

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

October 16, 1989

DECS O R D E R
No. 97, s. 1989

ORIGINAL PERMANENT APPOINTMENT IN THE CAREER SERVICE

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

1. Inclosed is a copy of Memorandum Circular No. 42, s. 1989 of the Civil Service Commission modifying the practice of issuing probationary appointments to persons who enter the career service for the first time.
2. It is desired that this Order be brought to the attention of all concerned for their information and guidance.
3. Compliance is likewise desired.

(SGD:) LUIS R. BALTAZAR
Undersecretary
Officer-in-Charge

Incl.:
As stated

Reference:
None

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
CHANGE
OFFICIALS
RULES & REGULATIONS

(Inclosure to DECS Order No. 97, s. 1989)

Republic of the Philippines
CIVIL SERVICE COMMISSION
(Komisyon ng Serbisyo Sibil)
Quezon City

MC No. 42, s. 1969

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF NATIONAL AND LOCAL GOVERNMENTS, STATE COLLEGES AND UNIVERSITIES, INCLUDING GOVERNMENT OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT : Original Permanent Appointment in the Career Service

The practice of issuing PROBATIONARY appointments to persons who enter the career service for the first time was designed to make appointing officials aware of the importance of the probationary period as a means of ascertaining that the performance and conduct of the employee during his first six (6) months in office meet the requirements of public service to justify the employee's retention.

However, the practice has resulted in unnecessary additional paper work because after the 6-month period if the employee's performance and conduct are satisfactory, the appointment is again submitted to this Commission for approval this time as permanent; whereas if the appointment is proposed beforehand as permanent and approved as such, the employee who has performed well and conducted himself properly will automatically become permanent without need for another approval of his appointment.

The appointing official has the responsibility, in accordance with law, to assess the performance and conduct of the employee during his first six (6) months in office. This is fittingly so, considering that the appointing official is responsible for the productivity of his organization. To achieve the purpose of the probationary period, it is not necessary to issue the appointment as "Probationary."

In view thereof, all original appointments of qualified persons to positions in the career service shall henceforth be proposed as PERMANENT. It is understood that the first six months of service will be probationary in nature; however, if no notice of termination for unsatisfactory conduct or want of capacity is given by the appointing authority to the employee at least thirty (30) days before the expiration of the 6-month probationary period, the appointment automatically becomes permanent.

It is understood that all previous issuances inconsistent herewith are deemed modified or superseded.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

A true copy