*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. 24, s. 2017, as amended.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appointing Officer / Authority or**

**Any Authorized Official**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTIONS

1. *This form is required when there are erasures or alterations made on the appointment form.*
2. *Use the table provided to indicate the changes made in the appointment, and put “Nothing follows” below the last erasure/alteration indicated in the table. Additional rows may be inserted as needed.*
3. *The appointing officer/authority must first verify the authenticity of the erasure(s)/alteration(s) stated therein, and that “Nothing follows” is indicated after the last erasure(s)/alteration(s) so that no further items may be added after the certification has been signed.*
4. *This form shall be submitted together with the required forms within thirty (30) calendar days from date of issuance of appointment for regulated agencies and within the 30th day of the succeeding month for accredited/deregulated agencies.*