

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

December 1, 1993

DECS O R D E R
No. 91, s. 1993

REVISION OF APPOINTMENT FORM (CS FORM 33) AND PERSONAL
DATA SHEET (CS FORM 212)

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Regional Directors and Schools Superintendents
Directors of Services/Centers and Heads of Units
Heads of Chartered State Colleges and Universities
Heads of Community Colleges and Universities
and Vocational Schools
Chiefs of Divisions

1. Reproduced on the reverse side is Civil Service Commission Memorandum Circular No. 37, s. 1993 revising the prescribed Appointment Form (CS Form 33) and Personal Data Sheet (CS Form 212) for use by all government agencies or offices of the government effective January 1, 1994.
2. Attention is invited to the second paragraph which states that an appointment should not be made effective earlier than the date of signing by the head of the agency or approving authority.
3. The revised Personal Data Sheet (CS Form 212) should be properly accomplished and duly filled by the appointee who is held responsible for all his answers to the items contained therein.
4. It is desired that this information be brought to the attention of all officials and employees involved in the preparation and/or processing of appointments for their guidance and compliance.


ARMAND V. FABELLA
Secretary

Reference: None

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

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

✓ APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
✓ EMPLOYERS

✓ OFFICIALS
✓ FORMS

Republic of the Philippines
CIVIL SERVICE COMMISSION
Constitution Hills, Batasang Pambansa Complex
Diliman, Quezon City

MC No. 37, s. 1993

MEMORANDUM CIRCULAR

T O : All Heads of Department, Bureaus and Agencies of the National and Local Government, Including Government Owned and/or Controlled Corporations and State Universities and Colleges

SUBJECT : Revision of Appointment Form (CS Form 33) and Personal Data Sheet (CS Form 212)

The attached revised Appointment Form and Personal Data Sheet have been approved by the Civil Service Commission to be used by all agencies of offices of the government effective January 1, 1994.

The date of signing indicated below the signature of the head of the agency or the appointing authority on the appointment form shall be the date of issuance of the appointment, which shall be the reckoning date of the thirty-day mandatory period of submission of the appointment to the CSC. An appointment should not be made effective earlier than the date of signing by the head of the agency or appointing authority.

The certification regarding the requirements for the appointment, the evaluation of the Personnel Selection Board, and the information regarding publication of the position, shall be accomplished at the back of the appointment form to avoid submission of separate certifications for these requirements.

As a supporting document required in processing appointments, the revised Personal Data Sheet (CS Form 212) should be properly accomplished and duly filled by the appointee who is held responsible for all his answers to the items contained therein.

Agencies may start using the new forms even prior to January 1, 1994.

However, effective January 1, 1994, appointments issued using the old form shall be disapproved, without prejudice to resubmission on the new prescribed form within 15 days from disapproval.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

September 10, 1993

A true copy