

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

September 17, 1979

MEC O R D E R
No. 61, s. 1979

ADDITIONAL GUIDELINES IN THE SUBMISSION OF APPOINTMENTS
TO THE CIVIL SERVICE COMMISSION

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

1. For the information and guidance of all concerned, Memorandum Circular No. 13, s. 1979 of the Civil Service Commission on the subject "Additional Guidelines in the Submission of Appointments to the Civil Service Commission" is printed on the reverse side.
2. Conformably thereto, a statement that the appointee has been properly screened and found qualified by the Selection or Promotion Board, duly certified by the Chairman of the Selection or Promotion Board, as the case may be, should be placed on the face of the appointment. Likewise, a copy of the list of qualified candidates from which the appointee was selected, authenticated by the Chairman of the Selection or Promotion Board, as the case may be, should be submitted together with the appointment.
3. Compliance of all concerned is enjoined.

(SGD.) ONOFRE D. CORPUZ
Minister of Education and Culture

Reference:

MEC Order: No. 20, s. 1979

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

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

~~APPOINTMENT, EMPLOYMENT, REAPPOINTMENT~~
~~BOARD or COUNCIL~~
~~BUREAUS & OFFICES~~

~~OFFICIALS~~
~~RULES &~~
REGULATIONS

Republic of the Philippines
CIVIL SERVICE COMMISSION
Manila

MC #13, s. 1979

MEMORANDUM CIRCULAR

ALL HEADS OF MINISTRIES AND AGENCIES INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS
AND STATE COLLEGES AND UNIVERSITIES

SUBJECT: Additional Guidelines in the Submission of
Appointments to the Civil Service Commission

Letter of Instructions No. 799 provides that no appointment shall be acted upon by the Civil Service Commission unless the appointee has been properly screened by the Selection/Promotion Board. It has been observed that in the absence of clear cut instructions on how to comply with this provision, agencies have resorted to different approaches. Therefore, to insure uniformity and to insure that the philosophy behind the requirement is not defeated, the following additional guidelines are hereby issued:

1. The Chairman of the Board shall certify to the fact that the appointee has been properly screened and found qualified by the Selection or Promotion Board. Such certification shall be placed on the face of the appointment.
2. A copy of the list of qualified candidates recommended by the Board from which the appointee was selected, authenticated by the Chairman of the Board shall be submitted together with the appointment.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

(SGD.) JACOBO C. CLAVE
Chairman

August 20, 1979

A true copy



