

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

November 14, 1988

DECS O R D E R
No. 100, s. 1988

ADDITIONAL ELIGIBILITIES CONSIDERED APPROPRIATE
FOR STENOGRAPHER POSITIONS

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

1. Inclosed is a copy of Memorandum Circular No. 17 dated October 14, 1988 of the Civil Service Commission which is self-explanatory.
2. Immediate dissemination of this Order is desired for the information and compliance of all concerned.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incl.: As stated

Reference: None

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

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

ELIGIBILITY
EMPLOYEES

(Inclosure to DECS Order No. 100, s. 1988)

Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

MC # 17 s. 1988

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES
OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERN-
MENT OWNED AND/OR CONTROLLED CORPORATIONS

SUBJECT : Additional Ineligibilities Considered Appropriate for
Stenographer Positions

The Civil Service Commission, through Resolution No. 88-783, amending Resolutions Nos. 88-136 and 88-168, has ruled that first and second level eligibilities resulting from written examinations and those resulting from First Grade/Supervisor (Unassembled), Cultural Community Officer/Cultural Community Employee (Unassembled) and those granted by the provisions of Presidential Decrees such as P.D. No. 907 and P.D. No. 997 shall be appropriate for permanent appointment to Stenographer positions, provided that the appointee meets the other requirements for appointment to the position, including possession of working knowledge of stenography as determined and certified by the hiring agency through its Personnel Selection Board.

In order to meet its needs, each department or agency, through its Personnel Selection Board, shall employ the best means to evaluate whether a proposed appointee to a Stenographer position possesses all the requirements for appointment, including possession of working knowledge of stenography, which will enable the appointee to satisfactorily perform the duties of the position.

In view thereof, the Certification of the Chairman of the Personnel Selection Board on the face of the appointment paper shall be taken to mean that the proposed appointee meets all the requirements, including possession of working knowledge of stenography. If such certification of the Personnel Selection Board Chairman is not feasible, a certification issued by the appropriate recommending official shall be attached to the appointment paper. In this connection, the Commission may undertake a post audit to determine the capability of the appointee to perform the duties of a Stenographer, revoke the appointment of one who is deficient in this regard and hold the appointing authority liable for any appointment made in violation of Civil Service Law and Rules as provided for in Section 53 and Section 55 respectively of P.D. No. 807.

This Memorandum Circular takes effect immediately.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

October 14, 1988
A true copy

Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

Resolution No. 88-783

WHEREAS, pursuant to Resolution No. 86-136, first and second level eligibilities resulting from written civil service examinations are appropriate for permanent appointment to Stenographer positions, provided that the appointee meets the other requirements of the position;

WHEREAS, pursuant to Resolution No. 88-168, eligibilities resulting from some unassembled examinations and those granted by the provisions of Presidential Decrees such as P.D. No. 907 and P.D. No. 997 are also appropriate for permanent appointment to Stenographer positions, provided that the appointee meets the other requirements of the position and provided further, that the appointee passes the practical test in Stenography;

WHEREAS, the objective of requiring proposed appointees to pass the practical test is to determine if they have a working knowledge of stenography which shall enable them to perform the duties of the position;

WHEREAS, each department or agency, through its Personnel Selection Board, is given the responsibility of evolving its own screening process to assess qualifications of proposed appointees;

WHEREAS, in carrying out this responsibilities, each department or agency may, in order to meet its needs, employ the best means to select the most qualified to fill its vacancies;

NOW, THEREFORE, the Commission RESOLVED as it hereby RESOLVES that first and second level eligibilities resulting from written civil service examinations as provided in Resolution No. 86-136 and those resulting from unassembled examinations and granted by Presidential Decrees as provided in Resolution No. 88-168 shall be appropriate for permanent appointment to Stenographer position, provided that the appointee meets the other requirements of the positions, including possession of working knowledge of stenography as determined and certified by the hiring agency through its Personnel Selection Board; provided, further, that post audit may be undertaken by the Commission to determine the capability of the appointee to perform the duties of the position of Stenographer and the Commission may revoke the appointment of an appointee who is grossly deficient in this regard; and provided, finally, that the appointing authority shall be made liable for any appointment made in violation of Civil Service Law and Rules as provided for under Section 53 and Section 55 respectively of P.D. No. 807.

The pertinent provisions of Resolution No. 86-136 and Resolution No. 88-168 which are inconsistent herewith are hereby amended accordingly.

This RESOLUTION shall take effect immediately.

Done in Quezon City, this 27th day of September 1988.

(Sgd.) PATRICIA A. STO. TOMAS
Chairman

(Sgd.) SAMILO R. BARLONGAY
Commissioner

(Sgd.) MARIO D. YANGO
Commissioner

Attested by: