

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG LINGAPANG SA KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

October 16, 1975

DEPARTMENT MEMORANDUM
No. 173, s. 1975

RESPONSIBILITY OF PERSONNEL OFFICERS TO SCREEN
AND REVIEW SUPPORTING PAPERS OF REQUIREMENTS
CONNECTED WITH APPOINTMENTS

To the:

Bureau Directors
Regional Directors
Coordinator, State Colleges and Universities

1. Inclosed is Memorandum Circular No. 10, s. 1975, of the Chairman, Civil Service Commission, prescribing guidelines and procedures in connection with the preparation of appointments as well as the required supporting papers to accompany every appointment to be submitted to the Civil Service Commission.
2. Personnel officers and school administrative officers should see to it that all papers prescribed in Memorandum Circular No. 5, s. 1974, of the Acting Commissioner of Civil Service have been submitted before they prepare an appointment. A certification to this effect should be made at the bottom of the appointment paper (CS Form 33) as indicated in item No. 2 (d) of the third paragraph of Memorandum Circular No. 10 mentioned above. Attention is invited to the portion of M. No. 10 specifying the supporting papers that should be forwarded to the Civil Service Commission. Records officers and/or records personnel assigned to release appointments for attestation of the Civil Service Commission or its Regional Offices concerned, should likewise see to it that only the papers desired by the Civil Service Commission are attached to the appointment and the other papers filed in the folder of the appointee.
3. Memorandum Circular No. 5, s. 1974, of the Acting Commissioner of Civil Service and its inclosures are also inclosed for ready reference.
4. Strict compliance with the aforementioned Memorandum Circular No. 10 is desired.

(SGP.) RAFAEL ALBARADO

Incls.:

As stated

Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

MC #10, s. 1975

MEMORANDUM CIRCULAR

- TO : ALL HEADS OF DEPARTMENTS, BUREAUS
AND AGENCIES AND PERSONNEL OFFICERS,
OF THE NATIONAL AND LOCAL GOVERN-
MENTS, INCLUDING GOVERNMENT-OWNED
AND CONTROLLED CORPORATIONS
- SUBJECT : Responsibility of Personnel Officers
to Screen and Review Supporting Papers
or Requirements Connected with Appointments

In CSC Memorandum Circular #5, s. 1974, this Commission prescribed the procedure to be followed in all kinds of appointments, and listed all the supporting papers or requirements to be submitted in connection therewith. Despite said Memorandum Circular, however, it has been observed that many appointments cannot be acted upon for lack of certain requirements or supporting papers. This has resulted in undue delay in taking action on appointments, affecting to a great extent the effectiveness of this Commission.

To insure that all requirements in connection with appointments are complied with, Personnel Officers are hereby required to review and screen thoroughly all requirements and supporting papers of appointments under their respective jurisdiction before an appointment is forwarded to the Civil Service Commission for action. This responsibility shall cover requirements in all cases of appointments requiring action by this Commission.

In this connection, the following guidelines are hereby issued:

1. The Personnel Officer shall check or review all the requirements and supporting papers in connection with appointments prescribed in CSC MC #5, s. 1974.
2. After reviewing all the required supporting papers, the Personnel Officer shall transmit to this Office only the following:

- a. Appointment (CS Form 33, as amended). Two copies
- b. Personal Data Sheet (CS Form 212, as revised). Two copies
- c. Job Description (CS Form 122-0)
- d. At the bottom of CS Form 33, as amended, the Personnel Officer shall make a certification to the effect that all required supporting papers, pursuant to MC 83, s. 1974, have been compiled with, reviewed by him, and found to be in order.

Other requirements to be attached to the appointment if applicable to appointee are:

- a. Certified true copy of the decision of Administrative or Criminal Case of appointee, if any, but only if CSC was not furnished a copy of said decision.
- b. Request for change of name together with a certified true copy of marriage contract.
- c. Original report of rating (original appointment).

THIS MEMORANDUM CIRCULAR APPLICANTS MC 83, s. 1974 AND SHALL TAKE EFFECT IMMEDIATELY.

(SGO.) JACQUES C. CLAVE
Chairman

September 10, 1975

A true copy

OC 196, s. 1974

Republic of the Philippines
CIVIL SERVICE COMMISSION
Manila City

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUX AND
AGENCIES OF THE NATIONAL AND LOCAL GOVERN-
MENTS INCLUDING GOVERNMENT-OWNED AND
CONTROLLED CORPORATIONS

SUBJECT : Procedures and Supporting Papers on
Requirements Connected With Appointments

It has been noted that a high number of appointments has been returned to the appointing authorities due to non-observance of certain procedures and/or deficiency in supporting papers or requirements. This has resulted in delays in acting on appointments, unnecessary waste of efforts, and expensive operations. Moreover, this has often caused misunderstanding between the personnel of this Office and the transacting public.

To facilitate action on appointments and to effect economy in operations by saving valuable man-hours, all concerned are enjoined to observe the procedures prescribed in the attached list and/or submit, together with the appointment involved, all supporting papers or requirements specified therein.

Please be guided accordingly.

(SIGNED) NINA TAY PANGRAKUYEN
Acting Commissioner of Civil Service

October 31, 1974

The following procedures and supporting papers or requirements shall be observed or submitted, as the case may be, in connection with all kinds of appointments, unless otherwise provided:

COMMON REQUIREMENTS

1. Appointment (OS Form 23, as revised). Submit enough copies (at least four).
2. Appointment must be duly signed by Recommending and Appointing Officer. If appointment is signed by other than the Appointing Officer, attach a certified true copy of office order delegating the authority to sign.
3. Personal Data Sheet (OS Form 212, as revised). Personnel Officer must see to it that all questions are answered completely and that it is under oath.
4. Certification (OS Form 203, as revised). Signed by head of office or any officer who has been delegated the authority to sign.
5. Authority to fill position as an exception to Memorandum Circular No. 593, of the Office of the President, if applicable.
6. Compliance with the provisions of Memorandum Circular No. 3 of this Office, series of 1973. The following statement must be stated on the face of the appointment in case of doubt on the appropriateness of the eligibility: "This appointment may be attached as temporary if the eligibility of the appointee is found not appropriate. Appointment which is characterized as original, promotion, transfer, or reinstatement, but without the word 'temporary' affixed therein is presumed proposed as permanent. In case appointee is a non-eligible and position is embraced in the competitive service, the word 'temporary' should always be affixed before the title of the position to be filled."
7. If position to be filled has been declared policy determining, highly technical, or primarily confidential in nature, it must be so stated on the face of the appointment and a certified true copy of said declaration by the President should be attached. In case the title of the position has been changed and there is no change in item number nor in duties, a certification by head of agency should be attached stating that the position is the same position which has been declared by the President as

primarily confidential, highly technical, or policy determining in nature, as the case may be, and that only the title of the position has been changed.

8. Initials of the officer authorized to do so or erasures or alterations made on appointments and other supporting documents before same are sent to the Civil Service Commission.
9. Job Description (CS Form 129-0) duly certified by head of office or any officer who has been delegated the authority to sign, in case agency is not covered by WAPCO.
10. Status of former incumbent of position, whether promoted, resigned, transferred, laid-off, dropped, dismissed, etc., should be indicated on the face of the appointment. If removed from the service but papers relative to same have not yet been submitted to the Civil Service Commission, papers pertinent thereto should be attached to the appointment. In case of resignation and same has not yet been noted in the records of this Office, the acceptance of resignation prepared on CS Form 56 should be sent to this Commission together with the new appointment.
11. If appointee had an administrative or criminal case, attach certified true copy of said decision, if CSC has not yet been furnished a copy.
12. If there is a change in the civil status of female employees and same has not been noted in the records of the Civil Service Commission, a request for change of name together with a certified true copy of marriage contract should be attached to the appointment.
13. If there is a discrepancy in the name of the appointee as appearing in the report of rating of examination passed, request for correction of name should be made and filed directly with the Recruitment and Examining Department of this Commission before appointment is prepared and sent to the Civil Service Commission.
14. If submission to CSC of an appointment is delayed for two years or more, an explanation on the delay should likewise be submitted.
15. Appointment which involves demotion in rank or salary, but is not disciplinary in character, should be accompanied by a letter of acceptance from the appointee.
16. Positions in WAPCO-covered agencies which are not yet classified should be counseled thru WAPCO before being sent to this Office.
17. Request for reconsideration relative to the effective dates of appointments as an exception to Memorandum Circulars Nos. 320

and 593, both of the Office of the President, should be sent direct to said Office.

18. Request for reconsideration of action taken by CSC on appointment should always be processed through appointing officer.
19. For teacher appointment, if appointee is not educationally qualified, appointment should be proposed as temporary; if appointee is educationally qualified but has not qualified in any Civil Service examination, appointment should be proposed as provisional; and if appointee is both educationally qualified and possesses the appropriate Civil Service eligibility, appointment should be proposed as regular (permanent).
20. In the case of appointments of Instructors, or Junior Instructors in government colleges, a statement should be made on the face of the appointment on whether said college is offering courses leading to a bachelor's degree and appointee is teaching college subjects leading to the said degree.
21. All supporting documents which are not original copies must be certified as a true copy by the Records Officer of agency.
22. Temporary Appointments to Competitive Positions - Before any temporary appointment of a non-eligible or one whose eligibility is not appropriate is proposed, prior request for certification of eligibles or authority to make temporary appointment should be submitted to the Commission or its Regional Office or Unit concerned to be accompanied by a justification for such temporary appointment.

REQUIREMENTS FOR ORIGINAL APPOINTMENT

In addition to common requirements:

1. Medical Certificate (CS Form 211). Physician must state if appointee is fit or unfit for employment.
2. Either police, P. F. or NBI and FTSA Clearance.
3. For positions which involve the maintenance of peace and order and protection of life and property, submit police, P.C., NBI and NISA clearances; results of neuro-psychiatric examination; and license to exercise profession as security guard or watchman.

4. For positions declared as primarily confidential in nature, submit police, P.C., FBI and WISA clearances.
5. Approval of exemption from LOI 77 of the President dated May 25, 1973, if covered by the same.
6. Photograph should be attached to the Personal Data Sheet.
7. Original copy of report of rating should be attached to the appointment.
8. If appointee is already 57 years old or more submit approval of authority from Malacañang as an exception to Section 6 of RA 728 as stated in Section 5 of Title VI.

REQUIREMENTS FOR TRANSFER APPOINTMENT

In addition to common requirements:

1. Approved permission to seek transfer (original or a certified true copy by the Records Officer of Agency concerned).
2. Performance rating (for the semester immediately preceding the transfer) from the former office.
3. Certification should include a statement of whether the provisions of Memorandum Circular No. 3 of this Office, series of 1967, has been observed.

REQUIREMENTS FOR REINSTATEMENT

In addition to the common requirements:

1. Submission of either police, P.C., or FBI and WISA clearances.
2. For appointees who are 57 years old or more, submit approval of the Office of the President as an exception to Section 6 RA 728, as stated in Section 5 of Title VI.
3. For retired employees, submit approval of reinstatement by the Office of the President as an exception to the Cabinet Resolution dated December 23, 1947.

1. Medical Certificate (CS Form 211). Physicians should state if proposed appointee is fit or unfit for employment.

PROMOTION

In addition to common requirements:

1. Performance rating for the last semester immediately preceding the effective date of appointment.
2. If employee promoted is not next in rank, submit justification thereon.
3. If the employee promoted has had an administrative case, a certification by the Administrative Officer or anybody authorized to do so, as to the date respondent received a copy of the decision should be submitted.

GUIDELINES IN THE PROMOTION OF APPOINTMENT

I. FOR ORIGINAL APPOINTMENT

1. C.S. Form No. 33 - Appointment Form
2. C.S. Form No. 212 - Information Sheet, July 1973 revised form
3. C.S. Form No. 203 - Certification of Funds
4. C.S. Form No. 122-0 - Position Reservation Form
5. C.S. Form No. 211 - Medical Certificate
6. C.S. Form No. 32 - Oath of Office
7. Statement of Assets and Liabilities
8. Tax Account Number, if any
9. Clearances of the following:
 - a. Municipal Mayor
 - b. Municipal Judge
 - c. Chief of Police
10. Authority to fill duly approved by the Honorable Secretary, Department of Local Government and Community Development, as an exception to Memorandum Circular No. 393, dated August 8, 1973 (for positions not exempted by the Memorandum Circular)
11. Clearance of the Office of the President pursuant to Presidential Letter of Instruction No. 77 (If the proposed appointee has no previous government record as of May 25, 1973)

II. FOR PROMOTION OF APPOINTMENT

1. C.S. Form No. 23 - Appointment Form
2. C.S. Form No. 212 - Information Sheet, July 1973 revised form
3. C.S. Form No. 203 - Certification of Funds
4. C.S. Form No. 122-P - Position Description Form
5. Authority from the Honorable Secretary of Local Government and Community Development as an exception to Memorandum Circular No. 593 dated August 8, 1972. (When there is an increase of adjustment in salary beyond the minimum wage).

III. FOR PROMOTIONAL APPOINTMENT

1. C.S. Form No. 23 - Appointment Form
2. C.S. Form No. 212 - Information Sheet, July 1973 revised form
3. C.S. Form No. 203 - Certification of Funds
4. C.S. Form No. 122-P - Position Description Form
5. Copy of last approved appointment
6. Authority from the Honorable Secretary of Local Government and Community Development as an exception to Memorandum Circular No. 593 dated August 8, 1972.

IV. FOR CHANGE OF STATUS FROM TEMPORARY TO PERMANENT

1. C.S. Form No. 23 - Appointment Form
2. C.S. Form No. 212 - Information Sheet, July 1973 revised form
3. C.S. Form No. 203 - Certification of Funds
4. C.S. Form No. 122-P - Position Description Form
5. Copy of last approved appointment
6. Medical Certificate

(SGD.) ALBINO B. PARDIPEZ
Regional Director