

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

December 29, 1976

DEPARTMENT ORDER
No. 66, s. 1976

PROCEDURES TO DETECT IRREGULARITIES CONNECTED WITH APPOINTMENTS
AND OTHER COMMUNICATIONS

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

1. On the reverse side is a copy of Memorandum Circular No. 12, s. 1976, of the Acting Chairman, Civil Service Commission, on the procedures adopted to detect irregularities connected with appointments and other communications, which is self-explanatory.
2. Appointments and communications coming from the Civil Service Commission or its regional offices should be checked carefully to see to it that they conform with the procedures mentioned in the said Memorandum Circular. Any discrepancy or irregularity noted should be reported immediately to the Civil Service Commission or the regional office concerned.
3. Likewise, appointments and other communications acted upon in your office should be checked for its authenticity and properly recorded before they are submitted to the Civil Service Commission or its regional office.
4. This Department Order should be brought to the attention of all officials and employees concerned for their information, guidance and compliance.

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

Reference:
None

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT	OFFICIALS
BUREAUS & OFFICES	POLICY
CORRESPONDENCE	RULES & REGULATIONS
EMPLOYEES	SUPERINTENDENTS

Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

MC. #12, s. 1976

MEMORANDUM CIRCULAR

TO : The Chairman, Commission on Audit
All Heads of Departments, Bureaus and Agencies
of the National Government, Local Governments,
Government-Owned or Controlled Corporations
and Auditors of All Government Agencies.

SUBJECT : Procedures to detect irregularities connected
with appointments and other communications

It has been noted in a case that the action taken by this Office on an appointment has been tampered with and in another case, the signature of the signing officer has been forged. It would appear that there are still sinister elements of the "old society" vintage who extend their nefarious activities to appointments and other personnel actions. To detect these irregularities and for security reasons, this Commission has adopted the practice of putting control numbers on the released papers; hence, any appointment or communication which is received in your office or agency without the control number appearing below the name of the signing officer purportedly from this Commission, should not be considered officially acted upon and released by this Office and should be returned immediately to this Commission for the control number after verification of the action taken and/or authenticity of the signature of the signing officer.

As an additional safeguard, this Commission shall furnish your office every month with official list/lists of appointments and other communications which have already been acted upon and released either to the appointees, accredited liaison officers or other authorized persons or delivered by messenger or mailed to your office showing the nature of action taken thereon. Copies of these lists shall also be furnished the respective auditors.

It is requested that your office determine the authenticity of the signature of the officials of that office appearing on the face of the appointments mentioned in the list furnished that office and likewise compare the action taken on the appointment with that specified in the list; and that any forgery, discrepancy or irregularity noted should be reported immediately to this Office for appropriate action.

This Memorandum Circular takes effect immediately.

(SGD.) JACOBO C. CLAVE
Acting Chairman

October 8, 1976

A true copy

