigation, if the charge against such subordinate or employee involves dishonesty, oppression, or grave misconduct or neglect in the performance of duty.

SEC. 695. *Administrative discipline of subordinate officers and employees.*—For neglect of duty or violation of reasonable office regulations or in the interest of the public service, a chief of Bureau or Office may 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.

SEC. 696. *Person in classified service or entitled to leave.*—If the person temporarily suspended or from whose pay a deduction is made is in the classified service or being in the unclassified service is entitled to accrued leave, the discipline imposed shall not take effect until the order imposing the same receives the approval of the proper Department head, after having been submitted to the Director of Civil Service for recommendation.

SEC. 697. *Contract to be executed by appointee coming from United States.*—A person residing in the United States who contemplates accepting an appointment in the Philip-

pine civil service to any other position than that of a judgeship or a place filled by appointment of the President or Secretary of War, shall, before receiving such appointment, execute and deliver to the Chief of the Bureau of Insular Affairs, a contract, wherein he shall agree to remain in the service of the Government of the Philippine Islands for at least two years unless released by the Governor-General or proper head of Department.

Upon breach of such contract by the appointee or upon his removal for cause, he shall be liable for any sum still due to the Government for expenses in bringing him to the Islands, and all salary and travel expense then due or accruing to him shall be withheld as forfeited, and he shall be thereafter debarred from again entering any branch of the Philippine service.

SEC. 698. *Right of person dying or separated from position without fault.*—Where a regularly appointed employee of the permanent service dies or is separated from the service on account of disability, lack of work, or the abolishment of his position, and through no fault or his own, he or his estate shall be allowed such accrued leave as he may have earned for the time served and the travel expense and half pay to which he would have been entitled had he served two full years.

SEC. 699. *Allowances in case of injury, death, or sickness incurred in performance of duty.*—When a person in the Philippine civil service is so injured in the performance of duty as thereby to receive some actual physical hurt or wound, the proper head of Department may direct that absence during any period of disability thereby occasioned shall be on full pay, though not for more than six months, and in such case he may in his discretion also authorize the payment of the medical attendance, necessary transportation, subsistence, and hospital fees of the injured person. Absence in the case contemplated shall be charged first against vacation leave, if any there be.

If a person in such service is killed or dies of injuries received in line of duty, the Department head may authorize the payment of reasonable burial expenses and of three months' salary or wages to the widow or dependent child or children of such deceased person, which shall be in accord with his efficiency and service to the Government.

In case sickness follows as a direct and immediate consequence of the performance of some act in the line of duty the Department head may in his discretion authorize the payment of the necessary hospital fees.

For employees of the city of Manila the time allowance and disbursements contemplated above shall not be granted except upon recommendation of the mayor of the city, with the prior approval of the Secretary of the Interior; and in the case of employees of a provincial government, upon the recommendation of the provincial board.

SEC. 700. *Priority of Government employee in admission*

to hospitals.—A person entitled under the rules of any Government hospital to service in the free wards thereof, shall have a right of priority in admission to such free wards, being a Government employee, or the wife, or minor child of such.

SEC. 1017. *Vacation leave for employees of sanitary divisions.*—Under such condition as the provincial authorities and the district health officer may approve, presidents of sanitary divisions and other employees of divisions receiving an annual salary of less than two thousand pesos may be granted leave with pay not to exceed twenty-one days for each calendar year; and those receiving an annual salary of two thousand pesos or more may be granted leave with pay not to exceed twenty-eight days for each calendar year. All such leave shall be taken during the calendar year in which it accrues. During an epidemic no leave shall be granted without the approval of the Director of Health.

SEC. 1031. *Duty of medical officers of other Bureaus to render medical service.*—Where a physician of the Philippine Health Service or other health officer is not available to perform medical service for a Government employee or other person entitled thereto, such service shall be rendered by any accessible medical officer of the Philippine Constabulary or other Bureau.

SEC. 1032. *Medical attendance for Government employees sick at point remote from hospital.*—When an officer or employee of the Insular Government or of a provincial government is ill at a point remote from a hospital under the control of the Insular or of a provincial government, and it appears that medical attendance is necessary to preserve his life, the Director of Health at the direction of the Governor-General, shall order a medical officer or nurse to attend such ill person and, if necessary, conduct him to the nearest hospital for treatment.

SEC. 1033. *Payment of expenses.*—The actual and necessary travel expenses of such physician or nurse shall be a proper charge against the Bureau or Office with which the patient is connected, and, if the patient is an employee of a provincial government, such travel expenses may be made a proper charge against the provincial treasury.

In such case the travel expenses and subsistence of such ill employee to or from a hospital shall be a personal charge to be borne by himself.

SEC. 1898. *Employment of persons in Government as Weather Bureau observers.*—At subordinate stations where other suitable persons are not procurable the Director of the Weather Bureau may appoint any suitable Government employee to act as observer for and during such time as the head of the Department to which the employee in question pertains shall approve.

Persons so appointed may receive salaries as Weather Bureau observers in addition to their other compensation as Government employees.

SEC. 1899. *Right of employees to engage in additional employment.*—Upon authorization by the Head of the Department any third-class observer, rain observer, or assistant to a first class observer, may engage in private business or accept employment from another branch of the Insular or Federal Government and receive compensation therefor; but additional Government employment shall be entered upon only after arrangement therefor shall have been mutually agreed upon between the Head of the Department and the head of the other Bureau or Office concerned.

SEC. 2077. *Compensation for person appointed to temporary service.*—When a person not in the Government service is appointed to fill temporarily the position of a provincial officer, the appointee shall receive during the period of his service compensation equal to that fixed by law for the permanent appointee, to be paid from the provincial treasury as other salaries.

In case of the temporary absence or disability of a provincial officer or in case of a vacancy in a provincial office, the Governor-General or officer having the power to fill such position may, in his discretion, order the payment of compensation, or additional compensation, to any Government officer or employee designated or appointed temporarily to fill the place; but the total compensation paid shall not exceed the salary authorized by law for the position filled.

SEC. 2078. *Suspension and removal of provincial officer by Governor-General.*—Should the Governor-General have reason to believe that any provincial officer or any lieutenant governor of a subprovince is guilty of disloyalty, dishonesty, oppression, or misconduct in office, he may suspend him from the discharge of the duties of his office, and, after due notice to the suspended officer, shall investigate the cause of suspension and either remove him from office, or reinstate him, as the circumstance may require.

SEC. 2079. *Payment of salary accruing pending suspension.*—When a provincial officer is suspended he shall receive no salary from and after the date of his suspension, unless so provided in the order of suspension; but upon subsequent reinstatement of the suspended person or upon his exoneration, if death should render reinstatement impossible, any salary so withheld may be paid in whole or in part upon order of the Department Head approved by the Governor-General.

SEC. 2081. *Employment of subordinates.*—Subject to regulation by the Chief of the Executive Bureau, the provincial board shall fix the number of assistants, deputies, clerks, and other employees for the various branches of the provincial government and the rates of salary or wage they shall receive.

After their number and compensation shall have been thus determined, the provincial governor, treasurer, fiscal or other provincial official, shall appoint the personnel under their respective control, and except as otherwise specially

provided, in conformity with the provisions of the Civil Service Law.

SEC. 2093. *Application of Civil Service Law to assessor and deputy assessor.*—The positions of assessor and deputy assessor shall not be primarily subject to the provisions of the Civil Service Law; but if any civil service employee should be transferred to such position or the duties thereof should be imposed upon any such employee, his civil service status and privileges shall not be thereby suspended or impaired.

A Government employee appointed to the position of deputy assessor may be allowed additional compensation for his services in such capacity.

SEC. 2098. *Secretary of the provincial board.*—There shall be a secretary of the provincial board, whose duty it shall be to attend the meetings of the board and act as its recording officer and secretary.

The secretary of the provincial board shall be the keeper of the seal of the province and he shall attest therewith the official acts of the provincial governor and shall record all those of the governor's acts which are required by law to be recorded. He shall receive from the provincial governor and file in his office all reports to the provincial governor required by law, and shall index the same, and he shall generally act as custodian of all provincial records and documents. He shall, on demand, furnish certified copies of all public records and documents, for which he shall charge ten centavos for each hundred words, including the certificate, all the proceeds whereof shall be paid into the provincial treasury.

The position of secretary shall be regarded as within the unclassified civil service but may be filled in the manner in which classified positions are filled, and if so filled, the appointee shall be entitled to all the benefits and privileges of classified employees, except that he shall hold office only during the term of office of the appointing governor and until a successor in the office of secretary is appointed and qualified, unless sooner separated.

SEC. 2673. *Solicitation of political contribution or political service.*—Any officer or employee in the Philippine civil service who shall directly or indirectly solicit, collect, or receive from any other officer or employee in such service any money or other valuable thing to be applied to the promotion of any political object or purpose or shall solicit or require him to render political service, of any sort, and any officer who shall remove any other officer or employee in such service or otherwise injuriously affect or prejudice him in his official position on account of his failure or refusal so to contribute or render political service, shall be punished by a fine not exceeding one thousand pesos or by imprisonment not exceeding six months, or both.

SEC. 2674. *Sundry frauds.*—Any person who shall by himself or in coöperation with another defeat, deceive, or ob-

struct any person in the matter of his right of examination by the Bureau of Civil Service, or who shall falsely rate, grade, estimate, or report upon the examination or standing of any person examined by the Bureau of Civil Service, or shall aid in so doing, or shall make any false representations relative thereto or concerning the person or persons examined or who shall use or furnish any special or secret information for the purpose of improving or injuring the prospects or chances of any person so examined or to be examined, of being certified, employed, appointed, or promoted, shall for each such offense be punished by a fine not exceeding two thousand pesos, or by imprisonment for a period not exceeding one year, or both.

Any person who shall knowingly make any material false statement in his application for examination, or who shall connive at any false statement made in any certificate which may accompany his application, or who shall make any material false statement in any certificate to accompany the application for examination of any other person, or who shall personate any other person or permit or aid in any manner any other person to personate him in connection with any examination or application for examination, or who shall falsely make or forge any certificate or present any falsely made or forged certificate in connection with his application for examination, or who shall commit or attempt to commit any fraud contrary to the Civil Service Law or Civil Service Rules, or aid in so doing, shall be subject to the same penalty as in the preceding paragraph provided.

No. 2589.—An Act providing for a gratuity by reason of retirement to officers and employees of the Philippine Government who have rendered satisfactory service during six continuous years or more, and for other purposes.

By authority of the United States, be it enacted by the Philippine Legislature, that:

SECTION 1. Whenever a regularly and permanently appointed officer or employee in the Philippine civil service who is actually in the service and who has rendered continuous faithful and satisfactory service for at least six years applies to the Governor-General for retirement from said service and the Governor-General shall find, after receiving the recommendation of the Director of Civil Service and the chief of the Bureau or Office concerned, that such officer or employee making the application has in every way been efficient up to and including the date of retirement, and the retirement applied for will not prejudice or obstruct the regular and efficient operation of the Bureau affected, the Governor-General, in his discretion, may grant such retirement, and, in consideration of the services rendered, an annual gratuity for three consecutive years according to the following schedule: An officer or employee who at the time of retirement shall have rendered at least ten years of

continuous service may receive an annual gratuity of thirty-three and one-third per centum of the salary last received; thirty per centum of such salary when nine but less than ten years of continuous service have been rendered; twenty-six and two-thirds per centum of such salary when eight but less than nine years of continuous service have been rendered; twenty-three and one-third per centum of such salary when seven but less than eight years of continuous service have been rendered; twenty per centum of such salary when six but less than seven years of continuous service have been rendered. The gratuities herein provided for may be paid in the Philippines or in the United States, as the retired official or employee may desire, in monthly installments, and in the event of death shall be payable to his estate: *Provided, however,* That any officer or employee entitled to the benefits of this Act, and who is entitled to any benefits from any pension fund created by authority of the Philippine Legislature, shall be required to designate which of such benefits he desires to take advantage of, and in such case he shall be entitled only to the benefits so chosen: *And provided further,* That if he elects the benefits of this Act he shall have refunded to him amounts deducted from his salary for the benefit of any other retirement fund: *And provided further,* That the following officers and employees shall not be entitled to the benefits of this Act: Officers and employees whose full time is not given to the Government service; professional officers or employees who practice their profession for profit; officers and employees detailed from the Army and Navy or civil service of the United States; and persons now receiving a pension or retirement pay from the Government of the United States.

SEC. 2. Vacancies occurring in the service, as a result of retirements according to the provisions of the next preceding section, shall not be filled, and the positions corresponding thereto shall be considered abolished *ipso facto*, except when such position is that of Chief Justice or Associate Justice of the Supreme Court or a judge of First Instance, chief or assistant chief of Bureau, chief clerk, or chief of division: *Provided, however,* That upon the request of the chief of a Bureau or Office affected, based on the exigencies of the service and favorably recommended by the proper head of Department, the Governor-General may authorize, in his discretion, after hearing by the Emergency Board created by section two of Act Numbered Twenty-five hundred and forty, in lieu of the position or positions abolished, such position or positions as may be deemed necessary but the aggregate of the salaries thus assigned to such positions shall not exceed two-thirds of the salary authorized by law for the positions abolished by reason of retirement. The vacancies of Chief Justice or Associate Justice of the Supreme Court or judge of First Instance, chief or assistant chief of Bureau, chief clerk, or chief of division, occasioned by retirement, may again be filled, but, unless the law provides otherwise, the salary

of the new officers or employees shall be understood to have been reduced to two-thirds of the salary received by the officer or employee retired at the time of his retirement, but in the case of the chief Justice or Associate Justice of the Supreme Court or of a judge of First Instance the salary of the vacant position shall not be reduced because of the operation of this Act: *Provided, however,* That in no case shall the salary assigned to a director, assistant director, chief clerk, or chief of division be less than that appropriated for the assistant director, chief clerk, assistant chief clerk, or assistant chief of division, respectively, but in such case the chief of Bureau shall make such reductions in the expenses of the Bureau as may be necessary to carry into effect the provisions of this proviso without the necessity of an additional appropriation.

SEC. 3. Future reductions in salaries of officers and employees of the Government of the Philippine Islands, if such reductions are agreed upon, as well as any provision of law abolishing the positions of officers or employees, or reducing or abolishing accrued leave, shall in no manner affect officers or employees who have retired or are entitled to such retirement under section six of this Act, who shall continue, during the time provided in section one of this Act, to receive their gratuities the same as if their positions had not been reduced in salary or abolished, in addition to the accrued leave authorized at the time of their application for retirement: *Provided, however,* That excepting by reason of legislative action reducing his salary or accrued leave allowances, if any officer or employee entitled to retirement under the provisions of this Act shall apply therefor and, after being advised that his services are necessary, insist upon the acceptance of his resignation, he shall not in such case be entitled to the retirement gratuity herein provided.

SEC. 4. Such sums as may be necessary to carry into effect the provisions of this Act are hereby appropriated out of any funds in the Insular Treasury not otherwise appropriated: *Provided, however,* That no fund shall be set up in the books of the Auditor by virtue of this Act until the sum necessary for the current year shall have been determined.

SEC. 5. No person retired under the provisions of this Act shall be reappointed or reemployed under the Government of the Philippine Islands until he shall have first refunded the entire amount of his retirement gratuities, and in case of reappointment or reemployment under this condition his salary for a period of at least three years thereafter shall not exceed the salary at the time of retirement; and by accepting such reappointment or reemployment and refunding the gratuities paid him he shall waive all future claim to the provisions of this Act and to the payment of such gratuities as were refunded when he again shall retire or resign.

SEC. 6. This Act shall take effect immediately and the

provisions hereof shall apply only to such officials and employees as may request retirement on or before the thirtieth day of June, nineteen hundred and sixteen: *Provided, however,* That, should an application for retirement be presented to the Governor-General prior to July first, nineteen hundred and sixteen, and such application not be granted on account of exigencies of the service, the retirement applied for may be granted by the Governor-General at such future date as in his opinion the requirements of the service may warrant, and for this purpose he may make such administrative orders with reference to the appropriation for the position to be vacated as may be necessary to accomplish the purposes of this Act.

Enacted, February 4, 1916.

No. 2891.—An Act to amend section one of Act Numbered Twenty-seven hundred and ninety-six, designating a new time limit for the filing of applications for retirement, and for other purposes.

Be it enacted by the Senate and House of Representatives of the Philippines in Legislature assembled and by the authority of the same:

SECTION 1. Section one of Act Numbered Twenty-seven hundred and ninety-six is hereby amended to read as follows:

“SECTION 1. For the benefit of the officers or employees at present in the service of the Government of the Philippine Islands, the time limit for the filing of applications for retirement gratuities under Act Numbered Twenty-five hundred and eighty-nine, entitled ‘An Act providing for a gratuity by reason of retirement to officers and employees of the Philippine Government who have rendered satisfactory service during six continuous years or more, and for other purposes,’ is hereby extended until June thirtieth, nineteen hundred and twenty. The years of continuous, faithful and satisfactory service rendered by the applicant, as provided by said Act Numbered Twenty-five hundred and eighty-nine shall, for the purposes of this act, be computed until the date on which the applicant files his application within the new time limit, or until said June thirtieth, nineteen hundred and twenty, but not thereafter.”

SEC. 2. This Act shall take effect on its approval.

Approved, February 24, 1920.

No. 2668.—An Act fixing the salaries of certain officers and employees of the Government of the Philippine Islands.

Be it enacted by the Senate and House of Representatives of the Philippines in Legislature assembled and by the authority of the same:

SECTION 1. The salaries of the officers and employees of the Philippine Government mentioned in this Act shall hereafter be as follows:

(a) The President of the Senate, twelve thousand pesos per annum. Each Senator, except the President, shall receive compensation at the rate of four thousand pesos per

annum, which may be drawn during the corresponding regular session of the Legislature. The Secretary of the Senate, three thousand pesos for each regular session of the Legislature: *Provided however*, That in case the Senate shall direct him to render service outside of such session, it may grant him additional compensation.

(b) The Speaker of the House of Representatives, twelve thousand pesos per annum. Each representative, except the Speaker, shall receive compensation at the rate of three thousand pesos per annum, which may be drawn during the corresponding regular session of the Legislature. The Secretary of the House of Representatives, three thousand pesos for each regular session of the Legislature: *Provided, however*, That in case the House of Representatives shall direct him to render service outside of such session, it may grant him additional compensation.

(c) Each Department Secretary, except the Secretary of Public Instruction, twelve thousand pesos per annum. Each Department Under Secretary, seven thousand five hundred pesos per annum.

(d) The Secretary of the Governor-General, who shall hereafter be known as the Private Secretary for the Governor-General, seven thousand five hundred pesos per annum.

(e) The Director of Civil Service, six thousand pesos per annum. The Assistant Director, four thousand eight hundred pesos per annum.

(f) The Director of the Bureau of Non-Christian Tribes, six thousand pesos per annum.

(g) The Chief of the Executive Bureau, seven thousand two hundred pesos per annum. The Assistant Chief, six thousand pesos per annum.

(h) The Chief of the Philippine Constabulary, seven thousand two hundred pesos per annum. Each colonel, six thousand pesos per annum. Each lieutenant-colonel, four thousand eight hundred pesos per annum. Each major, three thousand six hundred pesos per annum. Each captain, three thousand pesos per annum. Each first lieutenant, two thousand four hundred pesos per annum. Each second lieutenant, two thousand pesos per annum. Each third lieutenant, eighteen hundred pesos per annum.

(i) The Director of Education, seven thousand two hundred pesos per annum. The Assistant Director, six thousand pesos per annum.

(j) The Director of Health, seven thousand two hundred pesos per annum. Each chief of division, six thousand pesos per annum. The salaries of the other surgeons in the Health Service shall be as follows: Each chief medical inspector, not chief of a division, not more than four thousand pesos per annum. Each medical inspector, not more than three thousand pesos per annum. Each senior surgeon, not more than two thousand four hundred pesos per annum. And each surgeon, not more than one thousand eight hundred pesos per annum.

(k) The Insular Collector of Customs, seven thousand two hundred pesos per annum. The Insular Deputy Collector of Customs, six thousand pesos per annum. The Collector of customs of Iloilo, six thousand pesos per annum. The collector of customs of Cebu, six thousand pesos per annum. The collector of customs of Zamboanga, five thousand pesos per annum. The collector of customs of Jolo, five thousand pesos per annum.

(l) The Collector of Internal Revenue, seven thousand two hundred pesos per annum. The Deputy Collector of Internal Revenue, six thousand pesos per annum.

(m) The Treasurer of the Philippine Islands seven thousand two hundred pesos per annum. The Assistant Treasurer of the Philippine Islands, six thousand pesos per annum.

(n) The Director of Printing, six thousand pesos per annum. The Assistant Director, four thousand eight hundred pesos per annum.

(o) The Solicitor-General, seven thousand two hundred pesos per annum.

(p) Each judge of a Court of First Instance, except the judges of the First, Second, Eighth, Tenth, Sixteenth, Eighteenth, and Twenty-fourth Districts, and the auxiliary judges, eight thousand pesos per annum. The judges of the First, Second, Eighth, Tenth, Sixteenth, Eighteenth, and Twenty-fourth Districts, and the auxiliary judges, seven thousand pesos per annum each. The clerk of the Supreme Court, five thousand pesos per annum.

(q) The Director of the Library and Museum, six thousand pesos per annum. The Assistant Director, four thousand eight hundred pesos per annum.

(r) The Director of Prisons, five thousand pesos per annum, with quarters and laundry. The Assistant Director, four thousand pesos per annum, with quarters and laundry.

(s) The Director of Agriculture, seven thousand two hundred pesos per annum. The Assistant Director, six thousand pesos per annum.

(t) The Director of Forestry, six thousand pesos per annum.

(u) The Director of Lands, seven thousand two hundred pesos per annum. The Assistant Director, six thousand pesos per annum.

(v) The Director of the Bureau of Science, six thousand pesos per annum.

(x) The Director of the Weather Bureau, five thousand pesos per annum.

(y) The Director of Public Works, seven thousand two hundred pesos per annum. The chief constructing engineer, six thousand pesos per annum. The chief designing engineer, six thousand pesos per annum. The consulting architect, six thousand pesos per annum.

(z) The Director of Posts, seven thousand two hundred pesos per annum. The Assistant Director, six thousand pesos per annum.

(aa) The Purchasing Agent, seven thousand two hundred pesos per annum. The Assistant Purchasing Agent, six thousand pesos per annum.

(bb) The Director of Labor, five thousand pesos per annum. The Assistant Director, four thousand pesos per annum.

(cc) The Director of Coast Survey, ten pesos per diem.

SEC. 2. Officers and employees whose salaries are reduced hereunder and who, having taken advantage of the benefits of Act Numbered Twenty-five hundred and eighty-nine, entitled "An Act providing for a gratuity by reason of retirement to officers and employees of the Philippine Government who have rendered satisfactory service during six continuous years or more, and for other purposes," have obtained or may hereafter obtain a favorable action upon their application, shall be retired with the salary received by them on December thirty-first, nineteen hundred and sixteen, and the vacancies left by them shall be filled in accordance with the provisions of this Act.

SEC. 3. The provisions of this Act shall not be construed to prohibit the Governor-General or the Secretary of the Department concerned from contracting, for a limited period, for the services of such technical personnel as may be actually and strictly necessary, at salaries which may exceed those authorized in this Act for chiefs of bureaus and which shall have been previously specifically fixed by the appropriation acts.

SEC. 4. The first two paragraphs of section seven hundred and seventy-five, the entire section seven hundred and seventy-six, and the first paragraph of section one thousand and sixty-one of the Administrative Code, and all Acts or parts of Acts inconsistent with this Act, are hereby repealed.

SEC. 5. This Act shall take effect on January first, nineteen hundred and seventeen; but the provisions relative to the members of the two Houses of the Legislature and to the Department Secretaries and Under Secretaries shall take effect beginning with the day of their election or appointment, as the case may be: *Provided, however,* That save in the case of vacancies, the Department Secretaries, acting jointly, are hereby authorized to postpone until a date not later than December thirty-first, nineteen hundred and eighteen, any provision of this Act affecting any position or employment in the bureaus and offices under their authority and control, provided such action is really required by the interest of the service; and in such case said Department Secretaries, acting jointly, shall take the necessary steps for the purpose of effecting a gradual and slow reduction of the salaries, distributing the difference between the present salaries and the salaries fixed by this Act over one or more items, as said Secretaries shall deem most advisable.

Approved, December 14, 1916.

CIVIL SERVICE RULES.

THE GOVERNMENT OF THE PHILIPPINE ISLANDS, EXECUTIVE BUREAU.

MANILA, P. I., January 9, 1909.

EXECUTIVE ORDER }
No. 5.

Promulgating
order.

In the exercise of power conferred by the Act of Congress of July first, nineteen hundred and two, known as the "Philippine Bill," and by Act Numbered Sixteen hundred and ninety-eight of the Philippine Commission, known as the "Revised Civil Service Act," the Governor-General hereby approves and promulgates the following Civil Service Rules prepared and certified by the Director of Civil Service, in lieu of the Civil Service Rules promulgated September first, nineteen hundred and four, and amendments thereof:

RULE I.—General provisions and definition of terms.

Regulations.

1. The Director of Civil Service shall have authority to prescribe such regulations in pursuance of and in execution of these rules as are not inconsistent therewith, and shall prescribe blank forms for all applications, examinations, certifications, reports, records, and returns received under these rules and the regulations made in pursuance thereof.

Forms.

Application
rules.

2. Except as provided therein, the first twelve rules apply to the classified service only; the remaining rules have a general application to both the classified and the unclassified service.

Definition
terms.

3. The several terms hereinafter mentioned, wherever used in these rules, shall be construed as follows:

(a) The term "Director" refers to the Director of Civil Service.

(b) The term "grade" refers to a number of positions or employees arranged in a group upon the basis of the duties performed, without regard to the salaries received.

(c) The term "class" refers to a number of positions or employees arranged in a group upon the basis of the salaries received, without regard to the duties performed.

(d) Whenever the term "officers" is used it shall be understood to refer to civil officers employed in, or military officers detailed to, the Philippine civil service.

(e) The term "classified service" includes all positions in the Philippine civil service not exempted from examination requirements by the Revised Civil Service Act.

(f) All printed "forms" mentioned in these rules refer to forms of the Bureau of Civil Service.

RULE II.—*Applications for examination.*

1. No applicant shall be admitted to examination who has not taken the oath of allegiance to the United States and who is not a citizen of the United States, a native of the Philippine Islands, an honorably discharged soldier, sailor, or marine of the United States, or a person who has under and by virtue of the treaty of Paris acquired the political rights of natives of the Islands, except that the requirement of citizenship may be waived by the Governor-General as provided by law. Citizenship.
2. All applicants for examination and persons now in the service must furnish full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service. Information to be furnished.
3. No applicant shall be admitted to examination or be appointed in the United States to this service originally, by reinstatement, or by transfer, until he has been thoroughly examined by a competent physician and found to be physically qualified for efficient service in the Philippine Islands. A physical examination may, in the discretion of the Director, be required of applicants for examination in the Philippine Islands. Physical examination.
4. No applicant shall be admitted to examination in the Philippine Islands until he has furnished evidence satisfactory to the Director of his loyalty to the supreme authority of the United States of America in these Islands. Loyalty.
5. No application for examination shall be accepted from any person serving in the Army; the Navy, or the Marine Corps of the United States unless written consent of the proper authority under whom such person is serving is filed with his application. Enlisted men.
6. No application for examination for entrance into the classified service shall be accepted from any applicant who is under eighteen or over forty years of age: *Provided*, That in the interest of good administration, the Director, with the concurrence of the Governor-General or proper head of Department, may by regulation determine the age limitations within the maximum and minimum limits herein specified, and confine competition for such positions to persons who meet the requirements as to age: *And provided further*, That whenever in the discretion of the Director the needs of the service require it, the age limitations named herein may be extended for any particular kind of examination. Age limits.
7. The Director may, in his discretion, refuse to examine an applicant, or to certify or attest an appointment of an eligible, who is physically unfitted for the performance of the duties of the position to which he seeks appointment; or who has been guilty of a crime, or of infamous, notoriously disgraceful, or immoral conduct, drunkenness, or dishonesty; or who has been dismissed, from the service for other delinquency or misconduct; or who has intentionally made a false statement in any material fact, or practiced or attempted to practice any deception or fraud in securing his examination, Disqualifications and debarment.

registration, or appointment. Any of the foregoing disqualifications shall be good cause for the removal of the person from the service after his appointment.

RULE III.—*Examinations.*

Character of examinations.

1. Examinations of a suitable and practical character, absolutely impartial, and involving such subjects and tests, including experience, as the Director may determine, shall be held to ascertain the relative capacity and fitness of applicants for the positions to which they seek to be appointed.

Examinations in English and Spanish.

2. Whenever the Director shall find, after consultation with the head of the proper Department, Bureau, or Office, that a knowledge of both the Spanish and the English languages is essential to an efficient discharge of the duties of a position to be filled, he shall test English-speaking applicants as to their knowledge of the Spanish language, and Spanish-speaking applicants as to their knowledge of the English language.

Examinations prerequisite to appointment.

3. No person shall be appointed to, or employed in, any classified position unless he shall have passed the examination provided therefor, or unless he is specially exempt from such examination by the provisions of the Revised Civil Service Act and rules.

Noncompetitive examinations.

4. No noncompetitive examination shall be held except:
(a) When applicants fail to compete after due notice has been given of an open competitive examination, or when in the opinion of the Director the announcing of a competitive examination would not result in securing competitors.

(b) To test fitness for promotion, reinstatement, or transfer.

Places of examination.

5. Examinations in the Philippine Islands shall be held in Manila and in the provinces upon such dates as the Director may deem best for the interests of the service and the convenience of applicants, and examinations in the United States will be held under the auspices of the United States Civil Service Commission at the request of the Director:

Preference for residents of the Islands (amendment contained in Executive Order No. 21, dated February 13, 1914).

Provided, That when there are names on the proper eligible register of the Bureau of Civil Service no appointment shall be made to a position in the classified civil service of a person residing outside the Philippine Islands unless after comment by the appointing officer and the Director the Governor-General shall decide that the eligibles do not possess the technical knowledge and training or other qualifications or requirements necessary for the position sought to be filled or that the best interests of the service require the appointment of a nonresident.

Examining committees and special examiners.

6. The Director may appoint with the approval of the Governor-General or proper head of Department such examining committees or special examiners as he may deem necessary from officers and employees in the Philippine civil service. The members of examining committees and special examiners so appointed are examiners of the Bureau of Civil Service, and shall perform such duties as the Director may require in connection with examinations, investigations, appointments, and promotions, and in the performance of

such duties they shall be under his direct and sole control and authority. The duties performed by members of examining committees and special examiners shall be considered part of the duties of the office in which they are serving, and time shall be allowed for the performance of such duties during the office hours of said office.

7. All officers of the Philippine civil service shall facilitate the holding of civil-service examinations, and officers having the custody of public buildings at places where such examinations are to be held shall, for this purpose, permit and arrange for the use of suitable rooms under their charge and for furnishing and lighting the same when required.

Use of public buildings.

RULE IV.—*Rating of papers and eligibility.*

1. Examination papers shall be rated according to their excellence on a scale of one hundred and the subjects of each examination shall be given such relative weights as the Director shall prescribe. After a competitor's papers have been rated he shall be duly notified of the result thereof by the Director or by the head of his Bureau or Office at the request of the Director.

Rating of examination papers.

2. Every competitor who attains a general rating of seventy or over shall be eligible to appointment, subject to the provisions of these rules, to the position for which he was examined, and the names of eligibles shall be entered in the order of their general ratings, without regard to the date of examination, on the proper register of eligibles.

Eligibility for appointment.

3. The period of eligibility shall be one year from the date on which the name of the eligible is entered on the register, but this period may be extended for a particular kind of examination if, in the discretion of the Director, the needs of the service warrant it: *Provided*, That in case an eligible shall be mustered into the military or naval service of the United States at a time when the United States is engaged in war or in suppressing an insurrection, his period of eligibility shall, under such conditions as the Director may prescribe, be considered as suspended during the time he is serving in the Army or Navy of the United States: *And provided further*, That the eligibility to appointment of any person resulting from examinations held only in the Philippine Islands shall be suspended during the absence of such person from the Philippine Islands.

Period of eligibility.

RULE V.—*Certifications.*

A vacancy in a classified position, if not filled by promotion, reduction, transfer, or reinstatement, or through non-competitive examination, shall be filled under the following provisions:

Filling of vacancies.

1. The appointing officer shall make requisition upon the proper form, for the names of eligibles for the position vacant, specifying the duties of the position, and the Director shall certify to said officer from the proper register the three names at the head thereof which have not been three times certified to the Bureau or Office in which the

Requisition for certification (form 9).

vacancy exists: *Provided*, That certification for temporary appointment shall not be counted as one of the three certifications to which an eligible is entitled: *And provided further*, That whenever the request for certification, or any law, rule, or regulation shall call for persons of one sex, those of that sex shall be certified; otherwise sex shall be disregarded in certification.

Selections.

2. The appointing officer shall select one of the three names certified, and if at the time of selection there are more vacancies than one, he may select more than one name: *Provided*, That if an appointing officer shall object to an eligible certified, stating that because of disloyalty, physical defect, mental unsoundness, or moral or other disqualification particularly specified in section seven of Rule II, such eligible would be unsuitable for the position to be filled, and if said officer shall support such objections with evidence satisfactory to the Director, certification shall be made of the eligible on the register whose rating is next below those already certified in place of the one to whom objection is made and sustained.

Preference in selection.

3. In making selections from certifications of eligibles by the Director, appointing officers shall, when other qualifications are equal, prefer:

First. Natives of the Philippine Islands.

Second. Honorably discharged soldiers, sailors, and marines of the United States.

Examination papers with certifications.

4. The Director, whenever practicable, shall forward to the appointing officer in connection with each certification the applications and examination papers of the persons certified, and said officer may summon personally before him the eligibles certified and make such inquiries of them as he may think proper. The papers forwarded by the Director to the appointing officer for his information shall be returned to the Director with notice of selection on the proper form.

Notice of selection (form 18).

Notification of selection for appointment.

5. Whenever a person residing in the Philippine Islands or in the United States is selected for appointment to the classified civil service, the appointing officer shall notify the Director and the Director shall notify the appointee. Upon his reporting for duty, the appointing officer shall immediately forward to the Director probationary appointment on Form Numbered Thirty-three; such appointment is not to be made effective prior to the date upon which the appointee actually enters upon the performance of his duties. If the eligible was provisionally appointed in the United States, his probational appointment will be effective the day following the date of his actual landing in the Philippine Islands, provided he reports immediately at the office of the Bureau of Civil Service, and leave shall not accrue prior to date of such probational appointment. At the expiration of the probationary period of six months, if his conduct and capacity are satisfactory to the appointing officer, his retention in the service shall be equivalent to his absolute appointment; but if his conduct and capacity be

Effective date of appointments.

Probationary period.

not satisfactory, he may at any time during or at the expiration of his probationary period be notified by the appointing officer that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification, without other formality, shall discharge him from the service. Full report of the cause of the discharge shall be made to the Director. A probationer may be reduced in class or grade at any time during or at the expiration of his probationary period by a notification of reduction from the appointing officer without other formality; in such case the appointing officer shall immediately forward to the Director new appointment on the prescribed form accompanied by a full statement of the cause of the reduction. The name of a probationer who has been separated from the service without delinquency or misconduct may be restored to the register of eligibles, in the discretion of the Director, for the remainder of his period of eligibility.

Discharge or reduction of probationer.

Eligibility of probationer, if separated.

6. For reasons satisfactory to the Director an eligible may waive certification or decline appointment without losing his position on a register. Should any eligible decline appointment without the approval of the Director, his name shall be dropped from the register. Waiver of certification or declination of appointment shall not be approved more than twice from the same register.

Waiver of certification or appointment.

7. Certification for original appointment shall, whenever practicable, be made to the lowest class in a grade, but a vacancy in a position in any class requiring the exercise of special, technical, or professional knowledge may be filled by original appointment.

Appointments to lowest class.

8. When two or more eligibles have the same rating, precedence in certification shall be determined in accordance with section three of this rule, if applicable; otherwise, by the order in which their applications were filed.

Eligibles with equal ratings.

9. All appointments to the classified civil service shall be made through the Bureau of Civil Service in strict accord with the civil service rules and regulations. Official correspondence by cable or letter with or relating to prospective appointees residing in the United States must be transmitted through the Director for appropriate action.

Correspondence with prospective appointees.

RULE VI.—*Temporary service.*

1. Whenever there are fewer than three eligibles upon a register, the appointing officer may appoint probationally the one eligible, or one of the two eligibles, certified, in the same manner as if three eligibles had been certified; but if he elects not to make probationary appointment from such certification, he shall select for temporary appointment the one eligible, or one of the two eligibles, if either will accept such temporary appointment. Temporary appointment made from an eligible register as provided in this section may continue until such temporary appointee is given probationary appointment or until the Director certifies three eligibles, when probationary appointment must be made.

Temporary employment of eligibles.

Temporary employment of others.

2. Whenever there are no names of eligibles upon a register for any grade in which a vacancy exists, and the public interests require that it shall be filled before eligibles can be provided, such vacancy may, subject to the approval of the Director, be filled by the employment without examination of a person for such time as will enable the Director to provide one or more eligibles. Such temporary employment shall expire when the Director shall certify an eligible who accepts either temporary or probationary appointment.

Work temporary in character.

3. Whenever the work to be done is, in the judgment of the Director, temporary in character, he may authorize temporary employment, giving preference to eligibles if available, which employment may continue until the completion of the work.

RULE VII.—*Reinstatements.*

Reinstatement.

Any person who has been regularly appointed to a position in the classified civil service and who has through no delinquency or misconduct been separated therefrom may, if no good reason to the contrary appears, upon the requisition of the proper officer and the certificate of the Director, be reinstated to a vacant position of a class not higher than that from which he was separated, under the conditions named below: *Provided*, That in the discretion of the Director he may be reinstated to a vacant position of a higher class. The last two sections of this rule apply to the unclassified as well as to the classified service.

Examination, when required.

1. If the person had regularly entered the classified service without examination, a noncompetitive examination may be required, in the discretion of the Director, prior to reinstatement.

2. If for original entrance to the position proposed to be filled by reinstatement there is required, in the opinion of the Director, an examination essentially higher than, or different from, the examination for original entrance to the position previously held by the person whose reinstatement is proposed, a noncompetitive examination may be required prior to reinstatement.

Period of eligibility for reinstatement.

3. A person who has served six months or less in the Philippine civil service may be reinstated as a probationer within a period of six months following his separation from the service under the former appointment; a person who has served more than six months but less than two years, and who has received absolute appointment, may be reinstated within one year; a person who has served two years, but less than three years, may be reinstated within two years; a person who has served three years, but less than four years, may be reinstated within three years; a person who has served four years, but less than five years, may be reinstated within four years; and a person who has served five years or more may be reinstated within five years from the date of his separation from the service.

4. Subject to the other conditions of these rules, any person whose separation from the civil service is caused by his enlistment or acceptance of a commission in the active military or naval forces of the United States and who is honorably discharged or released therefrom shall be preferred in appointment to any vacant position in the civil service which he is qualified to fill, and shall be eligible for reinstatement without regard to the time elapsed since his separation from such service.

Enlistment.
(Amendment contained in Executive Order No. 58, dated July 17, 1917).

5. A person in the United States who resigns from the Philippine classified or unclassified civil service before having rendered three years' service in the Philippine Islands, and who is reinstated in either of said services, shall not be entitled to the half salary and traveling expenses provided by law for persons residing in the United States who are appointed to the Philippine civil service: *Provided, however,* That a person originally appointed in the United States who did not receive half salary and traveling expenses en route to the Islands and accrued leave of absence under his original appointment because of the fact that he left the service prior to the rendition of two years' service, shall be entitled to such half salary and traveling expenses on reinstatement.

Half salary and traveling expenses.

6. No person separated from the Philippine classified or unclassified civil service before having served the full period prescribed by law or contract shall be allowed to reënter either of said services until he shall have made good all loss caused by such separation and shall have refunded to the Government such proportion of the total expenses, if any, incurred by it by reason of his appointment, including salary and traveling expenses prior to the date he actually entered upon the duties of his position, as the time he failed to serve is to the time required by said law or contract, and then only on the approval of the head of the Department from which he was separated. Applications of such persons for reëntrance to the service should be made through the Director.

Violation of contract.

RULE VIII.—*Transfers.*

1. A person in any Bureau or Office may be transferred within the same Bureau or Office upon any test of fitness, not disapproved by the Director, which may be determined upon by the appointing officer, subject to the limitations of the proviso of section two of this rule.

Transfer within a Bureau.

2. A person who has received absolute appointment may, upon the completion of the proper form by the chiefs of the Bureaus or Offices interested, and the certificate of the Director, be transferred from a position in one Bureau or Office to a position in another Bureau or Office: *Provided,* That transfer shall not be made without examination to a position if for original entrance to such position there is required under these rules an examination essentially higher than, or different from, the examination required for original entrance to the position from which transfer is proposed.

Transfer from one Bureau to another (form 7).

Examination.

3. No transfer shall be made of a person from any position in the unclassified service to a position in the classified

Transfer from unclassified to classified service.

service: *Provided*, That a person who has by promotion or transfer from the classified service entered the unclassified service, and has served continuously therein from the date of said promotion or transfer, may be retransferred to the classified position from which he was transferred or to any position to which transfer could be made therefrom: *Provided, however*, That if service is not continuous reëntrance into the service may be had in accordance with Rule VII.

Retransfer.

4. Any person who has been transferred from one classified position to another classified position may be retransferred to the position in which he was formerly employed, or to any position to which transfer could be made therefrom, without regard to the limitations of these rules.

Transfer from the United States civil service.

5. A person in the classified service of the Federal Government of the United States may be transferred to any position in the Philippine classified service, subject to the conditions of these rules with respect to age limitations and examinations, and when an examination is required previous to such transfer the Director may accept such tests of fitness as may be made upon his request by the United States Civil Service Commission.

Transfer to the United States civil service.

6. An officer or employee occupying a competitive position in the Philippine classified civil service who has rendered three or more years of satisfactory service therein may be certified for transfer to the Federal classified civil service, subject to the provisions of the United States civil service rules.

Permission to seek transfer required.

7. No chief of a Bureau or Office of the Government of the Philippine Islands, or any subordinate officer or employee thereof, shall directly or indirectly, invite, solicit, or even discuss with a subordinate officer or employee, classified or unclassified, permanent or temporary, of another Bureau or Office, or of the Army or the Navy of the United States in these Islands, his appointment or transfer to the Bureau or Office of such chief or subordinate, until the consent in writing is first obtained of the chief of the Bureau or Office in which the desired officer or employee is a subordinate, or of the Governor-General or proper head of Department, or of the officer of the Army or the Navy under whom he may be employed or serving.

RULE IX.—Promotions.

Vacancies to be filled by promotion.

1. No vacancy in any position shall be filled by original appointment whenever there is in the Bureau or Office in which the vacancy exists any person in a position in a lower class or grade who is competent and qualified and is willing to be promoted to the existing vacancy.

Promotion regulations.

2. In providing regulations and competitive examinations for promotion the Director shall give due weight to the previous experience and efficiency of officers and employees and shall introduce such tests of fitness as he may deem proper after consultation with the chiefs of the different Bureaus or Offices, for which promotion examinations may be held, for the purpose of determining the relative capacity and efficiency of officers and employees.

3. In each Department, Bureau, or Office the Director may, Examining committees. subject to the provisions of section six of Rule III, designate a promotion examining committee of not less than three persons. The members of the committee shall perform such duties with respect to promotions and promotion examinations as the Director may require, in the performance of which duties they shall be under the sole control and authority of the Director.

4. There shall be kept in each office, on forms prescribed by the Director for that purpose, a comparative record Efficiency record (form 52). from which the relative efficiency of employees may be determined. Among the elements of efficiency to be considered are quantity of work or the amount performed, quality of work or the degree of its excellence, physical condition, habits, character, conduct, aptitude and adaptability, punctuality, and attendance. This record shall be at all times open to the inspection of the Director. A report shall be Semiannual report (form 54). made to the Director semiannually on the proper form, on the first days of January and July, giving the comparative term and corresponding efficiency rating applicable to each person according to the following scheme:

Excellent: Indicating a superior degree of efficiency or excellence....	90 to 100
Good: Indicating a high degree of efficiency.....	80 to 89
Fair: Indicating an ordinary degree of efficiency.....	70 to 79
Poor: Indicating inefficiency	Below 70

5. No recommendation of any person for promotion, Recommendations for promotion. whether verbal or in writing, shall be received or considered unless it be made by the officer or officers under whose supervision he is or has been employed, and the presentation of any other recommendation shall be considered an unwarrantable interference with the public service; and such a recommendation made at the solicitation or with the knowledge or consent of the employee shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service.

6. Until the promotion regulations herein authorized have Examinations for promotion. been promulgated by the Director for any Department, Bureau, or Office and the Director has notified such Department, Bureau, or Office, that he is prepared to conduct the promotion examinations authorized under the Revised Civil Service Act and rules, promotions therein may be made upon any tests of fitness not disapproved by the Director which may be determined upon by the appointing officer: *Provided*, That pending the adoption of such regulations, in case of proposed promotion from one class or grade to another class or grade of an employee who has not entered the service through the examination prescribed for the class or grade to which promotion is proposed, such employee shall be required to obtain an eligible rating in such prescribed examination taken noncompetitively, and the appointment by promotion thus made shall not become effective prior to the date of taking the examination in which an eligible rating is obtained.

Frequency of promotion. 7. Save in exceptional cases, promotion or increase of salary shall not be made during the first six months after the appointment of an officer or employee, nor more frequently than once in twelve months thereafter, nor more than one class (or one-half of Classes C and D) at a time. The question of whether a case is or is not an exceptional one shall be submitted for determination to the Governor-General or proper head of Department, through the Bureau of Civil Service.

Suspension of action on proposed promotion. 8. When a promotion is proposed by the chief of a Bureau or Office and the report of changes and absences or the efficiency report of that Bureau or Office is overdue, action on such proposed promotion may be suspended pending the receipt of said report in proper form.

RULE X.—*Appointment and employment.*

Procedure in making appointments. (Modified by Executive Order No. 63 [1917.]) 1. All appointments to classified positions, except temporary appointments and appointments made by the Governor-General by and with the advice and consent of the Philippine Commission, whether original, by promotion, reduction, transfer, or reinstatement, must be made in accordance with the provisions of the Revised Civil Service Act, on form numbered thirty-three, and transmitted to the Director. If the appointments are allowable under the Revised Civil Service Act and rules, they shall be either approved by the Director and returned to the appointing officer or, where some question requires determination and in other cases where it seems advisable, forwarded to the Governor-General or proper head of Department for direction. A monthly report shall be made by the Director to the Governor-General and heads of Departments of appointments approved under the authorization given in this section; appointments thus reported which are not revoked within ten days after the receipt of such monthly report shall be held to have been approved in accordance with the provisions of the Revised Civil Service Act. In case such appointments are revoked they shall be considered as having been effective until the date of revocation.

Salary not to be paid until employment authorized. 2. The payment of any money on account of salary to any officer or employee in the classified service is not warranted prior to the receipt by the disbursing officer of notification from the chief of the Bureau or Office that the appointment or employment of such officer or employee has been duly authorized as provided by the Revised Civil Service Act and rules.

RULE XI.—*Examination requirements relating to appointment and promotion.*

Salary limitations [amendment contained in Executive Order No. 34, dated April 2, 1914.] 1. Probational appointment or promotion as a result of eligibility in the third-grade examination shall not be made to positions the salary or compensation of which is above the minimum of Class H.

2. Probational appointment or promotion as a result of eligibility in the second grade Spanish, junior typewriter, assistant computer or junior draftsman examination shall

not be made to positions the salary or compensation of which is above the minimum of Class D.

3. Probational appointment as a result of eligibility in the second-grade English, first-grade Spanish, junior translator, or junior stenographer examination shall not be made to positions the salary or compensation of which is above the minimum of Class D; promotion as a result of eligibility in any of these examinations shall not be made to positions the salary or compensation of which is above the minimum of Class A.

4. Probational appointment or promotion as a result of eligibility in the typewriter examination shall not be made to positions the salary or compensation of which is above Class A.

5. Probational appointment or promotion as a result of eligibility in the interpreter examination shall not be made to positions the salary or compensation of which is above Class A, or as a result of eligibility in the junior interpreter examination to positions the salary or compensation of which is above the minimum of Class D. Eligibility in these examinations qualifies for appointment and promotion to positions of interpreter only, and not to positions whose duties are clerical.

6. The maximum salaries allowable by probational appointment or by promotion as a result of eligibility in examinations not named above may be fixed by the Director of Civil Service with the approval of the Governor-General.¹

7. A person who has heretofore² qualified in a Spanish examination may be promoted to a position with a salary not in excess of that allowable as a result of the same examination in English if the appointing officer certifies that the principal duties of the position require a knowledge of Spanish or that the employee has a sufficient knowledge of English to perform the duties of the position to which the promotion is proposed.

¹ In accordance with this provision entrance and maximum salaries have been fixed for the following examinations as indicated below:

² Before April 2, 1914.

Examination.	Entrance salary.	Maximum salary allowable by promotion.
Bookkeeper, junior....	Not above ₱1,200 per annum.	Not above ₱1,800 per annum.
Civil engineer, assistant.	Not above ₱3,000 per annum.	Not above ₱3,000 per annum.
First grade English ...	Not above ₱840 per annum. ^a	
Law clerk	Not above ₱1,200 per annum. ^a	
Rangers	} Not above ₱1,200.	Not above ₱1,800.
Scientific assistant		
Teacher, junior	Not above ₱1,200.	Not above ₱2,400.
Technical, junior	Not above ₱1,200.	Not above ₱1,800.

^a Provided that in cases where the eligible has extended experience and has been or is employed at a higher salary, probational appointment may be made at a salary higher than those fixed, but it shall not be greater than the highest salary received by the eligible; and that entrance salaries higher than those fixed may be allowed in remote localities or under other exceptional circumstances, with the specific approval of the Governor-General in each case.

RULE XII.—*Procedure in reductions, separations, and suspensions.*

Reductions,
fines, and suspen-
sions.

1. When the chief of a Bureau or Office deems it necessary to recommend the reduction in salary or compensation, deduction from pay, or suspension from duty without pay under the provisions of section sixteen of Act Numbered Sixteen hundred and ninety-eight, of a regularly and permanently appointed subordinate officer or employee in the classified civil service, or the deduction from pay or suspension from duty without pay of a subordinate officer or employee in the unclassified service who is entitled to the accrued leave provided by law, he shall in writing notify the person affected of the proposed action and the grounds upon which such action is premised, and shall prescribe a reasonable period, which shall not be less than twenty-four hours, within which a written reply may be submitted if desired, together with any written evidence the officer or employee may desire to submit. Upon receipt of the reply or after the expiration of the period within which such reply should have been submitted, the chief of the Bureau or Office shall forward to the Director a certified copy of the letter of notification and the reply and evidence, if any shall have been received. These papers shall be promptly forwarded to the Governor-General or proper head of Department by the Director, together with his recommendation in the case, for final action.

Removals.

2. In case of proceedings to remove a regularly and permanently appointed subordinate officer or employee in the classified civil service for cause, the chief of the Bureau or Office may suspend such person at once, if he deem that course necessary, and, in any event, shall in writing notify the person in interest that his removal for cause is to be recommended, and of the ground upon which such recommendation is based, at the same time prescribing a reasonable period within which a written answer, supported by such written evidence as he desires to present, shall be submitted, such period to be not less than twenty-four hours after the actual receipt of the notification by the person recommended for removal. In the event of no response being received within the period prescribed, evidence of the receipt of the written notification, together with a certified copy of the same, shall be forwarded to the Director. If reply has been received, it shall be similarly forwarded with a certified copy of the notification mentioned, together with any other evidence or papers in the case. The Director shall promptly forward, with such comment as he may deem proper, all the papers in the case for final action. If such action be approval of the recommendation to remove for cause, the person affected shall be dropped from the rolls of the office as discharged on the day he was suspended, if suspension was made; otherwise his discharge shall be effective on the date of receipt by the chief of the Bureau or Office in interest of the notification of approval by the

Governor-General or proper head of Department. Except by the specific approval of the Governor-General or proper head of Department, had in each specific instance, no officer or employee shall so construe the provisions of any law now in force as to authorize or require the official publication of the cause of removal of any person from the Philippine civil service in more specific terms than "for the good of the service."

3. In every instance of a tender of resignation by a regularly and permanently appointed subordinate officer or employee in the classified civil service, it shall be the duty of the officer authorized to act thereon to accept or decline to accept the same in writing, and if the resignation be accepted, to give him a letter stating clearly the character of the services rendered and whether or not, in the light of present information, a possible future application for reinstatement in the same Bureau or Office would be favorably considered. In the event of a statement to the effect that such application would not be favorably considered, reasons therefor shall be stated and the person in interest informed that he may, should he so desire, submit a written reply and such other written evidence as he may elect. When completed, certified copies or the originals of all the papers in the case shall be forwarded to the Director; in case of objection to reinstatement, the papers will be forwarded by the Director with such comment as he may deem proper, to the Governor-General or proper head of Department, for review and final action. For obvious reasons no officer or employee should be continued in his position who could not be recommended for reinstatement were he to resign.

Resignations.

4. If any of the papers in the proceedings under this rule are written in Spanish, the chief of the Bureau or Office shall furnish translations in English, whenever practicable, as well as the originals or certified copies thereof. All papers relating to the removal or resignation of subordinate officers or employees in the classified civil service shall be filed in the office of the Director.

Translation of papers.

5. In all cases of removal or reduction of officers or employees in the unclassified service above the grade of semi-skilled laborer, the chief of the Bureau or Office shall furnish the Director with a full statement of the cause of the removal or reduction. In cases of resignation when an application for reinstatement would not be favorably considered, the Director shall be furnished with a full statement of the character of the services rendered and the reasons why application for reinstatement would not be favorably considered.

Reports of removal or reduction of unclassified employees.

RULE XIII.—*Prohibitions and penalties.*

1. No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body.

Political coercion.

2. No officer or employee in the Philippine civil service shall discharge or promote or degrade or in any manner

Political contributions.

change the official grade or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding, or neglecting to make, any contribution of money or other valuable thing for any political purpose whatever.

Politics and religion.

3. No inquiry shall be made, and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion, and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person employed, examined, or to be examined because of his political or religious opinions or affiliations.

4. No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be considered by the Director, by any examining committee or special examiner, or by any nominating or appointing officer.

Private business.

5. No officer or employee shall engage in any private business, vocation, or profession, or be connected with any commercial undertaking, or lend money on real or personal property, without written permission from the chief of the Bureau or Office in which he is serving, and of the Governor-General or proper head of Department. As a general rule, in any enterprise which involves the taking of time, this prohibition will be absolute in the case of those officers and employees whose remuneration is fixed in the assumption that their entire time is at the disposal of the Government; if granted permission to engage in a business requiring time of applicant, copies must be furnished the Director.¹

Causes for removal, reduction, or other punishment.

6. Discourtesy to private individuals or to Government officers or employees, drunkenness, gambling, dishonesty, repeated or flagrant violation or neglect of duty, notoriously disgraceful or immoral conduct, physical incapacity due to immoral or vicious habits, incompetency, inefficiency, borrowing money by superior officers from subordinates or lending money by subordinate to superior officers, lending money at exorbitant rates of interest, willful failure to pay just debts, contracting loans of money or other property from merchants or other persons with whom the Bureau of the borrower is in business relations, pecuniary embarrassment arising from reprehensible conduct, the pursuit of private business, vocation, or profession without permission in writing from the chief of the Bureau or Office in which employed and of the Governor-General or proper head of Department, disreputable or dishonest conduct committed prior to entering the service, insubordination, pernicious political activity, offensive political partisanship or conduct prejudicial to the best interest of the service, or the willful violation by any person in the Philippine civil service of any of the provisions of the Revised Civil Service Act or rules, may be considered reasons demanding proceedings to remove for cause, to re-

¹ See also Executive Order No. 103, series of 1913.

duce in class or grade, or to inflict other punishment as provided by law in the discretion of the Governor-General or proper head of Department. No chief of a Bureau or Office shall knowingly continue in the public service any subordinate officer or employee who is inefficient or who is guilty of any of the above-named derelictions, without submitting the facts through the Director to the Governor-General or proper head of Department.

Information as to delinquencies and misconduct to be forwarded.

7. In making removals or reductions, or in imposing other punishment, for delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

Like punishment for like offenses.

8. No person in the Philippine civil service, classified or unclassified, permanent or temporary, shall take any active part in political management or in political campaigns: *Provided*, That this section shall not apply to elective officers, officers and employees of either House of the Legislature, and Secretaries of Departments. Political activity shall consist, among other things, in candidacy for elective office, being a delegate to any political convention or a member of any political committee or directorate or an officer of any political club or other similar political organization, making speeches, canvassing or soliciting votes or political support in the interests of any party or candidate, soliciting or receiving contributions for political purposes, either directly or indirectly, or becoming prominently identified with the success or failure of any candidate or candidates for election to public office. The prohibitions herein contained apply to political activity with respect to the political parties of the United States as well as of the Philippine Islands. Violation of this section shall be considered cause for removal from the service.

Political activity prohibited. (Executive Order No. 76, dated October 12, 1917.)

9. No officer or employee of any court of the Philippine Islands shall purchase or attempt to purchase, directly or indirectly, any property sold under the orders of the courts. Any such purchase or attempt to purchase shall be sufficient ground for removal from the service. No officer or employee of any court of the Philippine Islands shall serve as a commissioner, referee, or in any other capacity in cases pending before such court, except when he shall act as such under the direct supervision of the court and without any additional compensation.

Officers or employees of the court. (Executive Order No. 7, dated February 16, 1918.)
—purchases at judicial sales.

—service as commissioner.

RULE XIV.—*Official record of officers and employees.*

The Director shall keep an official record of all regularly and permanently appointed officers and employees in the civil service of the Philippine Islands above the grade of semiskilled laborer, and for the purpose of this record each chief of a Bureau or Office shall furnish to the Director:

Record of employees.

1. The necessary information in such form and manner as he may prescribe with the approval of the Governor-General.

Information to be furnished.

2. A statement on the proper form, on the first day of each month, of all changes, and the dates thereof, in the service under the control and authority of the chief of the

Monthly report (form 3).

Bureau or Office, setting forth, among other things, the following: The name of every person appointed, reinstated, promoted, reduced, transferred, or separated from the service; the position to which an appointment or reinstatement is made; the position from which and the position to which a promotion or transfer is made; the position from which a separation is made, whether by removal, resignation, or death, and the compensation of every position from which or to which a change is made.

RULE XV.—*Hours of labor.*

Hours of labor.

1. It shall be the duty of all chiefs of Bureaus and Offices in the Philippine civil service to require of all subordinate employees, except teachers, of whatever grade or class, not less than seven hours of labor each day, exclusive of Sundays and all days declared public holidays by law or Executive Order, except that from April first to June fifteenth of each year chiefs of Bureaus and offices may reduce the required hours of labor to six and one-half hours,¹ and on Saturdays throughout the year they may reduce the required hours of labor to five hours: *Provided*, That except during the heated season the office hours of all Bureaus and Offices in the city of Manila shall be from eight o'clock antemeridian to four o'clock postmeridian with a reasonable intermission, not exceeding one hour, for lunch, on all working days not including Saturdays, and from eight o'clock antemeridian to one o'clock postmeridian on Saturdays; no change in these office hours shall be made without the specific written approval of the Governor-General or proper head of Department, and in case of such change the number of hours of labor herein fixed shall not be reduced. Not less than five hours of labor on each school day shall be required of all persons in the teaching service.

Teachers.

Extension of hours of labor.

2. When the nature of the duties to be performed or the interests of the public service require it, the head of any Department, Bureau, or Office may extend the daily hours of labor herein specified for any or all of the employees under him, and in case of such extension it shall be without additional compensation unless otherwise provided by law. Officers and employees may be required by the head of the Bureau or Office to work on Sundays and public holidays also, without additional compensation unless otherwise specifically authorized by law.

Record of attendance (form 48).

3. Each chief of a Bureau or Office shall require a daily record of attendance of all the officers and employees under him entitled to leave of absence or vacation (including teachers) to be kept on the proper form and also a systematic office record showing for each day all absences from duty from any cause whatever. At the beginning of each month he shall report to the Director on the proper form all absences from any cause whatever, including the exact

Monthly report (form 3).

¹ Section 564 of the Administrative Code allows reduction to five hours from April 1 to June 15.

amount of undertime of each person for each day. Officers or employees serving in the field or on the water need not be required to keep a daily record, but all absences of such employees must be included in the monthly report of changes and absences. Falsification of time records will render the offending officer or employee liable to summary removal from the service and criminal prosecution.

Falsification.

RULE XVI.—*Leave of absence.*

1. (a) Applications for accrued leave of absence shall be made on the form provided for that purpose two weeks in advance, wherever possible, of the date on which it is desired that the leave shall become effective, and must be submitted to the proper chief of Bureau or Office for recommendation. Such chief of Bureau or Office shall transmit this form to the Director with recommendation and the data contemplated by the first indorsement on said form, together with any other information which may have a bearing on the allowance or disallowance of leave.

Application for accrued leave (form 39)

Information to be furnished.

(b) In case of the death of an officer or employee the chief of his Bureau or Office shall transmit to the Director application for accrued leave due, and application supported by medical certificate on the form provided for that purpose, for vacation leave covering absence on account of illness immediately preceding death.

Death.

Medical certificate (form 41).

(c) When an officer or employee is separated from the civil service without prejudice, by resignation, death, or other cause, the money value of accrued leave granted, estimated in accordance with the provisions of Act Numbered Sixteen hundred and ninety-eight, may become immediately due and payable if the state of the appropriation from which his salary is payable warrants immediate payment. If the leave granted is commuted, payment therefor shall be made as provided by law; if the leave granted is not commuted, payment shall be made from the unexpended balance for salaries and wages, and the position shall remain vacant for a period equal to the accrued leave granted.

Separations.

(d) An officer or employee who applies for accrued leave which was earned at different rates of compensation shall be granted leave with pay at the salary he is last receiving for a period equaling in money value the period of accrued leave estimated in accordance with the provisions of Act Numbered Sixteen hundred and ninety-eight, and he may be granted, if he so desires, such additional leave, without pay, as will give him the aggregate length of time on leave, with and without pay, as provided in the aforesaid Act.

Leave accrued at different compensations.

(e) Except on resignation, commutation of leave shall not be made to an officer or employee who remains in the Islands during the period of the leave granted. If he obtains commutation of leave and does not leave the Islands without delay or if he returns to the Islands more than three weeks prior to the expiration of the period of leave commuted and fails to make immediate refund of the money

Commutation of leave.

Penalties for improperly obtaining commutation.

value of unused leave commuted, his action shall be considered cause for forfeiture of vacation leave and for such other disciplinary action by the Governor-General or proper head of Department as may be deemed necessary.

Application for
vacation leave
(form 55).

2. (a) All applications for vacation leave of absence for a period of one full day or more must be made on the form provided therefor five days in advance, wherever possible, and transmitted to the Director immediately: *Provided*, That applications on this form for two days or less may be retained by the chief of any Bureau or Office, if so preferred by him, and forwarded to the Director on the first day of the following month as inclosures to the monthly report; when so forwarded the first indorsement need not be completed. Applications for less than one day should not be forwarded. All absences, including fractions of a day, must be recorded on the daily time record and reported to the Director monthly. In case of illness or unavoidable absence from other cause notice must be immediately sent to the chief of the Bureau or Office, and the application, containing a brief explanation of the cause of delay in filing, forwarded later.

Vacation leave
when salary
changes during
the year.

(b) The vacation leave of an employee whose salaries during a calendar year embrace the two rates of vacation leave provided in the schedule of section 24 of Act Numbered Sixteen hundred and ninety-eight shall be computed by allowing credit for the two rates in proportion to the part of the year served at each rate.

Vacation leave
during first six
months' service.

(c) When vacation leave is requested by any officer or employee (except a teacher) during his first six months of service from the date of original appointment the Director shall state on the application the date on which payment for such leave may properly be made under the provisions of Act Numbered Sixteen hundred and ninety-eight, and, unless the Governor-General or proper head of Department directs otherwise, on account of illness of the officer or employee, the chief of the Bureau or Office shall require that payment for such leave be withheld until that date.

Absences of
teachers during
school sessions
(form 55).

(d) The application for vacation leave shall be used by teachers for all absences during school terms on account of illness or other cause, and the Director of Education shall require payment for such absences to be withheld until they have performed duty during vacation for a period equal to their absences from duty on account of illness, as required by Act Numbered Sixteen hundred and ninety-eight: *Provided*, That if the absences were due to illness, the withholding of salary may be postponed to the beginning of the next summer vacation. Teachers in applying for permission to visit the United States shall use the same application.

Wounds or in-
juries.

(e) Applications of officers and employees for leave of absence on account of wounds or injuries incurred in the performance of duty, extending beyond the allowable vacation leave (paragraph (d), section twenty-five, Act Numbered Sixteen hundred and ninety-eight), must be made on the form used in making application for vacation leave,

supported by medical certificate on the prescribed form and evidence showing that the wounds or injuries were incurred in the performance of duty.

3. When an officer or employee is granted vacation leave in excess of the accrued leave allowable, or when he is granted vacation and accrued leave and the vacation leave is in excess of the accrued leave allowable at the expiration of the total vacation and accrued leave granted, payment for such excess leave shall be withheld until five days after return to duty. In the event that it shall appear during the first five days after return to duty from leave that it is not the intention of the officer or employee to continue in the performance of his duties any longer than to draw all back salary which may be due him, payment shall be withheld and full report thereof forwarded by the chief of the Bureau or Office, through the Director, to the Governor-General or proper head of Department for action. If he fails to return to duty no payment for the leave withheld shall be made, unless the failure to return is due to illness and payment is authorized by the Governor-General or proper head of Department.

Withholding pay
for leave granted.

4. All absences of an officer or employee in excess of the vacation or accrued leave allowable shall be without pay, unless the Governor-General or proper head of Department directs that payment for such absence be made, in accordance with paragraph (c), section twenty-five of Act Numbered Sixteen hundred and ninety-eight, on account of the absence being due to illness of the officer or employee. At the expiration of the first two years of service the officer or employee may make written application covering the period for which pay was withheld. This application shall be forwarded by the head of the Bureau or Office with his recommendation, through the Director, to the Governor-General or proper head of Department, who may direct that payment be made, if funds are available, and that the absence be charged against accrued leave.

Absence due to
illness.

5. If an officer or employee is separated from the service by resignation or otherwise except by death after having taken vacation leave in excess of that proportion due for the part of the calendar year served by him, such excess vacation leave shall be charged against his salary or accrued leave: *Provided*, That if the vacation leave was allowed on account of illness of the officer or employee, the Governor-General or proper head of Department may direct that no deduction be made from his salary or accrued leave for such excess vacation leave previously allowed.

Excess vacation
leave charged to
salary or accrued
leave on separa-
tion.

6. An officer, teacher, or other employee appointed under the provisions of Act Numbered Sixteen hundred and ninety-eight who is separated from the service by resignation or otherwise before having served two full years in the Islands shall not be allowed any leave on separation.

Leave not allow-
able on separa-
tion prior to com-
pletion of two
years' service.

7. (a) The resignation of a teacher who has served in the Islands two full school years or more may be accepted at the end of a school year and he may be allowed the vacation

Vacation of
teachers.

current: *Provided*, That the total vacation enjoyed by him shall not exceed twelve weeks for every forty weeks actually taught.

Resignation or
leave during
school year.

(b) As a rule, the resignation of a teacher will not be accepted prior to the termination of the school year: *Provided*, That if for illness or other urgent necessity the resignation of a teacher who has served in the Islands more than two years is accepted without prejudice or permission to visit the United States is granted by the Secretary of Public Instruction prior to the termination of the school year he may be allowed salary for one week's vacation for every month actually taught by him since the preceding summer vacation, any absence chargeable to vacation to be deducted from this allowance; but the total vacation enjoyed by him shall not exceed twelve weeks for every forty weeks actually taught. Vacation may be allowed to the estate of a teacher who dies on the same basis as to a teacher whose resignation is accepted on account of illness.

Illness, evi-
dence required
(form 41).

8. In every case where action by the Governor-General or head of Department is contingent upon illness of an officer or employee evidence of illness must be submitted on the prescribed form except where a teacher applies for permission to make up, during vacation, time lost from duty on account of illness; if the illness was due to immoral or vicious habits, favorable action will not be taken.

Suspension of
action of applica-
tions for leave.

9. When an application for leave is received by the Director and the monthly report is overdue, action on such application may be suspended pending the receipt of such report in proper form, but such suspension and the reason therefor shall be communicated immediately, in writing, by the Director, to the proper chief of Bureau or Office.

Absence on Sat-
urday.

10. Absence on Saturday shall be counted as absence for one full day. A Sunday or a holiday occurring at the beginning or at the end of a period of accrued or vacation leave shall not be considered as a day chargeable to leave unless the duties of the position demand the rendering of service on such day. Leave of absence for any reason other than serious illness must be contingent upon the necessities of the service.

Leave contin-
gent on needs of
the service.

11. Officers or employees on leave of absence shall report to the chiefs of their respective Bureaus or Offices at the end of each month by registered mail their post-office addresses for the ensuing month, and shall promptly report in a similar manner and in sufficient detail every unexpected and unavoidable delay which may have occurred during the period contemplated by their leave of absence. Absence from duty at station in the Philippine Islands after the expiration of the leave due shall be without pay.

Employees on
leave to report
addresses.

Unexplained ab-
sence.

12. No officer or employee in the Philippine civil service shall be dropped from the rolls of his office for unexplained absence in the United States until at least forty days after the expiration of the period of absence contemplated by the leave granted, and then only with the approval of the Governor-General or proper head of Department.

13. (a) All officers and employees who are granted leave of absence for the purpose of visiting the United States and who contemplate returning to duty upon the expiration of such leave of absence shall, before leaving the Islands, make application to the Executive Secretary for transportation returning to Manila. In each application the date of the expiration of leave of absence and the post-office address of the applicant while in the United States must be stated. Where the employee has served more than three years in the Islands such return transportation will be advanced upon request, provided the employee agree to reimburse the Government in installments and to remain in the service until such reimbursement is made.

Return trans-
portation from
the United States.

(b) If transportation is not advanced as provided in the next preceding section, immediately upon reaching the United States remittance covering cost of return transportation must be made to the Chief of the Bureau of Insular Affairs, War Department, Washington, District of Columbia, with a statement of the date on which the applicant desires to leave the United States. All subsequent communications regarding return transportation and prompt report of any changes occurring in the applicant's post-office address must also be directed to the Chief of the Bureau of Insular Affairs, and a duplicate copy of each such communication mailed at the same time to the chief of the Bureau or Office interested.

Correspondence
regarding return
transportation.

(c) An officer or employee entitled to traveling expenses from his place of residence in the United States to Manila under the provisions of section twenty-three or twenty-nine of Act Numbered Sixteen hundred and ninety-eight, or from foreign countries under the provisions of section twenty-three of Act Numbered Sixteen hundred and ninety-eight, shall file with the Insular Auditor his expense account within thirty days, if possible, after arrival at Manila.

Expense ac-
count.

JAMES F. SMITH, *Governor-General.*

EXECUTIVE ORDER No. 103.

THE GOVERNMENT OF THE PHILIPPINE ISLANDS, EXECUTIVE BUREAU.

MANILA, *December 1, 1913.*

EXECUTIVE ORDER }
No. 103. }

For the future, the executive authority given by the law to permit, in certain cases, Government employees to engage in private business outside of their official duties, will not be favorably exercised except under most exceptional circumstances. It is not intended by this that all employees of the Government who have engaged in private business under executive permission conferred in accordance with the law should sever their connection with such business enterprises; and such cases would be considered for revocation of the permission already extended only where such business activities impair the efficiency of the Government employee during his official work, tend to influence improperly his official actions, secure to him any unfair advantage in connection with his official position, or otherwise bring discredit upon the Government. On the other hand, it should be understood that for the future such business employment outside of official life is considered to affect unfavorably the capacity of the employee to perform the Government services for which he is drawing his salary; his entire time and strength is due to the Government even though he may be called upon to give such time and strength outside of office hours.

No employee will be allowed to take any part in the management of any business or engage in outside clerical or sedentary employment or any profession or employment which would bring him into competition with professional or business men, and permission to accept employment will as a rule be limited to that involving outdoor labor which would better the physical condition of the employee and to teaching engineering, stenography, and such other branches as would be of benefit to the Government or the community, the time to be devoted to this teaching not to exceed that prescribed for the Government night schools (one and one half hours daily).

Permission for all investments made in the Philippine Islands must be obtained from the Governor-General or proper Secretary of Department. No request will be approved to make any investment which might bring the employee's private interests into real or apparent conflict with his public duties or in any way influence him in the discharge of his

duties, or to make any investment which might interest the employee in an undertaking with which his public duty is connected or which might cause criticism of the Government or the employee. Employees shall not obtain concessions from the Government or own stock in companies holding concessions.

Loans from subordinates to superiors and loans on personal security are absolutely prohibited. Loans on real estate with interest at 10 per cent per annum or less will usually be approved under proper conditions.

Any violation of the provisions of this order or acceptance of employment or making investments or loans without the required permission will be sufficient cause for removal from the service.

FRANCIS BURTON HARRISON,
Governor-General.

OFFICE OF THE GOVERNOR-GENERAL OF THE
PHILIPPINE ISLANDS.

MANILA, *June 9, 1917.*

EXECUTIVE ORDER }
No. 51. }

Section 3 of Act No. 2715 exempts certain officers and employees of the Government from liability to service in the Philippine National Guard, but does not prohibit their serving in this organization. As many officers and employees of the Government may desire to enter the National Guard, it is hereby announced, for the information of all concerned, that no officer or employee of the Government will be enlisted or commissioned in the National Guard unless he has the written consent of the chief of his Bureau or Office. Once enlisted or commissioned, however, he will be subject to call in the same manner as are other members of the Guard and shall be entitled to pay accordingly; *provided, however*, that absence from duty in his regular position shall be charged to vacation or accrued leave or, if no such leave is allowable, shall be without pay.

FRANCIS BURTON HARRISON,
Governor-General.

OFFICE OF THE GOVERNOR-GENERAL OF THE
PHILIPPINE ISLANDS.

MANILA, *August 2, 1917.*

EXECUTIVE ORDER }
No. 62. }

It being the desire of the Philippine Government to make the most liberal arrangement possible under existing laws for civil-service officers and employees who also serve in the Philippine National Guard, the following adjustment of salaries is hereby ordered:

1. An officer or employee in the Philippine civil service aiding in the organization of the Philippine National Guard or attending instruction encampments or performing other service of a similar nature shall be considered as on official duty and no charge made against his leave or salary in his civil capacity, but the Bureau or Office in which he is serving shall be reimbursed from the funds of the Philippine Militia in an amount equal to his salary or pay as a member of the latter organization, and no salary or pay shall be received by him therefrom.

2. The foregoing rule shall not apply in cases where the Militia salary or pay is greater than that of the civil position held, but in this case the officer or employee shall receive the salary or pay of his rank directly from the Philippine Militia, and his absence from the Bureau or Office in which he is serving in a civil capacity shall be charged as leave without pay.

3. The net expense to the Bureaus or Offices concerned in complying with the terms of this order shall be charged to *National Defense*.

Executive Order No. 51, current series, is hereby revoked.

FRANCIS BURTON HARRISON,

Governor-General.

MEMORANDUM ORDERS.

OFFICE OF THE GOVERNOR-GENERAL OF THE PHILIPPINE ISLANDS.

Memorandum order.

To all Chiefs of Bureaus and Offices:

"It is hereby directed that all correspondence with reference to cablegrams regarding appointments in the United States, return transportation from the United States, extensions of leave of absence without pay, and similar matters affecting the status or privileges of officers and employees of the Philippine civil service where action by the Governor-General or the Executive Secretary is required, be addressed to these officials through the office of the Director of Civil Service and the proper Head of Department.

Coursing of correspondence regarding appointments and leave through Bureau of Civil Service.

"In connection with the memorandum order of the Governor-General of the ninth instant, with reference to new appointments and special case promotions, it is directed that all requests for permissions to make such appointments or promotions be transmitted to the Governor-General through the Bureau of Civil Service and proper Head of Department, accompanied by a statement of the appointing officer, in each separate case, explaining the necessity for making the new appointment or special case promotion.

"Any other matters not specifically mentioned in this order should be sent through the Bureau of Civil Service if it is at all likely that the recommendation or action of that Bureau is necessary.

"The procedure prescribed in this order is for the purpose of expediting the handling of matters in which the recommendation or other action of the Bureau of Civil Service is desired.

"FRANCIS BURTON HARRISON,

"Governor-General."

IGNACIO VILLAMOR,

Executive Secretary.

MANILA, January 22, 1915.

OFFICE OF THE GOVERNOR-GENERAL OF THE PHILIPPINE ISLANDS.

Memorandum order.

To all Chiefs of Bureaus and Offices:

My attention has been called to the extensive system of temporary employment which has prevailed for years in this Government. Some of this temporary employment is justifi-

Restricting temporary employment of non-eligibles.

fied by the fact that a sufficient number of persons eligible for regular appointment are not available for the work in hand, this being particularly true in the teaching service. There are many other positions which, on account of their temporary nature and the constantly changing demands, should properly be considered as temporary, such positions being mainly in connection with road and building construction and other outdoor employment.

I am convinced, however, that appointing officers have frequently abused the privilege of temporary employment in connection with clerical positions, and that the time has come when clerical positions throughout the service, save in a very few remote localities, can be filled from the regular registers of eligibles not only without detriment to the service, but with positive benefit. In order to prevent any extension of the temporary employment system, it is hereby directed that all clerical or semi-clerical positions (clerks, bookkeepers, typewriters, translators, law clerks, chiefs of divisions, etc.), be filled hereafter by promotion, transfer, or reinstatement of eligibles, or by selection from the regular registers of eligibles. No further increases in salary will be authorized for non-eligibles now employed in such positions, nor will temporary employment of eligibles be authorized with higher rates of compensation than those to which their examination status entitles them. Appointing officers will be expected to anticipate the needs of the service for which they are responsible and to provide in advance for the necessary special training of new clerks when vacancies occur in positions requiring knowledge of special duties.

Requests for authority for temporary employment of non-eligibles in clerical or semi-clerical positions based on knowledge of typewriting, languages, law, etc., will not be entertained. Exceptions may be made only in remote provinces where no eligibles are available and possible in certain cases where a knowledge of stenography is an absolute requirement, but in every case they shall bear the specific approval of the Governor-General, after a complete statement of the necessity for making the employment is made by the appointing officer and the recommendation of the Director of Civil Service is obtained.

All persons whose temporary employment in clerical or semi-clerical positions has already been authorized and who are not now eligible for regular appointment, are directed to make special effort to qualify for regular appointment by entering an appropriate examination. Employees stationed in Manila should consult the Bureau of Civil Service and enter an examination on the earliest possible date. Employees stationed in the provinces should be directed to enter an appropriate examination when the general examinations are held in provincial capitals on September 18-19, 1915. Applications for the required examinations should be transmitted to the Bureau of Civil Service immediately by all employees affected by this order.

In order to secure effective compliance, all chiefs of bureaus and offices are directed to report to the Bureau of Civil Service, not later than January 1, 1916, and each six months thereafter, the action taken in this matter, the number of persons who have failed to qualify for regular appointment who are still employed in clerical positions, and the necessity, if any, for retaining them in the service beyond that date.

FRANCIS BURTON HARRISON,
Governor-General.

MANILA, *July 9, 1915.*

OFFICE OF THE GOVERNOR-GENERAL OF THE
PHILIPPINE ISLANDS.

Memorandum order.

To all Chiefs of Bureaus and Offices:

Attention is invited to section 260 of the Administrative Code which reads in part as follows:

Suspension of
subordinate offi-
cers or employees.

“When the chief of Bureau or Office suspends a subordinate officer or employee from duty, the person suspended shall not receive pay during suspension unless the Department Head shall so order; but upon subsequent reinstatement of the suspended person or upon his exoneration, if death should render reinstatement impossible, any salary so withheld shall be paid, but without prejudice to the application of the disciplinary provisions of section seven hundred and thirty (should be six hundred and ninety-five) hereof.

“* * * * *

Section 695 of the Administrative Code provides that for neglect of duty or violation of office regulations, or in the interest of the public service, a chief of Bureau or Office may 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.

It will thus be seen that upon subsequent reinstatement of a suspended official or employee the heaviest administrative punishment that may be imposed under existing law would be suspension without pay for two months, reduction in salary, or deduction of one month's pay. Therefore, if the official or employee has been suspended for a period in excess of two months, he would be entitled to receive pay for the balance of his suspension, in excess of that period (assuming that the heaviest punishment is imposed), irrespective of whether or not seemingly good reasons existed for his suspension at the time his suspension was ordered. In the case of positions which can not be left unfilled without detriment to the public service, the suspension of the incumbent is therefore liable to result in the payment of two salaries, one to the suspended official or employee and the other to the official or employee who temporarily replaced the person suspended. In any event it may be necessary to pay

an employee's salary during a period in which no service was rendered and for which consequently the Government gets nothing in return.

It is therefore directed that the utmost caution be exercised by all chiefs of Bureaus and Offices in the suspension of subordinate officers and employees to the end that payment of salaries to persons who have actually rendered no service may be avoided. It should be borne in mind that under section 2 of Civil Service Rule XII suspension of an employee pending proceedings for removal *may* be ordered but suspension need not necessarily be made coincident with such removal proceedings and is contingent upon such course being deemed necessary in the interest of the public service. It should also be borne in mind that section 6 of Civil Service Rule XIII contemplates that action looking to the removal of an employee should be taken only when there are strong reasons to believe that the respondent is guilty of charges which, if established, would warrant his removal from the service, and no suspension pending removal should be made unless the charges are such as to warrant removal.

The mere filing before the courts of criminal charges against an employee should not be considered as necessarily requiring the suspension from office of the accused. As a rule, especially where the criminal act with which the officer or employee is charged has no relation with the accused's official duties as a public servant, proceedings for the removal of the accused employee should not be instituted until after verdict shall have been rendered by the courts. Generally a conviction by the lower court would be sufficient to warrant the institution of administrative proceedings for the removal of the employee and his immediate suspension, even though appeal from the sentence is taken before a higher court. There may, however, be cases of employees charged with criminal offenses whose continuance in the service may result in further loss to the Government or be in some other way prejudicial to its interests or to the best interests of the public service; as, for example, in the cases of officers having custody of public funds who are charged with malversation of public funds, of officers or employees the nature of whose duties gives opportunity for graft and who are charged with grafting, of officers vested with police powers who are charged with abuse of such powers and who are likely to make further use of their authority to oppress, intimidate or coerce prospective witnesses against them, etc. In such cases the accused official or employee may be immediately suspended from office and proceedings looking to his removal forthwith instituted without the necessity of awaiting the termination of the criminal proceedings.

It is hereby directed that hereafter no suspensions be ordered by chiefs of Bureaus and Offices without first submitting as complete as possible a statement of the facts and circumstances of the case to and securing prior approval of the Head of the proper Department or of the authority em-

powered to take final action in the administrative case, save only in those cases where it is in the opinion of the chief of bureau or office imperatively necessary that the employee be suspended to avoid repetition of the acts with which he is charged.

FRANCIS BURTON HARRISON,
Governor-General.

MANILA, November 7, 1917.

OFFICE OF THE GOVERNOR-GENERAL OF THE
PHILIPPINE ISLANDS.

Memorandum order.

To all Chiefs of Bureaus and Offices:

It has been brought to my attention that permission to seek a transfer is sometimes granted with the condition attached that the transfer involve an increase in salary. It is directed that no such written or oral condition be attached to any permission which may be granted to an employee to seek a transfer, and that no action be taken which tends to encourage the practice of one bureau bidding against the other for the services of an individual. For the purpose of discouraging this practice the chief of Bureau or Office may refuse permission to seek a transfer, or may, if he desires, grant such permission with the condition that the transfer carry with it no increase in salary.

Permission to seek transfer.

FRANCIS BURTON HARRISON,
Governor-General.

MANILA, January 23, 1918.

OFFICE OF THE GOVERNOR-GENERAL OF THE
PHILIPPINE ISLANDS.

MANILA, July 23, 1918.

Memorandum Order.

To all Chiefs of Bureaus and Offices:

The Memorandum order of the Governor-General dated April 1, 1918, is hereby amended to read as follows:

With the concurrence of all the Secretaries of Departments it is announced that the promotion restrictions heretofore in effect have been revoked, and that until action is taken by the Legislature in the matter of standardization of salaries, the following provision of section 7 of Rule IX will govern in promotions:

Promotions.

Save in exceptional cases, promotion or increase of salaries shall not be made during the first six months after the appointment of an officer or employee, nor more frequently than once in twelve months thereafter, nor more than one class (or one-half of Classes C and D) at a time. The question of whether a case is or is not an exceptional one shall be submitted for determination to the Governor-General or

proper head of Department, through the Bureau of Civil Service.

In order that a uniform policy may be adopted as to exceptional cases under this rule, the Secretaries of Departments have decided to consider no case exceptional unless there are increased responsibilities. If exceptions are proposed they should be accompanied by a full and complete statement of the grounds therefor, showing wherein there have been increased responsibilities.

In accordance with the practice heretofore, promotions of employees to the entrance salary of the highest grade examination in which they have qualified may be made at any time without constituting exceptions to the promotion rule, such promotions being permissible as original appointments.

The memorandum order of January 9, 1915, requiring authority of the Governor-General or Secretary of Department for the filling of vacancies, is also hereby revoked.

FRANCIS BURTON HARRISON,
Governor-General.

OFFICE OF THE GOVERNOR-GENERAL OF THE
PHILIPPINE ISLANDS.

Memorandum Order.

To all Chiefs of Bureaus and Offices:

Section 674 of the Administrative Code reads as follows:

*“Examining committees and special examiners.—*The Director of Civil Service may, with the approval of the proper head of Department, appoint examining committees or special examiners from officers and employees in the service. Such persons shall be examiners of the Bureau of Civil Service, and shall perform such duties as the Director may require in connection with examinations, investigations, appointments, and promotions, and in the performance of such duties they shall be under his exclusive control. The duties so performed by them shall be deemed part of the duties of the office to which they pertain, and time shall be allowed for the performance of such duties during office hours.”

The attention of officers and employees appointed upon examining committees or designated as special examiners under the foregoing provision of law is invited to the necessity of rendering prompt and efficient service when called upon to do so. Provincial treasurers and division superintendents of schools, unless especially relieved, are members of examining committees and should, together with the regularly appointed committee members, make every effort to be present during the whole of every examination. Failure on the part of special examiners to discharge their duties properly as such will, on recommendation of the Director of Civil Service, be considered a sufficient cause for administrative action by this office.

FRANCIS BURTON HARRISON,
Governor-General.

MANILA, *March 6, 1920.*

THE GOVERNMENT OF THE PHILIPPINE ISLANDS,
BUREAU OF CIVIL SERVICE.

[CIRCULAR No. 73.]

MANILA, January 15, 1919.

To Chiefs of Bureaus and Offices:

I have the honor to invite attention to the following provisions of law and civil service rules touching political activities of persons in the Government service.

ADMINISTRATIVE CODE.

SEC. 449. *Persons prohibited from influencing elections.*—No judge of first instance, justice of the peace, or treasurer, fiscal, or assessor of any province and no officer or employee of the Philippine Constabulary or of the Bureau of Education shall aid any candidate or exert influence in any manner in any election or take part therein otherwise than by exercising the right to vote, under penalty of being deprived of his office and being disqualified to hold any public office whatever for a term of five years.

SEC. 687. *Contributions to political fund prohibited.*—No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render any political service, nor shall he be removed or otherwise prejudiced for refusing to contribute or render any such service; and no officer or employee in the Philippine civil service shall directly or indirectly solicit, collect, or receive from any other officer or employee, any money or other valuable thing to be applied to the promotion of any political object whatever.

Any person violating any provision hereof shall be removed from office or dismissed from the service and shall be subject also to prosecution as provided by law.

SEC. 2673. *Solicitation of political contribution or political service.*—Any officer or employee in the Philippine civil service who shall directly or indirectly solicit, collect, or receive from any other officer or employee in such service any money or other valuable thing to be applied to the promotion of any political object or purpose or shall solicit or require him to render political service of any sort, and any officer who shall remove any other officer or employee in such service or otherwise injuriously affect or prejudice him in his official position on account of his failure or refusal so to contribute or render political service, shall be punished by a fine not exceeding one thousand pesos or by imprisonment not exceeding six months, or both.

CIVIL SERVICE RULES.

SEC. 1, *Rule XIII.*—No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body.

SEC. 6, *Rule XIII*.—* * * pernicious political activity, offensive political partisanship or conduct prejudicial to the best interest of the service * * * may be considered reasons demanding proceedings to remove for cause, to reduce in class or grade, or to inflict other punishment as provided by law in the discretion of the Governor-General or proper head of Department. No Chief of a Bureau or Office shall knowingly continue in the public service any subordinate officer or employee who is inefficient or who is guilty of any of the above-named derelictions, without submitting the facts through the Director of Civil Service to the Governor-General or proper head of Department.

SEC. 8, *Rule XIII*.—No person in the Philippine civil service, classified or unclassified, permanent or temporary, shall take any active part in political management or in political campaigns: *Provided*, That this section shall not apply to elective officers, officers and employees of either House of the Legislature, and Secretaries of Departments. Political activity shall consist, among other things, in candidacy for elective office, being a delegate to any political convention or a member of any political committee or directorate or an officer of any political club or other similar political organizations, making speeches, canvassing or soliciting votes or political support in the interest of any party or candidate, soliciting or receiving contributions for political purposes, either directly or indirectly, or becoming prominently identified with the success or failure of any candidate or candidates for election to public office. The prohibitions herein contained apply to political activity with respect to the political parties of the United States as well as of the Philippine Islands. Violation of this section shall be considered cause for removal from the service.

It is requested that this circular be brought to the notice of all officers and employees under your jurisdiction, classified or unclassified, permanent or temporary.

Very respectfully,

P. R. ANGELL,
Director of Civil Service.

INDEX.



INDEX.

	Page.
Accrued leave:	
Accumulation	39
Accrual during leave.....	38
Action on applications.....	42
Amount allowable.....	38
Amount taken during 1918.....	14
Applications after resignation.....	39
Applications in advance.....	85
Commutation	41, 85
Computation	38, 85
Death or separation.....	57
Deceased persons.....	39
Legislative employees.....	39
Persons entitled.....	37
Persons not entitled.....	38
Return to duty pending leave.....	41
Suspension of action on.....	88
To go abroad.....	40
Travel expense.....	40-41
Withholding salary.....	41
Administrative Code:	
Extracts	29
Age limitations.....	69
Americans:	
In the service.....	25
Separations from service.....	13
Temporary employment.....	11
Appointments:	
Antedating	32
Assessors and deputies.....	60
By Bureau chiefs.....	53
Date of taking effect.....	32
From the United States.....	22
General Land Registration employees.....	31
In Federal service, 1919.....	9, 24
In 1919	9, 22
In provinces.....	59
In United States, contracts.....	56-57
Of Americans.....	9, 22
Power to make.....	31
Preference	72
Procedure	78
Salary limitations.....	79
Through Bureau of Civil Service.....	72
To lowest class.....	73
Waiver of certification.....	73
Weather Bureau observers.....	58

	Page.
Army and Navy officers:	
Per diems.....	43
Bonds:	
Private parties.....	47
Bureaus and Offices:	
Acting chiefs.....	46
Appointments—	
Made by chiefs.....	53
To positions of chief, etc., by promotion.....	53
Assignments of subordinates.....	47
Chiefs—	
Designation by Governor-General.....	46-47
Powers and duties.....	45
Holidays, work on.....	48
Hours of labor.....	48
Informations to Director of Civil Service.....	83
Officials and subordinates.....	46
Overtime work.....	48
Regulations and orders.....	45-46
Seal.....	45
Burial expenses.....	57
Certifications.....	71
Citizenship.....	53
Civil service:	
Annual Report.....	51
Bureau finances.....	16
Citizenship.....	53
Classified service.....	51, 54
Limitation on employment.....	54
Contributions to political funds.....	54
Director—	
Action on applications for leave.....	42
Opinions.....	56
Powers and duties.....	49
Examining committees and special examiners.....	52
Governor-General, appointments and removals by.....	54
Office records.....	54
Official Roster.....	50
Personnel of Bureau.....	16
Persons included.....	51
Rules, matters prescribed.....	50
Selection of eligibles.....	53
Sundry frauds.....	60, 61
Testimony.....	50
Unclassified service.....	51
Limitation on employment.....	54
Civil Service Law.....	49
Contracts:	
Employees from United States.....	56-57
Violation of.....	75
Correspondence, coursing of.....	93

	Page.
Death:	
Burial expenses.....	57
Commutation of leave allowances.....	41
Leave allowances.....	34, 39, 57, 85
Department Heads:	
Action on applications for leave.....	42
Initiative of.....	30
Powers of.....	30
Disbursing officers, liability for unauthorized payment of salary.....	54
Disciplinary measures.....	56
Disloyalty, removal from service.....	30
Disqualification of election inspector.....	45
Efficiency record.....	77
Eligibility, period.....	71
Eligibles:	
Preference in selection.....	53
Selection of.....	72
Evidence:	
Administrative proceedings.....	49
Civil Service officials.....	49
Examinations:	
Age limits.....	69
Character of examinations.....	70
Committees and special examiners.....	52, 70
Comparison with former years.....	5
Discretion of Director.....	69
Fraud.....	7, 60
Manual of Information.....	7
Number of competitors.....	5
Oath of applicant.....	53
Period of eligibility.....	71
Persons examined during 1919.....	5
Prerequisite to appointment.....	52
Promotional.....	6
Qualifications of applicants.....	67, 69
Rating of papers.....	71
Results of.....	7
Restrictions placed on admission to.....	6
Statistics, 1919.....	20
Use of public buildings.....	53, 71
Extended leave:	
Judges of First Instance.....	36
Justices of the Supreme Court.....	36
Teachers'.....	37
Extra compensation.....	32, 33
Right of employees to receive.....	59
Filipinos in the service.....	25
First Instance Courts. (<i>See</i> Judges.)	
Form 48.....	84
Frauds, sundry.....	60

	Page.
Gifts to official superiors.....	55
Governor-General:	
Appointments and removals from service.....	54
Designation of acting heads of offices.....	47
Powers and duties.....	30
Suspension of labor in offices.....	48
Grades, salary.....	34-35
Half salary.....	34, 40, 75
Hospitals:	
Hospital fees.....	57
Priority in admission.....	57-58
Hours of labor.....	48, 84
Office records.....	54
Illness:	
Absences due to.....	86, 87
Evidence	88
Injuries:	
Absence on account of.....	86
Allowances	57
Inspector of election, disqualification of.....	45
Investigations: suspension of employees.....	56
Investments	90, 91
Judges:	
Leave of absence, commutation of salary.....	37
Salary of appointees from United States.....	34
Travel expense	43, 44
Leave of absence, rules.....	85
Leave Law.....	36
(See also Accrued leave; Extended leave; Teachers' leave; Vacation leave.)	
Leave of Secretaries and under Secretaries.....	31
Legislature; accrued leave of employees.....	39
Loans to official superiors prohibited.....	91
Manila, allowances on death or sickness.....	57
Medical service and attendance.....	58
Expenses of physician and nurse.....	58
Messengers, vacation leave.....	39
Monthly reports.....	83
Municipalities:	
Oath of officials.....	29
Treasurers—	
Civil service status.....	51
Leave of absence.....	40
National Guard:	
Adjustment of salaries.....	92
Service with.....	91
Oaths:	
Applicant for examination.....	53
False statements.....	61
Municipal officials.....	29
Of office	29

	Page.
Offenses	82
Opinions of Director.....	56
Penalties:	
Perjury	61
Political activity.....	83
Private business.....	82
Religious affiliations, consideration of.....	82
Sundry frauds.....	60
Per diems.....	42
Perjury	61
Political activity.....	83
Circular No. 73.....	99
Contributions	54, 60
Persons prohibited from influencing elections.....	45
Political affiliations ignored.....	55
Posts, Bureau of:	
Telegraph operators, leave of absence.....	39
Printing, Bureau of:	
Employees' leave.....	39
Private business.....	82, 90
Weather Bureau employees.....	59
Probationary period.....	72
Promotions:	
Antedating	32
Examinations	76
Frequency of	78
Increase in number.....	10
Recommendations	77
Restrictions removed.....	97-98
Provinces:	
Employment of subordinates.....	59
Municipal and deputy treasurers, leave of absence.....	40
Secretary of Provincial Board.....	60
Temporary service.....	59
Travel expense.....	43, 44
Purchase of property.....	83
Rating of papers.....	71
Records of attendance.....	84
Reductions:	
Causes for.....	82
Procedure	80
Reinstatement:	
After military service.....	75
Examination	74
Increase in applications for.....	9, 10
Period of eligibility.....	74
Religious affiliations ignored.....	55
Removals:	
Causes for.....	82
Procedure	80

	Page.
Resignations:	
Application for accrued leave.....	39
In United States.....	74
Teachers.....	87
Retirement Act.....	61
Amendment.....	16, 64
Operation of law.....	15
Salaries:	
Adjustment, National Guard.....	92
Appointees from United States.....	34
Commutation, judges on leave.....	37
Deceased employees.....	33
Division into fractional parts.....	32
During suspension.....	33
Extra compensation.....	33
Grades.....	34
Half salary.....	34, 40
Incident to leave; withholding.....	41
Liability of disbursing officer.....	55-56
Limitations.....	78
On transfer.....	32
Payment contrary to law.....	55
Prerequisite to payment.....	55
Scale.....	34
Schedule.....	78-79
Unauthorized payment.....	78
Unauthorized persons.....	55
United States officers.....	32
When accrue.....	32
Salary Law.....	66
Saturdays, absence on.....	88
Seals, Bureau.....	45
Seperations:	
Americans.....	13
By Governor-General.....	30
By breach of contract.....	13
Commutation of leave.....	41
Increase in number.....	15
Involuntary.....	13
Leave not allowable.....	87
Procedure.....	80
Provincial officers.....	59
Unexplained absences.....	88
Voluntary.....	13
Sickness:	
Admission to hospitals.....	58
Allowances.....	57
Evidence.....	88
Leave incident to.....	41
Statistics.....	20 to 28
Sundry frauds.....	60
Supreme Court:	
Leave of Justices.....	36

	Page.
Suspensions	56
Memorandum order.....	95
Pending investigation.....	56
Procedure	80
Provincial officers.....	59
Salary payments.....	33, 59
Tax sales: prohibition.....	48, 83
Teachers:	
Absence due to illness.....	41
Hours of labor.....	84
Resignation	87
Teachers' leave.....	37
Applications	86
Continuous duty in vacation periods.....	37
Travel expenses.....	40
Telegraph operators:	
Leave of absence.....	40
Temporary employment.....	4, 73
Causes of	11, 12
Increase in	11
In provincial offices.....	59
Restrictions	93
Transfers:	
From or to Federal service.....	76
Increase in number.....	10
Increase of salary.....	97
In Philippine service.....	75
Salaries	32
Travel expense.....	43
Transportation. (<i>See</i> Travel Expense Law.)	
Expenses	40
From United States, applications.....	89
To San Francisco.....	34
Travel abroad:	
Expenses	40
Half salary.....	40
Travel Expense Law.....	42
Advance audit.....	44
Allowance	42-43
Certificate to transportation companies.....	44
Deduction for advances.....	44
Definition	42
Filing of account.....	89
How paid.....	42
Judges	43-44
Law	42
On route to station.....	44
On transfer.....	48
Per diems.....	43
Provincial employees.....	43
Refund to employees.....	44

Travel Expense Law—Continued.	Page.
Transportation—	
Army transport.....	45
Contract vessels.....	44
Contract with employees.....	47
Treasurers, municipal and deputy provincial:	
Leave of absence.....	39
Under Secretaries of Departments.....	30
Unexplained absences.....	88
United States officers, pay.....	32
Vacancies, filing of.....	47, 71
Vacation leave:	
Action on applications.....	42
Allowance.....	39
Applications.....	86
Computation.....	86
Excess charged to salary.....	87
Messengers.....	39
Municipal treasurers.....	40
Printers.....	39
Sanitary division employees.....	58
Supreme Court Justices.....	36
Suspension of action on.....	88
Telegraph operators.....	40
When taken.....	40
Withholding of salary.....	41, 87
Witnesses:	
Administrative proceedings.....	49
Civil service proceedings.....	50





