

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

July 30, 1986

MECS O R D E R
No. 31, s. 1986

NEW GUIDELINES ON THE OPERATIONS OF THE PROMOTION/SELECTION
BOARDS AND PERSONNEL SELECTION BOARDS

To: Deputy Ministers
Assistant Secretaries
Bureau Directors
Cultural Agency Directors
Regional Directors
Schools Superintendents
Chief of Service and Heads of Units/Centers
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. For the information of all concerned, inclosed is a copy of Memorandum Circular No. 3, s. 1986, of the Civil Service Commission entitled "New Guidelines on the Operations of the Promotion/Selection Boards and Personnel Selection Boards," which is self-explanatory.
2. Please be guided accordingly.

(SGD.) LOURDES R. QUISUMBING
Minister

Incl.:
As stated

Reference: Department Order: No. 20, s. 1979

Allotment: 1-2-3--(D. O. 176)

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS & OFFICES
PROMOTION
RULES & REGULATIONS
TRANSFER

(Inclosure to MECS Order No. 31, s. 1986)

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(CIVIL SERVICE COMMISSION)
Lungsod ng Quezon

MC # 3 s, 1986

MEMORANDUM CIRCULAR

T O : ALL HEADS OF MINISTRIES, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT: New Guidelines on the Operations of the Promotion/Selection Boards and Personnel Selection Boards

Executive Order No. 5, dated March 12, 1986, created the Presidential Commission on Government Reorganization to effect the necessary and proper changes in the organizational and functional structures of the national and local governments including government-owned and controlled corporations and state colleges and universities in order to promote economy, efficiency and effectiveness in the delivery of public services. Executive Order No. 17, dated May 28, 1986, prescribed rules and regulations for the implementation of Section 2, Article III of the Freedom Constitution.

In the light of these developments, it becomes imperative to relax the requirements prescribed under LOI No. 799 on the operation of Selection/Promotion Boards in the national government and Personnel Selection Boards in the local governments in order to facilitate the staffing of vacated positions as a result of separations from the service.

Accordingly, where the appointing authority decides to fill a vacancy by transfer, reinstatement, reemployment or certification from the registers of eligibles, such appointments shall no longer be subject to screening by the Selection Boards and the Personnel Selection Board. It is understood, however, that the appointees shall meet the minimum requirements for appointment to the position being filled and that positive efforts shall be exerted to recruit the best qualified people to the service.

On the other hand, if the appointing authority decides to fill a vacancy by promotion, then the relative qualifications and competence of candidates shall be evaluated by the Promotion Board or the Personnel Selection Board, as the case may be, to insure that the best candidate who is occupying a position next-in-rank to the vacancy, who is qualified and competent, and who possesses the appropriate civil service eligibility is the one promoted.

In the meantime, the CSC representatives to the Selection/Promotion Boards and the Personnel Selection Boards are hereby withdrawn to avoid undue delays in the appointment process. However, the Commission shall assist the Boards upon request by the appointing authority.