

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

April 20, 1978

DEPARTMENT MEMORANDUM  
No. 123, s. 1978

NISA CLEARANCE REQUIRED FOR APPOINTMENTS

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Coordinator, State Colleges and Universities  
Schools Superintendents

1. Inclosed is a copy of Memorandum Circular No. 1, s. 1978, of the Civil Service Commission, requiring the submission of NISA clearance of appointees by promotion, transfer or contract covering a period of at least six (6) months.
2. This Memorandum should be brought to the attention of all concerned for their information and guidance.

(SGD.) JUAN L. MANUEL  
Secretary of Education and Culture

Incl.:

As stated

Reference:

None

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

~~APPOINTMENT, EMPLOYMENT, REAPPOINTMENT~~  
~~BUREAUS & OFFICES~~  
~~RULES & REGULATIONS~~

Republic of the Philippines  
CIVIL SERVICE COMMISSION  
Manila

MEMORANDUM CIRCULAR NO. 1, s. 1978

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

SUBJECT : Amendment to CSC Memorandum Circular Nos. 3  
and 5, both series of 1974, require NISA  
clearance for original appointments and appoint-  
ments by way of reinstatement.

Civil Service Commission Memorandum Circulars Nos. 3 and 5, both series of 1974, require NISA clearance for original appointments and appointments by way of reinstatement.

This Commission believes that the above-mentioned requirement should likewise be made to apply to other personnel actions, such as, appointments by transfer and promotional appointments, and contractual appointments covering a period of at least 6 months, especially so when the employee concerned has not undergone any security check/investigation of any kind.

In view thereof, the above-mentioned Memorandum Circulars Nos. 3 and 5, both series of 1974, are hereby amended in the sense that NISA clearance is hereby required not only for original appointments and appointments by way of reinstatement but also for other kinds of personnel actions, such as, appointments by transfer and promotional appointments, and contractual appointments covering a period of at least 6 months.

Henceforth, any certification on the face of any appointment made pursuant to Civil Service Commission Circular #10, series of 1975 is understood to include the requirement mentioned herein.

**THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.**

(SGD.) J. JORGE S. CLAVE  
acting Chairman

March 2, 1978

A true copy