

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

August 31, 1981

MEC O R D E R  
No. 42, s. 1981

CLARIFYING JURISDICTION OF PROMOTION AND SELECTION  
BOARDS ON CERTAIN APPOINTMENTS

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

1. Inclosed is a copy of Resolution No. 81-517,  
of the Civil Service Commission promulgated on April 24,  
1981 clarifying the jurisdiction of the Promotion and  
Selection Boards on certain appointments.

2. This Order should be brought to the attention  
of all concerned for their information and guidance.

3. Compliance is desired.

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

Incl.:  
As stated

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~~  
~~BUREAUS & OFFICES~~  
~~OFFICIALS~~  
~~RULES & REGULATIONS~~

Republic of the Philippines  
CIVIL SERVICE COMMISSION  
Manila

RESOLUTION NO. 81-517

CLARIFYING JURISDICTION OF PROMOTION AND SELECTION  
BOARDS ON CERTAIN APPOINTMENT

WHEREAS, the Civil Service Commission has been mandated by the Constitution to promote a competent, efficient and effective Civil Service;

WHEREAS, realizing the crucial role that recruitment, selection and promotion of personnel play in promoting the aforesaid Constitutional mandate, Presidential Decree 807 requires the establishment of Promotion Boards in all agencies of the government aimed at improving the selection and promotion system in the government;

WHEREAS, to further improve the system, the President issued LOI 799 which directed the creation of Selection and Promotion Boards in all ministries and instrumentalities of the government;

WHEREAS, pursuant to the said LOI, no appointment will be acted upon by the Civil Service Commission unless the proposed appointee thereof had been screened by the Selection and Promotion Boards;

WHEREAS, there is a need to clarify the jurisdiction of Promotion and Selection Boards on certain appointments;

WHEREFORE, the Civil Service Commission resolves to adopt, as it hereby adopts, the following policies:

1. In general all candidates for appointment must be screened by the Selection and Promotion Boards;
2. Special emphasis shall be given to screening by the appropriate Boards of candidates for appointment under the following circumstances:

2.1 In newly created agencies which are in the process of initially filling their positions to insure that the very first recruits are truly qualified and competent to initiate the activities of the agency.

2.2 In agencies which are in the process of reorganization, to protect the retention rights of qualified employees and to see to it that only the most qualified are retained and/or taken into the service.

2.3 Renewal of temporary appointments resulting from lack of eligibilities.

2.4 Personnel performing administrative functions in state colleges and universities such as Administrative Officer, Personnel Officer, Cashier and other non-academic personnel.

3. Candidates for the following appointments shall no longer be subject to screening by the Boards:

3.1 Original appointments, reinstatements and re-employment to positions where recruitment is difficult due to manpower shortage like physicians, lawyers, scientist, Elementary Grades Teacher, and other positions. In matters of promotion, however, the candidate has to undergo the usual screening and evaluation of the Promotion Board.

3.2 Substitute appointments due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position including the substitute appointee should be screened and passed upon by the appropriate Board.

3.3 Appointments of Faculty members and academic staff of state colleges and universities who belong to the closed career service.

3.4 Appointments to permanent laborer position.

3.5 Appointments involving shifting of items only.

3.6 Change of status of appointments from temporary to permanent provided he has undergone screening prior to this temporary appointment.

Done in the City of Manila, this 24th day of April, 1981.

(SGD.) FILEMON U. FERNANDEZ, JR. (SGD.) ALBINA MANALC-DANS  
Commissioner Commissioner

ATTESTED BY:

(SGD.) MARIO D. YANGO  
Executive Director

A true copy