

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

October 24, 1986

MECS O R D E R
No. 54, s.1986

GUIDELINES ON APPOINTMENT

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

1. Inclosed is a copy of Memorandum Circular No. 9, s. 1986, of the Civil Service Commission regarding the revision of the appointment form, Civil Service Form No. 33, and the policy statements, guidelines, procedures and requirements in the preparation of appointments, which is self-explanatory.
2. This Memorandum should be brought to the attention of all concerned for their information, guidance and observance.
3. Strict compliance is desired.

(SGD.) JOSE P. DE JESUS
Deputy Minister
Officer-In-Charge

Incl.: As stated

Reference:

MECS Memorandum: No. 132, s. 1985

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS & OFFICES
CHANGE
FORMS
RULES & REGULATIONS

(Inclosure to MECS Order No. 54, s. 1986)

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

MC No. 9, s. 1986

MEMORANDUM CIRCULAR

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

SUBJECT : Guidelines on Appointments

It has been declared the policy of the state to insure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness and that a public office is a public trust and public officers shall serve with the highest degree of responsibility, integrity, loyalty and efficiency and shall remain accountable to the people.

Along these premises retained as part and parcel of the Freedom Constitution as embodied in Proclamation No. 3, the following policy statements are hereby made in conformity with ongoing trends under the new government:

- 1.0 Appointment in the career service shall be either permanent or temporary except as otherwise provided by law. Rule III of the Rule on Personnel Actions and Policies (RPAP) and other administrative issuances not otherwise inconsistent with the new policy directions shall be the bases for personnel actions;
- 1.1 Original appointment of persons to positions in the career service for which they are qualified and possess the appropriate civil service eligibility shall be approved as probationary for a period of six (6) months at the end of which their performance (75%) and conduct (25%) shall be assessed. After the assessment and the employees' performance and conduct are deemed satisfactory, their appointments shall be resubmitted and approved as permanent. On the other hand, if their performance and conduct are below par, they shall be notified in writing before the expiration of their probationary appointment that their service will be terminated for want of capacity and/or good conduct. A certified copy of such notice shall be furnished the Civil Service Commission for record purposes.

2.0 Appointment in the non-career service, particularly those of contractual personnel, when unavoidably necessary, shall be authorized under the following situations:

- 2.1 Where the desired expertise is not available among the regular staff;
- 2.2 Where, because of unattractive pay or other factors, recruitment on a regular employment status, is next to impossible;
- 2.3 Where the service to be rendered is of short duration and the service has to be terminated thereafter; and
- 2.4 Where the work to be accomplished is very urgent but in utilizing the regular staff other functions will be unduly prejudiced.

Likewise, appointments of casuals, emergency and seasonal personnel shall only be resorted to when their services are essential and necessary and the regular staff is insufficient to carry out the demands of the service.

Contractual appointments must be submitted to the Civil Service Commission in a duly executed contract by the parties concerned whereas casual appointments issued must be in plantilla form.

3.0 "Ghost" employees as well as the "15-30" employees should be totally eliminated;

4.0 In addition to those already mentioned in Memorandum Circular No. 6, s. 1985, the following procedures and guidelines on the preparation of appointments shall be observed:

4.1 CS Form No. 33 (Appointment Form) shall be further revised such that all notations previously stamped on the face of the appointments shall be pre-printed at the back of the form and the corresponding notation shall be appropriately checked in boxes provided and initialed. Attached is a copy of the revised appointment form to be reproduced by all concerned; Old appointment forms may still be used until the present supply is exhausted but beginning January 1, 1987 the newly revised form shall be utilized;

4.2 The Certification on the face of CS Form No. 33 to the effect that the documents pertinent to the appointment have been verified and found in order shall be subject to verification by the CSC upon its audit of the agency. The Personnel Officer, Administrative Officer or any other officer who affixes his signature on such Certification shall be administratively and criminally liable for any certification contrary to fact;

- 4.3 Appointments submitted to the CSC Regional Office must include a transmittal letter which shall enumerate the appointments being submitted, including the names of the appointees, their positions and the corresponding date of effectivity;
- 4.4 Only duly designated Liaison Officers shall be authorized to carry the appointments to and from the CSRO. Liaison Officers shall have their designations renewed by the new ministers, or Officers-in-Charge unless they have been replaced in which case new designations shall be issued. No third party, unless authorized by the Office concerned, shall follow-up appointments in the CSRO; and
- 4.5 It is hereby reiterated that only documents mentioned in MC No. 6, s. 1985, shall be submitted to the CSRO. The other pertinent documents shall remain in the files of the respective offices. This will cut on red tape and help facilitate the processing of appointments.

Please be guided accordingly.

(SGD.) CELERINA G. GOTLADERA
Officer-in-Charge

August 18, 1986
A true copy

PLANTILLA OF CASUAL APPOINTMENT

Republic of the Philippines
 (Republic of the Philippines)
 MINISTER OF EDUCATION, CULTURE AND SPORTS
 (MINISTRY OF EDUCATION, CULTURE AND SPORTS)
 Manila

SOURCE OF FUNDS:

NAME	DESIGNATION	RATE PER DAY	PERIOD OF EMPLOYMENT		IF RENEWAL STATE INCLUSIVE DATE OF PREVIOUS EMPLOYMENT
			FROM	TO	

The above named personnel are hereby appointed as casuals at the rate or compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid off any time even before the expiration of the employment period when their services are no longer needed or if funds are no longer available.

Agency Actions

CSC Action
 APPROVED:

_____, 19 _____

Sir/Madam:

You are hereby appointed _____
in the _____ with compensation at the rate of _____
PESOS (P _____)
per annum, effective _____
(State nature of appointment whether
original, renewal, promotion, transfer, reinstatement, etc.)

(State employment status whether
temporary, substitute, permanent
or provisional in case of teachers)

(Name and status of former
incumbent, if there is any,
Example: Fe Uy, resigned,
promoted, etc.)

Position to be filled:

Very truly yours,

Old Item No. _____ Page _____
Approp. Act _____
New Item No. _____ Page _____
Approp. Act _____

Civil Service Eligibility:

Title of Exam. Taken _____
Place of Examination _____
Date of Examination _____
Rating _____

Highest Educational Attainment:

Latest salary received:

P _____ p.a. Effective _____
Maiden Name, if married: _____

CERTIFICATION

This is to certify that all
requirements and supporting papers
pursuant to MC No. 6, s. 1985, have
been complied with, reviewed and
found to be in order.

CERTIFICATION

This is to certify that the
appointee has been screened and
found qualified by the Promotion
Board.

Do not fill space below (For Civil Service Commission Action)

APPROVED AS

Permanent

Co-terminous

Probationary
(for six (6)
months)

Temporary

DISAPPROVED

Provisional/Substitute

Regular
(Permanent)

a. For approved appointments:

If effectivity date is upon assumptions of duties, this should not be earlier than _____ the date of issuance of the appointment.

Co-terminous with the term of office of _____

b. If approved as Temporary:

This appointment is effective for one (1) year and will expire on _____ unless sooner terminated.

The appointment was originally proposed as permanent but eligibility is not appropriate to the position.

c. Provided that there is no pending administrative case against the appointee, no pending protest against this appointment, nor any decision by competent authority that will adversely affect the approval of this appointment.

d. Subject to the outcome of the appeal of the former incumbent, if any.

e. Disapproved:

Eligibility not appropriate and there are eligibles available

Appointee does not meet education/experience requirements

Appointee lacks eligibility - List of _____ eligibles attached from which selection may be made to replace _____.

f. His/her date of birth (_____) as appearing in the previous record of the CS Office has been maintained. If correction is desired, he/she should submit the necessary evidence.

g. Provided that the termination of the incumbent is in order.

h. For laborer positions, subject to the limitations of Section 47 of PD 807.

i. For positions covered under MC No. 10, s. 1979 and Resolution No. 435, appointee has not qualified in any Civil Service examination.

j. For non-plantilla positions, as _____ at _____ per OCPC Indorsement dated _____ attached to the appointment of _____.

k. Others _____

Any erasure or alteration on the action taken by the Civil Service Commission on the appointment shall invalidate the same.