

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRY OF EDUCATION, CULTURE AND SPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

September 10, 1985

LERS MEMORANDUM
No. 152, s. 1985

REVISION OF CS FORM 33 (APPOINTMENT) AND UPDATED
REQUIREMENTS, PROCEDURES AND GUIDELINES
ON THE PREPARATION OF APPOINTMENTS

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Chief of Service and Heads of Units/Centers
School Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Included is a copy of Memorandum Circular No. 6, s. 1985, of the Civil Service Commission regarding the revision of the appointment form, CS Form No. 33 and the updated guidelines, procedures and requirements in the preparation of appointments, which are self-explanatory.
2. This Memorandum should be brought to the attention of all concerned for their information, guidance and observance.
3. Strict compliance is desired.

(SGD.) JAMES C. LAYA
Minister

Encl.:
As stated

References:

LPS Circular: No. 22, s. 1963
Allotment: 1-2-3- (D.O. 1-76)
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS & OFFICES
CHANGE
FORMS
RULES & REGULATIONS

(Inclosure to MEMO Memorandum No. 132, s. 1965)

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

CS #6, s. 1965

MEMORANDUM CIRCULAR

- T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES
OF NATIONAL AND LOCAL GOVERNMENTS INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS
- SUBJECT : Revision of CS Form 33 (Appointment) and Updated
Requirements, Procedures and Guidelines on the
Preparation of Appointments

This Commission in its continuous effort to uphold the merit system within the public service has from time to time issued suitable rules and regulations and re-examined and revised existing ones as it becomes necessary in order to promote economical, efficient and effective personnel administration in government, most especially on matters of appointments.

The changes in policies and the institution of new systems and procedures make it necessary to re-examine and revise further the appointment form (CS Form No. 33) and to update the requirements, procedures and guidelines in the preparation of appointments, hence, these revised form and guidelines.

In line with these changes and in accordance with the provisions of Sec. 9 (c) of PD 807, it is hereby requested that all concerned reproduce the attached appointment form. All appointments shall be made in the form prescribed herein effective three (3) months from the date of issue of this Memorandum Circular.

Furthermore, to insure effective and facilitative action on appointments, personnel officers and all others concerned with the preparation of appointments are hereby required to observe the herein attached updated guidelines, procedures and requirements in the preparation of appointments.

Memorandum Circular No. 5, series of 1974, Memorandum Circular No. 10, series of 1975 and Memorandum Circular Nos. 3 and 4, series of 1976 are hereby amended.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

(SGD.) JESUS N. HORNEO
Chairman

August 16, 1985

A true copy:

GUIDELINES, PROCEDURES AND REQUIREMENTS IN THE PREPARATION OF APPOINTMENTS

1. The Personnel Officer or the duly authorized representative of the agency head shall thoroughly review and check the veracity and authenticity of all the requirements and supporting papers in connection with appointments before submission to the Civil Service Regional Office concerned.
2. He shall affix his signature on the space indicated in CS Form No. 33, Revised 1985 certifying to the effect that all requirements and supporting papers pursuant to MC #. 3, a. 1985 have been complied with, reviewed and found to be in order.

COMMON REQUIREMENTS AND PROCEDURES

- A. UNLESS OTHERWISE PROVIDED, ONLY THE FOLLOWING DOCUMENTS SHALL BE SUBMITTED TO THE CIVIL SERVICE REGIONAL OFFICE CONCERNED:
1. Appointment shall be in the prescribed CS Form No. 33, as revised in August, 1985. (Submit four (4) copies).
 - a. Appointment must be duly signed by the appointing authority.
 - b. If the position to be filled has been declared policy determining, highly technical or primarily confidential in nature, it must be so stated on the appointment. (A certified true copy of the document embodying such declaration shall be attached).
 - c. Indicate the name and the status of the former incumbent of the position stating the effective date of the personnel action or separation.
 - 1) In case of resignation, the Acceptance of Resignation prepared on CS Form 56 shall be submitted to the CSC Regional Office concerned for appropriate action.
 - 2) In case of dropping from the rolls/dismissal, the order of the appointing official dropping the former incumbent/certified true copy of the decision rendered, shall be attached to the appointment.
 - 3) In case the position is vacant, a certification as to the duration of the vacancy signed by the Personnel Officer or the duly authorized official shall be attached to the appointment.
 2. Personal Data Sheet (CS Form 212, Revised 1982) (Submit two (2) copies). The Personnel Officer shall see to it that all questions are answered completely and that it is duly signed by the appointee with his right thumbmark affixed and his residence certificate indicated therein.
 3. Position Description Form (BC-CSC Form No. 1) (Submit two (2) copies). Check that percentages of working time are indicated for each of the duties listed and the form signed by the employee, the immediate supervisor and the Head of the Agency.

4. A copy of the final recommendation of the Selection/Promotion Board, duly signed by all the members, to the Head of Agency, of the candidates/applicants recommended for the position shall be attached to the appointment. The issuance of the appointment shall not be earlier than the date of final screening/deliberation of the respective Board.

5. THE FOLLOWING REQUIREMENTS AND GUIDELINES SHALL ALSO BE OBSERVED AND THE NECESSARY DOCUMENTS SUBMITTED WHEN APPLICABLE:

1. Authority to fill position or exemption from pertinent issuances regarding retrenchment policies of the government shall be attached to the appointment.
2. Certification (CS Form No. 203, as revised) signed by the head of office or any officer who has been delegated the authority to sign shall be filed in the 201 file of the appointee.
3. Erasures or alterations made on appointment and other supporting papers shall be duly initiated by the officer authorized to do so and accompanied by a communication authenticating the changes made stating specifically what the alterations are.
4. If the appointee has had an administrative or criminal case, a certified true copy of the decision rendered shall be attached to the appointment, if CSC has not yet been furnished a copy.
5. If there is a change in the civil status of a female employee and same has not yet been noted in the records of the CSC Regional Office concerned, a request for change of name together with a certified true copy of the marriage contract shall be attached to the appointment. If she passed a civil service examination or is granted a board or bar eligibility under RA 1050, as amended, under her maiden name, a certified true copy of her marriage contract shall be attached to the appointment.
6. If there is a discrepancy in the name of the appointee as appearing in the Report of Rating of examination passed, a request for correction of name together with the required documents prescribed in CSC Memorandum Circular No. 37, series of 1966, and the original Report of Rating shall be attached to the appointment and the corresponding fee submitted to the CSC Regional Office concerned.
7. If submission of the appointment to CSC Regional Office is more than sixty (60) days from the date of its preparation, a valid and justifiable explanation as to the delay shall be attached to the appointment. For appointments coursed thru other national agencies, the date of receipt in the said agencies, shall be considered as the date of submission to the CSC Regional Office.
8. In case of OCPC - covered agencies, appointments issued shall always be in accordance with OCPC classification, range allocation and salary allowable. In case of local governments, appointments issued shall always be in accordance with the approved Position Classification and Pay Plans.

9. All supporting documents which are not original copies shall be submitted as certified true copies by the Reports Officer or a duly authorized official of the agency.
 10. CSC Memorandum Circular No. 1, Series of 1979, regarding USA Clearances shall be strictly complied with.
 11. CSC Unnumbered Circular dated November 19, 1962 regarding USA screening in the case of Civil Security Unit Personnel shall be complied with regardless of the nature of appointments.
 12. Request for reconsideration of action taken by the CSC Regional Office on appointments shall always be made by the appointing officer or his duly authorized representative. Request made by others shall always be coursed thru the appointing officer before same is forwarded to the CSC Regional Office concerned.
 13. Request for reconsideration of disapproved appointments shall be submitted to the CSC Regional Office concerned within sixty (60) days from the date of receipt of the disapproved appointment by the office of origin, otherwise such request shall no longer be entertained.
- C. IN ADDITION TO THE COMMON REQUIREMENTS AND DOCUMENTS TO BE SUBMITTED TO THE CSC REGIONAL OFFICE, THE PERSONNEL OFFICER SHALL REVIEW AND ASCERTAIN COMPLETENESS OF THE FOLLOWING DOCUMENTS WHICH SHALL BE RETAINED AND FILED IN THE 201 FILE OF THE APPOINTEE; UNLESS SPECIFICALLY STATED TO BE ATTACHED TO THE APPOINTMENT.

For Original Appointment

1. Medical Certificate (CS Form No. 211). Physician must state if appointee is fit for employment.
2. Either police, P.C. or NBI 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 positions of Radio/Radiophone Operators, an operator's license from the National Telecommunications Commission shall be attached to the appointment.
5. For positions of Medical Radiation Technician/X-Ray Technician/Medical Radiation Technologist, a Certificate of Proficiency from the Ministry of Health shall be attached to the appointment.
6. Photograph shall be attached to the personal data sheet.
7. Xerox copy of report of rating or communication granting eligibility claimed by the appointee shall be attached to the appointment.
8. If appointee is already 57 years old or more, secure authority for exemption under Sec. 6 of RA 728 as restated in Section 22, Rule III, Civil Service Rules on Personnel Actions and Policies, from CSC Regional Office concerned (LOReg. No. 47) or the Chief Justice of the Supreme Court in case of appointments in the judiciary.

9. CSIS Membership Form duly accomplished, pursuant to CSC Memorandum Circular No. 2, series of 1963, shall be attached to the appointment.

For Appointment by Transfer

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

For Reinstatement

1. Submission of either police, PC or NDI Clearance.
2. For appointees who are 57 years old or more, secure authority for exemption under Sec. 6 of RA 720, as restated in Sec. 22, Rule III, Civil Service Rules on Personnel Actions and Policies from the CSC Regional Office concerned (LOImp. 47) or the Chief Justice of the Supreme Court in case of appointment in the Judiciary.
3. For retired employees, secure from the CSC Regional Office concerned approval of reinstatement as an exception to Cabinet Resolution dated December 23, 1947.
4. Medical Certificate (CS Form No. 211). Physician shall state if proposed appointee is fit for employment.

For Appointment by Promotion

1. No appointment by Promotion shall be issued to an employee unless his Performance Ratings for the last two rating periods immediately preceding the effective date of the appointment are at least satisfactory.
2. If the employee promoted has been found guilty in an Administrative Case, a certification by the Administrative Officer or any duly authorized official as to when the decision rendered became final shall be attached to the appointment.

For Appointment by Change of Status

1. A temporary appointee upon qualification in an appropriate civil service examination may be issued a new appointment by change of status from temporary to permanent effective not earlier than the date of official release of the examination.
2. For teacher appointments under Section 5 of RA 4670, the following shall be submitted to the CSC Regional Offices:
 - a. Appointment (CS Form 33, as revised in 1965) shall bear the notation "change of status from provisional to permanent under Section 5 of RA 4670".
 - b. Service record showing inclusive dates duly certified by either the Division Superintendent or School Administrative Officer.

- c. Performance ratings for the last two rating periods prior to the effective date of the appointment duly certified by either the District Supervisor, Division Superintendent or School Administrative Officer.
 - d. Certified xerox copy of the original appointment approved as provisional, if any.
3. For positions under the Trades and Crafts Group and those covered by Resolution 435:

Follow strictly the procedure and implementing guidelines regarding CSC Memorandum Circular No. 10, s. 1977 and CSC Res. 435, s. 1980.

4. For appointments involving change of status from temporary to permanent for purposes of retirement, the following shall be submitted to the CSC Regional Office concerned:
 - a. Duly certified statement of service record
 - b. Certification as to the last day of actual service of the appointee.

A true copy

