

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

May 4, 1981

MEC O R D E R
No. 26, s. 1981

GUIDELINES GOVERNING APPOINTMENTS DURING THE PERIOD
FROM MAY 4 TO JUNE 16, 1981

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

1. For the information and guidance of the field inclosed is Memorandum Circular No. 2, s. 1981, of the Civil Service Commission on the subject "Guidelines Governing Appointments by Resolution No. 1504 of the Commission on Elections Promulgated on April 24, 1981," which is self-explanatory.

2. Please be guided accordingly.

(SGD.) HERMENEGILDO C. DUNLAO
Acting Minister 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~~
~~ELECTIONS~~
~~RULES & REGULATIONS~~
~~TEACHERS~~

MEMORANDUM CIRCULAR

TO : ALL HEADS OF MINISTRIES, BUREAUS, OFFICES,
AGENCIES AND OTHER INSTRUMENTALITIES OF
THE NATIONAL AND LOCAL GOVERNMENT, INCLUDING
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

SUBJECT : Guidelines Governing Appointments Covered by
Resolution No. 1504 of the Commission on
Elections Promulgated on April 24, 1981

In observance of the prohibitions covering appointments and other personnel actions prescribed in Section 178 of the Revised Election Code of 1973 as implemented in Resolution No. 1504 of the Commission on Elections in the June 16, 1981 Presidential Elections, the following guidelines are hereby promulgated:

1. The prohibited period shall be from May 4 to June 16, 1981.
2. If the date of issue, effectivity and/or receipt of an appointment as appearing on the face thereof is within the period, said appointment shall be returned by the Civil Service Commission to the agency concerned without action inviting attention to the Resolution of the Commission on Elections.
3. The following are prohibited:
 - a. Appointment or hiring of any new employee, whether provisional, temporary or casual
 - b. Creation and filling of new positions except upon prior authority of the Commission on Elections in both cases (A and B).
4. No detail or transfer whatsoever of any officer or employee in the Civil Service including public school teachers within the election period shall be made except upon prior written approval of the Commission on Elections.
5. The agency concerned shall take the initiative of securing the authority mentioned above.
6. The foregoing appointments are considered null and void. The appointee, therefore, should not be paid his salary and his claim should not be

allowed in audit by the authorities concerned.
In view thereof, there is, therefore, a need
to issue a new appointment for the appointee
effective after the election period.

This Memorandum Circular shall take effect immediately.

(SGD.) ALBINA MANALO-DANS
Commissioner

(SGD.) PILEMON U. FERNANDEZ, JR.
Commissioner

28 April 1981

A true copy