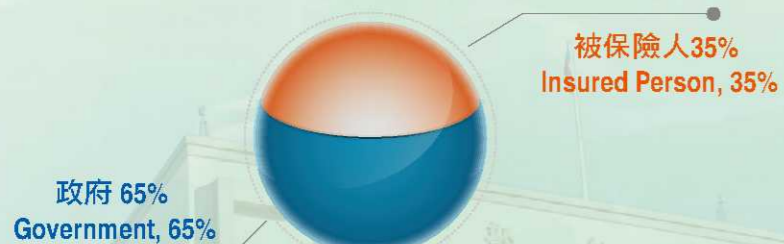


3. 年終考績 Annual Rating

甲等 A	• 晉級及1或2個月俸給總額之獎金獎勵 • Pay rate advancement or a lump-sum bonus of 1 or 2 months' pay.
乙等 B	• 晉級及0.5或1.5個月俸給總額之獎金獎勵 • Pay rate advancement or a lump-sum bonus of 0.5 or 1.5 months' pay.
丙等 C	• 留原俸級 • Remain at existing pay rate.
丁等 D	• 免職 • Dismissal from employment.

4. 保險 Insurance

保費負擔比例 Premium Contributions



6 種保險給付 Six Kinds of Insurance Benefits

失能 Disability Benefits	養老 Old-Age Benefits	死亡 Survivor Benefits	眷屬喪葬 Funeral Grant	生育 Maternity Benefits	育嬰留職停薪 Parental Leave Allowances
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5. 退休(職)、撫卹 Retirement and Survivor Relief

3 種退休種類 Three types of retirement	3 種退休金種類 Three types of retirement payments	2 種退休金給付制度 Two types of retirement plans	遺族撫卹金 Survivor Relief
自願退休、屆齡退休、命令退休	一次退休金、月退休金、兼領月退休金	確定給付制、確定提撥制	現職公務人員病故、意外死亡或因公死亡
Voluntary, age-mandated, compulsory	Lump sum, monthly, or combination of the above two methods.	Defined benefit plan and defined contribution plan.	For civil servants who passed away due to illness, accident, or in performing official duties.

銓敘部施政目標

1. 積極推動重大法案，健全人事法制。
2. 完備官制官規架構，活化人力運用。
3. 建構退休安全網絡，兼顧社會正義。
4. 整合文官資訊系統，提升決策品質。
5. 監理基金運用效益，確保永續經營。

Policy Objectives

1. Formulate and promote major legislation to develop a comprehensive legal framework for personnel management.
2. Improve personnel staffing and regulations to facilitate more flexible use of human resources.
3. Establish a retirement safety net for civil servants with attention to social justice.
4. Integrate civil service information platforms to improve decision making quality.
5. Oversee pension fund investment performance to ensure sustainability.

願景

銓敘部將順應環境變遷，與時俱進，持續檢討相關人事法規，完善文官制度，以提振人民對政府施政之信心；廣續健全年金制度，促進退撫基金永續經營，並推動執行個人專戶制退撫制度，確保退休人員之老年基本經濟安全。

Vision

Faced with an ever-changing environment, the Ministry of Civil Service will continue to move forward, review relevant personnel regulations, and further advance the civil service system to increase the people's trust and confidence in the government. The MOCS will continue to strengthen the pension system, improve sustainable Pension Fund operation, and promote the individual pension account system to ensure the financial well-being of retired civil servants.



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業務簡介 Introduction

銓敘部

Ministry of Civil Service



前言

政府效能是國家競爭力的重要指標，文官制度能否因應時代變遷進行改革，以符合當前國家發展的需要，則是政府效能是否能向上提升的關鍵。銓敘部肩負公務人員人事政策的規劃與研議重任，積極進行文官制度的興革，以有效提升公務人員素質，進而建立廉能、專業及有效率的政府。

Foreword

Government efficiency is an important indicator of national competitiveness. The ability of the civil service system to respond to changing times and institute reforms in the interest of national development is vital for the substantive elevation of government performance. Responsible for the formulation, deliberation, and planning of national civil service personnel policy, the Ministry of Civil Service (MOCS) is proactive in its efforts to improve and reform the civil service system. The main goal is to effectively enhance the quality of civil service, so as to build a clean, professional, and efficient government.

◆ 銓敘部的「銓敘」是什麼意思？

「銓敘」是我國古代的用語，意思相當於現在的審查、審定，也就是將各公務人員所具備的資格條件，與人事法規上所規定應具備的資格條件相互對照，加以審定。因此，銓敘工作並不是直接任免或考核人員，而係研訂法規、制度供各機關自行依法辦理後，並由銓敘部於事後依法予以審定，為政府機關之用人做好制度規劃與品質管制的工作。

◆ What does the Chinese name of the MOCS mean?

The Chinese words *quan xu* (銓敘) is an ancient Chinese term that refers to the review and verification of civil servant qualifications against those required by law. The MOCS is not directly involved in personnel employment, discharge, or evaluation; instead, it formulates personnel regulations to be followed by government agencies, and then reviews, in accordance with such regulations, personnel decisions of government agencies. In effect, MOCS provides the legal foundation for personnel decisions in government agencies and ensures the quality of such decisions.

銓敘部組織

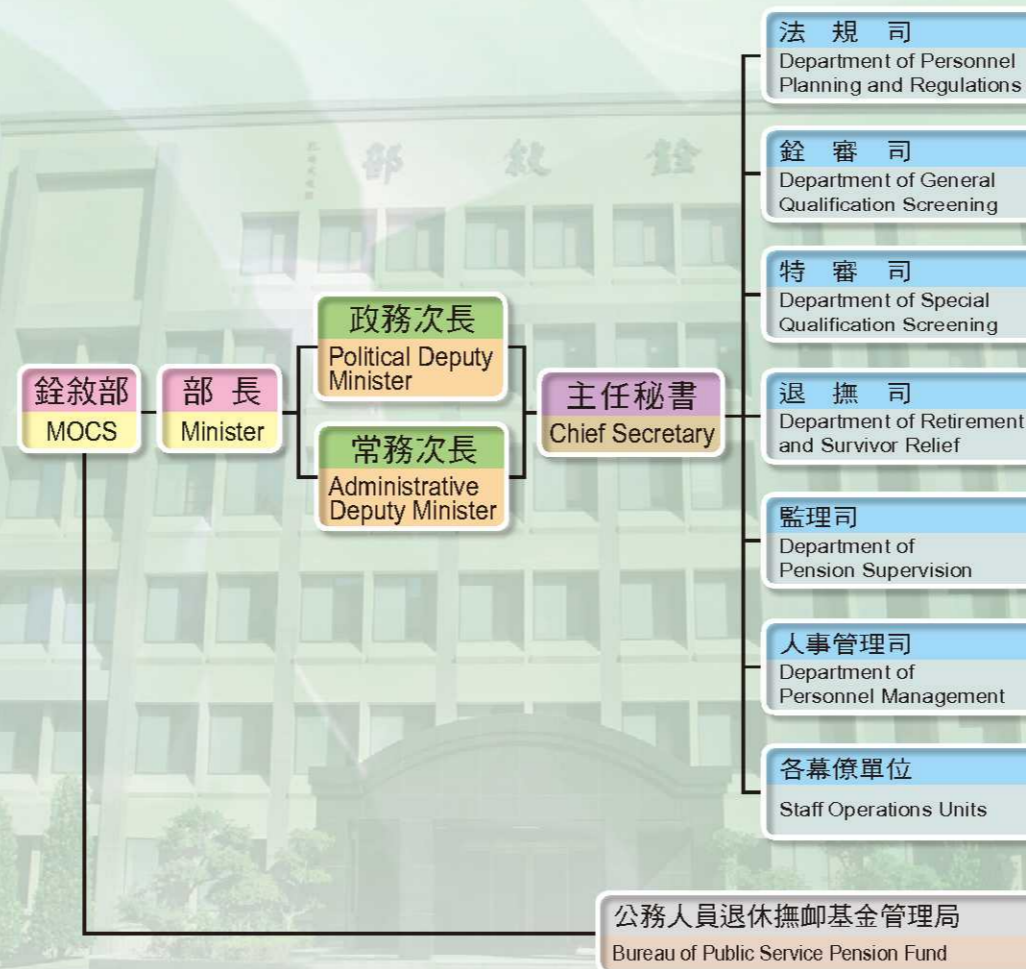
銓敘部隸屬於考試院，成立於民國 19 年 1 月 6 日。依「銓敘部組織法」及「銓敘部處務規程」之規定，置部長 1 人，政務次長及常務次長各 1 人，主任秘書 1 人，下設 6 司、2 處、4 室、5 委員會及 1 個附屬機關。

Organization

The Ministry of Civil Service under the Examination Yuan was established on Jan. 6, 1930. In accordance with the *Organic Act of the Ministry of Civil Service* and the *MOCS Regulations for Departmental Affairs*, the MOCS is headed by a minister, who is assisted by a political deputy minister, an administrative deputy minister, and a chief secretary. The ministry is further divided into six departments (*Si*), two departments (*Chu*), four offices, five committees, and one subordinate agency.

銓敘部組織架構圖

Ministry of Civil Service Organizational Structure



銓敘部職掌

銓敘部掌理公務人員任免、考績、級俸、陞遷、褒獎之法制事項及公務人員之銓敘、保險、退休、撫卹、退撫基金、退撫儲金、激勵及協會等業務，為我國人事制度的核心機關。

Duties and Responsibilities

The MOCS exercises authority over legal matters related to civil service employment and discharge, performance evaluation, pay grade, promotion and transfer, and rewards and incentives. In addition, it is also responsible for civil service qualification screening, insurance, retirement, survivor relief, management of the Public Service Pension Fund, Pension and savings fund for public servants, incentives, and affairs of the civil servant association. For this reason, the MOCS is at the core of the government's personnel administration system.

1. 任用 Employment



2. 俸給 Pay

