

**Seminar Workshop
on
2017
Omnibus Rules
on Appointments
and Other
Human Resource
Actions**



**GAWING
LINGKOD
BAYANI
ANG BAWAT KAWANI.**

Program of Activities

DAY 1	DAY 2
PRE COURSE SURVEY	Rule VI • Effectivity and Submission of Appointments
Rule I • General Policies on Appointments	
Rule II • Requirements for Regular Appointments	Rule VII • Publication and Posting of Vacant Positions
	Rule VIII • Qualification Standards
LUNCH	LUNCH
Rule III • Procedures in the Preparation of Appointments	Rule IX • Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board
Rule IV • Employment Status, Nature of Appointment and Other Human Resource Actions	Rule X • Certain Modes of Separation – Documents Required for Record Purposes
Rule V • Probationary Period	Rule XI • Disapproval/Invalidation and Recall of Approval/Validation of Appointments
	Rule XII • Prohibitions Rule XIII • Responsibilities of the Human Resource Management Officer
	POST COURSE SURVEY

**Seminar Workshop
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2017
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Overview



Objectives:

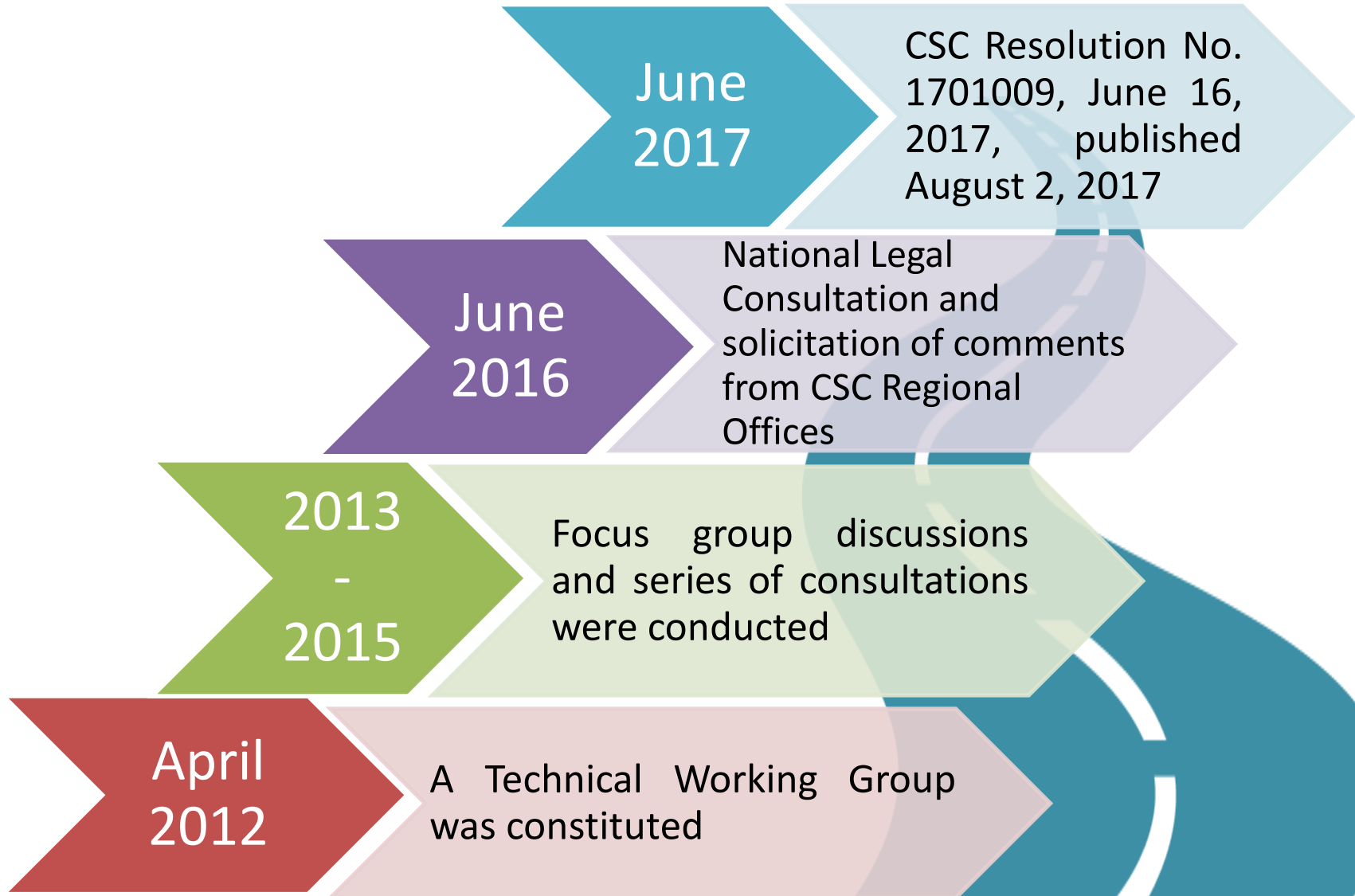
- Articulate the salient features of the 2017 ORAOHRA
- Discuss the various procedures in the preparation of the appointments using the revised forms
- Interpret the revised policy uniformly

Introduction



- Update and consolidate the various issuances on appointments and other human resource actions
- Address issues, problems and changing needs
- Align with jurisprudence, legislations and trends

The Journey



POLICY OUTLINE



<p>MEMORANDUM CIRCULAR NO. 40, S. 1998 (Revised Omnibus Rules on Appointments and Other Personnel Actions)</p>	<p>MEMORANDUM CIRCULAR NO. 24, S. 2017 (2017 Omnibus Rules on Appointments and Other Human Resource Actions)</p>	<p>MEMORANDUM CIRCULAR NO. 14, S. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions Revised 2018)</p>
<p>14 Rules</p>	<p>17 Rules</p>	<p>17 Rules</p>

REVISED OUTLINE

2017 Omnibus Rules on Appointments and Other Human Resource Actions (MC No. 24, s. 2017)

AM

Rule I • General Policies on Appointments

Rule II • Requirements for Regular Appointments

Rule III • Procedures in the Preparation of Appointments

PM

Rule IV • Employment Status, Nature of Appointment and Other Human Resource Actions

Rule V • Probationary Period

Rule VI • Effectivity and Submission of Appointments

REVISED OUTLINE

2017 Omnibus Rules on Appointments and Other Human Resource Actions (MC No. 24, s. 2017)

AM

Rule VII • Publication and Posting of Vacant Positions

Rule VIII • Qualification Standards

Rule IX • Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

PM

Rule X • Certain Modes of Separation – Documents Required for Record Purposes

Rule XI • Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Rule XII • Prohibitions

REVISED OUTLINE

2017 Omnibus Rules on Appointments and Other Human Resource Actions (MC No. 24, s. 2017)

Rule XIII · Responsibilities of the Human Resource Management Officer

Rule XIV · Transitory Provisions

Rule XV · Repealing Clause

Rule XVI · Separability Clause

Rule XVII · Effectivity

RULE I

General Policies on Appointments



Sec. 1. State shall ensure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to **merit and fitness**.

Sec. 2. Merit and fitness shall be determined, as far as practicable, by **competitive examinations**. This does not apply to appointments to positions which are **policy determining, primarily confidential, or highly technical**.

RULE I

General Policies on Appointments



Sec. 3. Any action denoting the **movement** or **progress** of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion and separation shall be known as **human resource action**.

RULE II

Requirements for Regular Appointments



- Common Requirements for Regular Appointment
- Specific Cases Where Additional Documents are Required
- Required Documents to be Retained in the Agency

RULE II

Requirements for Regular Appointments

Regulated

A. **Electronic file** stored in CD/Flash Drive or Sent through email plus **two printed copies** of:

Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018)

Accredited/Deregulated

A. **Electronic file** stored in CD/Flash Drive or Sent through email plus **two printed copies** of:

Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2018). The RAI shall also serve as the Appointment Transmittal and Action Form

CIVIL
 Repu
CS Form No. 1
 Revised 2017

Name of the Appointees

For Use of Regulated Agencies Only

GENERAL AND ACTION FORM

Position Title

CSCFO In-Charge:

AGENCY:

Salary/Job Pay/Grade

For CSCRO/FO's Use:

Date Received:

- INSTRUCTIONS:**
 (1) Fill-out the data needed in the form completely and accurately.
 (2) Do not abbreviate.
 (3) Accomplish the duties.
 (4) Submit the duly completed form together with the supporting documents.

Employment Status

Last Name	TYPE OF EMPLOYMENT (Temporary, Casual/Probationary, Regular, etc.)	NATURE OF APPOINTMENT	DATE OF ISSUANCE (mm/dd/yyyy)	PUBLICATION		CSC ACTION		Agency Receiving Officer
				DATE indicate period of publication (mm/dd/yyyy to mm/dd/yyyy)	MODE (CSC Bulletin of Vacant Positions)	A = Approved or D = Disapproved	Date of Action (mm/dd/yyyy)	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Period of Employment

Nature of Appointment

Date of Issuance

Publication (Date and Mode)

CSC Action

Date of Release

REMARKS/COMMENTS

Agency Receiving Officer

Civil
Repub

CS Form No. 1
Revised 2017

For Use of Regulated Agencies Only

APPOINTMENT TRANSMITTAL AND ACTION FORM

AGENCY: _____

CSCFO In-Charge: _____

- INSTRUCTIONS:
- (1) Fill-out the data needed in the form completely and accurately.
 - (2) Do not abbreviate entries in the form.
 - (3) Accomplish the Checklist of Common Requirements and sign the certification.
 - (4) Submit the duly accomplished form in electronic and printed copy (2 copies) to the CSC Field Office-In-Charge together with the original copies of appointments and supporting documents.

For CSCRO/FO's Use:
Date Received: _____

No.	NAME OF THE APPOINTEE/S				POSITION TITLE (Indicate parenthetical title, if applicable)	SALARY/ JOB/ PAY GRADE	EMPLOYMENT STATUS	PERIOD OF EMPLOYMENT (for Temporary, Casual/ Contractual Appointments) (mm/dd/yyyy to mm/dd/yyyy)	NATURE OF APPOINTMENT	DATE OF ISSUANCE (mm/dd/yyyy)	PUBLICATION		CSC ACTION		Agency Receiving Officer
	Last Name	First Name	Name Extension (Jr. / III)	Middle Name							DATE indicate period of publication (mm/dd/yyyy to mm/dd/yyyy)	MODE (CSC Bulletin of Vacant Positions)	A = Approved or D = Disapproved	Date of Action (mm/dd/yyyy)	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

CERTIFICATION

This is to certify that the information contained in this form are true, correct and complete.

Highest Ranking HRMO
Date: _____



**Certified by the Highest
Ranking HRMO**

REMARKS/COMMENTS/RECOMMENDATIONS: (e.g. Reasons for Disapproval of Appointment)

CIVIL
Repub
CS Form No. 2
Revised 2017

For Use of Accredited Agencies Only

REPORT ON APPOINTMENTS ISSUED (RAI)

For the month of _____

Date received by CSCFO: _____

AGENCY: _____ CSC Resolution No: _____ CSCFO In-charge: _____

- INSTRUCTIONS:**
- (1) Fill-out the data needed in the form completely and accurately.
 - (2) Do not abbreviate entries in the form.
 - (3) Accomplish the Checklist of Common Requirements and sign the certification.
 - (4) Submit the duly accomplished form in electronic and printed copy (2 copies) to the CSC Field Office-in-Charge together with the original CSC copy of appointments and supporting documents within the 30th day of the succeeding

Pertinent data on appointment issued

Date Issued/ Effectivity (mm/dd/yyyy)	NAME OF APPOINTEE/S				POSITION TITLE (Indicate parenthetical title if applicable)	ITEM NO.	SALARY/ JOB/ PAY GRADE	SALARY RATE (Annual)	EMPLOYMENT STATUS	PERIOD OF EMPLOYMENT (for Temporary, Casual/ Contractual Appointments) (mm/dd/yyyy to mm/dd/yyyy)	NATURE OF APPOINTMENT	PUBLICATION		CSC ACTION			Agency Receiving Officer
	Last Name	First Name	Name Extension (Jr./III)	Middle Name								DATE indicate period of publication (mm/dd/yyyy to mm/dd/yyyy)	MODE (CSC Bulletin of Vacant Positions)	V-Validated INV- Invalidated	Date of Action (mm/dd/yyyy)	Date of Release (mm/dd/yyyy)	
(1)	(2)				(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	

CERTIFICATION:

This is to certify that the information contained in this report are true, correct and complete based on the Plantilla of Personnel and appointment/s issued.

CERTIFICATION:

This is to certify that the appointment/s issued is/are in accordance with existing Civil Service Law, rules and regulations.

Post-Audited by:

CSC Official

Highest Ranking HRMO

Agency Head or Authorized Official

For CSC Use Only:

REMARKS/COMMENTS/RECOMMENDATIONS (e.g. Reasons for Invalidation):



**Highest
Ranking HRMO**

**Agency head or
Authorized Official**

**Post Audited by
CSC Official**



CHECKLIST OF COMMON REQUIREMENTS	HRMO	CSC FO
Instructions: Put a check if the requirements are complete. If incomplete, use the space provided to indicate the name of appointee and the lacking requirement/s.		
1 APPOINTMENT FORMS (CS Form No. 33-A, Revised 2017) - Three (3) original copies of appointment form (employee copy, CSC copy and agency copy)		
2 PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 34-A or C) - Three (3) original copies (employee copy, CSC copy and agency copy)		
3 PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)		
4 ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY/ RATING/ LICENSE - Except if the eligibility has been previously authenticated in 2004 or onward and recorded by the CSC		
5 POSITION DESCRIPTION FORM (DBM-CSC Form No. 1, Revised 2017)		
6 OATH OF OFFICE (CS Form No. 32, Revised 2017)		
7 CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)		
<p style="text-align: center;">Certified True Copy!</p> <p style="text-align: center;"><i>Seymour R. Pajares</i> SEYMOUR R. PAJARES Chief Personnel Specialist Commission Secretariat & Liaison Office</p>	<p>This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.</p> <p style="text-align: center;">_____ Highest Ranking HRMO</p>	<p>This is to certify that I have checked all the requirements in support of the appointments attached herein and found these to be [] complete / [] lacking.</p> <p style="text-align: center;">_____ CSC FO Receiving Officer</p> <p style="text-align: right;"><i>[Signature]</i></p>

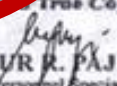


CHECKLIST OF COMMON REQUIREMENTS		HRMO	CSC FO
Instructions: Put a check if the requirements are complete. If incomplete, use the space provided.			
1	APPOINTMENT FORMS (DBM-CSC Form No. 1) - Three (3) original copies of appointment form (employee copy, CSC copy and agency copy)		
2	PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 34-A or C) - Three (3) original copies (employee copy, CSC copy and agency copy)		
3	PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)		
4	ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY/RATING/ LICENSE - Except if the eligibility has been previously authenticated in 2004 or onward and recorded by the CSC		
5	POSITION DESCRIPTION FORM (DBM-CSC Form No. 1, Revised 2017)		
6	OATH OF OFFICE (CS Form No. 32, Revised 2017)		
7	CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)		
		This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.	This is to certify that I have checked all the requirements in support of the appointments attached herein and found these to be <input type="checkbox"/> complete / <input type="checkbox"/> lacking.
		_____ Highest Ranking HRMO	_____ CSC FO Receiving Officer

INSTRUCTIONS:
Put a check if the requirements are complete. If incomplete, use the space provided to indicate the name of appointee and the lacking requirements.

Certified True Copy!
[Signature]
SEYMOUR R. PAJARES
Chief Personnel Specialist
Commission Secretariat & Liaison Office

CHECKLIST OF COMMON REQUIREMENTS	
Instructions: Put a check if the requirements are complete. If incom	
1	APPOINTMENT FORMS (CS Form No. 33-A, Revised 2017) - Three (3) original copies of appointment form (employee copy, CSC copy and agency copy)
2	PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 34-A or C) - Three (3) original copies (employee copy, CSC copy and agency copy)
3	PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)
4	ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY/ RATING/ LICENSE - Except if the eligibility has been previously authenticated in 2004 or onward and recorded by the CSC
5	POSITION DESCRIPTION FORM (DBM-CSC Form No. 1, Revised 2017)
6	OATH OF OFFICE (CS Form No. 32, Revised 2017)
7	CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)

Certified True Copy!

SEYMOUR R. PAJARES
 Chief Personnel Specialist
 Commission Secretariat & Liaison Office

CHECKLIST OF COMMON REQUIREMENTS	
Instructions: Put a check if the requirements are complete. If	
1	APPOINTMENT FORMS (CS Form No. 33-A, Revised 2017) - Three (3) original copies of appointment form (employee copy, CSC copy and agency copy)
2	PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 34-A or C) - Three (3) original copies (employee copy, CSC copy and agency copy)
3	PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)
4	ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY/ RATING/ LICENSE - Except if the eligibility has been previously authenticated in 2004 or onward and recorded by the CSC
5	POSITION DESCRIPTION FORM (DBM-CSC Form No. 1, Revised 2017)
6	OATH OF OFFICE (CS Form No. 32, Revised 2017)
7	CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)

CHECKLIST OF COMMON REQUIREMENTS		HRMO	CSC FO
Instructions: Put a check if the			
1	APPOINTMENT FORMS (CS Form No. 33-A, R copies of appointment form (employee copy, CSC	<p>This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.</p> <p>_____</p> <p>Highest Ranking HRMO</p>	
2	PLANTILLA OF CASUAL APPOINTMENT (CSC original copies (employee copy, CSC copy and ag		
3	PERSONAL DATA SHEET (CS Form No. 212, R		
5	POSITION DESCRIPTION FORM (DBM-CSC For		
6	OATH OF OFFICE (CS Form No. 32, Revised 20		
7	CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)		
<p>Certified True Copy</p> <p><i>Seymour R. Pajares</i></p> <p>SEYMOUR R. PAJARES Chief Personnel Specialist Commission Secretariat & Liaison Office</p>		<p>This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.</p> <p>_____</p> <p>Highest Ranking HRMO</p>	<p>This is to certify that I have checked all the requirements in support of the appointments attached herein and found these to be [] complete / [] lacking.</p> <p>_____</p> <p>CSC FO Receiving Officer <i>[Signature]</i></p>

Certified by the Highest Ranking HRMO

This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.

Highest Ranking HRMO

RULE II

Requirements for Regular Appointments

Regulated

3 Original copies of Appointment Form (**CS Form No. 33-A, Revised 2018**) – employee copy, CSC copy and agency copy

Accredited/Deregulated

Original CSC copy of appointments issued (**CS Form No. 33-B, Revised 2018**)



2017 Omnibus Rules on Appointments and other Human Resource Actions revised 2018

CS Form No. 33-A
Revised 2017

(Stamp of Date of Receipt)

Republic of the Philippines

(Name of Agency)

Mr./Mrs./ Ms.: _____

You are hereby appointed as _____ (SG/JG/PG _____)
(Position Title)

under _____ status at the _____
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of _____ (P _____)
pesos per month.

The nature of this appointment is _____ vice _____
(Original, Promotion, etc.)

_____, who _____ with Plantilla Item No. _____
(Transferred, Retired, etc.)

Page _____.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

Appointing Officer/Authority

Date of Signing

CSC ACTION:

DRY SEAL

Authorized Official

Date

(Stamp of Date of Release)

Certification

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

The position was published at _____ from _____ to _____, 20____ and posted in _____ from _____ to _____, 20____ in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on _____, 20____.

Highest Ranking HRMO

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB during the deliberation held on _____.

Chairperson, HRMPSB

CSC Notation

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Acknowledgment

Received original photocopy of appointment on _____

Appointee

Employee Status (Permanent/Temporary/
Coterminous/ Fixed Term/Contractual/
Substitute/Provisional)

Office/Department/Unit

Compensation Rate (monthly salary based on
Salary/Job/Pay Grade and Step)

Nature of Appointment (Original/Promotion/
Transfer/Reemployment/Reappointment/
Reinstatement/ Reclassification/Demotion)

Name of Appointee (per Certificate of
Live Birth and Certificate of Marriage)

**Position Title, Salary/Job/Pay Grade and
Step** (per Index of Occupational Services,
Position Titles and Salary Grades)

(SG/JG/PG ____) Highest Ranking HRMO

Plantilla Information (employee being
replaced and reason, plantilla item
number, page number)

For Regulated Agencies

Page _____ .

(Transferred, Reemployed, etc.)

This appointment shall take effect on the date of signing by the appointing officer/authority.

**Signature of the Appointing
Officer/Authority**

Date of Signing

Very truly yours,

Appointing Officer/Authority

Date of Signing

ACTION SHALL NULLIFY OR
RATION WAS AUTHORIZED BY

Acknowledgment

Photocopy of appointment on _____

Appointee



2017 Omnibus Rules on Appointments and other Human Resource Actions revised 2018

CS Form No. 33-A
Revised 2017

(Stamp of Date of Receipt)

Republic of the Philippines
____ (Name of Agency) ____

Certification

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

The position was published at _____ from _____ to _____,
20____ and posted in _____ from _____ to _____.

CSC ACTION:

DRY SEAL

Authorized Official

Date

(Stamp of Date of Release)

Authorized Official

Date

(Stamp of Date of Release)

THE COMMISSION.

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Acknowledgment

Received original photocopy of appointment on _____

Appointee

For Accredited/Deregulated Agencies

CS Form No. 33-B
Revised 2017 (Stamp of Date of Receipt)

Republic of the Philippines
(Name of Agency)

Mr./Mrs./ Ms.: _____

You are hereby appointed as _____ (SG/JC/PG _____)
(Position Title)

under _____ status at the _____
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of _____ (P _____)
pesos per month.

The nature of this appointment is _____ vice _____
(Original, Promotion, etc.)

_____, who _____ with Plantilla Item No. _____
(Transferred, Retired, etc.)

Page _____.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

Appointing Officer/Authority

Date of Signing

Accredited/Deregulated Pursuant to
CSC Resolution No. _____, s. _____
dated _____



(Stamp of Date of Release)

Certification

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

The position was published at _____ from _____ to _____, 20____ and posted in _____ from _____ to _____, 20____ in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on _____, 20____.

Highest Ranking HRMO

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB during the deliberation held on _____.

Chairperson, HRMPSB

CSC/HRMO Notation

ACTION ON APPOINTMENTS	Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____	
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____	
<input type="checkbox"/> Appeal	
<input type="checkbox"/> CSCRO/ CSC-Commission	
<input type="checkbox"/> Petition for Review	
<input type="checkbox"/> CSC-Commission	
<input type="checkbox"/> Court of Appeals	
<input type="checkbox"/> Supreme Court	

Acknowledgment

Original Copy - for the Appointee Original Copy - for the Civil Service Commission Original Copy - for the Agency	Received original photocopy of appointment on _____ _____ Appointee
---	---

Certification

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

The position was published at _____ from _____ to _____

Certification

This is to certify that the appointee has been screened and found

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Acknowledgment

Received original photocopy of appointment on _____

Appointee

Date

(Stamp of Date of Release)

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Received original photocopy of appointment on _____

Appointee

CS Form No. 33-B
Revised 2017

(Stamp of Date of Receipt)

Certification

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

Appointing Officer/Authority

Date of Signing

**Accredited/Deregulated Pursuant to
CSC Resolution No. _____, s. _____
dated**

DRY SEAL

(Stamp of Date of Release)

(Stamp of Date of Release)

Original Copy - for the Agency

Appointee

CSC/HRMO Notation

ACTION ON APPOINTMENTS

Recorded by _____

Validated per RAI for the month of _____

Invalidated per CSCRO/FO letter dated _____

Appeal

DATE FILED

STATUS

CSCRO/ CSC-Commission

Petition for Review

CSC-Commission

Court of Appeals

Supreme Court

DRY SEAL

(Stamp of Date of Release)

Original Copy - for the Appointee
 Original Copy - for the Civil Service Commission
 Original Copy - for the Agency

Acknowledgment

Received original photocopy of appointment on _____

 Appointee

RULE II

Requirements for Regular Appointments



Both Regulated and Accredited:

Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), attached to all appointments, except for **reappointment (renewal) to temporary, contractual, substitute and provisional appointments**



CS Form No. 212
Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No. _____ (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR., SR.)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)		House/Block/Lot No.	Street
8. WEIGHT (kg)		Subdivision/Village	Barangay
9. BLOOD TYPE		City/Municipality	Province
10. GSS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.		18. PERMANENT ADDRESS	
12. PhilHEALTH NO.		House/Block/Lot No.	Street
13. SSS NO.		Subdivision/Village	Barangay
14. TIN NO.		City/Municipality	Province
15. AGENCY EMPLOYEE NO.		ZIP CODE	
		19. TELEPHONE NO.	
		20. MOBILE NO.	
		21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		
MIDDLE NAME		
OCCUPATION		
EMPLOYER/BUSINESS NAME		
BUSINESS ADDRESS		
TELEPHONE NO.		
24. FATHER'S SURNAME		
FIRST NAME		
MIDDLE NAME		
25. MOTHER'S MAIDEN NAME		
SURNAME		
FIRST NAME		
MIDDLE NAME		

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	DATE
------------------	-------------

CS Form No. 212
Revised 2017



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
<small>(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Luvision)</small>						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial V Supervisor S) V S	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	3.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION	
(Continue on separate sheet if necessary)						
SIGNATURE			DATE			

VII. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S		INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
29. NAME & ADDRESS OF ORGANIZATION (Write in full)					

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,
 with the appointing or recommending authority

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

Computer generated or photocopied picture is not acceptable

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:

ID/License/Passport No.:

Date/Place of Issuance:

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

VIII. OTHER INFORMATION *(Continue on separate sheet if necessary)*

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBER ASSOCIATION/ORG
SIGNATURE	<i>(Continue on separate sheet if necessary)</i>	DATE

complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

is not acceptable

PHOTO

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID:

ID/License/Passport No.:

Date/Place of Issuance:

Signature (Sign inside the box)

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

Person Administering Oath

RULE II

Requirements for Regular Appointments



Both Regulated and Accredited:

Original copy of the authenticated certificate of eligibility/rating/license for **original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment**

RULE II

Requirements for Regular Appointments



Both Regulated and Accredited:

Valid Professional license issued by the Professional Regulation Commission (PRC) / Supreme Court of the Philippines (SC) / Maritime Industry Authority (MARINA) **for positions involving practice of profession; or**

Professional license or Certificate of Registration or Report of Rating issued by the PRC/SC/MARINA for positions **NOT** involving practice of profession

RULE II

Requirements for Regular Appointments



Both Regulated and Accredited:

Position Description Form (DBM-CSC Form No. 1,
Revised 2017)



2017 Omnibus Rules on Appointments and other Human Resource Actions revised 2018

CIVIL SERVICE COMMISSION
Republic of the Philippines

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
2. ITEM NUMBER		3. SALARY GRADE	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> 7th Class <input type="checkbox"/> 8th Class <input type="checkbox"/> 9th Class <input type="checkbox"/> 10th Class <input type="checkbox"/> 11th Class <input type="checkbox"/> 12th Class <input type="checkbox"/> 13th Class <input type="checkbox"/> 14th Class <input type="checkbox"/> 15th Class <input type="checkbox"/> 16th Class <input type="checkbox"/> 17th Class <input type="checkbox"/> 18th Class <input type="checkbox"/> 19th Class <input type="checkbox"/> 20th Class <input type="checkbox"/> 21st Class <input type="checkbox"/> 22nd Class <input type="checkbox"/> 23rd Class <input type="checkbox"/> 24th Class <input type="checkbox"/> 25th Class <input type="checkbox"/> 26th Class <input type="checkbox"/> 27th Class <input type="checkbox"/> 28th Class <input type="checkbox"/> 29th Class <input type="checkbox"/> 30th Class <input type="checkbox"/> 31st Class <input type="checkbox"/> 32nd Class <input type="checkbox"/> 33rd Class <input type="checkbox"/> 34th Class <input type="checkbox"/> 35th Class <input type="checkbox"/> 36th Class <input type="checkbox"/> 37th Class <input type="checkbox"/> 38th Class <input type="checkbox"/> 39th Class <input type="checkbox"/> 40th Class <input type="checkbox"/> 41st Class <input type="checkbox"/> 42nd Class <input type="checkbox"/> 43rd Class <input type="checkbox"/> 44th Class <input type="checkbox"/> 45th Class <input type="checkbox"/> 46th Class <input type="checkbox"/> 47th Class <input type="checkbox"/> 48th Class <input type="checkbox"/> 49th Class <input type="checkbox"/> 50th Class <input type="checkbox"/> 51st Class <input type="checkbox"/> 52nd Class <input type="checkbox"/> 53rd Class <input type="checkbox"/> 54th Class <input type="checkbox"/> 55th Class <input type="checkbox"/> 56th Class <input type="checkbox"/> 57th Class <input type="checkbox"/> 58th Class <input type="checkbox"/> 59th Class <input type="checkbox"/> 60th Class <input type="checkbox"/> 61st Class <input type="checkbox"/> 62nd Class <input type="checkbox"/> 63rd Class <input type="checkbox"/> 64th Class <input type="checkbox"/> 65th Class <input type="checkbox"/> 66th Class <input type="checkbox"/> 67th Class <input type="checkbox"/> 68th Class <input type="checkbox"/> 69th Class <input type="checkbox"/> 70th Class <input type="checkbox"/> 71st Class <input type="checkbox"/> 72nd Class <input type="checkbox"/> 73rd Class <input type="checkbox"/> 74th Class <input type="checkbox"/> 75th Class <input type="checkbox"/> 76th Class <input type="checkbox"/> 77th Class <input type="checkbox"/> 78th Class <input type="checkbox"/> 79th Class <input type="checkbox"/> 80th Class <input type="checkbox"/> 81st Class <input type="checkbox"/> 82nd Class <input type="checkbox"/> 83rd Class <input type="checkbox"/> 84th Class <input type="checkbox"/> 85th Class <input type="checkbox"/> 86th Class <input type="checkbox"/> 87th Class <input type="checkbox"/> 88th Class <input type="checkbox"/> 89th Class <input type="checkbox"/> 90th Class <input type="checkbox"/> 91st Class <input type="checkbox"/> 92nd Class <input type="checkbox"/> 93rd Class <input type="checkbox"/> 94th Class <input type="checkbox"/> 95th Class <input type="checkbox"/> 96th Class <input type="checkbox"/> 97th Class <input type="checkbox"/> 98th Class <input type="checkbox"/> 99th Class <input type="checkbox"/> 100th Class		5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	
7. DEPARTMENT / BRANCH / DIVISION		6. BUREAU OR OFFICE	
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		11. SALARY AUTHORIZED	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>		12. OTHER COMPENSATION	
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal		17b. External	
Executive / Managerial Supervisors	Occasional	Frequent	General Public
Non-Supervisors			Other Agencies
Staff			Others (Please Specify):
18. WORKING CONDITION			
Office Work			Other/s (Please Specify)
Field Work			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
21e. Core Competencies		Competency Level	
<i>(Indicate the required Core Competencies here)</i>		<i>(Indicate the required Competency Level here)</i>	
21f. Leadership Competencies		Competency Level	
<i>(Indicate the required Leadership Competencies here)</i>		<i>(Indicate the required Competency Level here)</i>	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
Percentage of Working Time		(State the duties and responsibilities here.)	
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.			
_____ Employee's Name, Date and Signature		_____ Supervisor's Name, Date and Signature	

RULE II

Requirements for Regular Appointments



Both Regulated and Accredited:

Oath of Office (CS Form No. 32, Revised 2018)

CS Form No. 32
Revised 2017

REPUBLIC OF THE PHILIPPINES
(Name of Agency)

OATH OF OFFICE

I, _____ (Name of the Appointee) of
_____ (Address of the Appointee) having been
appointed to the position of _____ (Position Title) hereby
solemnly swear, that I will faithfully discharge to the best of my ability, the duties of
my present position and of all others that I may hereafter hold under the Republic of
the Philippines; that I will bear true faith and allegiance to the same; that I will obey
the laws, legal orders, and decrees promulgated by the duly constituted authorities of
the Republic of the Philippines; and that I impose this obligation upon myself
voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

(Signature over Printed Name
of the Appointee)

Government ID: _____
ID Number: _____
Date Issued: _____

Subscribed and sworn to before me this _____ day of
_____, 20__ in _____,
Philippines.

(Signature over Printed Name
of the Appointing Officer/
Authority/ Head of Office)

RULE II

Requirements for Regular Appointments



Both Regulated and Accredited:

Certification of Assumption to Duty (**CS Form No. 4, Revised 2018**)

CSC Form No. 4
Series of 2017

Republic of the Philippines
(Name of Agency)

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms/Mr. _____ has assumed
the duties and responsibilities as _____ of
_____ effective _____.

This certification is issued in connection with the issuance of the
appointment of Ms/Mr _____ as _____.

Done this ____ day of _____ in _____.

Head of Office/Department/Unit

Date: _____

Attested by:

Highest Ranking HRMO

201 file
Admin
COA
CSC

*For submission to CSCFO
within 30 days from the
date of assumption of the
appointee*



**Certified by the
Highest Ranking
HRMO**

RULE II

Requirements for Regular Appointments

Casual appointments

Regulated

A. **Electronic file** stored in CD/Flash Drive or Sent through email plus **two printed copies** (CSC copy and agency copy of:

Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018)

Accredited/Deregulated

A. **Electronic file** stored in CD/Flash Drive or Sent through email plus **two printed copies** (CSC copy and agency copy of:

Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2018). The RAI shall also serve as the Appointment Transmittal and Action Form

RULE II

Requirements for Regular Appointments

Casual Appointments

Regulated

3 Original copies (employee copy, CSC copy and agency copy) of Plantilla of Casual Appointment (**CS Form No. 34-A or C, Revised 2018 or CS Form 34-E or F, Revised 2018**)

Accredited/Deregulated

Original CSC copy of Plantilla of Casual Appointment (**CS Form No. 34-B or D, Revised 2018 or CS Form 34-E or F, Revised 2018**)



2017 Omnibus Rules on Appointments and other Human Resource Actions revised 2018

CS Form No. 34-A
Revised 2017

For Regulated
National Government Agencies/ Government-Owned
or Controlled Corporations/State Universities and
Colleges

(Stamp of Date of Receipt)

Republic of the Philippines

(Name of Agency)

PLANTILLA OF CASUAL APPOINTMENT

Department/Office:

Source of Funds:

NAME OF APPOINTEE/S				POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT (Original/ Reappointment/ Reemployment)	ACKNOWLEDGEMENT OF APPOINTEE		CSCFO ACTION	
Last Name	First Name	Name Extension (Jr/III)	Middle Name				From (mm/dd/yyyy)	To (mm/dd/yyyy)		Signature	Date Received	A-Approved D- Disapproved	Date of Action
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no longer available or the project has already been completed/finished or their performance are below par.

CERTIFICATION

APPOINTING OFFICER / AUTHORITY

This is to certify that all requirements and supporting papers pursuant to CSC MC No. _____, 2017 have been complied with, reviewed and found in order.

Highest Ranking HRMO

Date:

CSC Official

Date:

CS Form No. 34-A



2017 Omnibus Rules on Appointments and other Human Resource Actions revised 2018

CS Form No. 34-B
Revised 2017

For Accredited/Deregulated
National Government Agencies/ Government-Owned or Controlled
Corporations/ State Universities and Colleges
(Stamp of Date of Receipt)

Republic of the Philippines

(Name of Agency)

PLANTILLA OF CASUAL APPOINTMENT

Department/Office: _____

Source of Funds: _____

NAME OF APPOINTEE/S					POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT (Original/ Reappointment/ Reemployment)	ACKNOWLEDGEMENT OF APPOINTEE/S	
Last Name	First Name	Name Extension (Jr/III)	Middle Name	From (mm/dd/yyyy)				To (mm/dd/yyyy)	Signature		Date Received	
1												
2												
3												
4												
5												
6												
7												
8												
9												
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14												
15												

The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no longer available or the project has already been completed/finished or their performance are below par.

CERTIFICATION:

This is to certify that all the requirements and supporting documents pursuant to CSC MC No. _____, 2017 have been complied with, reviewed and found in order.

APPOINTING OFFICER / AUTHORITY:

ACCREDITED PURSUANT TO:

Highest Ranking HRMO

(Position)

CSC Resolution No.: _____

Date : _____

Date: _____

Date: _____

CS Form No. 34-B

CSC/HRMO NOTATION			
ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
<input type="checkbox"/> Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			



2017 Omnibus Rules on Appointments and other Human Resource Actions revised 2018

CS Form No. 34-C
Revised 2017

For Regulated
Local Government Units

(Stamp of Date of Receipt)

Republic of the Philippines

(Name of Agency)

PLANTILLA OF CASUAL APPOINTMENT

Department/Office:

Source of Funds:

NAME OF APPOINTEE/S					POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT (Original/ Reappointment/ Reemployment)	ACKNOWLEDGEMENT OF APPOINTEE		CSCFO ACTION	
Last Name	First Name	Name Extension (Jr/III)	Middle Name	From (mm/dd/yyyy)				To (mm/dd/yyyy)	Signature		Date Received	A-Approved D- Disapproved	Date of Action	
1														
2														
3														
4														
5														
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13														
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15														

The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no

CERTIFICATION	CERTIFICATION	CERTIFICATION AND SIGNATURE OF APPOINTING OFFICER / AUTHORITY
This is to certify that all requirements and supporting papers pursuant to CSC MC No. _____, 2017, as amended, have been complied with, reviewed and found in order.	This is to certify that funds are available pursuant to Appropriation Ordinance No. _____ series of _____.	This is to certify that all pertinent provisions of Sec. 325 of RA 7160 (Local Government Code of 1991) have been complied with in the issuance of appointments of the above-mentioned persons.
Highest Ranking HRMO	Accountant	Governor/Mayor/Vice-Governor/Vice-Mayor
Date :	Date :	Date:
		CSC Official

CS Form No. 34-D Revised 2017	For Accredited/Deregulated Local Government Units (Stamp of Date of Receipt)
Republic of the Philippines	
_____ (Name of Agency)	

PLANTILLA OF CASUAL APPOINTMENT

Department/Office: _____ Source of Funds: _____

NAME OF APPOINTEE/S				POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT Reappointment/ Reemploye	ACKNOWLEDGEMENT OF APPOINTEE/S	
Last Name	First Name	Name Extension (Jr/III)	Middle Name				From (mm/dd/yyyy)	To (mm/dd/yyyy)		Signature	Date Received
1											
2											
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The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no

CERTIFICATION This is to certify that all requirements and supporting papers pursuant to CSC MC No. _____, 2017, as amended, have been complied with, reviewed and found in order.	CERTIFICATION This is to certify that funds are available pursuant to Appropriation Ordinance No. _____ series of _____.	CERTIFICATION AND SIGNATURE OF APPOINTING OFFICER / AUTHORITY This is to certify that all pertinent provisions of Sec. 325 of RA 7160 (Local Government Code of 1991) have been complied with in the issuance of appointments of the above-mentioned persons.	ACCREDITED PURSUANT TO: CSC Resolution No. : _____ Date : _____
_____ Highest Ranking HRMO Date : _____	_____ Accountant Date : _____	_____ Governor/Mayor/Vice-Governor/Vice-Mayor Date: _____	

CSC/HRMO NOTATION			
ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
<input type="checkbox"/> Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			

RULE II

Requirements for Regular Appointments



Casual Appointments

For both regulated and accredited/deregulated agencies

- **PDS (CS Form No. 212, Revised 2018)** – only for **original appointment, reemployment and reappointment** (except renewal)

RULE II

Requirements for Regular Appointments

Casual Appointments

For both regulated and accredited/deregulated agencies

- **Original copy of the authenticated certificate of eligibility/rating/license** for original appointment or **reappointment to another casual position** or reappointment to positions requiring licenses or involving practice of profession:
 - **Valid professional license** issued by the PRC/SC/MARINA ; or
 - Valid licenses issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

ERASURES OR ALTERATIONS ON APPOINTMENTS

- **CS Form No. 3, s. 2018 - CERTIFICATION of ERASURE(S)/ALTERATION(S) on APPOINTMENT**

The appointing officer/authority may delegate the signing of the Certification of Erasure/s to any authorized official. The delegation should be supported by an Office Order, a copy of which should be furnished the CSC FO concerned.

CS Form No. 3
Series of 2017

Republic of the Philippines
 (Name of Agency)

CERTIFICATION of ERASURE(S)/ALTERATION(S) on APPOINTMENT

This is to certify that the appointment of Mr/Ms _____
contains the following erasure(s)/alteration(s):

PARTICULAR/S	ERASURE(S)/ALTERATION(S) MADE	
	FROM	TO

The erasure(s)/alteration(s) listed above is/are duly authorized and the initial(s) thereon is/are hereby authenticated, pursuant to Section 2 (a), Rule II of CSC Memorandum No. ____, s. 2017.

Appointing Officer / Authority

Date: _____

 **Appointing Authority**

CS Form No. 3

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

**APPOINTEES WITH DECIDED ADMINISTRATIVE/
CRIMINAL CASE**

The appointee had been previously found guilty

- **Certified true copy of the decision issued by the office/court/tribunal**

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

APPOINTEES WITH DECIDED ADMINISTRATIVE/ CRIMINAL CASE

The appointee had been previously found guilty in an administrative case for which the penalty of suspension or fine was imposed

- Certification issued by the appointing officer/authority as to when the penalty imposed had been served**

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

Discrepancy in Name, Date/Place of Birth as appearing in the Report of Rating or Certificate of Eligibility, appointment, service card and the entries in the Personal Data Sheet –

- Resolution or Order issued by the Commission/CSCRO concerned correcting the discrepancy.

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

Change of Civil Status on account of:

- **Marriage** - Original Marriage Contract/ Certificate duly authenticated by the Philippine Statistics Authority (PSA) or the Local Civil Registrar (LCR) of the municipality or city where the marriage was registered or recorded
- **Annulment or Declaration of Nullity of the same** - Authenticated copy of the Court Order and Marriage Certificate/Contract with annotation

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

Appointments issued for faculty positions/ranks in fields/courses/ colleges in SUCs and LUCs when there is no Master's degree program in the discipline being offered in the Philippines

- **Certification issued by CHED that there is no Master's degree program in the discipline being offered in the Philippines**

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

Appointments issued by State Universities and Colleges (SUCs) under National Budget Circular (NBC) No. 461

- Copy of the Department of Budget and Management (DBM)-approved Notice of Organization, Staffing and Compensation Action (NOSCA) on the reclassification of position based on NBC No. 461 and SUC Board Resolution approving the appointment

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

Appointments Requiring Board Resolutions such as Head of Agency appointed by the Board (SUC President, Local Water District General Manager, etc)

- Copy of the Resolution

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

Ban on the issuance of appointment during election period

- Resolution issued by the COMELEC en banc, Chairman or Regional Election Director granting exemption from the prohibition

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

All LGU appointments

- Certification issued by the appointing officer/authority that such appointment is issued in accordance with the limitations provided under Section 325, RA No. 7160
- ***In case the Local Accountant is vacant, the Local Assistant Accountant shall sign the certification. In the absence of such position, the Local Chief Executive may designate the Local Budget Officer to certify the availability of funds. The delegation should be supported by an Office Order, a copy of which should be furnished the CSC FO concerned.***

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

All LGU appointments

- Certification by the Provincial/City/Municipal Accountant that **funds are available** (Sagpang, et. al. vs. Empleo, et.al. GR No. 1809986, December 10, 2008);

<p>CERTIFICATION</p> <p>This is to certify that funds are available pursuant to Appropriation Ordinance No. _____ series of _____.</p> <p>_____ Accountant</p> <p>Date : _____</p>

RULE II

Requirements for Regular Appointments

GR No. 1809986 (Sagpang, et. al. vs. Empleo, et.al.) **December 10, 2008**

“Section 474, subparagraph (b)(4) of the Local Government Code of 1991, on the other hand, requires the city accountant to:

1. "certify to the availability of budgetary allotment to which expenditures and obligations may be properly charged." (Section 474(b)(4) of the Local Government Code of 1991)
2. It includes the duty to certify to the availability of funds for the payment of salaries and wages of appointees to positions in the plantilla of the LGU, as required under Section 1(e)(ii), Rule V of CSC Memorandum Circular Number 40, Series of 1998, a requirement before the CSC considers the approval of the appointments.

RULE II

Requirements for Regular Appointments



CSC Resolution No. 1700656 promulgated March 21, 2017

“The Commission RESOLVES to APPROVE the adoption of the Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), together with the Work Experience Sheet...

Officials and employees shall submit an updated PDS to the agency HRMO not later than April 30, 2017. *The agency HRMO shall submit one (1) copy of the employees’ PDS to the Civil Service Commission Field Office Concerned (MC 11, s. 2017)*

Any misrepresentation made in the PDS and Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.”

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

For LGU Department Head Appointments

Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions *requiring concurrence by the Sanggunian:*

Sanggunian Resolution embodying the concurrence of the majority of all the members of the Sanggunian as provided for under Section 443 (d), Section 454 (d), and Section 463 (d) of RA No. 7160

RULE II

Requirements for Regular Appointments

GR No. 181367 (La Carlota, Negros Occ. vs. Atty. Rex G. Rojo) **April 24, 2012**

“A Quorum of the Sangguniang Panlungsod should be computed based on the total composition of the Sangguniang Panlungsod.

In this case, the Sangguniang Panlungsod of La Carlota City, Negros Occidental is composed of the presiding officer, ten (10) regular members, and two (2) ex-officio members, or a total of thirteen (13) members. A majority of the 13 "members" of the Sangguniang Panlungsod, or **at least seven (7) members**, is needed to constitute a quorum to transact official business.

Since seven (7) members (including the presiding officer) were present on the 17 March 2004 regular session of the Sangguniang Panlungsod, clearly there was a quorum such that the irrevocable resignation of respondent was validly accepted.”

RULE II

Requirements for Regular Appointments

Specific Cases Where Additional Documents are Required:

For LGU Department Head Appointments

The Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions, is **not** acted upon by the Sanggunian within fifteen (15) days from the date of its submission –

- A Certification issued by the Sanggunian Secretary or HRMO confirming the non-action by the Sanggunian will be required

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

LGU appointments

Creation or Reclassification of position and appropriation of funds

- **Sanggunian Panlalawigan/Panlungsod/Bayan Ordinance***

* Subject to DBM review for component provinces, highly-urbanized/ independent/ component cities or municipalities within M.M. and the Sangguniang Panlalawigan for component cities and municipalities

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

Demotion (Non-Disciplinary)

- Certification issued by the agency head that the demotion is not the result of an administrative case; and
- Written consent by the employee interposing no objection on the demotion

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

Demotion (Disciplinary)

- Copy of the decision imposing the penalty of demotion
- Certification by the appointing officer that the decision is executory

DELETED per CSC Resolution No. 1701009 promulgated on July 3, 2018

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

Temporary appointment:

- ***Certification issued by the appointing officer/authority vouching the absence of an applicant who meets all the qualification requirements of the position (CS Form No. 5, Revised 2018)***

CS Form No. 5
Series of 2017

Republic of the Philippines
(Name of Agency)

CERTIFICATION

This is to certify that based on the records of this Office, there is no qualified eligible who actually applied to the (Position Title) position in (Name of Office/Agency Name) , (Location) .

This certification is issued pursuant to Section 5 (k), Rule II of CSC Memorandum No. ____, s. 2017 (2017 Omnibus Rules on Appointments and Other Human Resource Actions).

I agree that any misrepresentation made in this certification shall cause the filing of administrative/criminal case/s against me.

Highest Official In Charge of HRM

Date: _____



**Highest
Official
In
Charge
of HRM**

RULE II

Requirements for Regular Appointments



Specific Cases Where Additional Documents are Required:

Reclassification

- NOSCA approved by the DBM – NGAs/SUCs
- Memorandum Order issued by Governance Commission for GOCCs (GCG) - GOCCs

RULE II

Requirements for Regular Appointments



Documents to be Retained in Agency's 201 Files

MEDICAL CERTIFICATE (CS Form 211, Revised 2018)

Certification that the appointee is **FIT** for employment with attached results of the Pre-employment Medical-Physical-**Psychological** examinations consisting of **blood test, urinalysis, chest x-ray, drug test, psychological test, and neuropsychiatric exam** (if applicable) issued by a **licensed government physician** shall be attached to the medical certificate for employment.

For original appointment, transfer, and reemployment

CS Form No. 211

Revised 2017

MEDICAL CERTIFICATE

(For Employment)

INSTRUCTIONS

- a. This medical certificate should be accomplished by a licensed government physician.
- b. Attach this certificate to original appointment, transfer and reemployment.
- c. The results of the following pre-employment medical/physical/mental examinations must be attached to this form:

- Blood Test
- Urinalysis
- Chest X-Ray
- Drug Test
- Psychological Test
- Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

RULE II

Requirements for Regular Appointments



Documents to be Retained in Agency's 201 Files

- Certificate of Live Birth duly authenticated by PSA or LCR where the birth was registered **for original appointment and reemployment**
- It shall be the duty of the **HRMO** or his/her designated staff to review and compare the contents thereof vis-à-vis the information written on the employee's PDS and other documents.

RULE II

Requirements for Regular Appointments



Documents to be Retained in Agency's 201 Files

- Marriage Contract/Certificate duly authenticated by the PSA or the LCR of the municipality or city where the marriage was registered or recorded for married employees **(for original appointment and reemployment)**

RULE II

Requirements for Regular Appointments



Documents to be Retained in Agency's 201 Files

Clearances

- A valid National Bureau of Investigation (NBI) Clearance is required for **original appointment and reemployment**
- In case of **promotion, reappointment, or transfer involving movement from one department/agency to another** and reemployment, clearance money, property and work-related accountabilities from the appointee's former office is required (CS Form No. 7, **Revised 2018**)

<p>CS Form No. 7 Series of 2017</p> <p style="text-align: center;">Agency Name CLEARANCE FORM <i>(Instructions at the back)</i></p>				
I PURPOSE				
<p style="text-align: right;">Date of Application _____</p> <p>TO: (Agency Name) I hereby apply for clearance from money, property and work-related accountabilities for: Purpose: <input type="checkbox"/> Transfer <input type="checkbox"/> Resignation <input type="checkbox"/> Other Mode of Separation: <input type="checkbox"/> Retirement <input type="checkbox"/> Leave Please specify: _____ Effectivity/Inclusive Period: _____</p>				
Office of Assignment: _____			Name and Signature of Employee _____	
Position/SG/Step: _____				
II CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES				
We hereby certify that this applicant is cleared of work-related accountabilities from this Unit/Office/Dept.				
_____ Immediate Supervisor			_____ Head of Office	
III CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES				
Name of Unit/Office/Department	Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
1. Administration Sector				
Supply and Property Procurement and a. Management Services				
b. Human Resource Welfare & Assistance				
c. Agency-accredited Union/Cooperative				
2. Library				
a. Legal Office Library				
b. Library Services				
3. Finance and Assets Management				
a. Financial Services				
b. Transaction, Processing & Billing Services				
c. Payroll & Remittance Services				
4. Professional and Institutional Development				
a. Scholarship Services				
IV CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:				
a. Internal Affairs Office/Legal Affairs Office				
<input type="checkbox"/> with pending administrative case <input type="checkbox"/> with ongoing investigation (no formal charge yet)				
V CERTIFICATION				
<div style="text-align: center; margin-top: 50px;"> _____ Signature over Printed Name of Agency Head </div>				

RULE II

Requirements for Regular Appointments



Documents to be Retained in Agency's 201 Files

Performance Rating

- for appointment by promotion or transfer, the performance rating/s of the appointee in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory, shall be required.

RULE II

Requirements for Regular Appointments



Performance Rating *in the last rating period* prior to the scholarship grant, which should be at least Very Satisfactory, shall be used as basis for promotion of an appointee-scholar.

The performance rating of at least VS in the last rating period shall not be required for promotion from first to second level entry positions.

RULE II

Requirements for Regular Appointments



The performance rating prior to reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

RULE II

Requirements for Regular Appointments



Documents to be Retained in Agency's 201 Files

- The **certified true copies of diploma and transcript of records** (TOR) or, if necessary, a Certification from the Department of Education (DepEd) and/or Commission on Higher Education (CHED) on the authenticity and equivalency of the subjects/courses taken, are required for **original appointment, transfer and reemployment.**

It may also be required for promotion to a position where the education requirement is different from the previous academic record submitted.

RULE III

Procedures in the Preparation of Appointments



Appointment Form (CS Form No. 33, Revised 2018)

- English
- Used for career and non-career EXCEPT casual appointments
- 3 Original copies (agency, employee, CSC)
- CSC Form No. 33-A , revised 2018 – for Regulated agencies
- CSC Form No. 33-B, revised 2018 – for Accredited/ Deregulated Agencies



2017 Omnibus Rules on Appointments and other Human Resource Actions revised 2018

CS Form No. 33-A
Revised 2017

(Stamp of Date of Receipt)

Republic of the Philippines

(Name of Agency)

Mr./Mrs./ Ms.: _____

You are hereby appointed as _____ (SG/JG/PG ____)
(Position Title)

under _____ status at the _____
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of _____ (P. _____)
pesos per month.

The nature of this appointment is _____ vice _____
(Original, Promotion, etc.)

_____, who _____ with Plantilla Item No. _____
(Transferred, Retired, etc.)

Page _____.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

Appointing Officer/Authority

Date of Signing

CSC ACTION:

DRY SEAL

Authorized Official

Date

(Stamp of Date of Release)

Certification

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

The position was published at _____ from _____ to _____, 20____ and posted in _____ from _____ to _____, 20____ in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on _____, 20____.

Highest Ranking HRMO

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB during the deliberation held on _____.

Chairperson, HRMPSB

CSC Notation

ANY ERASURE OR ALTERATION ON THE CSC ACTION SHALL NULLIFY OR INVALIDATE THIS APPOINTMENT EXCEPT IF THE ALTERATION WAS AUTHORIZED BY THE COMMISSION.

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Acknowledgment

Received original photocopy of appointment on _____

Appointee

For Accredited/Deregulated Agencies

CS Form No. 33-B
Revised 2017

(Stamp of Date of Receipt)

Republic of the Philippines
(Name of Agency)

Mr./Mrs./Ms.: _____

You are hereby appointed as _____ (SG/JG/PG _____)
(Position Title)

under _____ status at the _____
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of _____ (P _____)
pesos per month.

The nature of this appointment is _____ vice _____
(Original, Promotion, etc.)

_____, who _____ with Plantilla Item No. _____
(Transferred, Retired, etc.)

Page _____.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

Appointing Officer/Authority

Date of Signing

Accredited/Deregulated Pursuant to
CSC Resolution No. _____, s. _____
dated _____



(Stamp of Date of Release)

Certification

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

The position was published at _____ from _____ to _____, 20____ and posted in _____ from _____ to _____, 20____ in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on _____, 20____.

Highest Ranking HRMO

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB during the deliberation held on _____.

Chairperson, HRMPSB

CSC/HRMO Notation

ACTION ON APPOINTMENTS

Recorded by _____

Validated per RAI for the month of _____

Invalidated per CSCRO/FO letter dated _____

Appeal

DATE FILED

STATUS

CSCRO/ CSC-Commission

Petition for Review

CSC-Commission

Court of Appeals

Supreme Court

Acknowledgment

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Received original photocopy of appointment on _____

Appointee

RULE III

Procedures in the Preparation of Appointments



Name of the Appointee

- Same name appearing on the **Certificate of Live Birth** and **the Certificate of Marriage** (married female who opts to use surname of husband)
- Written in the following **format**: First name, Middle name or initial, Last Name, and name extension, if any

CS Form No. 33-A
Revised 2017



(Stamp of Date of Receipt)

Republic of the Philippines
Civil Service Commission
IBP Road, Batasang Pambansa Complex, Diliman

Mr. Fernando E. Gomez:

RULE III

Procedures in the Preparation of Appointments



Position Title, Salary/Job/Pay Grade and Step. –

Should conform to the **approved Plantilla of Personnel** and found in the **Index of Occupational Services (IOS)**

Parenthetical title, if any, based on the **actual duties and responsibilities** in the **Position Description Form** and shall be the basis for the qualification standards

Mr. Fernando E. Gomez:

You are hereby appointed as Administrative Aide IV (Driver) (SG 4, Step 1)
(Position Title)

RULE II

Requirements for Regular Appointments



***R.A. No. 6758 (Compensation and Position Classification Act of 1989)
August 21, 1989***

DBM Local Budget Circular No. 61 (Revised Index of Occupational Services, Position Titles and Salary Grades (IOS)) March 18, 1996

RULE II

Requirements for Regular Appointments



DBM Budget Circular No. 2006-3 (Updated Index of Occupational Services, Occupational Groups, Classes and Salary Grades) ***May 17, 2006***

DBM Budget Circular No. 2004-3 (Conversion of Positions Performing Staff/Technical Positions) ***March 6, 2004***

RULE II

Requirements for Regular Appointments

CSC Resolution No. 100217 (BARRUN, Glenn A. Re: Disapproved Appointment; Not in Accordance with the Index of Occupational Services)
February 2, 2010

“Anent to the disapproval by the CSCFO-Masbate of Barrun’s appointment on the ground that the position title is not found in the IOS, the same is erroneous. It is noted that the position title of an appointment must match the position title stated in the IOS as they help guide the CSCROs in determining the qualification standards for the said position. However, **when the position and qualification standards for the said position are already provided under the law, it need not be mandatory that the said position be specifically stated in the IOS.**

RULE II

Requirements for Regular Appointments



CSC Resolution No. 100217 (BARRUN, Glenn A. Re: Disapproved Appointment; Not in Accordance with the Index of Occupational Services)
February 2, 2010

This is the case of Barrun's appointment. As Section 472, Article V, Book V of the Local government Code of 1991, it is no longer required that the appointment of Barrun should state "**Municipal Government Department Head (Municipal Assessor)**" but **Municipal Assessor**" will suffice."

RULE III

Procedures in the Preparation of Appointments



- **Employment Status** may be **permanent, temporary, coterminous, fixed term, contractual, substitute, or provisional.**

<u>under</u> <u>Permanent</u> status at the <u>Civil Service Institute / Office of the Directors</u> (Permanent, Temporary, etc.) (Office/Department/Unit)

- For **contractual appointment**, the **duration of employment** shall be indicated on the space provided for the Status of Appointment

Ex. Contractual from 01/12/2018 to 06/12/2018

RULE III

Procedures in the Preparation of Appointments



- **Agency Name**
 - Written in full
 - Office/department/unit should be indicated for station specific appointments

Form No. 33-A
revised 2017



(Stamp of Date of Receipt)

Republic of the Philippines
Civil Service Commission
IBP Road, Batasang Pambansa Complex, Diliman

Mr. Fernando E. Gomez:

You are hereby appointed as Administrative Aide IV (Driver) (SG 4, Step 1)
(Position Title)

under Permanent status at the Civil Service Institute / Office of the Directors
(Permanent, Temporary, etc.) (Office/Department/Unit)

RULE III

Procedures in the Preparation of Appointments



Compensation Rate

- Monthly salary of the position
- Based on the salary/job/pay grade and salary step

with a compensation rate of eleven thousand six hundred and fifty-eight pesos (P 11,658.00)
pesos per month.

RULE III

Procedures in the Preparation of Appointments



Nature of Appointment

The nature of appointment which may be Original, Promotion, Transfer, Reemployment, Reappointment, Reinstatement, Reclassification or Demotion shall be indicated on the space provided therefor.

The nature of this appointment is <u>Original</u> <u>vice</u> (Original, Promotion, etc.)
<u>Renato E. Ramon</u> , who <u>Retired</u> with Plantilla Item No. <u>AAI-1023F51</u> (Transferred, Retired, etc.)
Page <u>24</u> .

RULE III

Procedures in the Preparation of Appointments



Plantilla Information

- name of employee being replaced by the appointee
- Plantilla item number of the position
- Page where the position can be found in the Plantilla of personnel in the current year shall be indicated on the space provided

The nature of this appointment is <u>Original</u> <u>vice</u> (Original, Promotion, etc.)
<u>Renato E. Ramon</u> , who <u>Retired</u> with Plantilla Item No. <u>AAI-1023F51</u> (Transferred, Retired, etc.)
Page <u>24</u> .

RULE III

Procedures in the Preparation of Appointments



Signature of appointing officer/authority

- **3 original copies duly signed**
X no digital/electronic or rubber-stamped signature
(Sec. 1, Item 8)
- *In case the appointing authority delegates the authority to issue appointments to a next-in-rank official in the same agency, as authorized by law, a copy of the Office/Board Resolution or Order for the said purpose shall be submitted to the CSCFO with jurisdiction*

RULE III

Procedures in the Preparation of Appointments

The date of signing

- date of the issuance
- date effectivity of the appointment,
- indicated below the signature of the appointing officer/authority.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,


ALICIA dela ROSA-BALA
Chairperson

Appointing Officer/Authority

September 14, 2017

Date of Signing

RULE III

Procedures in the Preparation of Appointments



Certification as to the Completeness and Authenticity of the Requirements

The **HRMO** shall thoroughly review and check the veracity, authenticity and completeness of all the requirements and documents in support of the appointment. He/she shall **sign the certification at the back of the appointment.**

RULE III

Procedures in the Preparation of Appointments



Certification of Publication and Posting of Vacancy

Vacant positions authorized to be filled shall be published and posted in 3 conspicuous places

10 calendar days for NGAS/SUCs/GOCCs (RA 7041)

15 calendar days for LGUs (RA 7160)

HRMO to certify period of publication and date of HRMPSB deliberation

RULE III

Procedures in the Preparation of Appointments

A certification signed by the Chairperson of the HRMPSB at the back of the appointment specifying that the majority of the HRMPSB members was present during the deliberation or alternatively, a copy of the proceedings minutes of the HRMPSB deliberation shall be submitted together with the appointment

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB during the deliberation held on _____.

Chairperson, HRMPSB

RULE III

Procedures in the Preparation of Appointments



Certification of Placement Committee

**Reappointment to comparable positions pursuant to
Reorganization (RA No. 6656)**

Certification by the Placement Committee

CS Form No. 33-A
Revised 2017



(Stamp of Date of Receipt)

Republic of the Philippines
Civil Service Commission
IBP Road, Batasang Pambansa Complex, Diliman

Mr. Fernando E. Gomez:

You are hereby appointed as Administrative Aide IV (Driver) (SG-4, Step 1)
(Position Title)

under Permanent status at the Civil Service Institute / Office of the Directors
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of eleven thousand six hundred and fifty-eight pesos (P 11,658.00)
pesos per month.

The nature of this appointment is Original vice
(Original, Promotion, etc.)

Renato E. Ramon, who Retired with Plantilla Item No. AAI-1023F51
(Transferred, Retired, etc.)

Page 24 .

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,


ALICIA dela ROSA-BALA
Chairperson

Appointing Officer/Authority

September 14, 2017

Date of Signing

RULE III

Procedures in the Preparation of Appointments



Personal Data Sheet (CS Form No, 212, revised 2017)

- **Updated, accomplished completely and properly** by the appointee
- **Authorization** from the employee that the CSC, agency head, or their authorized representative can **verify/validate** the contents
- **Subscribed and sworn** to before the **HRMO or his/her** authorized official in the agency, any official authorized to administer oaths or a notary public

RULE II

Requirements for Regular Appointments



CSC Resolution No. 1700656 promulgated March 21, 2017

“The Commission RESOLVES to APPROVE the adoption of the Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), together with the Work Experience Sheet...

Officials and employees shall submit an updated PDS to the agency HRMO not later than April 30, 2017. *The agency HRMO shall submit one (1) copy of the employees’ PDS to the Civil Service Commission Field Office Concerned (MC 11, s. 2017)*

Any misrepresentation made in the PDS and Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.”

RULE III

Procedures in the Preparation of Appointments



Position Description Form (DBM-CSC Form No. 1, revised 2017)

- ***Should be properly and completely accomplished shall be attached to all appointments for authorized positions found in the Plantilla of Personnel and lump sum appropriation for contractual employees.***

RULE III

Procedures in the Preparation of Appointments

Casual Appointments -

Plantilla of Casual Appointment (**CS Form No. 34, Revised 2018**),

CS Form No. 34-A shall be used by regulated NGAs, GOCCs with original charters and SUCs.

CS Form No. 34-B shall be used by accredited/deregulated NGAs, GOCCs with original charters and SUCs.

CS Form No. 34-C shall be used by regulated LGUs.

CS Form No. 34-D shall be used by accredited/deregulated LGUs.

3 original copies (appointee's copy, CSC copy and agency copy).

maximum of fifteen (15) names of appointees
arranged alphabetically,

RULE III

Procedures in the Preparation of Appointments



CS Form No. 34-E shall be used by both regulated or accredited/deregulated NGAs, GOCCs with original charters and SUCs for reappointment (renewal) of casual appointees.

CS Form No. 34-F shall be used by both accredited/deregulated LGUs for reappointment (renewal) of casual appointees.

3 original copies (appointee's copy, CSC copy and agency copy).

maximum of fifteen (15) names of appointees
arranged alphabetically,

RULE III

Procedures in the Preparation of Appointments

Casual Appointments -

- Source of funds
- Name of appointees (Last name, First Name, Middle Name/Initial, Extension Name if any)
- Position Title
- Period of employment
- Nature of appointment (original, reappointment, reemployment)
- Signature of appointing officer/authority
- Date of signing
- Certification of completeness and authenticity of the requirements
- Certification for LGUs
 - availability of funds by the Accountant
 - issued in accordance with the limitations provided under Sec. 325 of the Local Government Code



2017 Omnibus Rules on Appointments and other Human Resource Actions revised 2018

CSC Form No. 3-A

National Government Owned or Controlled University

(Stamp)

Republic of the Philippines

(Name of Agency)

PLANTILLA OF CASUAL APPOINTMENT

Department/Office:

Source of Funds:

NAME OF APPOINTEE/S					POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		NATURE OF APPOINTMENT (Original/ Reappointment/ Reemployment)	ACKNOWLEDGEMENT OF APPOINTEE	
Last Name	First Name	Name Extension (Jr/III)	Middle Name	From (mm/dd/yyyy)				To (mm/dd/yyyy)	Signature		Date Received	
1	YAP	JOEL	JR.	TAN	Admin Officer I	18,217.00	828	7/1/2018	12/1/2018	ORIGINAL		
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

Max of 15 names only

The abovenamed personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any employment period when their services are no longer needed or funds are no longer available or the project has already been completed/finished or their performance are below par.

CERTIFICATION

APPOINTING OFFICER / AUTHORITY

This is to certify that all requirements and supporting papers pursuant to CSC MC No. _____, 2017 have been complied with, reviewed and found in order.

Highest Ranking HRMO

CSC Official

Date:

Date:

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

- **Permanent appointment** – an appointment issued to a person who meets all **QS requirements of the position.**

Case 1

Facts of the Case:

University President Jake Cyrus is planning to reappoint Engr. Ricardo Dalisay as Instructor I in the College of Engineering, on November 20, 2017, a position which he held for two (2) years. The following are the qualifications of Engr. Dalisay:

- Education : Bachelor's of Science in Civil Engineering
Master's Degree in Public Administration,
Graduated on October 31, 2017
- Experience : 5 years relevant experience
- Training : 80 hours of relevant training
- Eligibility : Licensed Civil Engineer

Case 1

Facts of the Case: (cont.)

Qualification Standards of **Instructor I** pursuant to MC 22, s. 2016:

Education	:	Master's degree in the area of specialization or its allied/related fields
Experience	:	None
Training	:	None
Eligibility	:	None; For practice of profession appropriate License

Issue:

As HRMO what status of appointment would you recommend to the head of agency? Explain your answer?

Answer:

The status of appointment to be recommended should be **Temporary** because his Master's degree is not appropriate for the position.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

Temporary appointment – issued to an appointee who meets the education, experience, and training requirements **except** eligibility

- May **only be issued in absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.**
- Shall **not to exceed 12 months** and may only be **renewed once**

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.

The renewal of temporary appointment shall be limited to five (5) times only reckoned from the effectivity of CSC Memorandum Circular No. 25, s. 2017.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Temporary appointment shall be disapproved/invalidated if the deficiency of the appointee is any or combination of the **education, training, or experience requirement**, except to positions that are:

- ✓ hard to fill
 - ✓ provided by special law (medical officer/specialist positions, special science teachers, police officers, and faculty positions)
 - ✓ other meritorious cases as may be determined by the Commission
- ✗ Not allowed for positions involving practice of profession regulated by bar/board laws

Temporary appointment issued to a person who meets all the requirements of the position shall be disapproved/invalidated.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

Substitute appointment - issued when regular incumbent is:

- temporarily unable to perform
- on an approved leave of absence
- under suspension
- on a scholarship grant or on secondment.

This is effective only *until the return of the incumbent.*

A substitute appointment is allowed *only if the leave of absence of the incumbent is at least three (3) months, except in the case of teachers.*

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

Coterminous appointment - appointment issued to a person **whose tenure is limited** to a period specified by law.

- Coterminous with the appointing officer/authority
- Coterminous with the head of the organizational unit where assigned
- Coterminous (primarily confidential in nature)

Eligibility is not required except for practice of profession.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

Fixed Term appointment – specified term of office subject to reappointment as provided by law, such as Chairperson and members of commissions and boards, SUC President, and Head of Agency appointed by the Board.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Employment Status

Contractual appointment - **special contract** to undertake local or foreign-assisted projects or a specific work or job **requiring special or technical skills** not available in the employing agency

- **Limited to 1 year, may be renewed every year depending on performance**
- **Must meet education, training and experience**
- **Eligibility required for duties involving practice of profession**
- **Entitled to the same benefits enjoyed by regular employees**

Case 2

Facts of the case:

Mayor Sarah Dutwete is planning to appoint Ms. Riza Twillanes, her avid supporter in the 2016 election, to the vacant Administrative Assistant III (Sr. Bookkeeper). Ms. Twillanes meets all the qualifications except the eligibility. Mayor Dutwete summoned the HRMO to prepare a Casual Appointment to Ms. Twillanes to the vacant Administrative Assistant III (Sr. Bookkeeper) position.

Issue:

If you are the HRMO what would be your action? What advice would you give to the mayor given the circumstances?

Answer:

Inform the Mayor that Rule IV, Section 9 g par 4 of MC 24 s. 2017 states that “In no case shall a casual appointment to be issued to fill a vacant plantilla position or a casual employee perform the duties and responsibilities of the vacant plantilla position.”

Advice the Mayor to issue a casual appointment based on the needs of service and salary limitations to a position not in the approved Plantilla of Personnel.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

Casual appointment for **essential and necessary services** where there are not enough regular staff to meet the demands of the service and for **emergency cases and intermittent period**

- Must meet education, training and experience **proposed by agency heads and approved by CSC**
- Eligibility required for duties involving practice of profession
- In no case shall casual appointment be issued to fill a vacant plantilla position
- Entitled to the same benefits enjoyed by regular employees

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status of Teachers

Permanent —meets all the requirements of the position.

Provisional —meets all the requirements of the position **except the eligibility**

Temporary —meets all the requirements of the position **except the education**

Substitute – regular incumbent **temporarily unavailable**

Contractual – **specialized subject** in secondary education; **part-time**

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Original appointment

the **initial entry** into the **career or non-career service** **subject to probationary period** under Rule V of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions

Case 3

Facts of the case:

Mr. Joel Dela Cruz, Sr. Administrative Assistant I (SG 13) of LGU-Catbalogan City applied for the vacant position of Environment Management Specialist (SG-11) in DENR PENRO Samar. DENR Regional Dir. Lutgardo Torres decided to appoint Mr. Dela Cruz as Environment Management Specialist since he was the top contender from among 40 candidates to the vacant position. He then informed the HRMO to prepare the appointment and the necessary supporting documents.

Issue:

As HRMO what is the nature of appointment of Mr. Dela Cruz's appointment? Aside from the regular documents required what other supporting documents will you require to the appointee based on the context of his appointment?

Answer:

The nature of appointment is Promotion. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. The documentary requirements for transfer with Promotion are the following:

1. Clearance from money, property and work-related accountabilities
2. Approved request for transfer
3. Written consent by the employee that he/she interposes no objection to the decrease in salary. (optional)

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Nature of Appointment

Promotion

the **advancement** of a **career employee** from one position to another with an increase in duties and responsibilities and salary

- upward movement from the **non-career service to the career** service and vice versa shall **not** be considered as a **promotion** but as **reappointment**
- promotion to another agency (promoted employee will be required to **notify the head of agency at least thirty (30) days** prior to assumption to the position).
- **special promotions** exempted from qualification requirements

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



The pendency of an administrative case against any employee shall not be a bar to promotion.

An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine.

In the case of demotion, the period of disqualification for promotion shall be within one (1) year.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Nature of Appointment

Transfer

- the movement of employee from one position to another which is of **equivalent rank, level or salary** without gap in the service *requires*:
 - Written Notice of transfer = **at least 30 days** prior to effectivity date
 - Written Notice of acceptance – within 30 days from receipt of notice

✗ No notice of acceptance – deemed approved after lapse of 30 days from receipt of written notice

✗ Failure to transfer on specified date - employee deemed resigned

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Reemployment

- the appointment of a person who has been **previously appointed** to a position in the government service but was **separated** therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, or any non-disciplinary action such as dropping from the rolls and other modes of separation.
- **presupposes a gap in service**

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Nature of Appointment

Reappointment the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, recategorization, rationalization or similar events, including the following:

- The issuance of appointment from **temporary to permanent, career to non-career or vice versa, non-career to another non-career**
- The **renewal** of temporary, contractual and casual appointment upon the expiration of the appointment or subsequent appointment of substitute teachers
- Personal or coterminous staff of elective officials, who shall **continue to serve in a coterminous capacity**
- **NO GAP IN SERVICE**

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Reappointment (renewal) of contractual appointments to the same position shall be submitted to the CSC for notation only, without the need for approval/validation.

However, reappointment of contractual appointments to another position shall be submitted for approval/validation to the CSC FO concerned.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Reinstatement

- to comparable positions – restoration of a person as a result of a decision, to career position from which he/she has, through no delinquency or misconduct, been separated but **subject position already abolished**; issuance of appointment required
- to the same position/item – no need for issuance of appointment

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Nature of Appointment

Demotion - movement of an employee from a higher position to a lower position where he/she qualifies, if a lower position is available. It entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary.

- **Due to reorganization/rationalization (REAPPOINTMENT)**
– salary of the higher position
- **Voluntary demotion** - same step of the salary grade of the previous position
- **Disciplinary demotion** – step 1 of the new position or next lower salary grade **with the same salary step**; NOSA to be issued

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Nature of Appointment

Reclassification

- includes downgrading or upgrading when there is a substantial change in regular duties and responsibilities of the position
- not subject to QS; vested right

Reclassification of position *requires the issuance of an appointment* but the same is ministerial on the part of the appointing officer/authority.

In LGUs, ***no reclassification shall be allowed*** except when the position is actually vacant

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



HR movements not requiring issuance of appointment expanded to include

- **Change in item number**
- **demotion** as a result of a disciplinary action (no available position)
- **Salary adjustment** - NOSA
- **Step increment** - NOSI
- **Reinstatement to the same position/item**
- **Positions marked as coterminous with the incumbent**

Case 4

Facts of the case:

Mayor Franklin Diwon of Marawi City is planning to reassign Janet Napoles, City Budget Officer to head Task Force Bangon Marawi under the Office of the City Mayor created thru SP Resolution. To complete the task force are five (5) staff reassigned from other departments which will be under the direct supervision of Ms. Napoles. “Task Force Bangon Marawi” is the overall in-charge for ensuring that the Ten-Year Development Plan Bangon Marawi will be put into reality.

Issue:

What advice would you give to the City Mayor as he seeks your opinion regarding the plan? Support your answer.

Case 4

Answer:

Reassignment is a violation of the rules, if:

1. It involves reduction in rank, status or salary.
2. Reassignment of employees with station-specific place of work indicated in their respective appointments shall be allowed only for a maximum period of one (1) year.
3. Reassignment of an employee to perform duties and responsibilities inconsistent with the duties and responsibilities of his/her position such as from a position of dignity to a more servile or menial job; and
4. Reassignment to an office not in the existing organizational structure.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Reassignment

movement across the organizational structure **without a reduction in rank, status, or salary**; requires issuance of an Office Order by the appointing officer

- Reassignment of employees with station-specific place of work **within the geographical location of the agency** shall be allowed only for a maximum period of one (1) year

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Geographical location – area **within the jurisdiction of an agency.**

- NGAs, GOCCs, SUCS – central to regional office, main campus to satellite campus provided that the office of reassignment is existing in the organizational structure of the agency
- LGUs – area within the locality of an LGU where an employee may be reassigned from the Provincial/City/Municipal Hall to other areas within the locality provided that the reassignment is existing in the organizational structure of the LGU

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Constructive dismissal exists when an official or employee quits his/her work because of the agency head's **unreasonable, humiliating, or demeaning actuations**, which render continued work impossible because of **geographic location, financial dislocation and performance of other duties and responsibilities inconsistent with those attached to the position**. Hence, the employee is deemed illegally dismissed.

This may occur although there is no diminution or reduction in rank, status or salary of the employee

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Station Specific Appointment

An appointment is considered station-specific when:

- the particular office or station where the position is located is **specifically indicated on the face of the appointment paper**
- the **position title already specifies the station**, such as Human Resource Management Officer, Accountant, Budget Officer, Assessor, Social Welfare and Development Officer, and such other positions with organizational unit/station-specific function.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Reassignment that constitutes constructive dismissal may be any of the following:

- i. Reassignment of an employee to perform duties and responsibilities **inconsistent with the duties and responsibilities of his/her position** such as from a position of dignity to a more servile or menial job;
- ii. Reassignment to an **office not in the existing organizational structure**;
- iii. Reassignment to an existing office but the employee is **not given any definite set of duties and responsibilities**;

Reassignment that constitutes constructive dismissal may be any of the following:

- iv. Reassignment that will cause significant financial dislocation or will cause difficulty or hardship on the part of the employee because of geographic location
- iv. Reassignment that is done indiscriminately or whimsically such as reassignment of employees twice within a year, or reassignment of career service officials and employees with valid appointments during change of administration of elective and appointive officials.

Reassignment that results in constructive dismissal must be sufficiently established.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



- provide avenue for employees with no station specific appointment to request **recall of reassignment**;
- provide grounds that constitute indiscriminate and whimsical reassignment;
- include provision on reassignment of public health, social and school teachers and other professions covered by special laws; and
- **pending appeal**, reassignment shall **not be executory**.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Detail

temporary movement of an employee **from one department or agency to another** which does not involve a reduction in rank, status or salary.

- provide limit to period of detail to a **maximum of 3 years** (Section 5, Item b (3))
- detail without consent shall be allowed only for a period of one (1) year
- require that detail be covered by an agreement that such will not result in reduction in rank, status or salary (Section 5, Item b (4))

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Designation

imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority

- perform the duties of another position on concurrent capacity or on full-time basis;
- designation in an acting capacity or OIC
- require LGUs to furnish CSCFO a copy of office order on designation to critical positions; and
- only experience gained from designations compliant with the rules shall be credited as relevant experience for purposes of appointment

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Designation

- designation in an **acting capacity** - ministerial functions attached to the position but also the exercise of discretion since the person designated is deemed to be the incumbent of the position
- officials designated as **officer-in-charge** - enjoy limited powers which are confined to functions of administration and ensuring that the office continues its usual activities

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



- Designees can only be designated to **positions within the level they are currently occupying**
- Employees holding 1st level positions can not be designated to perform the duties of 2nd level positions *except in meritorious cases* as determined by the CSC Regional Office
- Designation may be made only for a maximum of one (1) year for positions without incumbent. May be renewed every year in the exigency of the service but **not to exceed two (2) years**.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



- Require **LGUs to furnish CSCFO** a copy of office order on designation to critical positions in LGUs
- designees cannot be granted **the salaries of the positions** they are being designated to except allowances that go with the performance of the functions
- only experience gained from designations compliant with the rules shall be credited as relevant experience for purposes of appointment

Case 5

Facts of the case:

Engr. Alex D. Maculangan was issued a permanent appointment on December 4, 2017 as Engineer III in Baybay Water District exactly 2 months after he resigned at LGU-Tabango, Leyte. Said position was published on April 14, 2017 the CSC Bulletin of Vacant positions. The PSB deliberated on the vacancy on November 22, 2017.

Appointee	:	Alex D. Maculangan
Agency	:	Baybay Water District
Position	:	Engineer III (Permanent)

Dates:

Publication	:	4/14/17
Deliberation	:	11/21/17
Issuance of Appointment	:	12/4/17
Submission	:	12/11/17

Case 5

Facts of the case: (Cont.)

QS of the Appointee :

Education - BSCE

Experience - 4 years

Training - 24 hours relevant training

Eligibility - RA 1080 (Civil Engineer)

Assumption to Duty : December 4, 2017

Nature of Appt. : Reemployment

Probationary period : Dec. 4, 2017 – May 3, 2018 (6 months)

Setting of Performance Targets : Dec. 4, 2017 – Dec. 8, 2017

Case 5

Facts of the case: (Cont.)

Performance Periods :

1st to 3rd month : Dec. 4, 2017 – Mar. 3, 2018

Evaluation Period : Feb. 11, 2018 - Feb. 21, 2018

4th to 6th month : Mar. 4, 2018 – Jun. 3, 2018

Evaluation Period : May 14, 2018 - May 24, 2018

Issue:

What is the CSC Action? Approved or Disapproved?

Answer:

CSC ACTION: APPROVED

RULE V

Probationary Period



Probationary period - period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a **thorough character investigation** and **assessment of capability** to perform the duties of the position enumerated in the Position Description Form (PDF).

RULE V

Probationary Period



Coverage

- Those who are issued **original appointments** under **permanent status** in the career service and who meet all the requirements of the positions
- **Non-career service employees** who are **reappointed/reemployed** to a **career position** under **permanent status**

RULE V

Probationary Period



- Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent)
- Those who are reemployed under permanent status
- First-time appointees to closed career positions (faculty and academic staff in state universities and colleges/local colleges and universities, Scientists), unless otherwise provided under the agency Charter

RULE V

Probationary Period



- Appointees to teaching positions under provisional status shall undergo a probationary period for not less than one (1) year from the date of the original provisional appointment
- Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall be under probation for a period of one (1) year
- Appointees whose positions require probationary period as may be provided by law.

The following employees shall be exempted from undergoing probationary period:

- Teachers who, prior to issuance of permanent appointments, **have acquired adequate training and professional preparation** in any school recognized by the government, and possess the appropriate civil service eligibility pursuant to Section 4 of Republic Act No. 4670
- **First-time appointees to closed career positions** in SUCs, and scientific and research institutions if so provided under their agency Charters
- Appointees to positions exempted from the probationary period as may be provided by law.

RULE V

Probationary Period



Employee A

Date of appointment:	July 7, 2016
Assumption to duty:	July 14, 2016
Probationary period:	6 months
Duration:	July 14, 2016 – January 13, 2017
Setting of performance targets:	July 14, 2016 – July 18, 2016
Performance periods:	
1st to 3rd month:	July 14, 2016 – October 13, 2016
Evaluation period:	September 24, 2016 – October 4, 2016
4th to 6th months:	October 14, 2016 – January 13, 2017
Evaluation period:	December 20, 2016 – December 29, 2016

RULE V

Probationary Period



Employee B

Date of appointment:	August 22, 2016
Assumption to duty:	August 23, 2016
Probationary period:	12 months
Duration:	August 23, 2016 – August 22, 2017
Setting of performance targets:	August 23, 2016 – August 27, 2016
Performance periods:	
1st to 6th month:	August 23, 2016 – February 22, 2017
Evaluation period:	February 2, 2017 – February 12, 2017
7th to 12th month:	February 23, 2017 – August 22, 2017
Evaluation period:	July 28, 2017 – August 7, 2017

RULE V

Probationary Period



Reasons for Termination of a Probationary Appointee

- Unsatisfactory performance or want of capacity
- Failure of the appointee to observe propriety in his/her acts; behavior and human/public relations
- Habitual tardiness or absenteeism
- Critical factors based on SPMS
- Unsatisfactory Conduct or Behavior
- Neglect of Duty
- Insubordination

RULE V

Probationary Period



The notice of termination shall be supported by at least two of the following:

- Performance Evaluation Report
- Report of the immediate supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee
- Other valid documents that may support the notice of termination of service

RULE V

Probationary Period



Period of notice of termination

- fifteen (15) days

Execution of notice of termination

- fifteen (15) days from receipt of notice

Conduct of performance review

- 10 days before the end of every rating period

RULE V

Probationary Period



Shall be executory after *fifteen (15) days from receipt of the employee*. The same may be appealed to the CSCRO concerned, *within fifteen (15) days from receipt of notice* but *shall be executory pending appeal*

Thank You!



GAWING
LINGKOD
BAYANI
ANG BAWAT KAWANI.

**Seminar Workshop
on
2017
Omnibus Rules
on Appointments
and Other
Human Resource
Actions**



**GAWING
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BAYANI
ANG BAWAT KAWANI.**

RULE VI

Effectivity and Submission of Appointments



Elaborates the rules governing the effectivity and submission of appointments in the government service.

RULE VI

Effectivity and Submission of Appointments



Appointment **shall take effect immediately** on the date it was signed by the appointing officer/authority.

RULE VI

Effectivity and Submission of Appointments



The date of the appointment **shall not fall on a Saturday, Sunday or holiday**, except in cases where the date of issuance is specifically provided in a special law

RULE VI

Effectivity and Submission of Appointments



If the appointee has taken his/her oath of office and assumed the duties of the position, **he/she shall be entitled to receive his/her salary at once without awaiting the** approval/validation of his/her appointment by the Commission. **The appointment shall remain effective until disapproved/invalidated by the Commission.**

RULE VI

Effectivity and Submission of Appointments



No official or employee shall be required to assume the duties and responsibilities of the position **without being furnished with a copy of his/her appointment by the HRMO** after it is signed by the appointing officer/authority.

RULE VI

Effectivity and Submission of Appointments



The appointment of officials or employees who are on official leave of absence, training or scholarship grant, **shall be effective upon assumption or upon return from official leave** of absence, scholarship or training

RULE VI

Effectivity and Submission of Appointments



In LGU:

- The appointment issued by the appointing officer/ authority to a department head position requires the concurrence of the majority of all the members of the local Sanggunian.
- **The appointing officer/authority shall submit the appointment to the local sanggunian for concurrence within seven (7) calendar days upon issuance. Failure to submit the appointment to the sanggunian within the prescribed period may render the person/s responsible administratively liable.**

RULE VI

Effectivity and Submission of Appointments



In LGU:

- If the Sanggunian **does not act on the appointment within fifteen (15) calendar days** from the date of its submission, said appointment **shall be deemed confirmed.**

RULE VI

Effectivity and Submission of Appointments

In LGU:

- The effectivity date of the appointment shall be the **date of the signing of the appointing officer/authority** which shall **end the moment the local Sanggunian rejects** or disapproves it. **The services rendered after the rejection shall not be considered government service and the payment of salaries shall be the liability of the appointing officer/authority.**
- **In case the appointment is not submitted to the local sanggunian for concurrence and the same is later on disapproved or invalidated by the Commission, the appointment shall not be considered effective from the date of issuance.**

RULE VI

Effectivity and Submission of Appointments



Appointments should be submitted to CSC within **30 days from date of issuance**

- **Delay in the submission** of appointment or RAI to the CSCFO/CSCRO ***not taken against the employee***
 - effective date of appointment shall **not** be adjusted based on the delay
 - the original date of appointment shall be retained
 - The responsible official/s who caused the delay in the submission or non-submission of the appointment may be held administratively liable for neglect of duty.
 - Delay will be recorded in the Agency Capability Evaluation Card (ACEC) and may result in the revocation of the accredited/deregulated status

RULE VI

Effectivity and Submission of Appointments



An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report **within thirty (30) calendar days** from receipt of the written notice of the appointment.

- **Shall be reported to the Commission for record purposes and the position is deemed vacant upon cancellation of the appointment without prior approval/declaration by the Commission**
- **May select from among the top ranking candidates or order re-publication**

RULE VI

Effectivity and Submission of Appointments



If the appointee is not allowed to assume office despite his/her receipt of the appointment, or submission thereof to the Commission for approval, the official/s or employee/s **who caused the non-assumption** of the appointee **shall be held administratively liable therefor.**

RULE VI

Effectivity and Submission of Appointments



Effectivity of temporary appointment

Twelve months

- reckoned from the **date of issuance**
- **Not** the date of **assumption**

RULE VI

Effectivity and Submission of Appointments



Services rendered without an appointment

- **Not credited**
- **Not recognized by the Commission**
- **Payment of salaries and other benefits = personal liability of the person who made him/her assume office**

RULE VI

Effectivity and Submission of Appointments



Date of actual assumption of duties

Indicated in the Certificate of Assumption to Duty (CS Form No. 4 series of 2017)

- Basis for the payment of salary**
- Basis for the determination of service rendered in government**

Shall be submitted to CSCFO concerned for notation in the S-card of the appointee

Case 7

Facts of the case:

A regular permanent appointment was issued to Ms. Lerma K. Apoy as Teacher I (SG-11) of DepEd - Division of Biliran on August 24, 2017. Said vacancy was published in the CSC Bulletin of Vacant Positions on July 14, 2017 and posted in conspicuous places in the agency from July 10-28, 2017. She previously held a substitute appointment from June 28, 2017 to August 16, 2017 during the maternity leave of a teacher in same school. Her appointment was submitted to the CSC Field Office on September 22, 2017. Prepare her appointment.

Appointee : **Lerma K. Apoy**
Agency : **DepEd – Biliran Division**
Position (new) : **Teacher I (Regular Permanent)**

Case 7

Facts of the case: (cont.)

Position (previous) : Teacher I (Substitute) ended on 8/16/17

Dates:

Publication : 07/14/2017

Deliberation : 04/28/2017

Issuance : 08/24/2017

Submission : 09/22/2017

Prev. Incumbent : Jasmin A. Cerna (Resigned 6/1/17)

Case 7

Facts of the case: (cont.)

- QS of the Appointee :**
- Education - BSEEd**
 - Experience - 1 year**
 - Training - 8 hours relevant training**
 - Eligibility - LET**
- **Assumption to Duty : August 24, 2017**
 - **Nature of Appt. : Reemployment**
 - **Probationary period : Exempt per Sec. 4 of RA 4670**

Issue:

What is the CSC Action? Approved or Disapproved? Explain.

Answer:

CSC ACTION :

DISAPPROVED (Violation of Sec. 94, Rule IX)

RULE VII

Publication and Posting of Vacant Positions



The rule covers the rules and regulations on the publication and posting of vacant positions.

RULE VII

Publication and Posting of Vacant Positions



Vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days for NGAs, SUCs and GOCCs with original charters in accordance with the provisions of **RA No. 7041** and its implementing guidelines, and **not less than fifteen (15) calendar days for local government units** pursuant to Section 80(a), Title Three, Book I of **RA No. 7160**.

RULE VII

Publication and Posting of Vacant Positions



Agencies are required to submit an electronic and printed copies of **CS Form No. 9, Revised 2018** (List of vacancies to be filled with qualification standards and item numbers to CSCFO concerned:

- printed copy for posting in CSFO bulletin board
- electronic copy for CSRO to publish the same in the CSC Bulletin of Vacant Positions in Government in CSC website (Sec. 25)

Regional Memorandum Circular

Regional MC No. 030 s. 2018

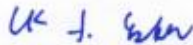
FOR : **All Heads of Agencies within the jurisdiction of Civil Service Commission
Regional Office VIII**

SUBJECT : **CSC RO VIII Policy on Publication of Vacant Positions**

The Civil Service Commission Regional Office VIII issues this Regional Memorandum Circular to provide clarity on the policy of online publication of vacant positions which took effect last June 1, 2018. Hence, the following guidelines are reiterated:

1. The requesting agency shall submit their request for publication to the CSC Field Office concerned and copy furnish the CSC Regional Office using this email address: **cscro8.misc@gmail.com**;
2. It shall be mandatory that the request to be published be in PDF format and shall bear the signature of the Head of Agency;
3. By 4:00 PM, the Publication Consolidator shall download all the requests received on that day and post the same on our CSCRO VIII website: **cscro8.weebly.com**. Requests for publication sent beyond 4:00 PM may be published on the next working day. In case the request was sent on a holiday, work suspension, special non-working holiday, or a weekend, the same shall be published by the Regional Office on the next working day; and
4. The monitoring of the published vacant positions shall be a shared responsibility of the CSC Field Offices, the publication consolidator, and the requesting agency. The requesting agency is encouraged to check whether their vacancy has been published online and likewise inform the CSC Field Office if there are issues as to the publication.

Thank you.


VICTORIA F. ESBER
Director IV

July 31, 2018



RULE VII

Publication and Posting of Vacant Positions



Incorrect Information in the Publication

Any incorrect information in the publication of vacant positions, i.e. item number, position title, qualification standards shall be a *ground for the disapproval/invalidation of appointments*

RULE VII

Publication and Posting of Vacant Positions



In addition, agencies may publish vacant positions **through other modes such as** in the agency website, newspaper **(local and/or national)** and other job search websites. **The reckoning date of publication will be the publication/republication date, regardless of the mode, as certified by the HRMO; Provided, that a request for publication of vacant positions has been filled at the CSC FO on the same day of publication in the agency website or newspaper or other job search websites.**

RULE VII

Publication and Posting of Vacant Positions



Positions Exempt From Publication and Posting

- a. Primarily confidential;
- b. Policy-determining;
- c. Highly technical which includes the faculty and academic staff of state/local colleges and universities, and scientific and technical positions in scientific and research institutions with established merit systems;

RULE VII

Publication and Posting of Vacant Positions



Positions Exempt From Publication and Posting

- d. Coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;

- e. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996 , as amended; or

RULE VII

Publication and Posting of Vacant Positions



Positions Exempt From Publication and Posting

- f. Reappointment (renewal) of those appointed on temporary for Medical Officer/Specialist positions pursuant to PD No. 1424, Further Amending RA No. 1243, As Amended by RA No. 2251, otherwise known as the “Hospital Residency Law”;

RULE VII

Publication and Posting of Vacant Positions



Positions Exempt From Publication and Posting

- g. *Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/field offices.*

RULE VII

Publication and Posting of Vacant Positions



Filling of Positions

HRMPSB deliberation shall not be made earlier than ten (10) calendar days (NGAs, GOCCs, SUCs) or fifteen (15) calendar days (LGUs) from date of posting and publication of vacant position. (Sec. 7.a.12)

RULE VII

Publication and Posting of Vacant Positions



Sec. 27. The qualification standards of the parenthetical title should be used in the publication of vacant positions.

Illustrative example:

Administrative Aide III (Driver I) SG-3

Education : Elementary School Graduate

Experience : None Required

Training : None Required

Eligibility : Driver's License

(CSC MC No. 11, s. 1996 as amended, Cat. IV)

RULE VII

Publication and Posting of Vacant Positions



Publication of Positions Occupied by Holders of Temporary Appointment

Sec. 28. All positions occupied by holders of **temporary** appointments, **except** positions under Category II of CSC MC No. 11, s. 1996, as amended, shall be **continuously posted** in 3 conspicuous places in the agency and **published** in the CSC Bulletin of Vacant Positions until filled by permanent appointees.

RULE VII

Publication and Posting of Vacant Positions



Validity of Publication

- **Valid until filled** up but not to extend beyond nine (9) months from date of publication
- Should no appointment be issued within the 9-month period, the agency has to cause the re-publication and re-posting of the vacant position. (Sec. 29)

RULE VII

Publication and Posting of Vacant Positions



Filling of Positions

HRMPSB deliberation shall not be made earlier than ten (10) calendar days (NGAs, GOCCs, SUCs) or fifteen (15) calendar days (LGUs) from date of posting and publication of vacant position. (Sec. 7.a.12)

RULE VII

Publication and Posting of Vacant Positions



ANTICIPATED VACANCIES

- **Anticipated vacancies may be published in case of retirement, resignation, or transfer. The publication should not be earlier than 30 days prior retirement, resignation, or transfer.**

Thank You!



GAWING
LINGKOD
BAYANI
ANG BAWAT KAWANI.

**Seminar Workshop
on
2017
Omnibus Rules
on Appointments
and Other
Human Resource
Actions**



**GAWING
LINGKOD
BAYANI
ANG BAWAT KAWANI.**

RULE VIII

Qualification Standards



This rule covers the policies for qualification standards for positions in the government. The policies for the education, training, experience and eligibility were collated and coherently presented in the enhanced rule.

RULE VIII

Qualification Standards



Qualification Standards

The qualification standards are the **minimum and basic requirements for positions in the government in terms of education, training, experience, Civil Service eligibility, physical fitness and other qualities** required for successful performance of the duties of the position. These shall serve as the **basic guide in the selection of the employees and in the evaluation of appointments to all positions in the government.**

RULE VIII

Qualification Standards



Qualification Standards

- Agencies are **encouraged to set specific or higher standards for their positions**, including the required competencies.
- These standards shall be submitted to the Commission for approval, and once approved, the agency shall uniformly and consistently adopt these in the selection and appointment of employees

RULE VIII

Qualification Standards



Agencies Authorized by Their Charters To Establish Their Own QS

- Agencies that are authorized by their charters to establish their own qualification standards shall do so in accordance with the Civil Service Commission's guidelines. Their qualification standards shall be submitted for confirmation/notation of the Civil Service Commission.

RULE VIII

Qualification Standards



Establishment of QS for all positions

- For all positions in the Index of Occupational Services (IOS), Position Titles and Salary grades
- Positions subsequently created and approved in accordance with existing laws, policies, rules and regulations
- QS established and approved by the Commission for positions in particular sector may be adopted for the same position titles in other government sectors without the need for prior approval of the CSC

RULE VIII

Qualification Standards

Establishment of QS for unique positions

- All agency positions should be included in the approved QS Manual of the agency
- Unique positions should have a QS approved/confirmed by the Commission

Appointment to positions without approved QS shall be disapproved/invalidated

RULE VIII

Qualification Standards



QS by Special Law

- QS for certain positions prescribed by a special law shall prevail;
- QS for department head and assistant department head positions (mandatory or optional) in LGUs, considered as executive/managerial positions and for newly-created department head and assistant department head positions shall be equivalent or comparable to those prescribed by RA No. 7160 (Sec. 34)

RULE VIII

Qualification Standards



QS for Career Positions

- Must meet the **Education, Training, Experience, Eligibility** and **Competency** requirements prescribed in the QS Manual or CSC approved agency QS
- QS for positions, which may include competencies (knowledge, skills and attitudes) shall be established based on the set of duties and responsibilities indicated in the Position Description Form

RULE VIII

Qualification Standards



QS for Non-Career Positions

- Appointees to casual, contractual, and coterminous positions that are **not** primarily confidential **must meet the education, training, and experience** requirements of the position as proposed by agency heads and approved by the CSC
- Pending submission and approval of agency QS, the qualification requirements under the CSC QS Manual shall be used as bases in the attestation
- **Eligibility is not required** but PREFERENCE should be given to CS eligible. HOWEVER, for **practice of profession** regulated by the BAR or Board or requiring licenses, the corresponding **license/certificate of registration** shall be required

RULE VIII

Qualification Standards



Appointees to primarily confidential positions exempt from QS

Appointees to primarily confidential/personal staff positions are **exempt from QS**

EXCEPT

- those whose duties involve the practice of profession regulated by the BAR/Board laws and/or require licenses
- those specifically required by a special law, e.g. (Provincial/City/Municipal Administrator, Information Officer)

RULE VIII

Qualification Standards



Reappointment of incumbents under permanent status under reorganization

Considered as having met the qualification standards for the position

RULE VIII

Qualification Standards



QS for Division Chief and Executive/Managerial positions

Shall primarily take into consideration education, experience, training, eligibility and leadership competencies

- Thinking Strategically and Creatively
- Leading Change
- Building Collaborative and Inclusive Working Relationship
- Managing Performance and Coaching for Results
- Creating and Nurturing a High Performing Organization

RULE VIII

Qualification Standards



EDUCATION

Refers to the **formal** or **non-formal** academic, technical or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form of the position to be filled

RULE VIII

Qualification Standards



Education

Non-Formal Education

Certificates of completion of non-formal education issued by the **Department of Education** shall be considered **valid documents for appointment** to positions requiring completion of elementary or high school education, provided, that other requirements of the positions are met.

RULE VIII

Qualification Standards



Education

2 years Studies in College Requirement

- At least 72 academic units leading to a degree OR
- Has completed a relevant two-year collegiate/technical course (Sec. 44)

RULE VIII

Qualification Standards



Education

Bachelor's Degree Alternative

Certificates issued by the schools deputized by the **CHED** on having completed a bachelor's degree under the **Expanded Tertiary Education Equivalency and Accreditation Program** shall be considered valid documents for meeting the education requirement for positions requiring completion of a bachelor's degree

RULE VIII

Qualification Standards



Education

1 year Diploma Post-Graduate

- Certification issued by **CHED** that a **one-year diploma post-graduate course** acquired from foreign or local institutions **is equivalent to a master's degree shall be considered appropriate** for meeting the education requirement for appointment to division chief and executive/managerial position.

RULE VIII

Qualification Standards



Education

Degree Obtained From Foreign Schools

Certification issued by **CHED** that a **degree obtained from foreign schools is equivalent to a bachelor's or master's degree** shall be considered valid document for meeting the education requirement for positions requiring completion of a bachelor's or master's degree

RULE VIII

Qualification Standards



Education

Determination of Relevancy of Bachelor's Degree

- Appointee must completed a bachelor's degree from a CHED-recognized college or university
- Supplemented by **12 academic units** of the subject or course

RULE VIII

Qualification Standards



Education

Education Requirement for Division Chief and Executive/Managerial positions

- Graduate of Master's degree
- Certificate of Leadership and Management (C-Pro)

RULE VIII

Qualification Standards



Education

**Considered to have met the Master's Degree
for appointment to Division Chief/Managerial Positions**

- Completion of Bachelor of Laws or Doctor of Medicine
(considered as appropriate education)
- **CES or CSE eligibles**
- **RA 1080 eligibles**
(involves practice of position belonging to the same occupational groups)

RULE VIII

Qualification Standards



Education

Exemptions from Education Requirement

- Allowed to register and issued certificates of registrataion or valid professional license of of specific board law** • shall be considered as having met the educational requirements for appointment to positions covered by the corresponding board law or other functionally related positions not covered by other bar/board laws
- Allowed to take the Career Service Professional and Subprofessional examinations on or before Nov. 29, 1992** • shall be considered as having met the education requirement for appointment to corresponding level of position not covered by bar/board laws

RULE VIII

Qualification Standards



Experience refers to the previous jobs in either the **government or private sector, whether full-time or part-time**, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.

RULE VIII

Qualification Standards



Experience

Relevant Experience Acquired through Job Order or Contract of Service

- May be considered relevant experience **provided covered by a contract or MOA** (Sec. 57).

Relevant Experience Acquired through Volunteer Work

Experience, on full time basis, as certified by the HRMO or authorized officials, may be considered relevant experience (Sec. 58)

QUALIFICATION STANDARDS SHOULD BE MET AT THE TIME OF THE ISSUANCE OF APPOINTMENT

RULE VIII

Qualification Standards



Experience

Relevant Experience Acquired in First Level positions

- May be considered for meeting the experience requirement for second level positions when acquired in the same occupational group or functionally related positions

Relevant Experience Acquired through Designation

- covered by an Office or Memorandum Order
- Not a violation of the rules on designation (SEC.13c)

RULE VIII

Qualification Standards

Training

Learning & Development Interventions

Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. (s.61)

- Continuous learning and development shall be espoused by the CSC
- **At least one planned HRD intervention for each employee should be ensured by agency head during the year.**

RULE VIII

Qualification Standards



Training

Training may be acquired from:

- CSC accredited learning and development institutions ;
- Government training institutions;
- Non-accredited private training institution offering training of highly technical/specialized nature;
- Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
- Institution recognized by Commission on Higher Education (CHED) as Center of Excellence (COE) or Development (COD);
- Foreign institution that offers training for scholarship purposes or for personal advancement of participants; or
- Other institutions that partner with the Civil Service Commission in building capabilities of civil servants.

RULE VIII

Qualification Standards



Training

The following are not considered for purposes of meeting the training requirement:

- Attendance to annual agency planning sessions/ workshops/ conferences as a requirement for operations
- Services rendered as facilitator/resource persons in seminars/ workshops/training

RULE VIII

Qualification Standards



Training

In house agency-initiated or in-service training/learning and development intervention shall be considered for purposes of meeting the training requirement of positions.

RULE VIII

Qualification Standards



Training

Learning & Development Interventions

A **minimum of 40 hours** supervisory management training or learning intervention per year based on the L&D Plan of the agency should be provided by the agency for **incumbents of supervisory/managerial positions**. (Sec. 62)

RULE VIII

Qualification Standards

Training

Learning and Development/Training Requirement for Division Chief and Managerial Positions

40 hours of supervisory/ management L&D intervention undertaken within **five (5) years** reckoned from the date of issuance of appointment.

Learning and Development/Training Requirement for Executive/Managerial Positions in Second Level

120 hours of supervisory/management L&D intervention undertaken within the **last 5 years** reckoned from date of issuance of appointment

RULE VIII

Qualification Standards

Training

**Learning and Development/Training Requirement
for Executive/Managerial Positions in Second Level**
(involves practice of profession)

- **40 hours (MCLE) for BAR passers or (CPE/CPD)** for licensed professionals or trainings relevant to the practice of profession, AND
- **80 hours of management trainings TAKEN WITHIN THE LAST 5 YEARS** reckoned from the date of issuance of appointment (Sec. 68)

RULE VIII

Qualification Standards



Training

In the absence of CSC-approved agency specific training requirements

- Proposed amendments for executive/managerial positions shall be submitted to the Commission for approval
- 120 hours of management training taken within the last 5 years reckoned from the date of issuance of appointment shall be required

RULE VIII

Qualification Standards



Eligibility refers to the result of **passing a merit and fitness test** which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness

RULE VIII

Qualification Standards



Eligibility

First Level Eligibility

- First level eligibilities are appropriate for appointment to positions in the **first level**.
- Do not apply to those covered by bar/board/special laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

RULE VIII

Qualification Standards



Eligibility

Second Level Eligibility

- **Second level eligibilities** are appropriate for appointment to positions in the second and first level.
- They do not apply to those covered by bar/board/special laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

RULE VIII

Qualification Standards



Eligibility

Practice of Profession

Eligibilities resulting from passing the bar/board examinations **shall be required for appointment to positions the duties of which constitute the practice of profession(s)** regulated by the Philippine bar/board laws.

RULE VIII

Qualification Standards



Eligibility

Practice of Profession

Eligibilities resulting from passing the bar/board examinations **which require completion of at least a bachelor's degree shall be considered appropriate to positions for which the examination is given, and to other first and second level positions not covered by bar/board/special laws**

RULE VIII

Qualification Standards



Eligibility

Eligibilities resulting from passing the bar/board examinations **which require completion of less than a bachelor's degree shall be considered appropriate to positions for which the examination is given, and to other first level positions not covered by bar/board/special laws or those that require licenses**

RULE VIII

Qualification Standards



Eligibility

Unassembled/Testimonial/Special Examinations

Conducted by CSC or by the department or agencies with the assistance of or in coordination with the CSC shall only be appropriate for appointment to **positions for which they were given**, or to other **functionally related positions**, and other **positions as may be determined by the Commission**

RULE VIII

Qualification Standards



Eligibility

Eligibilities Granted After One Year of VS Work Performance

Eligibilities granted after one year of Very Satisfactory actual work performance under temporary status for positions listed under Category II of CSC MC No. 11, s. 1996, as amended, **shall only be appropriate for appointment to highly skilled positions** within the same occupational group or functionally related positions

RULE VIII

Qualification Standards

Eligibility

Eligibilities under Category I (SCEP)

Eligibilities previously issued under Category I (SCEP) shall continue to be appropriate for permanent appointment to corresponding positions re-categorized under Category II and other functionally-related positions without undergoing one (1) year employment under temporary status, provided the other requirements are met.

RULE VIII

Qualification Standards



Eligibility

Licenses Issued by Authorized Government Agencies

Licenses issued by authorized government agencies shall be required for appointment to positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

RULE VIII

Qualification Standards



Eligibility

NAPOLCOM Exam

Passing the NAPOLCOM examinations shall be considered as an eligibility **appropriate only for appointment to uniformed personnel positions in the PNP**, unless otherwise provided by law.

RULE VIII

Qualification Standards



Eligibility

Shari'a Bar Examinations

Passing the 13th Shari'a Bar Examinations held in January 2014 and the Shari'a Bar Examinations conducted thereafter shall be considered as an eligibility appropriate for appointment to first and second level positions, except for positions covered by bar/board/special laws and/or those that require other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

RULE VIII

Qualification Standards



Eligibility

Shari'a Bar Examinations

Passing the Shari'a Bar Examinations *held prior to the 13th Shari'a Bar Examinations* shall be considered as appropriate for appointment to *first level positions*, except for positions covered by board/special laws and/or those that require other special eligibilities as may be determined by the Commission those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

RULE VIII

Qualification Standards



Eligibility

Shari'a Bar Examinations

For purposes of appointment, passers of the Shari'a Bar Examinations shall be required to submit an authenticated copy of his/her Certificate of Membership in the Shari'a Bar issued by the Supreme Court.

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board



Merit Selection Plan (MSP)

- Shall cover positions in the first and second level and shall also include original appointments and other related human resource actions.
- There **shall be no discrimination** in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board



- Each agency may constitute two (2) Human Resource Merit Promotion and Selection Boards (HRMPSB) – one for the first and second level positions and another for second level executive/managerial positions.
- An agency may **establish special HRMPSB** for specialized and highly technical positions or different sets of HRMPSB for its own purpose, but the same should be **provided in the Agency Merit Selection Plan** to be submitted to the CSC Regional Office concerned for approval.

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board



Role of the HRMPSB

- **HRMPSB shall assist the appointing authority/officer in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan.** (Section 85)

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board



Role of the HRMPSB

- *The appointing authority/officer shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.*

(Section 86)

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board



Role of the HRMPSB

- **HRMPSB shall assist the appointing authority/officer in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan.** (Section 85)

Role of the HRMO in the HRMPSB

- MEMBER of the HRMPSB. ***Shall not act as HRMPSB Secretariat.***
- ***HRM Office/Unit shall also act as technical support to the HRMPSB.***
- Agency head shall designate an employee from other units to act as Secretariat ***in case it has only 1 HRMO*** (Sec. 91)

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

Agency head

- Assess the merits of the HRMPSB recommendation for appointment
- Exercise sound discretion
- Select from among the top five ranking applicants deemed most qualified for appointment
- may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

Chairperson of the HRMPSB

First/Second Level		Executive/Managerial	
NGAs/SUCs/GOCCs	LGUs	NGAs/SUCs/GOCCs	LGUs
Highest official in charge of HRM or his/her authorized representative	<ol style="list-style-type: none"> Local Chief Exec or his/her authorized representative Vice Governor/ Vice Mayor or his/her authorized rep, if the vacant position in his/her Office or in the Office of the Sanggunian 	Undersecretary/ Vice-President or its equivalent, or his/her authorized representative	<ol style="list-style-type: none"> The Local Chief Executive, or his/her authorized representative; Vice Governor/ Vice Mayor or his/her authorized representative, if the vacant position is in his/her Office or in the Office of the Sanggunian

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board Members

First/Second Level		Executive/Managerial	
NGAs/SUCs/GOCCs	LGUs	NGAs/SUCs/GOCCs	LGUs
<ul style="list-style-type: none"> - Head of organizational unit where vacancy exists, or designated alternate - HRMO or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate 	<ul style="list-style-type: none"> - Head of organizational unit where vacancy exists, or designated alternate - HRMO or the career service employee directly responsible for recruitment, selection and placement, or designated alternate 	<ul style="list-style-type: none"> - Assistant Secretary or its equivalent, or his/her representative or designated alternate – - Director for Administration or his/her authorized representative or designated alternate 	<ul style="list-style-type: none"> 2 Dept. Heads, one of which is preferably the HRM Department Head or equivalent or their designated alternates

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

Additional Members

First/Second Level		Executive/Managerial	
NGAs/SUCs/GOCCs	LGUs	NGAs/SUCs/GOCCs	LGUs
Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall be chosen by the duly accredited employees association in the agency	Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall be chosen by the duly accredited employees association in the agency		

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

HRMPSB Membership

- | | |
|---------------------------------|--|
| First level representative | <ul style="list-style-type: none">• Participate during the screening of candidates for vacancies in the first level |
| Second level representative | <ul style="list-style-type: none">• Participate in the screening of candidates for vacancies in the second level |
| HRM Office/unit | <ul style="list-style-type: none">• To perform secretariat and technical support function• Evaluate and analyze the result of structured background investigation for first level, supervisory and executive/managerial positions |
| HRM Officer as member of HRMPSB | <ul style="list-style-type: none">• shall not act as secretariat |

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

HRMPSB Membership

- Agency head shall, as far as practicable, ensure equal representation of men and women for all levels of positions
- Membership can be modified, provided it conforms with the prescribed composition; cannot be minimized
- Change in composition should be reported to CSC
- For LGUs, the same composition should be followed; should not be composed entirely of the members of the local sanggunian

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

HRMPSB Members

HRMPSB members and alternate representatives

- Shall undergo orientation and workshop on the agency selection/promotion process and CSC policies on appointments

- Shall be represented by at least a majority of the members during the deliberation of candidates for assessment
- Shall maintain fairness and impartiality in the assessment of candidates for appointment

External or independent resource persons

- May be employed

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

Appointments not subject to HRMPSB screening

- Substitute appointments
- Appointments to faculty members and academic staff of SUCs and LUCs (closed career)
- Reappointment to change employment status from temporary to permanent upon meeting the deficiency
- Reappointment (renewal) of temporary appointment if there are no qualified applicants and performance rating is at least VS for the 2 rating periods
- Appointment to primarily confidential positions

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

Ratings Considered for Promotion

- At least Very Satisfactory performance rating for one year in the present position before being considered for promotion. (Sec. 95)

Filling up of vacancies resulting from promotion

- Not to be filled until the promotional appointments have been approved/validated by the CSC, except in meritorious cases as may be authorized by the Commission

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

3 Salary Grade Limitation for Promotion

As a general rule

- An employee may be promoted to a position which is not more than 3 salary, pay or job grades higher than the employee's present position

The limitation apply only to promotion within the agency.

The prohibition shall not apply in the following cases:

- Transfer incidental to promotion provided that the appointee is subjected to deep selection
- Reappointment involving promotion from non-career to career provided that the appointee was subjected to deep selection
- Reappointment from career to non-career position
- Reemployment
- Reclassification of position

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

Appointments issued in violation of the 3-salary grade rule shall be disapproved/invalidated, except:

- The position occupied by the person is next-in-rank to the vacant position as identified in the MSP and SRP of the agency
- The vacant position is a lone or entrance position
- The vacant position is hard to fill
- The vacant position is unique and highly specialized
- The candidates passed through a deep selection process, taking into account superior qualifications
- The vacant position belongs to the closed career system

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

Appointments issued in violation of the 3-salary grade rule shall be disapproved/invalidated, except:

Other Meritorious Cases

- Appointee is a lone applicant who meets all the requirements of the position and passed through a deep selection process
- Qualified next-in-rank waived their right in writing
- The next in rank position is vacant
- Next in rank employee/s is/are not qualified
- Qualified next-in-rank did not apply

RULE IX

Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board

Agency Merit Selection Plan

- | | |
|-------------------------------------|--|
| System of Ranking Position | <ul style="list-style-type: none">• Agencies are required to submit their SRP to CSCRO and FO to facilitate review and evaluation of appointments |
| Merit Selection Plan | <ul style="list-style-type: none">• shall be submitted to the CSCRO concerned for approval. Subsequent amendments shall take effect immediately upon CSC approval• Valid contract binding among the head of agency, the employees and the CSC |
| Non compliance of Agency MSP | <ul style="list-style-type: none">• Ground for disapproval/invalidation of appointment• Ground for administrative/disciplinary action against the official or employee who caused the violation |

RULE X

Certain Modes of Separation – Documents Required for Record Purposes

RESIGNATION

TENDER – upon receipt of appointing officer of the written resignation

Acceptance (mandatory)

Appointing officer may set effectivity date of resignation but not earlier than 30 days upon receipt or the date indicated on the letter of resignation

Resignation is suspended:

- war or national or local emergency
- Prevent loss of life or property due to disaster/calamity

RULE X

Certain Modes of Separation – Documents Required for Record Purposes

Resignation

- Complete and operative resignation not acted after the lapse of 30-day period (*DTI vs. Singun*)
- Revocable until accepted
- Restoration to former position not automatic in case of withdrawal once resignation is deemed complete and operative
- Proof of notice of the acceptance of resignation to the employee to be submitted

CS Form No. 10
Series of 2017

Republic of the Philippines
(Name of Agency)

ACCEPTANCE OF RESIGNATION

Date: _____

(Name of Employee)
(Employee's Address)

Sir/Madam:

In reply to your letter dated (Date of the Letter of Resignation) tendering your resignation from the position of (Position Title) in (Name of Office), may I inform you that the same is hereby accepted to take effect on (Date of the Effectivity of Resignation).

Your services while employed from this Office have been rated as _____ for your reference.

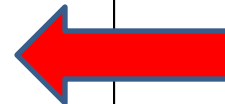
Very truly yours,

I

Appointing Officer/Authority

Received by: _____
Signature over Printed Name

Date: _____



**Appointing
Authority**

RULE X

Certain Modes of Separation – Documents Required for Record Purposes

Dismissal

- **Report on DIBAR** with a certified true copy of the final decision shall be submitted to the CSC Field Office within thirty (30) calendar days from the date of dismissal, for record purposes.

Dropping from the Rolls

- This rule was deleted in the 2017 ORAOHRA since it was transferred to the 2017 RACCS

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments



The rule elaborates the grounds wherein an appointment can be disapproved or invalidated and when an appointment that is approved or validated may be recalled.

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments



Grounds for Disapproval/Invalidation of Appointments

- a. The appointee does not meet the QS
- b. The appointee has been dismissed for cause as enumerated in Section 50 (A), Rule 10 of the 2017 RACCS or has been found guilty of a crime where perpetual/temporary disqualification from appointment is attached to the penalty thereof, unless an executive clemency has been granted
- c. The appointee has intentionally practiced or attempted to practice any deception or fraud in connection with his/her appointment

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Grounds for the Recall of Disapproval/Invalidation of Appointments

- d. The appointment has been issued in violation of the CSC-approved Merit Selection Plan.
- e. The contractual/casual appointment has been issued to fill a vacant position in the plantilla of personnel or the contractual/casual appointee will perform the duties and responsibilities of the vacant position; or
- f. The appointment has been issued in violation of existing Civil Service Law, rules and regulations, the Board/Bar, Local Government Code of 1991 (RA No.7160), Publication Law (RA No.7041), the Omnibus Election Code (BP Blg. 881, as amended) and other pertinent laws

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

When an appointment is disapproved/invalidated, **the services of the appointee shall be terminated after fifteen (15) days** from receipt of the letter/decision disapproving/invalidating the appointment, unless a motion for reconsideration or appeal is seasonably filed

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

If the appointment is disapproved/invalidated on grounds which do not constitute a violation of pertinent laws, the same is considered effective until the disapproval/invalidation is affirmed by the CSCRO or the Commission.

The services rendered shall be credited as government services and the appointee shall be entitled to the payment of salaries from the government as a de facto officer.

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

- The appointing officer/authority shall be **personally liable for the salary** of an appointee paid after the CSC has finally disapproved/invalidated the appointment.
- An employee whose promotional appointment is disapproved/ invalidated shall be **reverted to his/her former position.**

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Appointments issued after an election up to June 30 by outgoing elective appointing officer/authority shall be disapproved/invalidated, unless the following requisites are met:

- **Appointee meets the minimum QS**
- **The appointee has undergone HRMPSB screening prior to the election ban**
- **There is urgent need for the issuance of the appointment so as not to prejudice public service or endanger public safety**
- **CS law, rules and regulations and special laws on the issuance of appointments are followed**

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Appointments issued after a presidential election up to June 30 by an appointive appointing officer/authority coterminous with the President shall be disapproved/invalidated, unless the following requisites are met:

- **Appointee meets the minimum QS**
- **The appointee has undergone HRMPSB screening prior to the election ban**
- **There is urgent need for the issuance of the appointment so as not to prejudice public service or endanger public safety**
- **CS law, rules and regulations and special laws on the issuance of appointments are followed**

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Issuance of mass appointments

Issuance of mass appointments of more than twenty (20) appointments may be allowed provided:

- **Appointee meets the minimum QS**
- **The appointee has undergone HRMPSB screening prior to the election ban**
- **There is urgent need for the issuance of the appointment so as not to prejudice public service or endanger public safety**
- **CS law, rules and regulations and special laws on the issuance of appointments are followed**

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Reappointment (renewal) by outgoing appointing officer after the elections or before June 30 of an election year

If in the **exigency of the service**, the outgoing appointing officer, whether elective or appointive, opts to **reappoint temporary, casual and/or contractual employees or appoint/reappoint substitute teachers**, during reorganization, **after the election or before June 30** of an election year, **prior authority** must be obtained from the **concerned CSCRO**, otherwise such appointments shall be disapproved/invalidated

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Grounds for the Recall of Approval/Validation of Appointments

Notwithstanding the initial approval/validation of an appointment, the same may be recalled by the CSCRO concerned or by the Commission on any of the following grounds:

- Non-compliance with the procedures/criteria provided in CSC-approved agency Merit Selection Plan;
- Failure to pass through the agency's HRMPSB; or
- Violation of existing Civil Service Law, rules and regulations

RULE XII

Prohibitions

- No appointive official shall hold any other office or employment in the government unless otherwise allowed by law or by the primary functions of his/her position.
- No elective official shall be eligible for appointment in any capacity to any public office or position during his/her tenure.
- No elective or appointive public officer or employee shall receive additional, double or indirect compensation, unless specifically authorized by law, nor accept without the consent of Congress, any present, emolument, office or title of any kind from any foreign government.

RULE XII

Prohibitions

- A person who lost in an election, **except Barangay election**, shall not be eligible for appointment or reemployment to any office in the government or government-owned or controlled corporation **1 year after election.**
- A person holding a public appointive office or position, including active members of the armed forces, shall be considered resigned from his/her office upon filing of the certificate of candidacy. This prohibition extends to private citizens appointed as board members in public offices representing the private sector.

RULE XII Prohibitions

An employee who **resigned from the government service** during the three (3)-month period before any election to promote the candidacy of another **shall not be reemployed during the six-month period** following such election.

RULE XII

Prohibitions

No detail or reassignment shall be made within 3 months before any election unless with the permission of the COMELEC

RULE XII

Prohibitions

No officer or employee in the civil service including the members of the Armed Forces, shall engage directly or indirectly in any partisan political activity or take part in any election except to vote nor shall he/she use his/her official authority or influence to coerce the political activity of any person or body. Nothing herein provided shall be understood to prevent any officer from expressing his/her views on current political problems or issues, or from mentioning the name of candidates for public office whom he/she supports.

RULE XII

Prohibitions

Public officers and employees holding political offices may take part in political and electoral activities but it shall be unlawful for them to solicit contributions from their subordinates or subject them to any of the acts prohibited in the Election Code.

RULE XII

Prohibitions

Rules on Nepotism, Exemptions

No appointment shall be made in favor of a relative of the appointing or recommending officer/authority, or of the chief of the bureau or office or of the person exercising immediate supervision over the appointee (**within the 3rd degree either of consanguinity or of affinity**)

**Nepotism covers all kinds of appointments
REGARDLESS OF STATUS including casual,
contractual and coterminous BUT ARE NOT
PRIMARILY CONFIDENTIAL**

**The Rule on Nepotism applies to
DESIGNATION**

RULE XII

Prohibitions

- Prohibition on appointment in the career service extends to relatives of Appointing or Recommending (A/R) officer/authority with the **4th civil degree of consanguinity or affinity.**
- However, in the non-career service the prohibition extends to the 3rd degree relatives of consanguinity or affinity of appointing or recommending officer

RULE XII

Prohibitions

Other Prohibited Acts

- Withdrawal or revocation of an appointment already accepted by an appointee
- Appointment or reemployment of a person perpetually dismissed from the service unless he/she has been granted executive clemency by the President of the Philippines upon recommendation of the Commission
- Promotion within six months prior to compulsory retirement, except otherwise provided by law
- Transfer of heads of oversight agencies and their staff or being appointed to any position in the agency of assignment within one year after termination of assignment or designation
- Non-career to perform the duties belonging to career positions
- Consultant, contractual, non-career or detailed employee designated to positions exercising control or supervision over regular and career employees, except as may be provided by law

RULE XII

Prohibitions

Exempted from Nepotism

- a. persons employed in a confidential capacity
- b. teachers
- c. physicians
- d. members of the Armed Forces of the Philippines
- e. science and technology personnel under RA No. 8439
- f. other positions as may be provided by law

RULE XII

Prohibitions

Extension of Service

For those who will complete the 15 years for retirement under GSIS Law:

Maximum period of two (2) years may be allowed to complete the fifteen (15) years of service required under the GSIS Law

RULE XII

Prohibitions

Extension of Service

The only basis for Heads of Offices to allow an employee to continue rendering service after his/her 65th birthday is a CSC Resolution granting the request for extension (Sec. 129).

RULE XII

Prohibitions

Institutional Contract of Service

- Institutional contract of service only for lump sum work or services (Sec. 133)
- Institutional or individual contract of service employees are not allowed:
 - to perform functions pertaining to regular positions
 - to be designated to positions exercising control or supervision over regular and career employees

RULE XII Prohibitions

Rule on Dual Citizenship

- Person with dual citizenship shall not be appointed in the government unless he/she renounces his/her foreign citizenship (Sec. 137)

This rule shall not apply to Filipino citizen whose foreign citizenship was acquired by birth.

RULE XII Prohibitions

Appointment to public office of those naturalized to another country

- cannot be extended to those who are candidates for or are occupying any public office in the country of which they are naturalized citizen and/or in active service as commissioned or non-commissioned officers in the armed forces of the country of which they are naturalized citizens (Sec. 138)

RULE XIII

Responsibilities of the Human Resource Management Officer

Responsibilities of the HRMO

conduct of orientation to:

- new employees and continuous HRD interventions to existing employees;
- HRMPSB members on agency selection/promotion process and CSC appointment policies
- officials and employees on the RSP process

RULE XIII

Responsibilities of the Human Resource Management Officer

Responsibilities of the HRMO

- ensure the establishment of HRM database and the establishment, maintenance and disposal of 201 files per CSC MC No. 8, s. 2007 and MC No. 1, s. 2011

RULE XIII

Responsibilities of the Human Resource Management Officer

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>a. Submit to the CSC Field Office concerned within the first quarter of the year the agency's updated Personal Services Itemization/Plantilla of Personnel.</p> <p>b. Review thoroughly and check the veracity, authenticity and completeness of all the requirements and supporting papers⁵⁵ in connection with all cases of appointments before submitting the same to the Commission.</p> <p>c. Sign the following certifications at the back of the appointment:</p>	<p>a. Submit to the CSC Field Office concerned within the first quarter of the year the agency's updated Personal Services Itemization/Plantilla of Personnel.</p> <p>b. Review thoroughly and check the veracity, authenticity and completeness of all the requirements and supporting papers⁵⁵ in connection with all cases of appointments before submitting the same to the Commission.</p> <p>c. Sign the following certifications at the back of the appointment:</p>

RULE XIII

Responsibilities of the Human Resource Management Officer

<p>i. Certification as to completeness and authenticity of requirements; and</p> <p>ii. Certification that the vacant position to be filled has been published, posted and submitted to the Commission for publication in the CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and deliberation was done by the HRMPSB ten (10) days or fifteen (15) days, in the case of LGUs, after publication.</p> <p>d. Ensure that the Chairperson of the HRMPSB has signed the certification at the back of the appointment, whenever applicable.</p>	<p>i. Certification as to completeness and authenticity of requirements; and</p> <p>ii. Certification that the vacant position to be filled has been published, posted and submitted to the Commission for publication in the CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and deliberation was done by the HRMPSB ten (10) days or fifteen (15) days, in the case of LGUs, after publication.</p> <p>d. Ensure that the Chairperson of the HRMPSB has signed the certification at the back of the appointment, whenever applicable.</p>
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Regulated Agencies	Accredited/Deregulated Agencies
<p>The Human Resource Management Officer or the duly authorized employee directly responsible for recruitment, selection and placement shall be a regular member of the HRMPSB.</p> <p>e. Ensure that a copy of the Sanggunian Resolution approving/ concurring or a certification of non-action on the request for concurrence signed by the Sanggunian Secretary, as the case may be, shall be attached to the appointment for department head positions in the LGUs.</p> <p>f. Ensure that the Personal Data Sheet (CS Form No. 212, Revised 2017) of the appointee is updated and accomplished properly and completely. To monitor any change in the employee's profile, the PDS shall be updated on an annual basis.</p>	<p>The Human Resource Management Officer or the duly authorized employee directly responsible for recruitment, selection and placement shall be a regular member of the HRMPSB.</p> <p>e. Ensure that a copy of the Sanggunian Resolution approving/ concurring or a certification of non-action on the request for concurrence signed by the Sanggunian Secretary, as the case may be, shall be attached to the appointment for department head positions in the LGUs.</p> <p>f. Ensure that the Personal Data Sheet (CS Form No. 212, Revised 2017) of the appointee is updated and accomplished properly and completely. To monitor any change in the employee's profile, the PDS shall be updated on an annual basis.</p>

- g. Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses of selected candidate/s prior to issuance of original appointment, transfer, reappointment (renewal) or reemployment unless previous authentication has been issued for the same eligibility/license.
- h. Furnish appointee with a photocopy of the appointment (appointee's copy) for submission to the Commission, ensuring that the appointee signs on the acknowledgment portion of the appointment.
- i. Submit appointments (CSC, agency, and appointee's copy) with supporting documents in the prescribed Appointment Transmittal and Action Form (CS Form No. 1, Revised 2017) indicating the names of the appointees, their position,

- g. Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses of selected candidate/s prior to issuance of original appointment, transfer, reappointment (renewal) or reemployment unless previous authentication has been issued for the same eligibility/license.
- h. Furnish the appointee with a copy of his/her appointment (appointee's copy), ensuring that the appointee signs on the acknowledgment portion of the appointment.
- i. Submit RAI (CS Form No. 2, Revised 2017), original copy of appointments (CSC copy) with supporting documents on or before the 30th day of the succeeding month.

<p>status and nature of appointment and the corresponding date of issuance within 30 calendar days from issuance thereof.</p> <p>j. Transmit to the appointee the original copy of his/her appointment acted upon by the Commission.</p> <p>k. Submit to the Commission, through the CSC Field Office concerned within the prescribed period, the required reports (electronic and hard copy) such as DIBAR (CS Form No. 8, Revised 2017), summary list of employees' performance rating, and such other reports as may be required by the Commission.</p> <p>l. Post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days.</p>	<p>j. Transmit to the appointee a copy of the RAI indicating the action of the CSC Field Office concerned on the appointment.</p> <p>Record the action of the CSCFO at the Notation portion of the Agency and Appointee's copy of appointment.</p> <p>k. Submit to the Commission, through the CSC Field Office concerned within the prescribed period, the required reports (electronic and hard copy) such as DIBAR (CS Form No. 8, Revised 2017), summary list of employees' performance rating, and such other reports as may be required by the Commission.</p> <p>l. Post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days.</p>
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m. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.

n. Submit to the CSCFO a copy of the Oath of Office (CS Form No. 32, Revised 2017) within 30 days from the date of assumption of the appointee.

o. Submit to the CSCFO a copy of the Certification of Assumption to Duty (CS Form No. 4, Series of 2017) within 30 days from the date of assumption of the appointee.

m. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.

n. Submit to the CSCFO a copy of the Oath of Office (CS Form No. 32, Revised 2017) within 30 days from the date of assumption of the appointee.

o. Submit to the CSCFO a copy of the Certification of Assumption to Duty (CS Form No. 4, Series of 2017) within 30 days from the date of assumption of the appointee.

<p>p. Ensure the conduct of orientation and workshop of the HRMPSB members including alternate representatives on the agency selection/promotion process and CSC policies on appointments.</p> <p>q. Ensure the orientation of officials and employees on the recruitment, selection and placement process.</p> <p>r. Ensure the establishment and maintenance of the agency Human Resource Management Database which will be the basis of all the reports to be submitted by his/her agency to the Commission.</p> <p>s. Ensure the establishment, maintenance and disposal of agency's employees 201/120 files pursuant to the guidelines of CSC MC No. 8, s. 2007 and CSC MC No. 1, s. 2011.</p> <p>t. Perform all other functions as may be provided by law.</p>	<p>p. Ensure the conduct of orientation and workshop of the HRMPSB members including alternate representatives on the agency selection/promotion process and CSC policies on appointments.</p> <p>q. Ensure the orientation of officials and employees on the recruitment, selection and placement process.</p> <p>r. Ensure the establishment and maintenance of the agency Human Resource Management Database which will be the basis of all the reports to be submitted by his/her agency to the Commission.</p> <p>s. Ensure the establishment, maintenance and disposal of agency's employees 201/120 files pursuant to the guidelines of CSC MC No. 8, s. 2007 and CSC MC No. 1, s. 2011.</p> <p>t. Perform all other functions as may be provided by law.</p>
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The rules provided herein shall be used as bases in the issuance of appointments and attestation thereof should the agency fail to submit the revised Agency Merit Selection Plan within said period.

Question and Answer



