

80

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

February 13, 1987

MECS O R D E R  
No. 14, s. 1987

PAYMENT OF SALARIES WITHOUT VALID 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. Reprinted on the reverse side is a copy of Memorandum Circular No. 14 dated December 24, 1986 of the Civil Service Commission on the subject "Payment of Salaries of Persons Without Valid Appointments," which is self-explanatory.
2. Particular attention is invited to the liability of the appointing authority who allows any person without any valid appointment to render service and receive salaries.
3. This Memorandum should be brought to the attention of all concerned for their information, guidance and compliance.

(SGD.) LOURDES R. QUISUMBING  
Minister

Reference:

N o n e

Allotment: 1-2-3--(M.O. 1-87)

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT  
EMPLOYEES  
OFFICIALS  
RULES & REGULATIONS  
SALARY  
SERVICE

Republic of the Philippines  
CIVIL SERVICE COMMISSION  
Quezon City

MEMORANDUM CIRCULAR NO. 14

TO : ALL HEADS OF MINISTRIES, BUREAUS AND AGENCIES  
OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING  
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS,  
TREASURERS, DISBURSING OFFICERS, AUDITORS, AND  
PERSONNEL OFFICERS

SUBJECT : Payment of Salaries of Persons Without Valid Appointments

The Civil Service Commission has noted that there are still many persons who are rendering service in the government without the benefit of valid appointments, most especially those whose appointments have been disapproved or those whose temporary appointments have lapsed and have not been renewed. It is also noted that said persons without valid appointments continue to receive salaries. Allowing the performance of public functions without authority as evidenced by a valid appointment, and the payment of salaries to said persons without such corresponding authority are prejudicial to the service and constitute unlawful acts in violation of the Civil Service Law and rules and accounting and auditing regulations. In this connection attention is invited to Section 53 of PD No. 807, which provides:

"Sec. 53. Liability of Appointing Authority.  
No person employed in the Civil Service in violation of the Civil Service Law and rules shall be entitled to receive pay from the government; but the appointing authority responsible for such unlawful employment shall be personally liable for the pay that would have accrued had the employment been lawful, and the disbursing officials shall make payment to the employee of such amount from salary of the officers so liable."

All heads of offices and appointing authorities and other officials concerned, particularly treasurers, disbursing officers, cashiers, paymasters, auditors and personnel officers should not allow any person without any valid appointment to render service and receive salaries. Personnel officers or those designated to perform personnel functions should keep track of disapproved and temporary appointments to avoid extending the services of those with disapproved or lapsed appointments.

The regional directors and other officials of the Commission charged with taking appropriate action on appointments have been directed to disapprove all appointments covering previous services of one or more years as well as renewal appointments for the current year without record of previously approved appointments.

The cooperation of all concerned is hereby enjoined in the interest of the service.

(SGD.) CELERINA G. GOTLADERA  
Chairman

December 24, 1986  
A true copy