

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

August 25, 1982

MECS O R D E R
No. 36, s. 1982

NEW GUIDELINES AND POLICIES ON RECRUITMENT,
APPOINTMENT AND OTHER PERSONNEL ACTION

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

1. Inclosed is a copy of Resolution No. 81-1338 dated November 26, 1981 of the Civil Service Commission regarding the new guidelines and policies on recruitment, appointments and other personnel action which is self-explanatory.

2. ~~It is decided that this Order be brought to~~ the attention of all concerned for their information and guidance.

3. Please be guided accordingly.

(SGD.) ABRAHAM I. FELIPE
Acting Minister

Incl.:
As stated

Reference:
Department Order: No. 59, s. 1975

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS & OFFICES
EMPLOYEES

POLICY
RULES & REGULATIONS
TEACHERS

Republic of the Philippines
CIVIL SERVICE COMMISSION
M a n i l a

RESOLUTION No. 81-1338

WHEREAS, it is the policy of the Commission to continually update and restructure its rules and regulations on recruitment, appointments and other personnel action in order to keep pace with new development on public management;

Consistent therefore with this objective of the Commission for facilitative action on appointments the following new guidelines and policies are hereby adopted for the guidance of all concerned:

1. The detail of a teacher with agencies outside the teaching service shall no longer be approved by the Civil Service Commission. However, teachers presently detailed with the Civil Service Regional offices may continue rendering service on the basis of their detail order.
2. A non-eligible holding a temporary appointment may be replaced anytime a qualified Civil Service eligible becomes available for appointment. He cannot be replaced by another non-eligible. A non-eligible may, however, be removed at anytime before the end of the one year period of his temporary appointment but only for cause.
3. Appointment to a legal officer position of one who has not passed the bar examination shall not be allowed even under temporary status. However, the appointment of an appointee who has taken the bar examination and is only awaiting the results thereof may be approved under temporary status pending release of the results of the bar examination, provided there are no eligibles available.
4. For appointment to the position of Accountant, a Certified Public Accountant eligibility shall be required for appointment to the highest Accountant position in any Agency. For appointment to a lower Accountant position, a Bachelor of Science in Commerce or in Business Administration, major in Accounting, and a First grade eligibility may be considered, provided all the other requirements of the position are met.

This resolution shall take effect immediately.

(SGD.) ALBINA MANALO-DANS
Commissioner

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

ATTESTED BY:

(SGD.) MARIO D. YANGO
Executive Director

A true copy