

July 17, 1978

MDC MEMORANDUM
No. 194, s. 1978

UPDATED REQUIREMENTS AND GUIDELINES ON
THE PREPARATION OF APPOINTMENTS

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

1. Inclosed are copies of Memorandum Circulars Nos. 3 and 4, both series of 1978, of the Civil Service Commission regarding the revision of the appointment form, C S Form No. 33 (Revised January, 1963) and the updated requirements, procedures and guidelines on the preparation of appointments, which are self-explanatory.
2. Please be guided accordingly.

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

Incls.
As stated

Reference
EPS Memorandum No. 52, s. 1966

Attachment 1-2-3--(D O 1-76)

To be indexed in the Perpetual Index
under the following subjects

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
EMPLOYEES
FORMS
RULES AND REGULATIONS



(Inclosure No. 1 to MEC memorandum No. 104, s. 209)

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Manila

MAR 22, 1978

M E M O R A N D U M C I R C U L A R

TO ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND OTHER AGENCIES IN THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

SUBJECT Revision of C. S. Form No. 33 (Revised January, 1963), Appointment Form

With the promulgation of the new civil service decree, P. D. No. 807 and the adoption of the new Civil Service Rules on Personnel Actions and Policies including subsequent circulars and guidelines relating to the preparation of appointments, it has become necessary to re-examine the rules further (the appointment form, C. S. Form No. 33 (Revised January, 1963)) with the end in view of updating the said form to conform with the present law, rules, guidelines and policies on personnel actions and facilitating the processing of appointments on the civil service.

Pursuant to the provisions of Section 5 (c) of P. D. No. 807, therefore, it is hereby requested that all concerned reproduce the attached appointment form without modification whatsoever and that all appointments shall be made in the form prescribed herein effective three months from the date of issue of this Circular.

This Amends Memorandum No. 3, series of 1963 of this Commission.

(Sgd.) JOSE A. P. MELLO
Commissioner

April 24, 1978

A true copy

REPUBLIC OF THE PHILIPPINES
MINISTRY OF EDUCATION AND CULTURE
Manila

Str/Magistr

You are hereby appointed _____
in the _____
with compensation at the rate of _____
per annum effective _____

(State nature of appointment whether original, renewal, promotion, transfer, reinstatement, etc.)

(State employment status whether temporary substitute permanent or provisional in case of teachers)

(Name and status of former incumbent if there
Example: No Uy resigned promoted etc.)

Very truly yours

Position to be filled

Old Item No _____ Page _____

Approp Act _____

New Item No _____ Page _____

Approp Act _____

Civil Service Eligibility

Title of exam taken _____

Place of examination _____

Date of examination _____

Maiden name if married

Performance rating for the semester preceding
effectivity of appointment

Latest salary received

P _____ S & Effective _____

Highest Educational Attainment

Recommended by

CERTIFICATION

ME 5, s 1974, as amended, have been complied with, and
found to be in order

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Republika ng Pilipinas
KOMISYON SA SERBISYO SIBIL
(CIVIL SERVICE COMMISSION)
Manila

MEC No. 1 s. 1978

M E M O R A N D U M C I R C U L A R

TO ALL HEADS OF BOP BRANCHES, BUREAUS AND OFFICES OF
NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-
OWNED OR CONTROLLED CORPORATIONS

SUBJECT UPDATED REQUIREMENTS, PROCEDURES AND GUIDELINES ON
THE PREPARATION OF APPOINTMENTS

To conform with the policies on personnel actions, it has become necessary to review and update the requirements and procedures prescribed in Memorandum Circular No. 5, series 1974 as amended.

To facilitate action on all kinds of appointments and to keep abreast with changing policies on personnel actions involving appointments, all concerned are hereby required to observe the guidelines herein prescribed and the updated requirements and procedures in the preparation of appointments indicated in the attached revised lists, before their submission to the Commission or its regional offices.

All requirements or supporting papers on appointments shall be submitted to the Personnel Officer or any duly authorized officer of the agency concerned, who shall thoroughly screen, review and check them if they are in order prior to making the necessary certification at the bottom of the appointment as previously prescribed under Memorandum Circular No. 10, series of 1975. Personnel Officers or other duly authorized officers in charge of the preparation of appointments shall be responsible for the veracity, authenticity and compliance with all requirements or supporting papers indicated in the lists.

Any provision of Memorandum Circular No. 5, series of 1974, and Memorandum Circular No. 10, series of 1975, inconsistent herewith is hereby modified.

~~This Memorandum Circular shall take effect immediately.~~

(SGD) JOSE R. MENDOZA
Commissioner

April 25, 1978

A true copy

GUIDELINES TO BE FOLLOWED BY PERSONNEL OFFICERS
OR THE ONLY AUTHORIZED OFFICIAL IN CONNECTION
WITH THE SUBMISSION OF PERSONNELS TO OFFICE
OF PERSONNEL

1. The Personnel Officer or his authorized representative of the agency head shall check on compliance of the requirements and supporting papers in connection with procedures prescribed herein.
2. After reviewing all the required supporting papers, the Personnel Officer or the duly authorized representative of the agency head shall transmit to this Commission only the following:
 - a) Appointment (CS Form 35, as revised in 1978) four copies
 - b) Personal Data Sheet (CS Form 12, as revised) two copies
 - c) Location Description Form (CS Form 1)
 - d) At the bottom of CS Form 35, as revised in 1978, the Personnel Officer or the duly authorized representative of the agency head shall make a certification to the effect that all required supporting papers pursuant to CS Form 35, as amended have been complied with, reviewed by him and found to be in order

Other Requirements to be attached to the
Appointment, if applicable

- a) Explanation on the delay in the submission of appointment
- ~~b) Communication authenticating the alteration or erasures made on appointments and other supporting documents~~
- c) Certified true copy of the decision of administrative or ~~criminal~~ civil case of appointee, if any, but only if CSC was not furnished a copy of said decision
- ~~d) Request for change of name together with a certified true copy of marriage contract~~
- ~~e) Xerox copy of report of rating of civil service examination passed or certificate of grant of eligibility under Republic Act 1080, as amended, eligibility conferred under Presidential Decree No. 907, as amended, Presidential Decree No. 997 or Presidential Decree No. 1125~~

ALL OTHER REQUIRED SUPPORTING PAPERS NOT MENTIONED ABOVE, SHOULD NOT BE SENT TO THE COMMISSION OR ITS REGIONAL OFFICES BUT SHOULD BE FILED WITH THE AGENCY

CONFIDENTIAL

PROCEDURES TO BE FOLLOWED IN RECOMMENDING AND/OR SUPPORTING
 PAPERS IN CONNECTION WITH APPOINTMENTS AND OTHER PER-
 SONNEL CHANGES

Common Requirements and Procedures

1. Appointment shall be on the require O S Form 23, as revised in 1978. Submit to CSC at least four copies.
2. Appointment must be duly signed by the Recommending and Appointing Officer.
3. Personnel Data Sheet (OS Form #12, as revised) should accompany the appointment. The Personnel Officer must see to it that all questions are answered completely and that it is under oath.
4. Certification (Civil Service Form 203, as revised) signed by the 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. If appointment is proposed effective earlier than the date of preparation, exemption from M.C. No. 326 of the Office of the President should be secured.
7. Authority to fill position as an exception to Circular 1 of the Governor of Metropolitan Manila Commission dated December 4, 1975 (Applicable to appointments in Metro-Manila cities and municipalities only).
8. If position to be filled has been declared policy determining, highly technical or primarily confidential in nature, it must be stated so on the face of the appointment, specifying the document embodying such declaration and date thereof.
9. Erasures or other changes made on appointments and other supporting documents should be duly initialed by the Officer authorized to do so and accompanied by a communication authenticating the changes made stating specifically what the alterations are.
10. Position Description (BG-CSC Form I) duly certified by the head of office or any officer who has been delegated the authority to sign should be attached to the appointment.
11. Status of former incumbent of position, whether promoted, resigned, transferred, laid off, dropped, dismissed, etc., should be indicated on the face of 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 OS Form 56 should be sent to this Commission.

12. If appointee has had an administrative or criminal case; attach certified true copy of the decision if CSC has not yet been furnished a copy
13. If there is a change in the civil status of female employees and same has not yet 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 shall be attached to the appointment. If she passed a civil service examination or is granted a board or bar eligibility under R. 1939, as amended, under her maiden name, a certified true copy of marriage contract should be attached to the appointment.
14. If there is a discrepancy in the name of the appointee as appearing in the report of passing of examination record, request for correction of name should be made and filed promptly with the Office of Recruitment and Examination of this Commission before appointment is prepared and sent to the Civil Service Commission or its Regional Offices.
15. If submission to CSC or its Regional Offices of the appointment is more than sixty (60) days from the date of its preparation, an explanation on the delay should be attached to the appointment, provided that appointments coursed thru the Office of Compensation and Position Classification (OCPC) the Department of Finance, (in case of Local Government appointments), the Office of the President in case of offices under it or the Supreme Court (where the Chief Justice is not the Appointing Officer), the date of receipt in the said agencies shall be considered as the date of submission to this Commission or its Regional Offices.
16. Positions in OCPC-covered agencies which are not yet classified should be coursed thru said Office before being sent to this Commission or its Regional Offices or else a copy of office plan-table duly authenticated by OCPC should be submitted. In case appointments of teachers and head teachers are not coursed thru OCPC, the Personnel Officer or school administrative Officer should certify as to the range allocation and salary allowable (based on their approved Equivalent Record Form) on the face of the appointment.
17. Request for reconsideration relative to the effective dates of appointments as an exception to Memorandum Circular No. 328 of the Office of the President should be sent directly to said Office.
18. Request for reconsideration of action taken by this Commission on appointment shall always be made by the Appointing Officer or his duly authorized representative. Request made by others should always be coursed thru the appointing officer before same is forwarded to this Commission or its regional offices.
19. All supporting documents, which are not original copies should be submitted as certified true copies by the Records Officer of agency.

20. Memorandum Circular No. 1, series 1978 of the Civil Service Commission regarding NISA Clearance, should be strictly complied with

REQUIREMENTS AND PROCEDURES FOR SPECIAL APPOINTMENTS

In addition to common requirements:

1. Medical Certificate (Philippine 217) Physician must state if appointee is fit or unfit for employment
2. Either police, P O or FBI clearance
3. For positions which involve the maintenance of peace and order and protection of life and property the result of neuro-psychiatric examination is required
4. For position of Radio Operator, an operator's permit to practice should be secured from the Public Control Office
5. Photograph should be attached to the personal data sheet
6. Xerox copy of report of rating or communications granting eligibility under RA 1280 is needed or eligibility conferred under PD 907 as amended or PD 997 or PD 1135 should be attached to the appointment
7. If appointee is already 57 years or more, secure authority for exemption under Sec. 6 of RA 728 as recited in Section 22, Rule III Civil Service Rules of Personnel Actions and Policies, from the Chairman, Civil Service Commission (Letter of Implementation No. 47) or the Chief Justice of the Supreme Court in case of appointments in the judiciary

REQUIREMENTS AND PROCEDURES FOR APPOINTMENT BY TRANSFER

In addition to common requirements:

1. Approved permission to seek transfer (original or certified true copy by the Records Officer of agency concerned)
2. Performance rating (for the semester immediately preceding the transfer) from the former office

REQUIREMENTS AND PROCEDURES FOR SPECIAL TRANSFER

In addition to common requirements:

1. Submission of either police, P O or FBI clearance

- 2 For appointees who are 57 years old or more, secure authority for exemption under Sec. 6 of RA 428 as provided in Section 22, Rule III, Civil Service Bulletin on Personnel Actions and Policies from the Chairman, Civil Service Commission (Letter of Implementation No. 47) or the Chief Justice of the Supreme Court in case of appointment in Military.
- 3 For retired employees, secure from the Chairman, Civil Service Commission, pursuant to Letter of Implementation No. 47, approval of reinstatement as an exception to the Cabinet Resolution dated December 25, 1947.
- 4 Medical Certificate (CS Form 211) Physicians should state if proposed appointee is fit or unfit for employment.

REQUIREMENTS AND PROCEDURES FOR APPOINTMENT BY PROMOTION

In addition to common requirements:

1. Performance rating for the last semester immediately preceding the effective date of appointment should be indicated on the appointment form.
2. If the employee promoted has had an administrative case, a certificate by the Administrative Officer or anybody authorized to do so, as to the date respondent received copy of the decision, should be submitted to the Civil Service Commission.

REQUIREMENTS AND PROCEDURES FOR APPOINTMENT BY CHANGE OF STATUS

In addition to common requirements:

1. A temporary appointee upon qualification in an appropriate examination may be issued a new appointment by change of status from temporary to permanent effective on the date of official release of the examination results.
2. For teacher appointments under Section 5 of RA 4670, the following should be submitted to the Civil Service Commission:
 - a) Appointment (CS Form 33, as revised in 1978) should bear the notation "change of status from provisional to permanent under Sec. 5 of RA 4670"

- b) Service Record showing inclusive dates duly certified by either the Division Superintendent or Administrative Officer
 - c) Performance Rating for the last two rating periods prior to the effective date of the appointment duly certified by either District Supervisor, Division Superintendent or Administrative Officer
 - d) Certified Xerox copy of original appointment approved as provisional, if any
- i. For positions under Trades and Crafts Group -

Follow strictly the procedures and implementing guidelines regarding MC No 10, s 177

