

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

March 25, 1983

MECS O R D E R  
No. 14, s. 1983

APPOINTMENT OF CIVIL SECURITY OFFICERS AND OTHER CIVIL  
SECURITY UNIT PERSONNEL IN GOVERNMENT OFFICES

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

1. Reproduced on the reverse side is a copy of a Memorandum Circular dated November 19, 1982 of the Civil Service Commission relative to the appointments of Civil Service Security Officers and other personnel of Civil Security Units in all Government offices.
2. Conformably thereto, it is desired that appointments of these personnel be coursed through the National Intelligence Security Authority (NISA), Quezon City (Attn: Government Security Division) or the NISA regional office concerned, as the case may be, before the same are forwarded to the Civil Service Commission or its respective regional offices.
3. Compliance to this Order is desired.

(SGD.) ONOFRE D. CORPUZ  
Minister

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  
OFFICIALS  
RULES & REGULATIONS

Republika ng Pilipinas  
KOMISYON NG SERBISYO SIBIL  
(Civil Service Commission)  
Metro Manila

MEMORANDUM CIRCULAR

T O : ALL HEADS OF MINISTRIES AND AGENCIES, INCLUDING  
GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS AND  
STATE COLLEGES AND UNIVERSITIES

SUBJECT : Appointments of Civil Security Officers and Other  
Personnel of Civil Security Units of All Offices  
in the Government.

Pursuant to Presidential Decree No. 51, as implemented by Letter of Instruction No. 52-B, all Civil Security Units of offices in the government are under the functional direction and control of the National Intelligence and Security Authority (NISA). It may be stated that the proper selection of security personnel is the first and most important step in setting up a security unit.

In order that the National Intelligence and Security Authority may be able to evaluate the suitability of prospective civil security officers and other personnel of all Civil Security Units in all offices of the government, it is hereby directed that the appointment of these personnel be coursed through the NISA (Attn.: Government Security Division, NISA, Quezon City) for all offices in the National Government, and to the NISA Regional Offices for all offices in the region, before the same shall be forwarded to the Civil Service Commission and/or its respective regional offices.

This Memorandum Circular shall take effect immediately.

(SGD,) ALBINA MANALO-DANS  
Chairman

November 19, 1982.

A true copy