

Republika ng Filipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
Manila

March 4, 1987

DECS ORDER  
No. 19, 1987

REVISION OF CS FORM NO. 33 (APPOINTMENT)

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Cultural Agency Directors  
Chief of Service and Heads of Units/Centers  
Schools Superintendents  
Vocational School Superintendents/Administrators  
Chiefs of Divisions

1. Inclosed is a copy of Memorandum Circular No. 1, s. 1987, of the Civil Service Commission regarding the revision of the appointment form, Civil Service Form No. 33, and the guidelines on the preparation and submission thereof, which is self-explanatory.
2. This Order should be brought to the attention of all concerned for their information, guidance and observance.
3. Strict compliance is desired.

(SGD.) LOURDES R. QUISUMBING  
Secretary

Incl.: As stated

Reference: MECS Order: No. 54, s. 1986  
MECS Memorandum: No. 132, s. 1985

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

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

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

(Inclosure to DECS Order No. 19, s. 1987)

Republic of the Philippines  
CIVIL SERVICE COMMISSION  
Quezon City

MC# 1, s. 1987

MEMORANDUM CIRCULAR

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

SUBJECT : Revision of CS Form No. 33 (Appointment)

In the desire of the Commission to promote economy, efficiency and effectiveness in personnel administration in government, most especially on matters of appointments, it has become necessary to re-examine and revise further the appointment form, CS Form 33 (Revised September 1986) to give more meaning to the Presidential policy direction of facilitative service.

As may be gleaned on the face of the attached appointment form, all possible actions to be taken on the appointments are printed at the bottom thereof and the corresponding notations/footnotes that usually accompany the action taken are also preprinted at the back thereof.

In this connection, and for the guidance of all concerned, the following guidelines are hereby issued:

1. CS Form 33 (Appointment Form) is hereby further revised. Attached is a copy of the revised appointment form.
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.
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. At the back of the appointment form, the Personnel Officer of the agency shall on the space provided therefore state the name and office of the appointee as well as the position, salary and effective date of his appointment.

5. In order to facilitate the prompt resubmission of probationary appointments after the appointees have successfully passed the six months probationary period, the agency Personnel Officer shall temporarily keep the appointees' approved appointments in their 201 files. The appointees, however, must be informed in writing by the Personnel Officer of the approval of their appointments as probationary for a period of six months and at the same time remind them that their performance and conduct shall be assessed at the end of the 3rd month and the 6th month probationary period. They shall likewise be given a certified true copy of the approved probationary appointments.
6. The processor of appointments in the respective regional offices of the Commission shall take the corresponding action at the bottom of the appointment form. He shall check the appropriate box(es), affix his initial beside the box(es) and state the letter(s) of the pertinent notation(s) as listed at the back thereof. The notations (explanatory footnotes) accompanying the action taken shall be identified by encircling the letter-prefix as provided and the processor shall affix his initial beside it and whenever necessary, shall complete the notation by supplying the specific information/date on the blanks provided thereon.
7. Any erasure/alteration/superimposition made on the action taken by the Commission shall invalidate the same unless such alteration(s) has/have been confirmed in writing by the Commission in which case such confirmation shall be an integral part of the action of the Commission on that appointment.

Pursuant to the provisions of Section 9(c) of PD 807, it is requested that all concerned should reproduce the attached appointment form without modification using only one sheet of the legal size book paper (8 $\frac{1}{2}$ " x 13"). Agencies should use good quality bond paper to avoid blotting of the CSC Action thereon. Old appointment forms may still be used but effective April 1, 1987 the attached appointment forms as revised in January 1987 shall be used.

It is understood that previous issuances inconsistent herewith are hereby superseded.

(SGD) CELERINA G. GOTLADERA  
Chairman

A true copy

Sir/Madam:

You are hereby appointed \_\_\_\_\_

\_\_\_\_\_ with compensation at the rate of \_\_\_\_\_ PESOS (P \_\_\_\_\_) per annum, effective \_\_\_\_\_

(State nature of appointment whether original, renewal, promotion, transfer, reinst., 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:

CERTIFICATION

Title of Exam. Taken \_\_\_\_\_  
Place of Examination \_\_\_\_\_  
Date of Examination \_\_\_\_\_  
Rating \_\_\_\_\_

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

Highest Educational Attainment:

Latest Salary received:

\_\_\_\_\_  
Personnel Officer/Administrative Officer

P \_\_\_\_\_ p.a. Effective \_\_\_\_\_

Maiden Name, if married:

CERTIFICATION

RECOMMENDED BY:

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

\_\_\_\_\_  
Chairman P/PS Board

DO NOT FILL SPACE BELOW

(FOR CIVIL SERVICE COMMISSION ACTION)

APPROVED

RA 4670

DISAPPROVED

NOTATIONS

- a. Effective \_\_\_\_\_, the effective date of appointee's eligibility under R.A. 1080/PD 907/PD 997/PD 1408.
- b. Effective \_\_\_\_\_, the date of release of appointee's eligibility.
- c. If effectivity date is upon assumption of duties, appointment should be made:
  - effective not earlier than \_\_\_\_\_, the date of issuance of appointment.
  - effective \_\_\_\_\_, the date appointee actually assumed duties of the position.
- d. Co-terminous with the term of Office of \_\_\_\_\_
- e. This appointment is effective for one (1) year and will expire on \_\_\_\_\_ unless sooner terminated.
- f. Eligibility is not appropriate for the position.
- g. Appointee has not qualified in any civil service examination.
- h. Subject to the outcome of the appeal of the former incumbent, under Exec. Order No. 17, if any.
- i. Without prejudice to the final outcome of the protest filed against this appointment.
- j. Provided that the separation of former incumbent is in order.
- k. Subject to the provisions of MC86-05 dated March 4, 1986 of the MLG.
- l. Subject to the limitations of Section 47 of P.D. 807.
- m. For non-plantilla positions, as \_\_\_\_\_ at \_\_\_\_\_ per OCPC \_\_\_\_\_ Indorsement dated \_\_\_\_\_ attached to the appointment of \_\_\_\_\_.
- n. Others \_\_\_\_\_
- o. 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.

\_\_\_\_\_  
Name of Appointee

\_\_\_\_\_  
Position and Salary

\_\_\_\_\_  
Office/Agency

\_\_\_\_\_  
Effective Date

ANY ERASURE OR ALTERATION ON THE ACTION TAKEN BY THE CIVIL SERVICE COMMISSION ON THE APPOINTMENT SHALL INVALIDATE THE SAME UNLESS SUCH ALTERATION(S) HAS/HAVE BEEN CONFIRMED IN A WRITTEN COMMUNICATION BY THE CSC.

DO NOT FILL BELOW THIS LINE