

**CNMI CIVIL SERVICE COMMISSION  
SPECIAL MEETING  
FEBRUARY 26, 2020  
CIVIL SERVICE CONFERENCE ROOM  
SAIPAN, MP**

**I. PRELIMINARIES**

a. Call Meeting to Order

On February 26, 2020, Acting Chairperson Raymond M. Muña called the meeting to order at 9:21 a.m.

b. Roll Call

**Members Present**

Raymond M. Muña, Acting Chairperson  
Felicitas “Tee” P. Abraham, Member  
Jake Maratita, Member  
  
Berthillia C. John, Member

**Members Absent**

Catalina L. Tebit, Chairperson (excused)  
Valerie Q. Apatang, Member (excused)  
Bernadita C. Palacios, Member  
(excused)

Four (4) members present, there is a quorum.

**Others present:**

Teresa Borja, CSC Executive Assistant  
Kadianne Sablan, CSC Executive Secretary  
Joseph Pangelinan, Chief of EDS

c. Review and Adoption of Agenda

<b>Moved by:</b>	<b>Commission Abraham</b>	<b>Seconded by:</b>	<b>Commission John</b>
<b>Discussion:</b> The Commission review and add item (c) under new business, list of appeals and statuses.			
<b>ACTION NO. 2020.04.001:</b> <i>Motion to adopt meeting agenda to add item c., under new business, List of Appeals and Statuses was approved by four (4) votes</i>			

d. Review and Adoption of Minutes

i. February 13, 2020 Special Meeting

<b>Moved by:</b>	<b>Commission Maratita</b>	<b>Seconded by:</b>	<b>Commission John</b>
<b>Discussion:</b> The Commission review and made no changes to the special meeting minutes.			
<b>ACTION NO. 2020.04.002:</b> <i>Motion to adopt February 13, 2020 Special meeting minutes and approved by four (4) votes</i>			

**II. PUBLIC COMMENT**

- None

**III. REPORTS**

- Chairperson – No report presented
- Director – Mr. Pangelinan is sitting in on behalf of the Director of Personnel (DOP). DOP is focusing on clearing all the RFPA and NOPA for Census. OPM is also done with the letters regarding the reduction of work hours. OPM provided new employee orientation and the importance of time and attendance for DFEMS. Mr. Pangelinan created a educational assessment survey for government employees. His section started to receive feedback. The deadline is on 28<sup>th</sup>. Acting Chairperson wants to collaborate with NMC to have government employees further their education, partially those who do not have their bachelor's degree or higher. Mr. Pangelinan states that in the regulation there incentives to further education for compensation, such as training education leave for deserving employee. This will be based on management needs. Mr. Pangelinan believes that if there is an enticement to further education, employees will be willing to do so. Possible enticement is salary increase. Commissioner Abraham is concerned with the step increase to attending workshop. Chairperson states that NMC can provide a certification course that will last six (6) to eight (8) weeks. After the course, an exam will be administered.
- Executive Assistant – presented FY 2020 fund status as of February 20<sup>th</sup>. The biggest operational cost is rental office. 24% usage for professional services. 51% unused operation cost. Some of the unused funds will be reserved for the Hearing Officer to hear the pending cases. FY 2020 budget is cut. Projection for professional services for the rest of the year will be 3,200 monthly for HR consultant and the Hearing Officer. Boards compensation will be 300 monthly for 4 members and 7 full meetings. Office rental is 800. Travel is 228 for quarterly. Fuel is 160 monthly. Miscellanous is 94 monthly. Cleaning services may be cut out completely due to our current budget.
- Committee – No report presented.

**IV. COMMUNICATIONS**

- None

**V. OLD BUSINESS**

- Sick Leave Bank

<b>Moved by:</b>	<b>N/A</b>	<b>Seconded by:</b>	<b>N/A</b>
<b>Discussion:</b> Commission decided to table this item until next meeting in March.			
<b>ACTION NO. 2020.04.003:</b>			
<i>Tabled.</i>			

**VI. NEW BUSINESS**

- FY 2021 Civil Service Commission Budget Package

<b>Moved by:</b>	<b>Commissioner Abraham</b>	<b>Seconded by:</b>	<b>Commissioner John</b>
<b>Discussion:</b> Executive Assistant (EA) presented the baseline figure from Office of Management and Budget (OMB). In comparasion to FY 2020, FY 2021 personnel will be cut 25%. EA went into the FY 2021 detailed budget sheet with the Commission. There			

will be a lot of cuts for FY 2021. The budget sheet reflected OMB baseline request and CSC budget request (without the cuts). The FY 2021 budget package will include the CSC budget request justification.

**ACTION NO. 2020.04.004:**

*Motion to adopt the FY 2021 Civil Service Commission Budget Package and approved by four (4) votes.*

b. Hearing Officer

<b>Moved by:</b>	<b>Commissioner Maratita</b>	<b>Seconded by:</b>	<b>Commissioner Abraham</b>
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**Discussion:** Commission met with the Secretary of Department of Public Lands (DPL) to discuss utilizing Ramon Dela Cruz, Hearing Officer for DPL, services to assist Commission to hear the pending appeal cases. Secretary of DPL and Mr. Dela Cruz had agreed to assist the Commission.

**ACTION NO. 2020.04.004:**

*Motion to adopt the Mr. Ramon Dela Cruz as the Hearing Officer for CSC and approved by four (4) votes.*

- c. List of Appeals and Statuses – This item was discussed in executive session. There are five (5) pending cases. Two (2) cases are pending hearing. Two (2) cases that are up for closure. One (1) case may be dismissed. The hearing officer will be looking into the five (5) cases and will make recommendation to Commission. Commission will be making the final decision.

**VII. EXECUTIVE SESSION**

The Commission entered Executive Session at 10:30 a.m. to 11:47 a.m.

**VIII. MISCELLANEOUS/ANNOUNCEMENT**

- NMC Presentation- How to recruit employees into college. This presentation is for the OPM staff, the Commission, and HR representatives. Presentation will be on March 31<sup>st</sup>, venue is to be announced.
- Status of Bonus Payment – Mr. Pangelinan assured the Commission that all civil service employees were given the bonus payment.
- FY 2021 OPM Budget – Mr. Pangelinan presented the FY 2021 OPM budget. OPM needs 1.1 million, base on previous budget OPM was given 976,000, budget proposed 729,481 for FY 2021. Personnel is cut more than 20%, personnel will still be short 21,000 even with the 16 hour cut.

**IX. ADJOURNMENT**

On February 26, 2020, Acting Chairperson adjourn the meeting at 4:02 p.m.

**PREPARED BY:**



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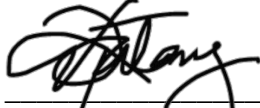
**Teresa Borja**  
CSC Executive Assistant

JUNE 24, 2020

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**Date**

**CERTIFIED BY:**



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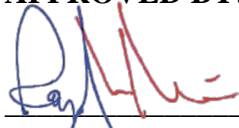
**Valerie Q. Apatang**  
CSC Secretary

JUNE 29, 2020

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**Date**

**APPROVED BY:**



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**Raymond M. Muña**  
CSC Chairperson

JUNE 29, 2020

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**Date**