



**2017 OMNIBUS RULES ON APPOINTMENTS  
AND OTHER HUMAN RESOURCE ACTIONS  
(REVISED JULY 2018)**

Re: Amendments and Additional Provisions to  
CSC Resolution No. 1701009 (June 16, 2017)

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Number: 1800692

Promulgated: 03 JUL 2018

**RESOLUTION**

**WHEREAS**, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission, as the central personnel agency of the Government, to *“establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x”*

**WHEREAS**, Section 12 (2), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

**WHEREAS**, Section 12 (14), Chapter 3, Title I (A), Book V of the same Code provides that the Commission shall take appropriate action on all appointments and other personnel matters in the Civil Service;

**WHEREAS**, Section 26, Chapter 5, Title I (A), Book V of the same Code provides, among other things, that *“all personnel actions shall be in accordance with such rules, standards and regulations as may be promulgated by the Commission”*;

**WHEREAS**, in line with this mandate, the Commission promulgated CSC Resolution No. 1701009 dated June 16, 2017 which was published in the Philippine Star on August 2, 2017 and took effect on August 18, 2017 and circularized through CSC Memorandum Circular No. 24, s. 2017, otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions;

**WHEREAS**, as a result of the Levelling of Interpretation on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions and series of cascading activities done in CSC Regional and Field Offices, certain amendments have to be made to ensure that the provisions of this policy are in accordance with other administrative issuances and pertinent laws;

**WHEREFORE**, the Commission **RESOLVES** to **APPROVE** the amendments and additional provisions to certain sections of CSC Resolution No. 1701009, which are in bold letters, as follows:

**Bawat Kawani, Lingkod Bayani**

**RULE I  
 GENERAL POLICIES ON APPOINTMENTS**

Sec. 1. The State shall ensure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness<sup>1</sup>.

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.

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<sup>2</sup>, demotion and separation shall be known as human resource action.

**RULE II  
 REQUIREMENTS FOR REGULAR APPOINTMENTS**

Sec. 4. Common Requirements. The common requirements for regular appointments to be submitted by regulated and accredited/deregulated agencies to the Civil Service Commission Field Office (CSC FO) concerned shall be, as follows:

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>❖ Permanent, Temporary, Coterminous, Contractual, Substitute, and Provisional Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Appointment Transmittal and Action Form (<b>CS Form No. 1, Revised 2018</b>)</p> <p>b. 3 original copies of Appointment Form (<b>CS Form No. 33-A, Revised 2018</b>) – employee copy, CSC copy and agency copy</p> <p>c. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017),</p>	<p>❖ Permanent, Temporary, Coterminous, Contractual, Substitute, and Provisional Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Report on Appointments Issued (RAI) (<b>CS Form No. 2, Revised 2018</b>). The RAI shall also serve as the Appointment Transmittal and Action Form.</p> <p>b. Original CSC copy of appointment/s issued (<b>CS Form No. 33-B, Revised 2018</b>)</p> <p>c. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017),</p>

<sup>1</sup> Item B, Section 2(2), Article IX of the 1987 Constitution of the Republic of the Philippines  
<sup>2</sup> Secondment will be subject of a separate issuance.

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>except for reappointment (renewal) to temporary, contractual, substitute and provisional appointments</p> <p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment:</p> <p>i. Certificate of Eligibility issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB); or</p> <p>ii. <b>Valid professional license</b> issued by the Professional Regulation Commission (PRC)/ Supreme Court of the Philippines (SC)/ Maritime Industry Authority (MARINA) <b>for positions involving practice of profession; or</b></p> <p>iii. <b>Professional license or Certificate of Registration or Report of Rating issued by the PRC/SC/MARINA for positions not involving practice of profession</b></p> <p>iv. Valid licenses issued by authorized regulatory agencies such as National Telecommunications Commission (NTC)/ Civil Aviation Authority of the Philippines (CAAP)/Land Transportation Office (LTO)/ Philippine National Police (PNP)</p> <p>e. Position Description Form (DBM-CSC Form No. 1, Revised 2017)</p>	<p>except for reappointment (renewal) to temporary, contractual, substitute and provisional appointments</p> <p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment:</p> <p>i. Certificate of Eligibility issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB); or</p> <p>ii. <b>Valid professional license</b> issued by the Professional Regulation Commission (PRC)/ Supreme Court of the Philippines (SC)/ Maritime Industry Authority (MARINA) <b>for positions involving practice of profession; or</b></p> <p>iii. <b>Professional license or Certificate of Registration or Report of Rating issued by the PRC/SC/MARINA for positions not involving practice of profession</b></p> <p>iv. Valid licenses issued by authorized regulatory agencies such as National Telecommunications Commission (NTC)/ Civil Aviation Authority of the Philippines (CAAP)/Land Transportation Office (LTO)/ Philippine National Police (PNP)</p> <p>e. Position Description Form (DBM-CSC Form No. 1, Revised 2017)</p>

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<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>f. Oath of Office (<b>CS Form No. 32, Revised 2018</b>)<sup>3</sup></p> <p>g. Certification of Assumption to Duty (<b>CS Form No. 4, Revised 2018</b>)<sup>4</sup></p> <p>❖ Casual Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Appointment Transmittal and Action Form (<b>CS Form No. 1, Revised 2018</b>).</p> <p>b. 3 original copies of Plantilla of Casual Appointment (<b>CS Form No. 34-A or C, Revised 2018 or CS Form 34-E or F, Series 2018</b>) - employee copy, CSC copy and agency copy</p> <p>c. PDS (CS Form No. 212, Revised 2017) – only for original appointment, reemployment and reappointment (except renewal)</p> <p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, <b>reappointment to another casual position or reemployment</b> to positions requiring licenses or involving practice of profession:</p> <p>i. <b>Valid professional license</b> issued by the PRC/SC/MARINA; or</p>	<p>f. Oath of Office (<b>CS Form No. 32, Revised 2018</b>)<sup>3</sup></p> <p>g. Certification of Assumption to Duty (<b>CS Form No. 4, Revised 2018</b>)<sup>4</sup></p> <p>❖ Casual Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Report on Appointments Issued (RAI) (<b>CS Form No. 2, Revised 2018</b>). The RAI shall also serve as the Appointment Transmittal and Action Form.</p> <p>b. Original CSC copy of Plantilla of Casual Appointment (<b>CS Form No. 34-B or D, Revised 2018 or CS Form 34-E or F, Series 2018</b>)</p> <p>c. PDS (CS Form No. 212, Revised 2017) – only for original appointment, reemployment and reappointment (except renewal)</p> <p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, <b>reappointment to another casual position or reemployment</b> to positions requiring licenses or involving practice of profession:</p> <p>i. <b>Valid professional license</b> issued by the PRC/SC/MARINA; or</p>

<sup>3</sup> To be submitted within the 30-day period from the date of oath of office of appointee

<sup>4</sup> To be submitted within 30 days from the date of assumption of appointee

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
ii. Valid licenses issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP	ii. Valid licenses issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP

Sec. 5. Specific Cases Where Additional Documents are Required. The specific cases requiring submission of additional documents in support of the appointment are, as follows:

<i>Specific Cases</i>	<i>Required Additional Documents</i>
<p>a. Erasures or Alterations on Appointments</p> <p>When there are erasures or alterations made on the appointment, they should be duly initialed by the authorized official. For this purpose, authorized official shall refer to the highest ranking Human Resource Management Officer (HRMO) or official who issued or prepared the document. However, the certification shall be signed by the appointing officer/authority.</p> <p><b>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.</b></p>	<p>Certification of Erasure/Alteration on Appointment Form (CS Form No. 3, Series of 2017) specifying and authenticating all erasures or alterations signed by the appointing officer/authority <b>or any authorized official.</b></p>
<p>b. Appointee With Decided Administrative/Criminal Case</p> <p>i. The appointee had been previously found guilty in an administrative/criminal case.</p> <p>ii. The appointment by promotion of an employee who had been found guilty in an administrative case for which a penalty of suspension or fine was imposed.</p>	<p>Certified true copy of the decision issued by the office/court/tribunal</p> <p>Certification issued by the appointing officer/ authority as to when the decision rendered became final and when the penalty imposed had been served</p>



<i>Specific Cases</i>	<i>Required Additional Documents</i>
c. 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 <sup>5</sup>	Resolution or Order issued by the Commission/CSC Regional Office (CSC RO) concerned correcting the discrepancy
d. Change of Civil Status on account of:  i. Marriage          ii. Annulment or Declaration of Nullity of the same	Endorsement to the CSC FO concerned by the agency HRMO of the following:  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  Authenticated copy of the Court Order and Marriage Certificate/Contract with annotation
e. Appointments issued by State Universities and Colleges (SUCs) under National Budget Circular (NBC) No. 461 <sup>6</sup>	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
f. Appointments issued for faculty positions/ranks in fields/courses/colleges in SUCs and LUCs <b>when there is no Master's degree program in the discipline being offered in the Philippines</b>	<b>Certification issued by the CHED that there is no Master's degree program in the discipline being offered in the Philippines</b>
g. Appointments Requiring Board Resolution such as Head of Agency appointed by the Board, SUC President, Local Water District (LWD) General Manager	Copy of said Resolution shall be submitted together with the appointment
h. Ban on Issuance of Appointment During Election Period	Resolution issued by the Commission on Elections (COMELEC) <i>en banc</i> , Chairman or Regional Election Director, granting exemption from the prohibition

<sup>5</sup> Subject to the Rules on Correction of Personal Information in the Records of the Commission under the 2017 Rules on Administrative Cases in the Civil Service (RACCS)

<sup>6</sup> National Budget Circular No. 461 dated June 1, 1998 re: Revising and Updating the Compensation and Position Classification Plan for Faculty Positions Embodied in National Compensation Circular (NCC) No. 69. This Circular shall apply to all faculty positions in SUCs, HEIs and TEIs, including teaching positions assigned to laboratory classes except teaching and related teaching positions in secondary and elementary schools which shall continue to be covered by the Teachers Preparation Pay Schedule of the Department of Education.



<i>Specific Cases</i>	<i>Required Additional Documents</i>
<p>i. LGU Appointment</p> <p>i. All LGU Appointments</p> <p>ii. Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions requiring concurrence by the Sanggunian</p> <p>iii. Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions not acted upon by the Sanggunian within fifteen (15) days from the date of its submission</p> <p>iv. Creation and reclassification of positions and appropriation of funds</p> <p>The ordinance shall be subject to review by the DBM in case of provinces/highly urbanized cities/</p>	<p>Certification issued by the appointing officer/ authority that such appointment is issued in accordance with the limitations provided for under Section 325<sup>7</sup>, RA No. 7160; and</p> <p>Certification issued by the Provincial/ City/Municipal Accountant<sup>8</sup> that funds are available</p> <p><b>In case the Local Accountant position 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.</b></p> <p>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</p> <p>Certification issued by the Sanggunian Secretary or HRMO confirming the non-action by the Sanggunian</p> <p>Sangguniang Panlalawigan/Panlungsod/ Bayan Ordinance<sup>9</sup></p>

<sup>7</sup> General Limitations (Items a to g) on the use of the provincial, city, and municipal funds

<sup>8</sup> Sagpang, et.al. vs. Empleo, et.al., GR No. 180986, December 10, 2008.

<sup>9</sup> Sections 326 and 327, Article One, Chapter 3, Title Five of R. A. No. 7160 or The Local Government Code of 1991.

<i>Specific Cases</i>	<i>Required Additional Documents</i>
independent component cities and municipalities within Metro Manila and the Sangguniang Panlalawigan for component cities and municipalities <sup>9</sup>	
j. Appointment Involving Demotion which is Non-Disciplinary in Nature	i. Certification issued by the agency head that the demotion is not the result of an administrative case; and  ii. Written consent by the employee that he/she interposes no objection to his/her demotion
k. Appointment Involving Demotion as a Result of a Disciplinary Case <b>(deleted)</b>	
l. Temporary Appointment	<b>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)</b>
m. Reclassification	NOSCA approved by the DBM/ Memorandum Order issued by Governance Commission for GOCCs (GCG)

Sec. 6. Required Documents to be Retained in the Agency. The following documents shall be required from the appointee in support of his/her appointment but shall be retained in the agency and filed in the employee's 201 File:

- a. Medical Certificate (CS Form No. 211, Revised 2018). A Medical Certificate issued by a licensed government physician which states that the appointee is fit for employment is required for original appointment, transfer and reemployment.

The 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, shall be attached to the medical certificate for employment.

The result of the neuropsychiatric examination is required for original, reemployment, transfer, reappointment and promotional appointments to positions which involve the maintenance of peace and order and the protection of life and property.

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- b. Certificate of Live Birth. A Certificate of Live Birth duly authenticated by the PSA or the LCR of the municipality or city where the birth was registered or recorded is required 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.

- c. Marriage Contract/Certificate. For married employees, a Marriage Contract/Certificate duly authenticated by the PSA or the LCR of the municipality or city where the marriage was registered or recorded is required for original appointment and reemployment.
- d. 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 from money, property and work-related accountabilities from the appointee's former office is required (CS Form No. 7, **Revised 2018**).

- e. Performance Rating. For appointment by promotion or transfer, the Performance Rating 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.

The 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 Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.**

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

- f. Scholastic Record/Academic Record. The certified true copies of scholastic/academic record such as 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 positions where the education requirement is different from the previous academic record submitted.



*Illustrative Example:*

*Employee A was issued an original appointment to the position of Administrative Officer I. She is a graduate of BS Management. She rose from the ranks and was promoted to Chief Administrative Officer position which requires a Master's degree. While she has submitted her TOR for BS Management as a requirement for original appointment, she still needs to submit a TOR for her Master's degree in compliance with the education requirement for Division Chief position.*

RULE III  
PROCEDURES IN THE PREPARATION OF APPOINTMENTS

Sec. 7. The following procedures shall be strictly observed in the preparation of appointments for authorized positions found in the Plantilla of Personnel and lump sum appropriation for contractual employees:

- a. Appointment Form. The appointment form (**CS Form No. 33, Revised 2018**), which shall be in English, shall be used for appointments in the career and non-career service except those for casual appointments. The appointment must be prepared in three (3) original copies: one copy each for the appointee, for the CSC and for the agency. **CS Form No. 33-A, Revised 2018** shall be used by regulated agencies while **CS Form No. 33-B, Revised 2018** shall be used by accredited/deregulated agencies.

The following items in the appointment form shall be properly filled in, as follows:

1. Name of the Appointee. The name indicated on the appointment must be the same name appearing in the Certificate of Live Birth submitted by the appointee and the Certificate of Marriage, in the case of a married female employee who opts to use the surname of her husband. The name of the appointee should be written in the following format: first name, middle name or initial, last name and name extension, if any.
2. Position Title, Salary/Job/Pay Grade and Step. The position title, salary/job/pay grade and step (if applicable) indicated in the appointment shall conform to the approved Plantilla of Personnel and should be found in the Index of Occupational Services (IOS), Position Titles and Salary Grades. The parenthetical title, if any, and salary/job/pay grade of the position shall be indicated after the position title. The parenthetical position title refers to the position title based on the actual duties and responsibilities in the Position Description Form and shall be the basis for the qualification standards.

*Illustrative Examples:*

*Administrative Officer V (Human Resource Management Officer III), SG 18, Step 2*

*Administrative Officer V (Cashier III), SG 18, Step 1*

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*Municipal Government Department Head I (Municipal Assessor), SG 24,  
Step 5*

3. Employment Status. The employment status shall be indicated on the space provided therefor. It may be permanent, temporary, coterminous, fixed term, contractual, substitute, or provisional. For contractual appointment, the duration of employment shall be indicated on the space provided for the Status of Appointment.
4. Agency. The name of the agency shall be indicated in the appointment form. For station-specific appointments, the name of office/department/unit shall be indicated.
5. Compensation Rate. The corresponding amount of the monthly salary of the position based on the salary/job/pay grade and salary step<sup>10</sup> thereof shall be indicated.
6. 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.
7. Plantilla Information. The name of the employee being replaced by the appointee should be indicated on the space provided, in addition to the Plantilla Item Number of the position and the page where the position can be found in the approved Plantilla of Personnel in the current year.
8. Signature of the Appointing Officer/Authority. The three (3) original copies of the appointment must be duly signed by the appointing officer/authority. The appointing officer/authority is the person or body authorized by law to make appointments in the Philippine Civil Service.  
  
In case the appointing officer/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 CSC FO with jurisdiction.  
  
In no case shall digital/electronic or rubber-stamped signature of the appointing officer/authority on the appointment be allowed.
9. Date of Signing. The date of signing, which is the date of the issuance and the date of effectivity of the appointment, shall be indicated below the signature of the appointing officer/authority.
10. 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

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<sup>10</sup> Based on approved Compensation and Position Classification System in government agencies



documents in support of the appointment. He/she shall sign the certification at the back of the appointment.

11. Certification of Publication and Posting of Vacancy. Vacant positions authorized to be filled shall be published and posted in at least three (3) conspicuous places for a period of at least ten (10) calendar days for national government agencies (NGAs), state universities and colleges (SUCs), and government-owned or controlled corporations (GOCCs) with original charters in accordance with RA No. 7041<sup>11</sup> 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, RA No. 7160, and Rule VII hereof.

The certification on the publication and posting of the vacant position including the date the deliberation was conducted by the Human Resource Merit Promotion and Selection Board should be duly signed by the authorized HRMO.

12. Certification of Human Resource Merit Promotion and Selection Board (HRMPSB) Evaluation/Screening. All appointees should be screened and evaluated by the HRMPSB, if applicable. As proof thereof, 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. The HRMPSB deliberation in the NGAs, GOCCs with original charters, and SUCs (for their administrative and support staff) shall commence not earlier than ten (10) calendar days from the date of posting and publication of vacant positions; and in the local government units (LGUs) it shall not be made earlier than fifteen (15) calendar days from the date of posting and publication of vacant positions.
  13. Certification by the Placement Committee. Reappointment to a comparable position as a result of reorganization pursuant to RA No. 6656<sup>12</sup> or other laws shall be assessed by the Placement Committee. As proof thereof, a certification shall be signed by the Chairperson of the Placement Committee at the back of the appointment.
- b. Personal Data Sheet. The Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) which should be updated and accomplished properly and completely by the appointee, shall be attached to the appointment<sup>13</sup>. Said PDS shall contain an authorization from the employee that the CSC, agency head or their authorized representative can verify/validate the contents therein. It shall also be subscribed and sworn to before the **HRMO or his/her** authorized official in the agency, any officer authorized to administer

<sup>11</sup> Republic Act No. 7041 dated June 5, 1991 or An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefore, And For Other Purposes

<sup>12</sup> RA No. 6656, An Act to Protect the Security of Tenure of Civil Service Officers and Employees in the Implementation of Government Reorganization

<sup>13</sup> Personal Data Sheet need not be attached to appointments involving Reappointment (renewal) to temporary, casual, contractual, provisional and substitute status of appointments.



oaths or a notary public. The PDS may be accomplished by the appointee either through his/her own handwriting or via typewriter/computer and must bear his/her signature on every page with a passport-size ID picture taken within the last six (6) months attached at the last page thereof.

- c. Position Description Form. The Position Description Form (DBM-CSC Form No. 1, Revised 2017) which 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.**

Sec. 8. The following procedures shall be strictly observed in the preparation of casual appointments:

- a. Appointment Form. The Plantilla of Casual Appointment (**CS Form No. 34, Revised/Series 2018**), shall be used for appointments of casual employees. The appointment must be prepared in three (3) original copies (appointee's copy, CSC copy and agency copy). A maximum of fifteen (15) names of appointees, arranged alphabetically, shall be indicated in every page thereof.

The prescribed Plantilla of Casual Appointment are, as follows:

- i. CS Form No. 34-A shall be used by regulated NGAs, GOCCs with original charters and SUCs.
  - ii. CS Form No. 34-B shall be used by accredited/deregulated NGAs, GOCCs with original charters and SUCs.
  - iii. CS Form No. 34-C shall be used by regulated LGUs.
  - iv. CS Form No. 34-D shall be used by accredited/deregulated LGUs.
  - v. **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.**
  - vi. **CS Form No. 34-F shall be used by both regulated or accredited/deregulated LGUs for reappointment (renewal) of casual appointees.**
- b. Source of Funds. The source of funds for casual appointment shall always be indicated on the space provided.
  - c. Name of Appointee/s. The name indicated on the appointment must be the same name appearing in the Certificate of Live Birth submitted by each of the appointee and the Certificate of Marriage, in the case of a married female appointee who opts to use the surname of her husband. The name of the appointee should be written in the following format: last name, first name, name extension (if any), and middle name or initial.

**Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments. The HRMO must also indicate 'NOTHING FOLLOWS' on the row following the name of the last**

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**appointee on the last page of the Plantilla. The agency HRMO should provide proper pagination (Page n of n page/s).**

- d. Position Title. The position title indicated in the appointment should be found in the IOS. The salary/job/pay grade, level of position, and the corresponding compensation rate per day for each appointee listed in the Plantilla of Casual Appointment shall always be indicated.
- e. Period of Employment. The period of employment, which shall be the duration of the casual appointment of each appointee listed in the Plantilla of Casual Appointment shall be indicated in the following format: month, day and year (e.g. From: 07/01/2017 To: 12/31/2017).
- f. Nature of Appointment. The nature of appointment, such as original, reappointment or reemployment shall be indicated on the space provided.
- g. Signature of the Appointing Officer/Authority. The three (3) original copies of the appointment must be duly signed by the appointing officer/authority. The appointing officer/authority is the person or body authorized by law to make appointments in the Philippine Civil Service.

In case the appointing officer/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 CSC FO with jurisdiction.

In no case shall digital/electronic or rubber-stamped signature of the appointing officer/authority on the appointment be allowed.

- h. Date of Signing. The date of signing, which is the date of the issuance and the date of effectivity of the appointment, shall be indicated below the signature of the appointing officer/authority.
- i. 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 lower portion of the appointment.
- j. Certification (For LGUs). The Provincial/City/Municipal Accountant shall certify that funds are available for the subject appointment/s.

The appointing officer/authority shall certify that such appointment is issued in accordance with the limitations provided under Section 325 of the Local Government Code of 1991 (RA No. 7160).

**In case the Local Accountant position 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.**

- k. **Personal Data Sheet.** The PDS (CS Form No. 212, Revised 2017) completed by the appointee, subject to the requirements of Item b, Section 7 of the herein rule shall be attached to the Plantilla of Casual Appointments. The PDS need not be attached to the appointment involving Reappointment (renewal).

RULE IV  
EMPLOYMENT STATUS, NATURE OF APPOINTMENT AND  
OTHER HUMAN RESOURCE ACTIONS

Sec. 9. Employment Status. The employment status in the civil service shall be determined by the appointment issued, which can be any of the following:

- a. Permanent — an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed to, including the appropriate eligibility, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.
- b. Temporary — an appointment issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility. **A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.** The appointment shall not exceed twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available.

However, in no case shall a temporary appointment be issued for positions that involve practice of profession regulated by bar/board law for lack of the required license and/or certificate of registration.

A temporary appointment issued to a person who does not meet any of the education, training or experience requirements for the position shall be disapproved/invalidated except to positions that are hard to fill, or other meritorious cases as may be determined by the Commission, or as provided by special law, such as Medical Officer/Specialist<sup>14</sup> positions, Special Science Teacher<sup>15</sup>, Faculty positions<sup>16</sup> and Police Officer<sup>17</sup> positions. Except for these positions, temporary appointments may only be renewed once.

<sup>14</sup> PD No. 1424, Further Amending RA No. 1243, as amended by RA No. 2251, otherwise known as the Hospital Residency Law

<sup>15</sup> RA No. 8496, Philippine Science High School System Act of 1997

<sup>16</sup> RA No. 8292, Higher Education Modernization Act of 1997

<sup>17</sup> RA No. 8551, Philippine National Police Reform and Reorganization Act of 1998



**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.**

**When there are no available qualified faculty in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with.<sup>18</sup>**

**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.<sup>19</sup>**

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

- c. Substitute — an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is 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.

A person who is issued a substitute appointment to a position whose duties involve practice of a profession covered by Bar/Board or special laws shall be required to possess the appropriate professional license. The substitute appointee shall be entitled to the salaries and benefits attached to the position except for those benefits requiring longer period of service for the availment thereof.

- d. Coterminous — an appointment issued to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on the trust and confidence of the appointing officer/authority or of the head of the organizational unit where assigned. Specifically, the categories of coterminous appointments are:
1. Coterminous with the appointing officer/authority – an appointment is coexistent with the term/tenure of the appointing officer/authority.
  2. Coterminous with the head of the organizational unit where assigned – an appointment is coexistent with the term/tenure of the head of the organizational unit to which he/she is assigned, who is not the appointing officer/authority.

<sup>18</sup> CSC MC No. 25, s. 2017 re: Status of Appointments to Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) Where There is Dearth of Holders of Master's Degree in Specific Fields

<sup>19</sup> CSC MC No. 25, s. 2017 took effect fifteen (15) days from the date of publication of CSC Resolution No. 1700372 on August 4, 2017 at the Philippine Star.





Appointees to coterminous positions that are not primarily confidential in nature (Items 1 and 2) must meet the education, training and experience requirements of the positions as proposed by the respective Agency Heads and approved by the Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these coterminous appointments.

Eligibility is not required for appointment, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference should be given to civil service eligibles.

3. Coterminous (primarily confidential in nature) – an appointment to positions determined by law or declared by the Commission to be primarily confidential in nature, the duties and responsibilities of which imply not only confidence in the aptitude of the appointees but primarily close intimacy which insures freedom of discussion, delegation and reporting without embarrassment or freedom from misgivings or betrayals of personal trust. Appointees to primarily confidential positions are exempt from the qualification requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses.
4. **Coterminous with the Lifespan of the Agency – appointment to a position which is co-existent with the lifespan of the agency based on the agency’s Staffing Pattern as approved by the DBM or the GCG.**

**Appointments to positions which are coterminous with the lifespan of the agency need not be renewed annually. The lifespan of the agency shall be indicated on the appointment. However, if the performance of the appointee is below Satisfactory, the appointing officer/authority may terminate the services of, or replace the appointee after giving the latter a notice of at least thirty (30) days prior to the date of termination of the appointment.**

***Illustrative Example:***

***The lifespan of the ABC Board is up to December 31, 2023. The coterminous appointment shall be issued effective from the date of issuance until the end of the lifespan of the agency. The period of appointment shall be indicated on the face of the appointment form as follows:***

**Coterminous with the Lifespan of ABC Board (February 14, 2018 - December 31, 2023)**



**Employees whose appointments are coterminous with the lifespan of the agency must meet the education, experience and training requirements of the positions as proposed by the respective Agency Heads and approved by the Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these coterminous appointments.**

**Eligibility is not required for coterminous appointment, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference shall be given to civil service eligibles.**

- e. Fixed Term – an appointment issued to a person with a 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.
- f. Contractual — an appointment issued to a person whose employment in the government is in accordance with a 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, to be accomplished within a specific period. **This includes appointments to positions that are co-existent with the duration of a particular project based on the agency's Staffing Pattern as approved by the DBM or the GCG.** The inclusive period of the contractual appointment shall be indicated on the face of the appointment for purposes of crediting services.

Contractual appointments are limited to one year, but may be renewed every year, based on performance, until the completion of the project or specific work. However, if the performance of the appointee is below satisfactory or where the funds have become insufficient or unavailable, the appointing officer/authority may terminate the services of, or replace, the appointee after giving the latter a notice at least 30 days prior to the date of termination of appointment.

Employees under contractual appointment must meet the education, training and experience requirements of the positions as proposed by the respective Agency Heads and approved by the Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these contractual appointments.

Eligibility is not required for appointment, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special



laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference should be given to civil service eligibles.

The appointee shall perform the work or job under his/her own responsibility with minimal direction and supervision from the employing agency.

In no case shall a contractual appointment be issued to fill a vacant plantilla position or a contractual employee perform the duties and responsibilities of the vacant plantilla position.

**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 by the CSC FO concerned.**

- g. Casual — an appointment issued only 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 not to exceed one year.

Employees under casual appointment must meet the education, training and experience requirements of the positions as proposed by the respective Agency Heads and approved by the Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these casual appointments. Eligibility is not required for appointment, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference should be given to civil service eligibles.

In no case shall a casual appointment be issued to fill a vacant plantilla position or a casual employee perform the duties and responsibilities of the vacant plantilla position.

**Reappointment (renewal) of casual appointments to the same position shall be submitted to the CSC for notation only, without the need for approval/validation. However, reappointment of casual appointments to another position shall be submitted for approval/validation by the CSC FO concerned.**



Employees under contractual or casual appointment are entitled to the same benefits enjoyed by regular employees.

Sec. 10. Employment Status of Teachers. The employment status of teachers to any teaching position shall be any of the following:

- a. Permanent — an appointment issued to an appointee who meets all the requirements of the position.
- b. Provisional — an appointment issued to an appointee who meets all the requirements of the position except the eligibility but only in the absence of a qualified eligible actually available who is willing to accept the appointment, as certified by the Schools Division Superintendent. It shall not be effective beyond the school year during which it was issued<sup>20</sup>. The appointment may be subject to reappointment (renewal). **Scholar-graduates of the Merit Scholarship Program of the Department of Science and Technology - Science Education Institute (DOST-SEI) shall be allowed to teach on provisional status, which appointment may be renewed every school year but not to exceed four (4) years.**<sup>21</sup>
- c. Temporary – an appointment issued to an appointee who meets all the requirements of the position except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the Schools Division Superintendent. It shall not be effective beyond the school year during which it was issued. The appointment may be subject to reappointment (renewal).
- d. Substitute — an appointment issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position. It shall be effective until the return of the incumbent.

Appointees to substitute teaching positions shall be required to possess RA No. 1080 (Teacher) eligibility.

- e. Contractual – an appointment issued to an appointee who shall teach specialized subjects in secondary education on part-time basis. The inclusive period shall be indicated on the appointment for purposes of crediting services.

Appointees to contractual teaching positions for specialized subjects shall not be required to possess RA No. 1080 (Teacher) eligibility.<sup>22</sup>

Sec. 11. Nature of Appointment. The nature of appointment shall be, as follows:

- a. Original — the initial entry into the career<sup>23</sup> or non-career service.

<sup>20</sup> Pursuant to RA No. 10533 (The Enhanced Basic Education Act of 2013) approved on May 15, 2013

<sup>21</sup> Pursuant to RA No. 7687, otherwise known as the Science and Technology Scholarship Act of 1994

<sup>22</sup> Applicable only to DepEd-issued appointments pursuant to RA No. 10533

<sup>23</sup> Subject to probationary period under Rule V of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions



- b. Promotion — the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. Provided, however, that any upward movement from the non-career service to the career service and vice versa shall not be considered as a promotion but as reappointment.

An employee who is promoted to another agency shall notify the head of the department or agency in writing where he/she is employed **at least thirty (30) days** prior to his/her assumption to the position. It is understood that the employee who is promoted to another agency is cleared from all money, property and work-related accountabilities.

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.

Special promotions based on awards and/or acts of conspicuous courage and gallantry as provided under special laws, such as Sec. 6, RA No. 6713<sup>24</sup>, Sec. 10, RA No. 9263<sup>25</sup>, as amended by RA No. 9592, Sec. 31, RA No. 8551<sup>26</sup> and Executive Order No. 508<sup>27</sup>, as amended by Executive Order No. 77, shall be exempt from qualification requirements but subject to specific validation requirements as provided under the above-said special laws or their implementing rules and regulations.

- c. Transfer — the movement of employee from one position to another which is of equivalent rank, level or salary without gap in the service involving the issuance of an appointment.

The transfer may be from one organizational unit to another in the same department or agency or from one department or agency to another: Provided, however, that any movement from the non-career service to the career service and vice versa shall not be considered as a transfer but reappointment.

An employee who seeks transfer to another office shall notify the head of the department or agency in writing where he/she is employed **at least thirty (30) days** prior to the effective date of his/her transfer. The head of the department or agency shall notify the employee in writing of the approval of the request to transfer within 30 days from date of notice.

<sup>24</sup> Code of Conduct and Ethical Standards for Public Officials and Employees

<sup>25</sup> Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004

<sup>26</sup> Philippine National Police Reform and Reorganization Act of 1998

<sup>27</sup> Instituting the Lingkod Bayan Award as the Presidential Award for Outstanding Public Service



If the request to transfer of an employee is not granted by the head of the department or agency where he/she is employed, it shall be deemed approved after the lapse of 30 days from the date of notice without the need to notify the employee concerned.

It is understood that the employee who seeks to transfer is cleared from all money, property and work-related accountabilities.

If, for whatever reason, the employee fails to transfer on the specified date, he/she shall be deemed resigned. However, should the employee opt to remain in the same agency before the specified date of transfer, the employee may be reappointed if there is no gap in the service or reemployed if there is gap in the service. In both cases, the employee shall undergo the usual hiring process.

- d. 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. Reemployment presupposes a gap in the service.

No prior authority from the Commission shall be required for the reemployment of a person who has been previously retired or resigned and who has not reached the compulsory retirement age of 65.

- e. Reappointment — the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, recategorization, rationalization or similar events, including the following:
1. The issuance of appointment from temporary to permanent, career to non-career or vice versa, non-career to another non-career, all of which entails no gap in the service, shall be considered as reappointment. Non-career employees who are appointed for the first time in the career service under permanent status shall be required to undergo probationary period for six (6) months.
  2. The renewal of temporary, contractual and casual appointment upon the expiration of the appointment or subsequent appointment of substitute teachers, which entails no gap in the service, shall be considered as reappointment. A temporary appointment may be renewed **in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority** and provided that the performance rating of the employee is at least Satisfactory.
  3. Personal or coterminous staff of elective officials, who shall continue to serve in a coterminous capacity upon reelection of the said elective officials, shall be issued new appointments. The nature of appointment shall be reappointment.



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1. The issuance of appointment from temporary to permanent, career to non-career or vice versa, non-career to another non-career, all of which entails no gap in the service, shall be considered as reappointment. Non-career employees who are appointed for the first time in the career service under permanent status shall be required to undergo probationary period for six (6) months.
  2. The renewal of temporary, contractual and casual appointment upon the expiration of the appointment or subsequent appointment of substitute teachers, which entails no gap in the service, shall be considered as reappointment. A temporary appointment may be renewed **in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority** and provided that the performance rating of the employee is at least Satisfactory.
  3. Personal or coterminous staff of elective officials, who shall continue to serve in a coterminous capacity upon reelection of the said elective officials, shall be issued new appointments. The nature of appointment shall be reappointment.



In the same manner, personal or coterminous staff of officials whose term of office ended and are subsequently absorbed or rehired by the succeeding official without gap in their service shall be issued new appointments, the nature of which is reappointment.

Reappointment presupposes no gap in the service.

- f. Reinstatement (to comparable position) – the restoration of a person, as a result of a decision, to a career position from which he/she has, through no delinquency or misconduct, been separated but subject position is already abolished, requiring the issuance of an appointment to a comparable position to the separated employee.

However, reinstatement (to the same position/item), which involves the restoration of a person, as a result of a decision, to a career position from which he/she has, through no delinquency or misconduct, been separated from the service and subject position is still available, does not need the issuance of an appointment.

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

In cases where the demotion is due to reorganization or rationalization, the employee shall be allowed to continue to receive the salary of the higher position.

In cases where the demotion is voluntary or at the instance of the employee, he/she shall be allowed to receive the same step of the salary grade of the position where he/she voluntarily sought to be appointed. A written consent shall be secured from the demoted employee.

*Illustrative Example:*

*Demotion from Administrative Officer III (SG 14, Step 2) to Administrative Officer II (SG 11, Step 2), an appointment shall be issued to the demoted employee.*

- h. Reclassification — a form of staffing modification and/or position classification action which is applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change in any or all of the position attributes: position title, level and/or salary grade. It generally involves a change in the position title and may be accompanied by an upward or downward change in salary. Reclassification is the generic term for changes in staff/position classification which includes upgrading, downgrading, and recategorization.





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

The appointment of an incumbent (permanent employee) whose position was reclassified shall be approved/validated, regardless of whether he/she meets the qualification requirements of the position involved. The incumbent of the reclassified position has a vested right to the reclassified position but he/she shall not be promoted unless he/she meets the qualification requirements of the next higher position.

In LGUs, no reclassification shall be allowed except when the position is actually vacant<sup>28</sup>.

Sec. 12. Adjustments or movements of human resource without need of issuance of an appointment. Adjustments or movements of human resource which do not involve changes in position title, rank or status shall not require the issuance of an appointment. A notice of such change or movement shall be issued to the employee. A copy thereof shall be kept in the employee's 201 File and another copy shall be submitted to the CSC FO concerned for record purposes.

The adjustments or movements of human resource shall include the following:

- a. Change in item number – the adjustment or shifting of item number of a position per agency Plantilla of Personnel.
- b. Salary adjustment – the change in salary as a result of increase in pay levels or upgrading of positions which does not involve a change in qualification requirements<sup>29</sup>.
- c. Step increment – the increase in salary from step to step within the salary grade allocation of the official or employee's position in recognition of meritorious performance based on a Performance Management System approved by the CSC and/or through length of service.<sup>30</sup> A Notice of Step Increment (NOSI) is issued by the heads of agencies for this purpose.
- d. Reinstatement (to the same position/item) – the restoration, as a result of a decision, of a person to a career position from which he/she has, through no delinquency or misconduct, been separated therefrom. The employee has a vested right to his/her former item, hence, he/she is deemed not to have left the service and therefore has no gap in the service. He/she shall be entitled to payment of back salaries including allowances and all benefits which would have accrued if he/she has not been separated. A copy of the decision shall be furnished the CSC RO/CSC FO concerned for record purposes.

<sup>28</sup> Section 325 (f) of RA No. 7160 (Local Government Code of 1991)

<sup>29</sup> Section 28, Chapter 5, Subtitle A, Title I, Book V of the Revised Administrative Code of 1987 (Executive Order No. 292)

<sup>30</sup> CSC and DBM Joint Circular No. 1, s. 2012 dated September 3, 2012 on the Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service



The appointment of the employee hired to fill the position of an employee with pending appeal of his/her dismissal or separation from the service shall bear a colatilla that his/her appointment is subject to the outcome of the case.

- e. Demotion as a result of a disciplinary action – the adjustment of the salary of an employee to the next lower salary grade **with the same salary step**. A notice of salary adjustment shall be issued.

*Illustrative Example:*

*A Notice of Salary Adjustment shall be issued to the demoted employee adjusting his/her salary as Administrative Officer II from SG 11, Step 2 to SG 10, **Step 2**.*

- f. Positions marked as coterminous with the incumbent (CTI) as a result of rationalization or reorganization of the agency – A person issued with a permanent appointment whose position is marked as CTI (coterminous with the incumbent) as a result of rationalization or reorganization of his/her agency shall retain his/her permanent status until he/she is appointed/promoted to another position, or resigns or retires from the service. The CTI status of the position shall be reflected in the Plantilla of Personnel of the agency.

In case of promotion or separation from the service through retirement, resignation, transfer, death of the incumbent, the position marked as CTI shall automatically be abolished.

Sec. 13. Other Human Resource Actions. The following human resource actions which will not require the issuance of an appointment shall nevertheless require an Office Order issued by the appointing officer/authority:

- a. Reassignment — movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.

Reassignment shall be governed by the following:

1. Reassignment of employees with station-specific place of work indicated in their respective appointments within the geographical location of the agency shall be allowed only for a maximum period of one (1) year. The restoration or return to the original post/assignment shall be automatic without the need of any order of restoration/revocation of the order of reassignment.

**The reassigned employee who is restored to his/her original post/assignment pursuant to the decision of the Commission shall not be reassigned within one (1) year reckoned from the date of restoration to the original post/assignment. Otherwise, the appointing officer/authority or the authorized official who caused**



**the subsequent reassignment within 1 year from the date of restoration may be cited for indirect contempt by the Commission as provided in Rule 16 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS).**

An appointment is considered station-specific when: (a) the particular office or station where the position is located is specifically indicated on the face of the appointment paper; or (b) 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. Such position titles are considered station-specific even if the place of assignment is not indicated on the face of the appointment.

2. If an appointment is not station-specific, the one-year maximum period of reassignment within the geographical location of the agency shall not apply. However, the employee concerned may request for a recall of the reassignment citing his/her reasons why he/she wants to go back to his/her original station. The reassignment may also be revoked or recalled by the appointing officer/authority or be declared not valid by the Civil Service Commission or a competent court, on appeal.
3. Reassignment is presumed to be regular and made in the interest or exigency of public service<sup>31</sup> unless proven otherwise or if it constitutes constructive dismissal. 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.

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;

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<sup>31</sup> Situations wherein there will be disruption in the delivery of basic or vital services or emergency/crisis situation or there is a need to respond to the demands of public service.



- iv. Reassignment that will cause significant financial dislocation or will cause difficulty or hardship on the part of the employee because of geographic location; or
- v. Reassignment that is done indiscriminately or whimsically because the law is not intended as a convenient shield for the appointing/disciplining officer to harass or oppress a subordinate on the pretext of advancing and promoting public interest 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.

4. The employee may appeal the reassignment order within 15 days upon receipt thereof to the Commission or CSC RO with jurisdiction, as provided under specific law, if he/she believes there is no justification for the reassignment. Pending appeal, the reassignment shall not be executory.<sup>32</sup> The Decision of the CSC RO may be further appealed to the Commission within 15 days from receipt thereof.
  5. Reassignment of public health workers, public social workers, public school teachers and all other professions covered by special laws shall be governed by their respective laws. However, the rules herein mentioned shall be applied suppletorily.
- b. Detail — temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status or salary.

Detail shall be governed by the following rules:

1. The detailed employee shall receive his/her salary only from his/her parent department/agency.
2. Detail without consent shall be allowed only for a period of one (1) year.
3. Detail with consent shall be allowed for a maximum of three (3) years. The extension or renewal of the detail shall be discretionary on the part of the parent agency.
4. Detail from one department or agency to another shall be covered by an agreement manifesting the arrangement between the agency heads that it shall not result in reduction in rank, status or salary of the employee, the duration of the detail, duties to be assigned to the

<sup>32</sup> CSC vs. Pacheo, G.R. No. 178021, January 25, 2012



employee and responsibilities of the parent agency and receiving agency.

5. The employee may appeal the detail order within 15 days upon receipt to the Commission or CSC RO with jurisdiction if he/she believes there is no justification for the detail. Pending appeal, the detail order shall be executory unless otherwise ordered by the Commission. The decision of the said CSC RO may be further appealed to the Commission within 15 days from receipt.
6. During the period of the detail, the parent agency relinquishes administrative supervision and control over the detailed employee to the receiving agency. In this regard, the receiving agency has the following responsibilities: to monitor the punctuality and attendance of the employee, approve requests for leave, evaluate the employee's performance, grant the authority to travel and exercise other acts necessary to effectively supervise the employee; provided, a report on said matters is submitted to the parent agency for record purposes.
7. The detailed employee shall be designated by the receiving agency to a position whose duties are comparable to his/her position in the parent agency. However, he/she shall not be designated to a position exercising control or supervision over regular and career employees of the receiving agency.
8. Prior to the effectivity of the detail, the parent agency shall furnish a certification of the available sick and vacation leave credits of the detailed employee to the receiving agency. In the event the receiving agency approves requests for leave by the detailed employee, a copy of the same shall be submitted to the parent agency.
9. The authority to discipline the detailed employee is still vested in the appointing officer/authority of the parent agency where he/she belongs. As used herein, the authority to discipline includes the determination of the existence of a *prima facie* case against the detailed employee, issuance of a formal charge, issuance of the order of preventive suspension if the case so warrants, conduct of formal investigation, and rendering of the decision on the administrative case.

With respect to the administrative case arising from acts done by the employee in the receiving agency, said agency shall have the right to initiate or file the complaint against the detailed employee subject to the provisions of the 2017 Rules on Administrative Cases in the Civil Service (RACCS).

10. All human resource actions and movements, including monetization of leave credits, concerning the detailed employee, shall still be under the jurisdiction of the parent agency notwithstanding that the employee is detailed in another agency.

- c. Designation — movement that involves an 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. Designation may involve the performance of the duties of another position<sup>33</sup> on a concurrent capacity or on full-time basis.

A designation in an acting capacity entails not only the exercise of the 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<sup>34</sup>.

Officials designated as Officer-in-Charge (OIC) enjoy limited powers which are confined to functions of administration and ensuring that the office continues its usual activities. The OIC may not be deemed to possess the power to appoint employees as the same involves the exercise of discretion which is beyond the power of an OIC, unless the designation order issued by the proper appointing officer/authority expressly includes the power to issue appointment<sup>35</sup>.

Designation shall be governed by the following rules:

1. Employees to be designated should hold permanent appointments to career positions.
2. Designees can only be designated to positions within the level they are currently occupying. Employees holding first level positions can not be designated to perform the duties of second level positions except in meritorious cases as determined by the CSC Regional Office upon request for exemption by the agency concerned, such as organizational set-up, calamity, and due to exigency of the service. This exception shall not apply to positions involving supervisory and executive managerial functions. Division Chiefs may be designated to perform the duties of second level executive/managerial or third level positions.
3. For positions with incumbents who temporarily can not perform the duties of the position (due to vacation or sick leave, study leave, scholarship, maternity leave, special assignments), the designation should be synchronized with the absence of the incumbent, unless earlier revoked or recalled by the appointing officer/authority. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.
4. For positions without incumbents, a designation may be made only for a maximum of one (1) year. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.

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<sup>33</sup> Designation as officers or members of Committees such as BAC, HRMPSB, PMT are not subject to this rule.

<sup>34</sup> CSC Resolution No. 000778 (Vitriolo, Julito D., Re: Query; Position Title: Nomenclature Distinction between Acting and OIC) promulgated on March 24, 2000.

<sup>35</sup> *Ibid.*



5. Designations shall be made through an office order issued by the appointing officer/authority concerned.
6. For designation to critical positions in the local government units such as Provincial/City/Municipal Government Department Head, a copy of the office order shall be furnished by the HRMOs of the LGUs to the CSC FO concerned **within thirty (30) days upon its issuance**. Employees designated to positions with duties involving practice of profession shall be required to possess the necessary professional license.
7. Designees cannot be granted the salaries of the positions they are being designated to. However, allowances that go with the performance of the functions such as RATA (Representation and Transportation Allowance) or EME (Extraordinary and Miscellaneous Expenses) may be granted as provided under the provisions of the General Appropriations Act (GAA) or appropriation ordinance of the respective local sanggunian; provided, the grant of the same is specifically stated in the designation order.
8. Only experience gained from designation compliant with the abovestated rules shall be credited as relevant experience for purposes of appointment.

## RULE V PROBATIONARY PERIOD

Sec. 14. Original appointees in the career service with permanent status of appointment, shall undergo probationary period for a thorough assessment of his/her performance and character. The duration of probationary period is generally six (6) months or depending on the duration of the probationary period as required by the position.

Probationary period refers to the 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).

The probationary period shall cover the following employees:

- a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
- b. Non-career service employees who are reappointed/reemployed to a career position under permanent status;
- c. Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent);



x-----x

- d. Those who are reemployed under permanent status;
- e. First-time appointees to closed career positions (faculty and academic staff in state universities and colleges/local colleges and universities, Scientist), unless otherwise provided under the agency Charter;
- f. 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<sup>36</sup>;
- g. 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; and
- h. Appointees whose positions require probationary period as may be provided by law.

A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued.

The following employees shall be exempted from undergoing probationary period:

- a. 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;
- b. First-time appointees to closed career positions in SUCs, and scientific and research institutions if so provided under their agency Charters; and
- c. Appointees to positions exempted from the probationary period as may be provided by law.

Sec. 15. To facilitate the review and monitoring of employee performance, the performance targets and work output standards of a probationer shall be set, agreed upon and duly signed by the probationer, the immediate supervisor (rater), and the head of agency within five (5) days upon appointee's assumption to duty.

The appointee's performance during the probationary period shall be reviewed as follows:

- a. The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance;
- b. The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months, depending on the duration of the probationary period, as required by the position;
- c. The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.

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<sup>36</sup> Section 4, RA No. 4670 (Magna Carta for Public School Teachers)





**Illustrative Examples:**

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

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

- d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the agency Strategic Performance Management System (SPMS) and may include competency (knowledge, skills and attitude), and job-related critical incidents, such as habitual tardiness and continuous absence from work;
- e. The performance evaluation report shall be reviewed and certified by the agency Performance Management Team (PMT) or any duly constituted review committee; and
- f. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/or recommendation for the continuity of the permanent appointment of the probationer. Corresponding copies shall be included in the 201 file of the appointees.

Sec. 16. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth (6th) month or depending on the duration of the probationary period as required by the position.



Unsatisfactory conduct or behavior refers to the failure of the appointee to observe propriety in his/her acts, behavior and human/public relations, and to irregular punctuality and attendance while performing their duties and responsibilities during the probationary period. This may include cases of neglect of duty, misconduct, insubordination, habitual tardiness and absenteeism.

On the other hand, want of capacity shall refer to the failure of the appointee during the probationary period to perform the duties and responsibilities based on standards of work outputs agreed upon and reflected in the duly signed performance targets despite the developmental intervention provided by the immediate supervisor.

The appointee shall be issued a notice of termination of service by the appointing officer/authority within fifteen (15) days immediately after it was proven that he/she demonstrated unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth (6th) month or depending on the duration of the probationary period. Such notice shall state, among other things, the reasons for the termination of service<sup>37</sup> and shall be supported by at least two of the following:

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

The notice of termination of service shall be executory after fifteen (15) days from receipt of the employee concerned. The same may be appealed to the CSC RO concerned, within fifteen (15) days from receipt of notice but shall be executory pending appeal. A copy of the Notice of Termination of Service shall be included in the 201 file of the appointee and furnished the CSC FO concerned for recording in the Service Card.

If no notice of termination of office is given by the appointing officer/authority to the employee before the expiration of the six-month or depending on the duration of the probationary period, the probationer becomes a regular employee of the agency concerned.

## RULE VI EFFECTIVITY AND SUBMISSION OF APPOINTMENTS

Sec. 17. An appointment issued in accordance with pertinent laws and rules shall take effect immediately on the date it was signed by the appointing officer/authority. The date of signing shall be indicated below the signature of the appointing officer/authority in the appointment form.

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 such as in the appointment of personal and confidential staff of Constitutional officials

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<sup>37</sup> Land Bank of the Philippines vs. Paden, G.R. No. 157607, July 7, 2009



and elective officials and where the service should not constitute a gap such as in transfer and reappointment.

*Illustrative Example:*

*Personal and confidential staff of reelected officials where July 1 is a Saturday or Sunday shall reflect July 1 as the date of issuance of appointment.*

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. In no case shall an appointment take effect earlier than the date it was signed except in cases authorized by law.<sup>38</sup>

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. The appointee shall acknowledge receipt of the appointment by signing on the acknowledgment portion at the back of the appointment form.

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.

Sec. 18. In the case of local government units, 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.**

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 **concurred**.

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.**

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<sup>38</sup> Examples are those appointments issued in cases of absorption of human resources of agencies which transitioned from being private entity to government agency such as the Local Water Districts and the Duty Free Philippines Corporation and for special meritorious promotion of Special Action Force personnel involved in Mamasapano encounter where appointments took effect on the date the act was done.

Sec. 19. An appointment shall be submitted to the Commission within thirty (30) calendar days from the date of issuance. In case of appointments issued by accredited/deregulated agencies, the Report on Appointments Issued (RAI) together with the original CSC copy of appointments issued during the month and the required attachments shall be submitted on or before the 30th day of the succeeding month.

The delay in the submission of appointment or RAI to the CSC FO or CSC RO shall not be taken against the appointee. The effective date of appointment shall not be adjusted based on the delay, thus the original date of appointment shall be retained. However, 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<sup>39</sup>.

Furthermore, the delay in the submission or non-submission of RAI may be reflected by the CSC Field Director concerned as a critical incident in the Agency Capability Evaluation Card (ACEC)<sup>40</sup> and may result in the revocation of the accredited/deregulated status of the agency.

The appointee, whose appointment was submitted to the Commission beyond the prescribed 30-day period shall be entitled to the payment of salary from the government immediately following the effectivity of the appointment and assumption to duty. The services rendered by the appointee shall be credited as government service.

Sec. 20. 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.

The cancellation of the appointment shall be reported to the Commission for record purposes. The position is automatically deemed vacant upon cancellation of the appointment by the appointing officer/authority without the need for an approval or declaration by the Commission. The appointing officer/authority may select from among the top ranking candidates for the position or order the re-publication of the vacant position pursuant to RA No. 7041.

Officials or employees who are on official leave of absence, training or scholarship grant, whose appointment shall be effective upon assumption or upon return from official leave of absence, scholarship or training, shall be exempt from this provision.

If the appointee is not allowed to assume office by the appointing officer/authority or other officials concerned 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.

Sec. 21. In the case of temporary appointment, the twelve-month period of its effectivity shall be reckoned from the date of the issuance of the appointment and not from the date the appointee assumed the duties of the position.

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<sup>39</sup> Obiasca vs. Basallote, G.R. No. 176707, February 17, 2010

<sup>40</sup> The ACEC shall be updated regularly by the CSC Field Directors pursuant to CSC Memorandum Circular No. 3, s. 2012.



Sec. 22. The services rendered by any person who was required to assume the duties and responsibilities of any position without an appointment having been issued by the appointing officer/authority shall not be credited nor recognized by the Commission and the payment of salaries and other benefits shall be the personal liability of the person who made him/her assume office.

Sec. 23. The date of the actual assumption of duties of the appointee, as indicated in the Certification of Assumption to Duty (CS Form No. 4, Series of 2017), shall be the basis for the payment of his/her salary and determination of service rendered in government. This shall be submitted to the CSC FO concerned for proper notation in the service card of the appointee.

*Illustrative Examples:*

- a) *A Transfer appointment was issued on April 15, 2016. Employee's service in the previous agency was until May 15, 2016. Assumption to duty in the new agency was on May 16, 2016. The payment of salary in the new agency shall be reckoned on the day of the assumption, which was on May 16, 2016. The service record should likewise reflect May 16, 2016 as the first day in the new agency. The service record in the previous agency should reflect May 15, 2016 as the last day of service prior to transfer.*
- b) *Promotional appointment was issued on June 1, 2016. The employee assumed the function of his/her position on July 1, 2016. The payment of salary to the new position shall be reckoned on the day of the assumption. The service record should likewise reflect July 1, 2016 as the reckoning date of service to the said position.*

RULE VII  
PUBLICATION AND POSTING OF VACANT POSITIONS

Sec. 24. 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.

Sec. 25. All agencies shall submit a list of their vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers (**CS Form No. 9, Revised 2018**) in electronic and printed copies to the CSC FO concerned. The printed copy shall be posted by the CSC FO in its bulletin board. The electronic copy shall be forwarded to the CSC RO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website.



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 position/s has been filed at the CSC FO on the same day of publication in the agency website or newspaper or other job search websites.**

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

Sec. 26. The following positions are exempt from the publication and posting requirements:

- 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;
- 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<sup>41</sup>, as amended; or
- f. **Reappointment (renewal) of those appointed on temporary status 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";**
- 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.**

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

***Illustrative example:***

***Administrative Aide III (Driver I) SG-3***

***Education : Elementary School Graduate***  
***Experience : None Required***  
***Training : None Required***

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<sup>41</sup> Classification of positions where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance.



**Eligibility : Driver's License (CSC MC No. 11, s.1996, as amended, Cat. IV)**

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.

Sec. 29. The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published.

Should no appointment be issued within the nine-month period, the agency has to cause the re-publication and re-posting of the vacant position.

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

RULE VIII  
QUALIFICATION STANDARDS

Part I. General Policies

Sec. 31. 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.

The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission.

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. The approved qualification standards shall be adopted by the Civil Service Commission in the attestation of appointments of the agency concerned.

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.

Sec. 32. Qualification standards shall be established for all positions in the Index of Occupational Service (IOS), Position Titles and Salary Grades or positions subsequently created and approved in accordance with existing laws, policies, rules



and regulations. Qualification standards which have been established and approved by the Commission for positions in a particular sector may be adopted for the same position titles in other government sectors without need for prior approval of the Civil Service Commission.

Sec. 33. All agency positions should be included in the approved Qualification Standards Manual of the agency concerned, or if unique to the agency, should have a qualification standards approved/confirmed<sup>42</sup> by the Civil Service Commission.

An appointment to a position without an approved/confirmed qualification standards by the Civil Service Commission, as the case may be, shall be disapproved/invalidated.

Sec. 34. Qualification standards for certain positions that are prescribed by a special law, such as Foreign Service Act (RA No. 7157), PNP Act (RA No. 8551), BFP/BJMP Act (RA No. 9263, as amended by RA No. 9592), Local Government Code of 1991 (RA No. 7160), shall prevail. However, in instances when any of the education, training, experience or Civil Service eligibility is not provided under the law, the lacking requirement/s shall be proposed and submitted by the agency concerned to CSC for approval.

The qualification standards for department head and assistant department head positions (mandatory or optional) in LGUs, considered as executive/managerial positions, shall be those prescribed by RA No. 7160 and other special laws. For newly-created department head and assistant department head positions, the qualification standards shall be equivalent or comparable to those prescribed by RA No. 7160.

Sec. 35. Appointees to career service positions must meet the education, training, experience, eligibility, and competency requirements prescribed in the Qualification Standards manual or CSC-approved agency qualification standards for their positions at the time of the issuance of the appointment.

Sec. 36. Qualification standards 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 (PDF), which the Department of Budget and Management or the Governance Commission for GOCCs used in the classification and salary grade allocation of the position.

Sec. 37. Appointees to casual, contractual, and coterminous positions that are not primarily confidential in nature must meet the education, training and experience requirements of the positions as proposed by the respective Agency heads and approved by the Civil Service Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these non-career appointments.

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<sup>42</sup> Agencies with specific provision in their Charters/special laws exempting them from existing law, rules and regulations on qualification standards shall likewise submit their QS to CSC for confirmation/notation.





Eligibility is not required for appointment to casual, contractual, and coterminous positions but preference should be given to civil service eligibles. However, if the duties of the position involve the practice of a profession regulated by the Philippine Bar/Board or special laws, and/or require licenses such as those required for positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, the corresponding professional license and/or certificate of registration shall be required.

Sec. 38. Appointees to primarily confidential/personal staff positions are exempt from the qualification requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board laws and/or require licenses such as those required for positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, and those specifically required by a special law, such as the positions of Provincial/City/Municipal Administrator, Information Officer and Legal Officer required under specific provisions of the 1991 Local Government Code to have "first grade civil service eligibility" or its equivalent and RA No. 1080 (Bar) eligibility, respectively.

Sec. 39. Incumbents of positions under permanent status who are reappointed to the same or comparable positions<sup>43</sup> during reorganization, rationalization or recategorization and other similar events are considered as having met the qualification standards for the position.

Sec. 40. The qualification standards for division chief and executive/ managerial positions shall primarily take into consideration education, experience, training, eligibility and leadership competencies.

Sec. 41. An agency which requests approval of Qualification Standards for a particular position/s shall comply with the following requirements:

- a. Endorsement letter by the Agency Head;
- b. Charter of the agency;
- c. Organizational and Functional Chart of the Office or unit where the position/s belong;
- d. Plantilla of Positions or Staffing Pattern approved by the DBM or Governance Commission for GOCCs (GCG), or Sanggunian;
- e. Statement of duties and responsibilities of the position indicated in the Position Description Form (PDF) or Job Description (JD) certified by the Agency HRMO;
- f. If the position is newly created:
  1. Letter of approval by the DBM for NGAs and SUCs; or
  2. Board Resolution and Memorandum Order by the GCG for GOCCs with original charter; or
  3. Sanggunian Ordinance approving the creation of position for LGUs.
- g. Proposed Qualification Standards (in printed and electronic copy)

<sup>43</sup> Item 1 of CSC Memorandum Circular No. 3, s. 2014 dated February 6, 2014 clarified that "Comparable position is determined based not solely on salary grade but also on the duties and responsibilities of the positions and level of position in the organizational structure or plantilla of the agency. Positions may be considered to be comparable if they belong to the same occupational grouping and the duties and responsibilities of the positions are similar and/or related to each other."



## Part II. On Education

Sec. 42. 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 (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.

Sec. 43. 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.

Sec. 44. For one to meet the two years studies in college requirement in the Qualification Standards Manual, one must have earned from a CHED-recognized institution at least 72 academic units leading to a degree or has completed a relevant two-year collegiate/technical course.

Sec. 45. 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<sup>44</sup> shall be considered valid documents for meeting the education requirement for positions requiring completion of a bachelor's degree.

Sec. 46. Certifications issued by the schools deputized by CHED showing completion of at least 72 academic units leading to a 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 two years studies in college.

Sec. 47. 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.

Sec. 48. 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.

Sec. 49. To meet the relevant bachelor's degree requirement in the Qualification Standards Manual, the appointee must have completed from a CHED-recognized college or university a bachelor's degree whose curriculum either includes, or is supplemented by, 12 academic units of the subject or course, which will enable the candidate to successfully perform the duties and responsibilities of the position to be filled in the Position Description Form.

Sec. 50. A graduate of the Master's degree or Certificate in Leadership and Management (C-Pro) from the CSC shall be considered to have met the master's

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<sup>44</sup> Executive Order No. 330, dated May 10, 1996



degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.

Sec. 51. Completion of the degrees of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to division chief and executive/managerial positions or other positions requiring a master's degree, the duties of which do not involve practice of profession covered by bar/board laws.

Sec. 52. RA No. 1080 eligibles shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve practice of profession or belong to the same occupational group or functionally related positions as that of the professions regulated by Bar or Board laws.

However, a master's degree shall be required if the executive/managerial or division chief position does not involve practice of profession or does not belong to the same occupational group or functionally related positions as that of the professions regulated by Bar/Board laws; provided that, this does not apply to lawyers and doctors.

Sec. 53. Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall likewise be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.

Sec. 54. Those who have been allowed to register and are issued certificate of registration or valid professional license of a specific board law shall be considered as having met the educational requirements for appointments to positions covered by the corresponding board law or other functionally related positions that do not involve the practice of other professions covered by bar/board laws.

Sec. 55. Those who were allowed to take the Career Service Professional and Subprofessional examinations on or before November 29, 1992 shall be considered as having met the education requirement for appointment to corresponding level of position not covered by bar/board laws.

### Part III. On Experience

Sec. 56. 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.

Sec. 57. Relevant experience acquired through a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement may be considered for meeting the experience requirement.

Sec. 58. Relevant experience acquired through volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials, may be considered for meeting the experience requirement.



Sec. 59. Experience in first level positions may be considered for meeting the experience requirement of second level positions when acquired in the same occupational group or functionally related positions.

Sec. 60. Relevant experience acquired through a designation covered by an Office or Memorandum Order may be considered for meeting the experience requirement.

#### Part IV. On Training

Sec. 61. 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. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and Certificates issued by the HRMO or authorized official from the government or private sector.

Sec. 62. Continuous learning and development shall be espoused by the Civil Service Commission. Agency heads shall ensure that each employee shall have undergone at least one planned human resource development intervention during the year<sup>45</sup>. A minimum of forty (40) hours supervisory/ management training or learning and development intervention per year based on the Learning and Development Plan of the agency should be provided by the agency to incumbents of supervisory and managerial positions.

Sec. 63. Training may be acquired from any of the following institutions:

- a. Any CSC accredited learning and development institutions<sup>46</sup>;
- b. Government training institutions;
- c. Non-accredited private training institution offering training of highly technical/specialized nature;
- d. Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
- e. Institution recognized by Commission on Higher Education (CHED) as Center of Excellence (COE) or Development (COD);
- f. Foreign institution that offers training for scholarship purposes or for personal advancement of participants; or
- g. Other institutions that partner with the Civil Service Commission in building capabilities of civil servants.

Sec. 64. Training acquired from any of the afore-mentioned institutions must be relevant to the position to be filled and aligned with the strategy map or development goal of the institution or organization.

<sup>45</sup> Item (e), Section 7, Rule VIII, Omnibus Rules Implementing Book V of Executive Order No. 292

<sup>46</sup> List of CSC accredited training institutions which offer HROD and/or Leadership programs is posted at the CSC website



Sec. 65. Attendance to annual agency planning sessions/workshops/conferences as a requirement for operations and/or services rendered as facilitator/resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements.

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

Sec. 66. The learning and development/training required for Division Chief and comparable positions shall be 40 hours of supervisory/management learning and development intervention undertaken within the last five (5) years reckoned from the date of issuance of appointment.

Sec. 67. Generally, the training required for executive/managerial positions in the second level shall be 120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years reckoned from the date of issuance of appointment.

Management training includes, courses, workshops, seminars and other learning and development interventions that develop and/or enhance knowledge, skills and attitude to enable successful performance of management functions such as planning, organizing, directing, controlling, coordinating and overseeing the activities of an organization, a unit thereof or a group. It is intended to develop/enhance leadership competencies<sup>47</sup> to prepare managers in managing people and work.

Sec. 68. For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for Bar passers, the Continuing Professional Education/Development (CPE/CPD) for licensed professionals or trainings relevant to practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management trainings taken within the last five (5) years reckoned from the date of issuance of appointment.

*Illustrative Examples:*

a) *Director IV (SG-28) of Office for Legal Affairs*

*Training Requirement: 40 hours of Mandatory Continuing Legal Education and 80 hours of management training*

b) *Director III (SG-27) of Accounting Department*

*Training Requirement: 40 hours of Continuing Professional Education for Accountants or technical training on Accountancy and 80 hours of management training*

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<sup>47</sup> Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High Performing Organization



Sec. 69. Executive/managerial positions in the second level with duties and responsibilities which are highly-specialized in nature as shown in their PDF/JD may require trainings which are highly technical and/or highly-specialized. These highly technical/highly-specialized trainings shall make up for the 120 hours of management and technical training where a maximum of 80 hours shall be for technical training and the minimum of 40 hours shall be management trainings taken within the last five (5) years reckoned from the date of issuance of appointment.

*Illustrative Examples:*

a. *Chief Information Officer (SG-27)*

*Training Requirement: 120 hours training  
40 hours of which should involve management and  
80 hours training in systems development life  
cycles, i.e. CMMI and ITIL standards, IT Resources  
Management Administration and other related  
information and telecommunications training*

b. *Department Manager III for Media Affairs Department*

*Training Requirement: 60 hours of technical training relevant to mass  
communication and 60 hours of relevant  
supervisory/managerial training*

Sec. 70. Proposed amendments to the training requirements for executive/managerial positions as discussed in Sections 68 and 69 hereof, and other valid reasons shall be submitted to the Commission for approval. In the absence of CSC-approved agency specific training requirements, the 120 hours of management training taken within the last 5 years reckoned from the date of issuance of the appointment shall be required.

## Part V. On Eligibility

Sec. 71. 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 conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the PRC-conducted board examinations, the SC-conducted bar examinations or the CESB-conducted CES examinations.

Sec. 72. First level eligibilities are appropriate for appointment to positions in the 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.

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Sec. 73. 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.

Sec. 74. 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.

Sec. 75. 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 examinations were given, and to other first and second level positions not 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.

Sec. 76. Eligibilities resulting from passing the board examinations which require completion of less than a bachelor's degree shall be considered appropriate to positions for which the examinations were given, and to other first level positions not covered by 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.

Sec. 77. Eligibilities resulting from passing the Unassembled, Testimonial or special examinations conducted by the CSC or by the departments or agencies with the assistance of or in coordination with the CSC shall only be appropriate for appointment to the positions for which they were given, to other functionally related positions, and other positions as may be determined by the Commission.

Incumbents of positions who were issued permanent appointments using eligibilities resulting from these examinations shall retain their permanent status but may only be promoted to positions belonging to the same occupational group or functionally related positions for which the examinations were given or other positions as may be determined by the Commission.

Sec. 78. 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.

Sec. 79. 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.



Sec. 80. 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.

Sec. 81. 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.

**Sec. 82. Passing the 13<sup>th</sup> 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.<sup>48</sup>**

**Passing the Shari'a Bar Examinations held prior to the 13<sup>th</sup> 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 or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.<sup>49</sup>**

**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

Sec. 83. The 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.

Sec. 84. 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.

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<sup>48</sup> Supreme Court Bar Matter (BM) No. 2409 dated November 29, 2011, on the approved Proposal to Amend the September 20, 1983 Supreme Court En Banc Resolution to Disqualify Graduates of Islamic Secondary Schools from Qualifying to Take the Shari'a Bar Examinations

<sup>49</sup> *Ibid.*





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.

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

The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MSP and shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

**Sec. 86. The appointing officer/authority 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.**

Sec. 87. The appointing officer/authority 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.

Sec. 88. The HRMPSB shall be composed of the following:

MEMBERS	FIRST and SECOND LEVEL POSITIONS		EXECUTIVE/MANAGERIAL POSITIONS	
	NGAs/SUCs/GOCCs	LGUs	NGAs/SUCs/GOCCs	LGUs
Chairperson	a. Highest official in-charge of human resource management or his/her authorized representative	a.1. The Local Chief Executive, or his/her authorized representative; a.2. 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	a. Undersecretary/ Vice-President or its equivalent, or his/her authorized representative	a.1 The Local Chief Executive, or his/her authorized representative; a.2 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
Members	b. Head of organizational unit where vacancy exists, or his/her designated alternate	b. Head of organizational unit where vacancy exists, or his/her designated alternate	b. Assistant Secretary or its equivalent, or his/her authorized representative or designated alternate	b. Two (2) Department Heads, one of which is preferably the HRM Department Head or equivalent or their designated alternates
	c. Human Resource Management Officer	c. Human Resource Management Officer (HRMO) or the	c. Director for Administration or his/her authorized	



	(HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate  d. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency	career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate  d. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency	representative or designated alternate	
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The highest official in-charge of the human resource management **shall be the official directly supervising the human resource management of the agency**, e.g., Assistant Secretary/Director for Administration/Human Resource for National Government Agencies.

**The HRMO is the officer/official in-charge of the recruitment, selection, and placement.**

In case there is no accredited employees association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years.

The agency head shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSC RO and CSC FO should be furnished with a copy of the Office Order. **For LGUs, the HRMPSB shall be chaired by the local chief executive or his/her authorized representative, and its members shall be determined by resolution of the sanggunian concerned. A copy of which should also be furnished the CSC RO and CSC FO.**

Sec. 89. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.



Sec. 90. The membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced. The HRMPSB members must be duly designated and their names posted in the agency bulletin board. Any change in the composition of the HRMPSB should be reported to the CSC Regional or Field Office concerned.

For LGUs, the same composition should be followed. In no instance should the HRMPSB be composed entirely of the members of the local Sanggunian.

Sec. 91. The HRM Office/Unit shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze results of structured background investigation for second level, supervisory, and executive/managerial positions.

The HRM Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB. For agencies with only one appointed or designated HRM Officer, the agency head shall designate an employee from other units to act as the secretariat.

Sec. 92. The HRMPSB members including alternate representatives shall undergo orientation and workshop on the agency selection/promotion process and CSC policies on appointments.

Sec. 93. The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.

Sec. 94. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

The deliberation by the HRMPSB in the NGAs, GOCCs with original charters, and SUCs (for their administrative and support staff) shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions; and in the local government units (LGUs) it shall not be made earlier than fifteen (15) calendar days from the date of publication and posting of vacant positions. An appointment issued in violation of these rules shall be disapproved/invalidated.

Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:

- a. Substitute appointment due to its short duration and emergency nature.
- b. Appointment of faculty members and academic staff of SUCs and LUCs who belong to the closed career service.<sup>50</sup>

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<sup>50</sup> The Merit System for Faculty Members of SUCs and LUCs, duly approved by their respective Governing Board and submitted to the CSC Regional Office concerned, shall provide the procedure for recruitment, selection and appointment for faculty positions. The SUC or LUC shall create a Faculty Selection Board pursuant to CSC MC No. 19, s. 2005.



- c. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
- d. **Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.**

Sec. 95. An employee should have obtained at least Very Satisfactory performance rating **in the last rating period prior to the assessment or screening for promotion or transfer.**

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

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

Sec. 96. Agencies shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.

Sec. 97. An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:

- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency.
- b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
- c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions.
- d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.
- e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:



x-----x

- Educational achievements
  - Highly specialized trainings
  - Relevant work experience
  - Consistent high performance rating/ranking
- f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.
- g. Other meritorious cases, such as:
- when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
  - when the qualified next-in-rank employees waived their right over the vacant position in writing
  - when the next-in-rank position, as identified in the agency SRP is vacant
  - when the next-in-rank employee/s is/are not qualified
  - when the qualified next-in-rank employees did not apply

Sec. 98. The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:

- a. Transfer incidental to promotion provided that the appointee was subjected to deep selection
- b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
- c. Reappointment from career to non-career position
- d. Reemployment
- e. Reclassification of position

Sec. 99. In the selection process, agency heads are enjoined to strictly observe the above conditions to avoid disapproval or invalidation of promotional appointments.

Sec. 100. In the evaluation of promotional appointments, the CSC Regional and Field Offices shall make a thorough evaluation of the manner and merit of the issuance of the appointment vis-à-vis the reasons or justifications of the appointing authority before taking any action on the appointments.

Sec. 101. To facilitate review and evaluation of appointments, all agencies are required to submit their SRP to CSC Regional or Field Offices. The agency SRP shall be used as one of the bases for determining whether agencies observe the policy on the three-salary grade limitation on promotion as herein provided.



Sec. 102. All government agencies shall submit their Agency MSP to the CSC RO concerned, which shall take effect immediately upon approval. All subsequent amendments shall take effect immediately upon approval by the CSC RO concerned.

Sec. 103. The Agency MSP signed by the head of the agency shall be considered as a valid contract binding among the head of agency, the employees and the CSC. As such, non-compliance by the agency with the policies and procedures provided therein shall be considered as a ground for disapproval/invalidation of appointment. The same can be a 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**

Sec. 104. Resignation. Resignation is an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which shall not be less than thirty (30) days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing officer/authority. To constitute a complete and operative resignation of an official or employee, there must be a written intention to relinquish the office, the acceptance by the appointing officer/authority and a written notice of such acceptance duly served to the official or employee concerned.<sup>51</sup>

Resignation shall be governed by the following rules:

- a. An official or employee is deemed to have tendered his/her resignation upon receipt by the appointing officer/authority of the former's written resignation.
- b. Pending receipt by the official or employee of the action taken by the appointing officer/authority on the resignation, the official or employee shall remain in office and retain all the powers, duties and responsibilities appurtenant thereto.
- c. The appointing officer/authority shall act on the notice of resignation within 30 days from receipt thereof. In case the resignation of the official or employee remains unacted upon for 30 days from receipt of the formal letter of resignation by the appointing officer/authority, it shall be deemed complete and operative on the specified date of effectivity or 30 days from submission thereof, in cases where the effectivity date is not specified. It is understood, however, that the required clearance from money, property and work-related accountabilities shall be secured by the official or employee before or immediately after the date of effectivity of resignation.
- d. In the interest of service, however, the appointing officer/authority may set a date of effectivity of the resignation, but in no case shall be earlier than the date specified in the letter of resignation or 30 days from submission thereof.

<sup>51</sup> DTI vs. Singun, G.R. No. 149356, March 14, 2008



- e. The acceptance of resignation is mandatory. The appointing officer/authority may suspend the effectivity date of resignation despite its initial written notice of acceptance due to any of the following reasons:
1. When the country is at war or when any other national or local emergency has been declared by the appropriate authority; and
  2. When it is necessary to prevent loss of life or property or in case of imminent danger to public safety due to an actual or impending emergency caused by serious accidents, fire, flood, typhoon, earthquake, epidemic or other disaster or calamity.
  3. A resignation previously suspended due to any of the abovementioned reasons shall nonetheless be effective 30 days after the circumstances causing the previous suspension has ceased as certified by the appropriate authority or the appointing officer/authority.
- f. If the last day of the period given to the appointing officer/authority to act and furnish copy of the written action on the tendered resignation falls on a holiday or non-working day, copy of the written action shall be furnished the official or employee concerned on the next working day immediately following a holiday or non-working day.
- g. The official or employee concerned may withdraw the tender of resignation any time prior to receipt of notice of acceptance of the resignation from the appointing officer/authority or before the lapse of the 30-day period given for the latter to act on the resignation, whichever comes first.
- h. Until the resignation is accepted, the tender of resignation is revocable. Once the resignation is deemed complete and operative, the withdrawal thereof shall not automatically restore the employee to his/her former position.
- i. The following documents shall be submitted to the CSC Field Office concerned within thirty (30) calendar days from the date of the effectivity of the resignation, for record purposes:
1. the voluntary written notice of the employee informing the appointing officer/authority that he/she is relinquishing his/her position and the effectivity date of said resignation;
  2. the acceptance of resignation in writing by the agency head or appointing officer/authority which shall indicate the date of effectivity of the resignation; and
  3. the proof of notice of the acceptance of resignation to the employee.

- j. An official or employee under investigation, except those prohibited by law<sup>52</sup>, may be allowed to resign pending decision of his/her case without prejudice to the continuation of the proceedings until finally terminated.

Sec. 105. Dismissal. Dismissal is the termination or the act of being discharged from employment or service for cause. It is the definite severance of an officer or employee from government service on the initiative of the agency or office, CSC, Ombudsman, or regular courts.

The Report on Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR) together with a certified true copy of the decision rendered which has become executory, where the penalty of dismissal was imposed, shall be submitted by the HRMO to the CSC Field Office concerned within thirty (30) calendar days from the date of such decision, for record purposes.

Sec. 106. Other Modes. For other modes of separation such as dropping from the rolls, termination/expiration of temporary, coterminous, contractual or casual appointment, retirement, or death, a copy of the order of dropping from the rolls or notice of separation signed by the appointing officer/authority stating the date of such separation, or the death certificate shall be submitted by the HRMO to the CSC Field Office concerned within thirty (30) calendar days from the date of the effectivity of the dropping from the rolls, date of separation, or death for record purposes.

#### RULE XI DISAPPROVAL/INVALIDATION AND RECALL OF APPROVAL/VALIDATION OF APPOINTMENTS

Sec. 107. An appointment shall be disapproved/invalidated on the following grounds:

- a. The appointee does not meet the qualification standards for the position; or
- 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; or
- c. The appointee has intentionally made a false statement of any material fact or has practiced or attempted to practice any deception or fraud in connection with his/her appointment; or
- d. The appointment has been issued in violation of the CSC-approved Merit Selection Plan of the agency; or
- 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

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<sup>52</sup> Section 12, Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act)





- 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.

Sec. 108. 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.

Sec. 109. If the appointment, **regardless of the status**, is disapproved/invalidated on grounds which do not constitute a violation of pertinent laws as provided in Item f, Section 107 of this Rule, the same is considered effective until the disapproval/invalidation is affirmed by the CSC RO 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. **However, the pendency of the appeal on disapproved/invalidated temporary, contractual and casual appointments shall not extend the period of effectivity thereof as provided for in the appointment forms.**

In order for the appointee to be considered as *de facto* officer, the following elements must concur:

- a. **There must be a *de jure* office. – The position is under an existing and legally recognized division, office, organization, Plantilla of Position/Staffing Pattern.**
- b. **There must be color of right or general acquiescence by the public. – It must be derived from an election or appointment, however irregular or informal, so that the incumbent is not a mere volunteer. The appointee only assumed the duties and responsibilities of the position because he/she was issued his/her appointment paper.**
- c. **There must be actual physical possession of the office in good faith. – The appointee has the presumption that the appointment issued to him/her is in compliance with Civil Service Law and rules.**

***Illustrative Example:***

***Agency A published a vacant Chief Administrative Officer position (de jure office) with an outdated qualification standards. Employee A was issued an appointment to the said position (color of right) and assumed the duties and responsibilities thereof (actual physical possession of an office in good faith). However, the CSC Field Office disapproved the appointment for not meeting the new qualification standards.***

***The period within which the appointee discharges the actual duties and responsibilities of the Chief Administrative Officer until the disapproval***



***becomes final, as determined by the Commission, shall be credited as government service. The appointee is considered a de facto officer.***

An appointment which is disapproved/invalidated on grounds that constitute a violation of pertinent laws as provided in Item f, Section 107 of this Rule may be appealed and the appointee may continue to render services. In the event the disapproval/invalidation is affirmed by the Commission, it becomes executory. The services rendered shall not be credited as government service and the appointing authority/officer shall be personally liable for the payment of salaries.

If an appeal on a disapproved/invalidated appointment is granted by the CSC RO or by the Commission, the dispositive portion of the CSC RO or Commission Resolution shall state that the actual services rendered by the appointee are deemed included in his/her service record, without the need to file a request for accreditation of service.

Sec. 110. The appointing officer/authority shall be personally liable for the salary of an appointee paid after the CSC has finally disapproved/invalidated the appointment.

Sec. 111. An employee whose promotional appointment is disapproved/invalidated shall be reverted to his/her former position.

Sec. 112. All appointments issued after an election up to June 30 by outgoing elective appointing officer/authority shall be disapproved/invalidated unless all the following requisites relative to their issuance are met:

- a. The appointee meets the approved minimum qualification standards or qualification standards required under special law, if any, for the position to which he/she was appointed;
- b. The appointee has undergone the Human Resource Merit Promotion and Selection Board (HRMPSB) screening prior to the election ban. In this case, the appointing officer/authority or agency shall submit the minutes of the HRMPSB meetings and the evaluation report of the applicants;
- c. There is an urgent need for the issuance of the appointment/s so as not to prejudice public service or endanger public safety; and
- d. Civil Service Law, rules and regulations and special laws, if any, on the issuance of appointments are followed.

Sec. 113. All 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 all the requisites as provided in Section 112 hereof relative to their issuance are met.

Sec. 114. The issuance of mass appointments of more than twenty (20) appointments may be allowed provided the above conditions in Sections 111 and 112 of this Rule, as the case may be, are followed.



Sec. 115. If in the exigency of the service, the outgoing appointing officer/authority, whether elective or appointive, opts to reappoint temporary, casual and/or contractual employees or appoint/reappoint substitute teachers, during reorganization, etc., after the elections or before June 30 of an election year, prior authority must be obtained from the concerned CSC RO; otherwise, such appointments shall be disapproved/invalidated.

Such authority shall be granted on the basis of validated need to fill the positions immediately in order not to prejudice public service and/or endanger public safety.

Sec. 116. Notwithstanding the initial approval/validation of an appointment, the same may be recalled by the CSC RO concerned or by the Commission on any of the following grounds:

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

## RULE XII PROHIBITIONS

Sec. 117. 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.

Sec. 118. No elective official shall be eligible for appointment in any capacity to any public office or position during his/her tenure.

Sec. 119. 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.

Pensions and gratuities shall not be considered as additional, double or indirect compensation.

Sec. 120. 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 within one year following such election.

Sec. 121. A person holding a public appointive office or position, including active members of the armed forces, shall be considered *ipso facto* resigned from his/her office upon filing of the certificate of candidacy. He/she must vacate the same at the start of the day of the filing of the certificate of candidacy with the COMELEC, even if later on disqualified or has withdrawn the certificate for candidacy. This prohibition extends to private citizens appointed as board members in public offices representing the private sector.



Sec. 122. 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.

Sec. 123. No detail or reassignment shall be made within three (3) months before any election unless with the permission of the COMELEC.

Sec. 124. 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.

Provided that 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.

Sec. 125. No appointment in the national government or any branch or instrumentality thereof, including government-owned or controlled corporations with original charters 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.

Unless otherwise provided by law, the word "relative" and the members of the family referred to are those related within the third degree either of consanguinity or of affinity.

In the local government career service, the prohibition extends to the relatives of the appointing or recommending officer/authority within the fourth civil degree of consanguinity or affinity. However, for the non-career service in the local government, the prohibition extends to the third degree either of consanguinity or of affinity of the appointing or recommending officer/authority, or head of office, or of the person exercising immediate supervision over the appointee.

The following are exempted from the operation of the rules on nepotism:

- a. persons employed in a confidential capacity
- b. teachers<sup>53</sup>
- c. physicians
- d. members of the Armed Forces of the Philippines

<sup>53</sup> As provided in Section 2 of RA 4670, the term "teacher" shall mean all persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counsellors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges and universities operated by the Government or its political subdivisions; but shall not include school nurses, school physicians, school dentists, and other school employees.



- e. science and technology personnel under RA No. 8439<sup>54</sup>
- f. other positions as may be provided by law

The nepotism rule covers all kinds of appointments whether original, promotion, transfer, and reemployment regardless of status, including casual, contractual and coterminous but are not primarily confidential. This rule shall also apply to designation.

Sec. 126. The appointing officer/authority shall not withdraw or revoke an appointment already accepted by the appointee. Such appointment shall remain in full force and effect until disapproved/invalidated by the Commission. However, in case an appointment is void from the beginning due to fraud on the part of the appointee or because it was issued in violation of law, the proper appointing officer/authority may request the Commission for its withdrawal or revocation. Provided that if a protest on the appointment is filed, the Rules on Protest under the 2017 RACCS shall apply.

Sec. 127. No person who has been dismissed or perpetually excluded/disqualified from government service shall be appointed or reemployed unless he/she has been granted executive clemency by the President of the Philippines upon recommendation of the Commission.

Sec. 128. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

Sec. 129. No person who has reached the compulsory retirement age of 65 years can be appointed to any position in the government, except to a primarily confidential position.

A person appointed to a primarily confidential position who reaches the age of 65 is considered automatically extended in the service until the expiry date of his/her appointment or until his/her services are earlier terminated.

The extension of service of a person who will reach the compulsory retirement age of 65 years may be allowed for a period of six (6) months and in meritorious circumstances may be extended for another six (6) months. The request for extension shall be made by the Head of Office. The same shall be filed with the Commission not later than three (3) months prior to the date of the official/employee's compulsory retirement. Services rendered during the period of extension shall no longer be credited as government service.

However, for one who will complete the fifteen (15) years of service required under the GSIS Law, a maximum period of two (2) years may be allowed. Services rendered during the period of extension shall be credited as part of government service for purposes of retirement. The official or employee, may file the request of extension of service.

The request shall be submitted to the Commission with the following documents:

<sup>54</sup> The List of S & T Positions exempted from the rules on nepotism is appended to Resolution No. 04-0860 dated July 28, 2004 and disseminated in CSC Memorandum Circular No. 15, s. 2004 (Reiteration of the Exemption of Scientific and Technology Personnel from the Rules on Nepotism) dated July 29, 2004.



- a. Request for extension of service signed by the head of office/appointing officer/authority or the employee in case of extension to complete the 15-year service required under the GSIS Law, containing the justifications for the request;
- b. Certification by a licensed government physician that the employee subject of the request is still mentally and physically fit to perform the duties and functions of his/her position.
- c. Certified true copy of the employee's Certificate of Live Birth;
- d. Clearance of no pending administrative case issued by the CSC, Office of the Ombudsman and agency concerned;
- e. Service record of the employee, if the purpose of the extension is to complete the 15-year service requirement under the GSIS law;
- f. Certification from the GSIS on the Total Length of Service (TLS) of the employee for those who are completing the 15-year service requirement;
- g. Certified true copy of the updated Plantilla of Personnel issued by the agency HRM Officer; and
- h. Proof of payment of the filing fee.

The only basis for Heads of Offices to allow an employee to continue rendering service after his/her 65th birthday is a Commission Resolution granting the request for extension. In the absence of such resolution, the said employee shall not be authorized to perform the duties of the position and his/her salaries shall be the liability of the official responsible for the continued service of the employee.

During the period of extension, the employee on service extension shall be entitled to salaries and salary increases, allowances, and other remunerations that are normally considered part and parcel of an employee's compensation package subject to the existing regulations on the grant thereof, except step increments. The employee shall also be entitled to 15 days vacation and 15 days sick leave annually, provided that the same are not commutative and cumulative.

Sec. 130. Unless allowed by the Commission in meritorious cases, heads of oversight agencies and their staff are prohibited from transferring or being appointed to any position in the department/agency/office/local government unit which their unit is assigned or designated to oversee within one year after the termination of such assignment or designation.

Sec. 131. No person appointed to a position in the non-career service shall perform the duties properly belonging to any position in the career service.

Sec. 132. No consultant, contractual, non-career or detailed employee shall be designated to a position exercising control or supervision over regular and career employees, except as may be provided by law.

Sec. 133. No institutional or individual contract of service employees shall be made to perform functions pertaining to regular positions nor be designated to positions exercising control or supervision over regular and career employees.

Sec. 134. No discrimination shall be exercised, threatened or promised against or in favor of any person examined or to be examined or employed by reason of his/her political or religious opinions or affiliations, sex, sexual orientation and gender identity, civil status, age, disability, or ethnicity.

Sec. 135. No changes in designation or nomenclature of positions resulting in promotion or demotion in rank or increase or decrease in compensation shall be allowed in LGUs, except when the position is actually vacant.

Sec. 136. No officer or employee, whether in a permanent or regular capacity, temporary, casual, or hold-over, shall engage directly or indirectly in any private business or practice of profession. Exemptions may be allowed, subject to the limitations provided under RA No. 6713 and other special laws. Provided, further that the following requirements/conditions are met:

- a. Written permission from head of agency must be secured and renewed annually;
- b. Time devoted outside of office hours shall not impair in any way the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions and must be fixed by the head of agency; and
- c. Government facilities, equipment and supplies shall not be used while engaged in private business or practice of profession.

Sec. 137. A person with dual citizenship shall not be appointed in the government unless he/she renounces his/her foreign citizenship pursuant to the provisions of Republic Act No. 9225.<sup>55</sup> However, even if he/she has renounced his/her foreign citizenship, but continues to use his/her foreign passport in travelling after renunciation, he/she shall not be considered for appointment in the government service.

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

Sec. 138. The right to be appointed to any public office in the Philippines cannot be exercised by, or extended to, those who are candidates for or are occupying any public office in the country of which they are naturalized citizens and/or are in active

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<sup>55</sup> Item 3, Section 5, Republic Act No. 9225 (Citizenship Retention and Re-acquisition Act of 2003)



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service as commissioned or non-commissioned officers in the armed forces of the country of which they are naturalized citizens.<sup>56</sup>

**RULE XIII**  
**RESPONSIBILITIES OF THE HUMAN RESOURCE MANAGEMENT OFFICER**

Sec. 139. The Human Resource Management Officer or the duly authorized employee in charge of human resource management shall:

<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. <b>Submit the list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers using the prescribed form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO.</b></p> <p>c. Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses/report of rating of selected candidate/s prior to issuance of original appointment, promotion, transfer, reappointment or reemployment unless previous authentication has been issued for the same eligibility/license/report of rating.</p> <p>d. Review thoroughly and check the veracity, authenticity and completeness of all the requirements and supporting papers in connection with all cases of appointments before submitting the same to the Commission.</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. <b>Submit the list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers using the prescribed form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO.</b></p> <p>c. 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, promotion, transfer, reappointment or reemployment unless previous authentication has been issued for the same eligibility/license/report of rating.</p> <p>d. Review thoroughly and check the veracity, authenticity and completeness of all the requirements and supporting papers in connection with all cases of appointments before submitting the same to the Commission.</p>

<sup>56</sup> Item 5, op.cit.





<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p><b>e. The HRMO shall also 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.</b></p> <p><b>f. Sign the following certifications at the back of the appointment:</b></p> <p><b>i. Certification as to completeness and authenticity of requirements; and</b></p> <p><b>ii. Certification that the vacant position to be filled has been published and posted 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.</b></p> <p><b>g. Ensure that the Chairperson of the HRMPSB or the Placement Committee has signed the certification at the back of the appointment, whenever applicable.</b></p> <p><b>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.</b></p> <p><b>h. Ensure that the appointment for department head position in the LGU is submitted within seven (7) calendar days upon issuance by the appointing officer/authority to the local sanggunian for concurrence.</b></p>	<p><b>e. The HRMO shall also 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.</b></p> <p><b>f. Sign the following certifications at the back of the appointment:</b></p> <p><b>i. Certification as to completeness and authenticity of requirements; and</b></p> <p><b>ii. Certification that the vacant position to be filled has been published and posted in 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.</b></p> <p><b>g. Ensure that the Chairperson of the HRMPSB or the Placement Committee has signed the certification at the back of the appointment, whenever applicable.</b></p> <p><b>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.</b></p> <p><b>h. Ensure that the appointment for department head position in the LGU is submitted within seven (7) calendar days upon issuance by the appointing officer/authority to the local sanggunian for concurrence.</b></p>



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<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>The HRMO shall also ensure that a copy of the Sanggunian Resolution 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>i. Furnish appointee with a photocopy of his/her appointment (appointee's copy) for submission to the Commission, ensuring that the appointee signs on the acknowledgment portion of the appointment.</p> <p>j. Submit appointments (CSC, agency, and appointee's copy) with supporting documents in the prescribed Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018) indicating the names of the appointees, their position, status and nature of appointment and the corresponding date of issuance within 30 calendar days from issuance thereof.</p> <p>k. Transmit to the appointee the original copy of his/her appointment acted upon by the Commission.</p> <p>l. 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'</p>	<p>The HRMO shall also ensure that a copy of the Sanggunian Resolution 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>i. 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.</p> <p>j. Submit RAI (CS Form No. 2, Revised 2018), original copy of appointments (CSC copy) with supporting documents on or before the 30th day of the succeeding month.</p> <p>k. 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 CSC FO at the Notation portion of the Agency and Appointee's copy of appointment.</p> <p>l. 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'</p>



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<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>performance rating, and such other reports as may be required by the Commission.</p> <p>m. 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>n. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.</p> <p>o. Submit to the CSC FO a copy of the Oath of Office (CS Form No. 32, Revised 2018) within 30 days from the date of assumption of the appointee.</p> <p>p. Submit to the CSC FO a copy of the Certification of Assumption to Duty (CS Form No. 4, Series of 2018) within 30 days from the date of assumption of the appointee.</p> <p>q. 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>r. Ensure the orientation of officials and employees on the recruitment, selection and placement process.</p> <p>s. 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>performance rating, and such other reports as may be required by the Commission.</p> <p>m. 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>n. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.</p> <p>o. Submit to the CSC FO a copy of the Oath of Office (CS Form No. 32, Revised 2018) within 30 days from the date of assumption of the appointee.</p> <p>p. Submit to the CSC FO a copy of the Certification of Assumption to Duty (CS Form No. 4, Series of 2018) within 30 days from the date of assumption of the appointee.</p> <p>q. 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>r. Ensure the orientation of officials and employees on the recruitment, selection and placement process.</p> <p>s. 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>

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p><b>t. 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.</b></p> <p><b>u. Ensure the renewal of professional licenses of appointees to positions involving practice of profession regulated by bar/board law.</b></p> <p><b>v. Perform all other functions as may be provided by law.</b></p>	<p><b>t. 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.</b></p> <p><b>u. Ensure the renewal of professional licenses of appointees to positions involving practice of profession regulated by bar/board law.</b></p> <p><b>v. Perform all other functions as may be provided by law.</b></p>

Sec. 140. Failure of the HRMO or the duly authorized employee in charge of human resource management to perform any of the above responsibilities shall be a ground for administrative disciplinary action for neglect of duty which the head of agency or the Commission can initiate.

#### RULE XIV TRANSITORY PROVISIONS

Sec. 141. The revised forms prescribed herein shall be used in submitting appointments starting January 2, 2018.

Sec. 142. Appointments issued using the old forms starting January 2, 2018 shall be returned for resubmission in the new prescribed form within fifteen (15) days from receipt thereof; otherwise, said appointment/s shall be disapproved/invalidated.

Sec. 143. Agencies shall submit to the CSC RO concerned for approval the revised Agency Merit Selection Plan in accordance with the 2017 Omnibus Rules on Appointments and Other Human Resource Actions within six (6) months from date of the effectivity of said Rules.<sup>57</sup> 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.

#### RULE XV REPEALING CLAUSE

- CSC Memorandum Circular No. 34, s. 1997 (Requirement for Pre-Employment Mental, Physical-Medical Examinations)

<sup>57</sup> CSC Resolution No. 1701009 dated June 16, 2017 was published on August 2, 2017 in the Philippine Star. It became effective on August 18, 2017, fifteen (15 days) after its publication. It was circularized through CSC Memorandum Circular No. 24, s. 2017



- CSC Memorandum Circular No. 40, s. 1998 (Revised Omnibus Rules on Appointments and Other Personnel Actions)
- CSC Memorandum Circular No. 15, s. 1999 (Additional Provisions and Amendments to CSC Memorandum Circular No. 40, s. 1998)
- CSC Memorandum Circular No. 20, s. 2002 (Revised Policies on Temporary Appointments and Publication of Vacant Positions)
- CSC Memorandum Circular No. 21, s. 2002 (Policies on Detail)
- **CSC Memorandum Circular No. 12, s. 2003 (Revised Policies on Qualification Standards)**
- CSC Memorandum Circular No. 2, s. 2005 (Revised Rules on Reassignment)
- CSC Memorandum Circular No. 3, s. 2005 (Rules on Probationary Period for Permanent Appointment in the Career Service)
- CSC Memorandum Circular No. 4, s. 2005 dated January 21, 2005 (Amendment to Policy No. 12 of CSC MC No. 3, s. 2001 and Clarification of the Functions and Responsibilities of the Personnel Selection Board)
- CSC Memorandum Circular No. 6, s. 2005 (Guidelines on Designation)
- CSC Memorandum Circular No. 16, s. 2005 (Amendment to Item No. 4 of CSC MC No. 3, s. 2001 on Publication Requirement)
- CSC Memorandum Circular No. 2, s. 2007 (Amendment on the Policy on the Effectivity of Appointments of Department Heads in Local Government Units)
- **CSC Memorandum Circular No. 11, s. 2007 (Publication of Vacant Third Level Positions in the Government)**
- **CSC Memorandum Circular No. 28, s. 2009 (New Guidelines in the Processing of Appointments Issued in Violation of RA 7041 (An Act Requiring Regular Publication of Existing Vacant Positions in Government Office))**
- CSC Memorandum Circular No. 10, s. 2011 (Revised Rules on Appointments Issued by Outgoing Elective and Appointive Officials)
- **CSC Decision No. 120091 dated Feb. 1, 2012 (National Commission on Muslim Filipinos Re: Request to Grant Second Level Eligibility to Shari'ah Lawyers)**
- **CSC Memorandum Circular No. 21, s. 2013 (Qualification Standards on Training)**
- CSC Memorandum Circular No. 25, s. 2014 (Recording of Services Rendered in the Government; Amendment to CSC Resolution No. 062179 dated December 6, 2006)
- **CSC Memorandum Circular No. 25, s. 2017 (Status of Appointments to Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) Where There is Dearth of Holders of Master's Degree in Specific Fields) - Partial Repeal**

All other existing policies which are inconsistent with these Rules are deemed repealed or modified accordingly.

**RULE XVI  
SEPARABILITY CLAUSE**


If any provision of these Rules or the application of such provision to any person or circumstance is declared invalid, the remainder of the Rules or the application of such provision to other persons or circumstances shall not be affected by such declaration.

**RULE XVII  
EFFECTIVITY**

The 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018 shall take effect after fifteen (15) days from the date of its publication in a newspaper of general circulation or the Official Gazette.

Quezon City.

  
**ALICIA dela ROSA - BALA**  
Chairperson

  
**LEOPOLDO ROBERTO W. VALDEROSA JR.**  
Commissioner

**VACANT**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

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CS Form No. 33-B	Appointment Form for Accredited/Deregulated Agencies
CS Form No. 34-A	Plantilla of Casual Appointment (For Regulated NGAs, GOCCs, SUCs)
CS Form No. 34-B	Plantilla of Casual Appointment (For Accredited/Deregulated NGAs, GOCCs, SUCs)
CS Form No. 34-C	Plantilla of Casual Appointment (For Regulated LGUs)
CS Form No. 34-D	Plantilla of Casual Appointment (For Accredited/Deregulated LGUs)
CS Form No. 34-E	Plantilla of Casual Appointment (Reappointment-Renewal for NGAs, GOCCs, SUCs)
CS Form No. 34-F	Plantilla of Casual Appointment (For LGUs)
CS Form No. 211	Medical Certificate
CS Form No. 212	Personal Data Sheet <ul style="list-style-type: none"> <li>• Professional Experience Sheet</li> </ul>
CS Form No. 1	Appointment Transmittal and Action Form
CS Form No. 2	Report on Appointments Issued (RAI)
CS Form No. 3	Certification of Erasures/Alterations on Appointment
CS Form No. 4	Certification of Assumption to Duty
CS Form No. 5	Certification that There is No Applicant Who Meets All the Qualification Requirements
CS Form No. 7	Clearance Form
CS Form No. 8	Report on DIBAR
CS Form No. 9	Request for Publication of Vacant Positions
CS Form No. 10	Acceptance of Resignation
<b>Annex</b>	<b>Title</b>
A	Glossary of Terms
B	List of Category III and IV Positions



**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**

- Province
- City
- Municipality

- 1st Class
- 2nd Class
- 3rd Class
- 4th Class

- 5th Class
- 6th Class
- Special

**5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT**

**6. BUREAU OR OFFICE**

**7. DEPARTMENT / BRANCH / DIVISION**

**8. WORKSTATION / PLACE OF WORK**

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

**15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED**

*(if more than seven (7) list only by their item numbers and titles)*

POSITION TITLE

ITEM NUMBER

**16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK**

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____		
Staff	<input type="checkbox"/>	<input type="checkbox"/>			

**18. WORKING CONDITION**

Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	

**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)** **Competency Level**

Percentage of Working Time	<i>(State the duties and responsibilities here:)</i>	
		<i>(Indicate the required Competency Level here)</i>

**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**



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 Person Administering the  
Oath)



CS Form No. 33-A  
Revised 2018

(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)

C

### Certification

This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017, as amended**, 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\_\_\_\_.

\_\_\_\_\_  
**HRMO**

### Certification

This is to certify that the appointee has been screened and found  
qualified by the majority of the HRMPSB/**Placement Committee** during the deliberation held on  
\_\_\_\_\_.

\_\_\_\_\_  
Chairperson, HRMPSB/**Placement Committee**

### 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.

### Acknowledgement

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 2018

(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)

*C*

### Certification

This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017, as amended**, 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\_\_\_\_.

\_\_\_\_\_  
**HRMO**

### Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/**Placement Committee** during the deliberation held on \_\_\_\_\_.

\_\_\_\_\_  
Chairperson, HRMPSB/**Placement Committee**

### 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			

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

#### Acknowledgement

Received original/photocopy of appointment on \_\_\_\_\_

\_\_\_\_\_  
Appointee

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 APPOINTMENTS**

Department/Office: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments.
- (2) Indicate 'NOTHING FOLLOWS' on the row following the name of the last appointee on the last page of the Plantilla.
- (3) Provide proper pagination (Page n of n page/s).

1	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
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

The above-named 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. 24, s. 2017**, as amended, have been compiled with, reviewed and found in order.

\_\_\_\_\_  
HRMO

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

\_\_\_\_\_  
CSC Official





Republic of the Philippines

(Name of Agency)

**PLANTILLA OF CASUAL APPOINTMENTS**

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

Department/Office: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments.
- (2) Indicate 'NOTHING FOLLOWS' on the row following the name of the last appointee on the last page of the Plantilla.
- (3) Provide proper pagination ("Page n of n page/s)."

	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
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

The above-named 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. 24, s. 2017, as amended**, have been complied with, reviewed and found in order.

**APPOINTING OFFICER / AUTHORITY:**

**ACCREDITED PURSUANT TO:**

HRMO

(Position)

CSC Resolution No.:

Date:

Date:

C S C / H R M O N O T A T I O N

A C T I O N O N A P P O I N T M E N T S

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			

Republic of the Philippines

(Name of Agency)

**PLANTILLA OF CASUAL APPOINTMENTS**

For  
Local Government Units  
(Stamp of Date of Receipt)

Department/Office: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments.
- (2) Indicate 'NOTHING FOLLOWS' on the row following the name of the last appointee on the last page of the Plantilla.
- (3) Provide proper pagination (Page n of n page/s)."

1	NAME OF APPOINTEE/S			POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		ACKNOWLEDGEMENT OF APPOINTEE	
	Last Name	First Name	Name Extension (Jr/III)				Middle Name	From (mm/dd/yyyy)	To (mm/dd/yyyy)	Signature
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

The above-named 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 requirements and supporting papers pursuant to CSC MC No. 24, s. 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.

**CSC NOTATION**

Date: \_\_\_\_\_ HRMO \_\_\_\_\_ Accountant \_\_\_\_\_ Governor/Mayor/Vice-Governor/Vice-Mayor \_\_\_\_\_ CSC Official \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Republic of the Philippines

(Name of Agency)

PLANTILLA OF CASUAL APPOINTMENTS

Department/Office: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Only a maximum of fifteen (15) appointees must be listed on each page of the Planilla of Casual Appointments.
- (2) Indicate "NOTHING FOLLOWS" on the row following the name of the last appointee on the last page of the Planilla.
- (3) Provide proper pagination (Page n of n page/s)."

1	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/Ill)				Middle Name	From (mm/dd/yyyy)		To (mm/dd/yyyy)	Signature
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

This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 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 : \_\_\_\_\_

For Accredited/Deregulated  
Local Government Units  
(Stamp of Date of Receipt)

HRMO

Accountant

Governor/Mayor/Vice-Governor/Vice-Mayor

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

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

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

**C S C / H R M O N O T A T I O N**

**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		



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

Republic of the Philippines

(Stamp of Date of Receipt)

\_\_\_\_\_  
(Name of Agency)

**PLANTILLA OF CASUAL APPOINTMENTS  
(REAPPOINTMENT-RENEWAL)**

Department/Office: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

- INSTRUCTIONS:**
- (1) Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments.
  - (2) Indicate 'NOTHING FOLLOWS' on the row following the name of the last appointee on the last page of the Plantilla.
  - (3) Provide proper pagination (Page n of n page/s)."

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	NAME OF APPOINTEE/S			POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		ACKNOWLEDGEMENT OF APPOINTEE	
	Last Name	First Name	Name Extension (Jr/III)				Middle Name	From (mm/dd/yyyy)	To (mm/dd/yyyy)	Signature

The above-named 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  
CSC NOTATION

This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24, s. 2017, as amended, have been complied with, reviewed and found in order.

HRMO  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
CSC Official



## MEDICAL CERTIFICATE

(For Employment)

### I N S T R U C T I O N S

- 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/**psychological** 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

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)			AGENCY / ADDRESS
ADDRESS			
AGE	SEX	CIVIL STATUS	

### FOR THE LICENSED GOVERNMENT PHYSICIAN

<i>I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input type="checkbox"/>FIT / <input type="checkbox"/>UNFIT for employment.</i>				
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:		OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
AGENCY/Affiliation of Licensed Government Physician:				
LICENSE NO.				
OFFICIAL DESIGNATION		HEIGHT (M) Bare Foot	WEIGHT (KG) Stripped	BLOOD TYPE
		DATE EXAMINED		



# 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. GSIS 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	NAME EXTENSION (JR., SR)			
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
FIRST NAME	NAME EXTENSION (JR., SR)			
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)

<b>SIGNATURE</b>	<b>DATE</b>
------------------	-------------



**IV. CIVIL SERVICE ELIGIBILITY**

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity

*(Continue on separate sheet if necessary)*

**V. WORK EXPERIENCE**

*(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format "00-0")/ INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/ N)
From	To						

*(Continue on separate sheet if necessary)*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**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**

*(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 Division Chief/Executive/Managerial positions)*


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/ Supervisory/ Technical/etc)	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)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)

*(Continue on separate sheet if necessary)*

<b>SIGNATURE</b>		<b>DATE</b>	
------------------	---	-------------	--

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,

a. within the third degree?  YES  NO

b. within the fourth degree (for Local Government Unit - Career Employees)?  YES  NO

If YES, give details: \_\_\_\_\_

35. a. Have you ever been found guilty of any administrative offense?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you been criminally charged before any court?  YES  NO

If YES, give details: \_\_\_\_\_

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

Status of Case/s: \_\_\_\_\_

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?  YES  NO

If YES, give details: \_\_\_\_\_

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?  YES  NO

If YES, give details: \_\_\_\_\_

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  YES  NO

If YES, give details: \_\_\_\_\_

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?  YES  NO

If YES, give details: \_\_\_\_\_

39. Have you acquired the status of an immigrant or permanent resident of another country?  YES  NO

If YES, give details (country): \_\_\_\_\_

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?  YES  NO

If YES, please specify: \_\_\_\_\_

b. Are you a person with disability?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

c. Are you a solo parent?  YES  NO

If YES, please specify ID No: \_\_\_\_\_

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.

ID picture taken within the last 6 months  
4.5 cm. X 3.5 cm  
(passport size)

Computer generated or photocopied picture is not acceptable

PHOTO

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.

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

WORK EXPERIENCE SHEET

*Instructions: 1. Include only the work experiences relevant to the position being applied for.*

*2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment*

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
  
- List of Accomplishments and Contributions (if any)
  - Developed recruitment plan
  - Designed training program for retirees under EO 366
  
- Summary of Actual Duties
  - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 2, 2002 – February 10, 2011
- Position: Administrative Officer III
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance
  
- List of Accomplishments and Contributions (if any)
  
- Summary of Actual Duties
  - Responsible for performing administrative and technical tasks e.g., pre-screening of applicants, preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.

\_\_\_\_\_  
(Signature over Printed Name  
of Employee/Applicant)

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



APPOINTMENT TRANSMITTAL AND ACTION FORM

For Use of Regulated Agencies Only

AGENCY: \_\_\_\_\_

CSC FO In-Charge: \_\_\_\_\_

For CSC FO/FO's Use:

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

- 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.

No.	NAME OF THE APPOINTEES				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, Agency Website, Newspaper, etc)	A - Approved or D - Disapproved or N - Noted	Date of Action (mm/dd/yyyy)	Date of Release (mm/dd/yyyy)		
1																	
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3																	
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14																	
15																	

CERTIFICATION

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

\_\_\_\_\_ HRMO

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

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

**CHECKLIST OF COMMON REQUIREMENTS**

**HRMO**

**CSC FO**

Instructions: Put a check if the requirements are complete. If not complete, use the space provided to indicate the name of appointee and the lacking requirements.

1	APPOINTMENT FORMS (CS Form No. 33-A, Revised 2018) - Three (3) original copies of appointment form (employee copy, CSC copy and agency copy)	
2	PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 34A, C, E or F) - 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.

HRMO \_\_\_\_\_

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.

CSC FO Receiving Officer \_\_\_\_\_



**REPORT ON APPOINTMENTS ISSUED (RAI)**  
For the month of \_\_\_\_\_

Date received by CSC FO: \_\_\_\_\_

AGENCY: \_\_\_\_\_ CSC Resolution No: \_\_\_\_\_

CSC FO 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 month.

**Pertinent data on appointment issued**

1	NAME OF APPOINTEES				3	4	5	6	7	8	PUBLICATION			CSC ACTION			15		
	(1)	(2)	(2)	(2)							(3)	DATE of publication (mm/dd/yyyy to mm/dd/yyyy)	MODE (CSC Bulletin of Vacant Positions, Agency Website, Newspaper, etc)	V-Validated INV- Invalidated N-Noted	(12)	Date of Action (mm/dd/yyyy)		(13)	Date of Release (mm/dd/yyyy)
1																			
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14																			
15																			

CERTIFICATION:

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

HRMO \_\_\_\_\_

Agency Head or Authorized Official \_\_\_\_\_

CSC Official \_\_\_\_\_

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: \_\_\_\_\_

For CSC Use Only:  
REMARKS/COMMENTS/RECOMMENDATIONS (e.g. Reasons for Invalidation):



# 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-B, Revised 2017) - Original CSC copy of appointment form		
2	PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 34-B, D, E or F) - Original CSC 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>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>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 <input type="checkbox"/> complete / <input type="checkbox"/> lacking.</p> <p>_____</p> <p>CSC FO Receiving Officer</p>



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: \_\_\_\_\_



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:

\_\_\_\_\_  
**HRMO**

201 file  
Admin  
COA  
CSC



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

Republic of the Philippines  
(Name of Agency)

## CERTIFICATION

This is to certify that based on the records of this Office, **there is no applicant who meets all the qualification requirements** to the (Position Title) position in the (Name of Office/Agency Name) , (Location) .

This certification is issued pursuant to Section 5 (k), Rule II of **CSC Memorandum No. 24, s. 2017** (2017 Omnibus Rules on Appointments and Other Human Resource Actions), **as amended**.

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

\_\_\_\_\_  
**Appointing Officer/Authority**

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

C

Agency Name  
**CLEARANCE FORM**  
*(Instructions at the back)*

<b>I</b>	<b>PURPOSE</b>				
			Date of Filing _____		
TO: (Agency Name)					
I hereby request 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: _____					
Date of Effectivity: _____					
Office of Assignment: _____			Name and Signature of Employee _____		
Position/SG/Step: _____					
<b>II</b>	<b>CLEARANCE FROM WORK-RELATED ACCOUNTABILITIES</b>				
We hereby certify that this employee is cleared <input type="checkbox"/> / not cleared <input type="checkbox"/> of work-related accountabilities from this Unit/Office/Dept.					
_____ Immediate Supervisor			_____ Head of Office		
<b>III</b>	<b>CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES</b>				
Name of Unit/Office/Department		Cleared	Not Cleared	Name of Clearing Officer/Official	Signature
<b>1. Administrative Services</b>					
a. Supply and Property Procurement and Management Services					
b. Human Resource Welfare & Assistance					
c. Agency-accredited Union/Cooperative					
<b>2. Library</b>					
a. Legal Office Library					
b. Library Services					
<b>3. Finance and Assets Management</b>					
a. Financial Services					
b. Transaction, Processing & Billing Services					
c. Payroll & Remittance Services					
<b>4. Professional and Institutional Development</b>					
a. Scholarship Services					
<b>IV</b>	<b>CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE:</b>				
a. Internal Affairs Office/Legal Affairs Office					
<input type="checkbox"/> with pending administrative case					
<input type="checkbox"/> with ongoing investigation (no formal charge yet)					
<b>V</b>	<b>CERTIFICATION</b>				
I hereby certify that this employee is cleared of work-related, money and property accountabilities from this agency. This certification includes no pending administrative case from this agency.					
_____ Signature over Printed Name of Agency Head					

*INSTRUCTIONS:*

1. Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence **for more than 30 days** shall prepare this form in quadruplicate.
2. This clearance should be duly accomplished before paying the last salary or any money due the employees. (Specify which type of clearance: maternity leave, retirement, transfer, etc.)
3. If the employees are cleared from a unit/office/department, the clearing/authorized official may attach to this clearance the pertinent document/s that shall prove that the employees are cleared of any obligation or accountability from their office, if any, and tick the box under the "Cleared" column before affixing their signatures.
4. If the employees appear to have uncleared accountability/ies from a unit/office/department, the clearing/authorized official shall attach to this clearance the pertinent document/s that shall prove that the employees have remaining obligation or accountability from their office further indicating the necessary action/s that the employee must satisfy in order to be cleared, and tick the box under the "Uncleared" column. The clearing/authorized official must only sign this clearance corresponding to their name once the employee have complied the necessary requirements and cleared of all the obligation/s and accountability/ies from their office. They must also tick the box under the "Cleared" column.
5. The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.
6. Processing of clearance certificate shall follow the order of number indicated.





**DECISION INFORMATION\***

DOCUMENT TYPE/ NO/ DATE	SIGNATORY	POSITION	AGENCY	OFFENSE	PENALTY	REMARKS

**\*DECISION INFORMATION** - Decision/Resolution/Order issued to bar certain individuals from entering government service and taking civil service examinations

I hereby certify that the Decisions/Resolutions/Orders enumerated are executory.

Prepared by: \_\_\_\_\_

Chief/Head of Division  
(Signature over Printed Name)

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

Certified Correct: \_\_\_\_\_

Director IV/Head of Department or Office  
(Signature over Printed Name)

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



Republic of the Philippines  
(Name of Agency)  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the \_\_\_\_\_ (Name of Agency) in the CSC website:

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

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1										
2										
3										
4										
5										

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than \_\_\_\_\_.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**HRMO**  
\_\_\_\_\_  
(Position Title)  
\_\_\_\_\_  
(Complete Office Address)  
\_\_\_\_\_  
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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,

\_\_\_\_\_  
Appointing Officer/Authority

Received by: \_\_\_\_\_  
Signature over Printed Name

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



## APPENDIX A

### GLOSSARY OF TERMS

*Accredited Agency (Level II)* refers to the accreditation status of an agency whose core HR systems, practices and HRMO competencies are confirmed by the Commission to be at the Maturity Level 2 (Process-Defined HRM). The agency demonstrated readiness in exercising delegated HR functions. It can be given Level II accreditation status and enjoy certain privileges, e.g. the authority to take final action on appointments. This shall include revalidated and accredited agencies under the PRIME version 1.

*Closed Career Positions* refer to positions that are scientific, or highly technical in nature; these include the faculty and academic staff of state colleges and universities, and scientific and technical positions in scientific or research institutions which shall establish and maintain their own merit systems.

*Deep Selection* refers to the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualification and competence.

*Deregulated Agency (Level III)* refers to the accreditation status of an agency who has initiated innovations/enhancements and whose HR systems, practices and HRMO competencies are confirmed by the Commission to be at Maturity Level 3 (Integrated HRM). The agency has distinguished itself as "excellent" in all or some areas of human resource management. On top of the authority to take final action on appointments, other incentives for deregulated agency would be to establish and implement its own HR mechanisms without the need for prior approval from the Commission.

*Developmental interventions* refers to HRD interventions such as coaching, mentoring, cross posting program, job rotation, temporary assignment, secondment, team building, knowledge sharing and learning session, shadowing and counseling.

*Downgrading* is a form of reclassification involving a downward change in salary grade allocation with or without change in position title.

*Executive/Managerial* refers to the professional, technical and scientific positions, the functions of which are managerial in character, exercising management over people, resource, and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing the activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, application of managerial skills required to carry out basic duties and responsibilities involving leadership, functional guidance and control.

*First Level Positions* refer to positions involved in structured work in support of office operations or those engaged in clerical, trades, crafts, or custodial service which involve sub-professional work in a non-supervisory and supervisory capacity.

Q

*Gender Identity* refers to the personal sense of identity as characterized, among others, by manners of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with the physiological characteristics of the opposite sex. (*Senate Bill 1022 – An Act Prohibiting Discrimination on the Basis of Sexual Orientation and Gender Identity and Providing Penalties Therefor*)

*Geographical Location* refers to the area within the jurisdiction of an agency, in the case of NGAs/SUCs/GOCCs, where an employee may be reassigned from the Central Office/Main Campus to Regional/Field Office/Campus provided that the office of the reassignment is existing in the organizational structure of the agency.

In the case of LGUs, geographical location refers to the 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 the office of the reassignment is existing in the organizational structure of the LGU.

*Hard to Fill Vacancies* refer to vacancies for which agencies found difficulties in recruitment for reasons such as, lack of skills of applicants, inadequate experience, applicants' expectation of high salary, lack of professional license, competition with private sectors and overseas jobs. (*Occupational Shortages and Surpluses, 2013-2014 Integrated Survey on Labor and Employment, Philippine Statistics Authority, LABSTAT Updates, March 2016*)

*Highly Specialized Positions* refer to positions with highly specialized and unique duties requiring specialized education, training or skills which may not be acquired through formal education, training programs, or experience gained from service-wide positions.

*Illegally separated employee* refers to a person who has been previously appointed to a position in the career service and who has, through no delinquency or misconduct, been separated therefrom.

*Next-in-Rank Position* refers to a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP).

*Officer-in-Charge* is considered merely as a caretaker of the office while the regular incumbent is on leave of absence. An OIC does not possess the power to appoint, and if he does, such act is null and void ab initio. An Officer-in-Charge does not exercise powers involving discretion of the regular incumbent. The rights and privileges of the latter do not normally descend upon the former unless specifically indicated or stated in the designation.<sup>1</sup>

*Partisan political activity* refers to an act designed to promote the election or defeat of a particular candidate or candidates to a public office which shall include:

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<sup>1</sup> CSC Resolution No. 000778, VITRIOLO, Julito D Re: Query; Position Title; Nomenclature Distinction between Acting and OIC



- a. Forming organizations, associations, clubs, committees or other groups of person for the purpose of soliciting votes and/or undertaking any campaign for or against a candidate;
- b. Holding political caucuses, conferences, meetings, rallies, parades, or other similar assemblies, for the purpose of soliciting votes and/or undertaking any campaign or propaganda for or against a candidate;
- c. Making speeches, announcements or commentaries or holding interviews for or against the election of any candidate for public office;
- d. Publishing or distributing campaign literature or materials designed to support or oppose the election of any candidate; or
- e. Directly or indirectly soliciting votes, pledges or support for or against a candidate.

In addition, the following specific acts are likewise considered partisan political activities and are grounds for disciplinary action:

- i. Being a delegate to any political convention or member of any political committee or directorate or an officer of any political club or other similar political organizations.
- ii. Making speeches or publications to draw political support in behalf of any particular party or candidate for public office.
- iii. Soliciting or receiving contribution for political purposes, either directly or indirectly.
- iv. Becoming publicly identified with the success or failure of any candidate or candidates.

*Policy-Determining Positions* refer to positions which vests in the occupant the power to formulate policies for the government or any of its agencies, subdivisions, or instrumentalities, like that of a member of the cabinet as may be determined by the Commission.

*Recategorization* is a form of reclassification involving a change in the level/category of the government entity which will bear on the level of key positions, e.g., President and Vice-President positions in state universities and colleges (SUCs) and General Manager, Assistant General Manager, and other Managerial positions in Local Water Districts.

*Regular appointments* refer to appointments issued in government agencies based on the authorized positions found in the Plantilla of Personnel or Lump Sum appropriation under Personnel Services, or those occupying the positions in the DBM-approved contractual staffing pattern of the agencies concerned, all of which are submitted to the CSCFO for attestation.

*Regulated Agency (Level I)* refers to the status of an agency whose core HR systems are assessed at Maturity Level 1 (Transactional HRM) or below. The agency has not fully demonstrated readiness in exercising delegated HR functions and needs to be subjected to regular monitoring/assistance by the Commission.

*Second Level Position* includes professional, technical and scientific positions which involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.



*System of Ranking Positions* refers to the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following: a) organizational structure b) salary grade allocation c) classification and functional relationship of positions, and d) geographic location.

*Term* refers to the time during which the officer may claim to hold office as of right, and fixes the interval after which the several incumbents shall succeed one another<sup>2</sup>.

*Tenure* refers to the term during which the incumbent actually holds the office. The term of office is not affected by the hold-over. The tenure may be shorter than the term for reasons within or beyond the power of the incumbent<sup>3</sup>.

*Upgrading* is a form of reclassification involving an upward change in salary grade allocation with or without change in position title.

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<sup>2</sup> Jose Topacio Nuevo, *et al* vs. Gerardo Angeles, *et al*, G.R. No. L-89, February 1, 1946

<sup>3</sup> *Ibid*.



## APPENDIX B

### LIST OF CATEGORY III AND IV POSITIONS

#### CATEGORY III POSITIONS

*Category III refers to positions whose qualification standards (QS) require no eligibility in view of the duties and responsibilities attached thereto*

#### Position Titles

Acupressure Technician  
Administrative Services Aide  
Ammunition Worker I  
Ammunition Worker II  
Animal Keeper I  
Animal Keeper II  
Animal Keeper III  
Antenna Rigger  
Armorer I  
Armorer II  
Artificial Limb and Brace Maker I  
Artificial Limb and Brace Maker II  
Artificial Limb and Brace Maker III  
Assistant Chef  
Assistant Chief Bookbinder  
Assistant Chief Photoengraver  
Assistant Concertmaster  
Assistant Principal Orchestra Member  
Associate Concertmaster  
Associate Resident Conductor  
Audio-Visual Equipment Operator I  
Audio-Visual Equipment Operator II  
Bailiff I  
Bailiff II  
Bailiff III  
Bandmaster  
Barangay Health Aide  
Barber  
Blueprint Machine Operator  
Boatswain  
Bookbinder I  
Bookbinder II  
Bookbinder III  
Bookbinder IV  
Building Helper  
Building Pest Control Officer  
Cemetery Caretaker  
Chef  
Chief Bookbinder  
Chief Photoengraver



Clothes Designer  
Compositor  
Concertmaster  
Construction and Maintenance Capataz  
Construction and Maintenance Foreman  
Construction and Maintenance General Foreman  
Construction and Maintenance Man  
Construction Foreman A  
Construction Foreman B  
Cook A  
Cook B  
Cook I  
Cook II  
Core Driller I  
Courier  
Coxswain  
Crafts and Trades Helper  
Culture and Arts Assistant I  
Culture and Arts Assistant II  
Culture and Arts Officer I  
Customs Gatekeeper  
Dam Tender (NAPOCOR)  
Day Care Worker I  
Day Care Worker II  
Dental Aide  
Document Binder  
Dormitory Attendant  
Electrical Helper  
Electrographic Artist I  
Electrographic Artist II  
Engineering Aide  
Engineering Aide A  
Engineering Aide B  
Engineering Aide C (NAPOCOR)  
Fabric Worker I  
Fabric Worker II  
Farm Foreman  
Farm Supervisor  
Farm Worker I  
Farm Worker II  
Fiber Technician  
Film Custodian I  
Film Custodian II  
Fingerprinting Aide  
Fisherman  
Food Server/Mess Boy  
Food Services Helper  
Foreign Service Staff Employee III (Utility Worker, Messenger)  
Foreman A  
Foreman B





Foreman C  
Forest Ranger  
Forms Designer  
Foundry Worker I  
Foundry Worker II  
Freight Service Foreman  
Fuel Distribution Foreman  
Fuel/Gas Attendant  
Fumigation Supervisor  
Fumigator  
Fumigator Assistant Supervisor  
Fumigator Foreman  
Gate/Crossing Keeper  
General Services Maintenance Foreman A (NAPOCOR)  
General Services Maintenance Foreman B (NAPOCOR)  
Geologic Aide  
Guesthouse Caretaker  
Guesthouse Cook/ Caretaker A (NAPOCOR)  
Guesthouse Cook/ Caretaker B (NAPOCOR)  
Guesthouse Cook/ Caretaker C (NAPOCOR)  
Handicraft Worker I  
Handicraft Worker II  
Handicraft Worker III  
Hospital Housekeeper  
Household Attendant I  
Household Attendant II  
Household Attendant III  
Housekeeping Services Assistant  
Houseparent I  
Houseparent II  
Houseparent III  
Houseparent IV  
Instrumentman  
Judicial Staff Employee II (Utility Worker, Messenger)  
Junior Process Server  
Labor Foreman  
Labor General Foreman  
Laboratory Aide A  
Laboratory Aide B  
Laboratory Aide I  
Laboratory Aide II  
Laborer I  
Laborer II  
Laundry Worker I  
Laundry Worker II  
Laundry Worker III  
Legislative Staff Employee I (Utility Worker, Messenger)  
Legislative Staff Employee II (Utility Worker, Messenger)  
Letter Carrier  
Liaison Aide



Librarian Aide  
Lifeguard  
Light Equipment Operator  
Lighthouse Keeper I  
Lighthouse Keeper II  
Local Legislative Staff Employee I (Utility Worker, Messenger)  
Local Legislative Staff Employee II (Utility Worker, Messenger)  
Lumber Grader  
Magnetic Recorder Operator I  
Magnetic Recorder Operator II  
Magnetic Recorder Operator III  
Mail Sorter  
Make-Up Artist  
Malaria Control Foreman  
Mason A  
Mason B  
Mason Foreman  
Mason I  
Mason II  
Master Fisherman I  
Master Fisherman II  
Master Tailor I  
Master Tailor II  
Mechanical Helper  
Media Production Aide  
Medical Services Aide A  
Medical Services Aide B  
Messenger  
Meter Reader I  
Meter Reader II  
Meter Reader III  
Metro Aide I  
Metro Aide II  
Microfilming Machine Operator  
Microfilming Machine Operator I  
Munitions Operator Foreman  
Munitions Operator General Foreman  
Munitions Operator I  
Munitions Operator II  
Music Director  
Musician  
Nurse Maid I  
Nurse Maid II  
Nursing Attendant I  
Nursing Attendant II  
Office Equipment Helper  
Offset Camera Operator I  
Offset Machine Operator  
Oiler  
Operations/ Maintenance Aide A (NAPOCOR)



Operations/ Maintenance Aide B (NAPOCOR)  
Operations/ Maintenance Aide C (NAPOCOR)  
Orchestra Member I  
Orchestra Member II  
Orchestra Member III  
Orchestra Member IV  
Orchestra Member V  
Paper Cutting Machine Operator  
Paper Cutting Machine Operator I  
Paper Cutting Machine Operator II  
Paper Cutting Machine Operator III  
Park Attendant I  
Park Attendant II  
Park Attendant III  
Park Maintenance Foreman  
Park Maintenance General Foreman  
Parking Aide I  
Parking Aide II  
Parking Aide III  
Parking Aide IV  
Patternmaker I  
Patternmaker II  
Pest Control Technician  
Pest Control Worker I  
Pest Control Worker II  
Philatelic-Artist I  
Philatelic-Artist II  
Photoengraver I  
Photoengraver II  
Photoengraver III  
Photoengraver IV  
Plant/Substation Helper A  
Plant/Substation Helper B  
Plant/Substation Helper C  
Porter  
Porter Leadman  
Postman I  
Poundkeeper I  
Poundkeeper II  
Press Roller Maker I  
Press Roller Maker II  
Principal Orchestra Member  
Printing Machine Operator I  
Printing Press Operator B  
Printing Scheduler  
Process Server  
Public Services Foreman  
Pump Tender (NAPOCOR)  
Quartermaster  
Railways Maintenance General Foreman



Railways Operations Inspector  
Railways Operations Maintenance Foreman A  
Railways Operations Maintenance Foreman B  
Railways Operations Maintenance Leadman A  
Railways Operations Maintenance Leadman B  
Railways Operations/Maintenance Towerman  
Railways Operations/Maintenance Worker A  
Railways Operations/Maintenance Worker B  
Recreation Facilities Attendant/Aide  
Religious Worker  
Reproduction Machine Operator A  
Reproduction Machine Operator B  
Reproduction Machine Operator I  
Reproduction Machine Operator II  
Reproduction Machine Operator III  
Resident Conductor  
Rodent Zone Inspector  
Scaler  
Science Aide  
Seaman  
Seamstress  
Senior Blueprint Machine Operator (NAPOCOR)  
Senior Document Binder  
Senior Letter Carrier  
Senior Lifeguard  
Senior Mail Sorter  
Senior Mason  
Senior Reproduction Machine Operator  
Senior Upholsterer  
Senior Water Maintenance Man B  
Senior Water/Sewerage Maintenance Man A  
Senior Water/Sewerage Maintenance Man B  
Shipping Aide  
Shoemaker  
Signalman  
Social Welfare Aide  
Speech Laboratory Technician  
Stevedore  
Stevedore Leadman  
Steward  
Stitcher I  
Stitcher II  
Stitcher III  
Storekeeper D  
Storekeeper I  
Supervising Blueprint Machine Operator  
Supervising Bookbinder  
Supervising Document Binder  
Supervising Photoengraver  
Supervising Reproduction Machine Operator



Survey Aide A  
Survey Aide B  
Surveyman  
Switchyard Operator (NAPOCOR)  
Tailor  
Tax Mapping Aide  
Telegram Carrier  
Ticket Checker  
Toolkeeper  
Tracer  
Traffic Aide I  
Traffic Aide II  
Traffic Aide III  
Train Conductor  
Transport Conductor/ Conductress  
Tree Marker  
Upholsterer  
Utility Foreman  
Utility Worker A  
Utility Worker B  
Utility Worker I  
Utility Worker II  
Venom Extractor  
Waiter A  
Waiter B  
Waiter I  
Waiter II  
Watchman I  
Watchman II  
Watchman III  
Water Maintenance Foreman  
Water Maintenance Man A  
Water Maintenance Man B  
Water Maintenance Man C  
Water Pump Operator  
Water Resources Facilities Operator C  
Water Resources Facilities Tender A  
Water Resources Facilities Tender B  
Water/Sewerage Maintenance Foreman  
Water/Sewerage Maintenance General Foreman  
Water/Sewerage Maintenance Head  
Water/Sewerage Maintenance Man A  
Water/Sewerage Maintenance Man B  
Water/Sewerage Maintenance Man C  
Weather Observation Aide  
Well Driller  
Work Order Tracer

CATEGORY IV POSITIONS

Category IV refers to positions which, for purposes of permanent appointment, shall require appointees to possess the appropriate licenses and meet the other requirement of the positions

License	Position Title
Air Traffic Controller's License/ Aeronautical Station Operator License (CAAP)	Air Traffic Controller Examiner I
	Air Traffic Controller Examiner II
	Air Traffic Management Officer I
	Air Traffic Management Officer II
	Air Traffic Management Officer III
	Air Traffic Management Officer IV
	Air Traffic Management Officer V
	Assistant Director General I (Air Traffic Service, CAAP)
	Assistant Director General II (Air Traffic Service, CAAP)
	ATS Department Manager (CAAP)
	ATS Division Manager (CAAP)
Aircraft Maintenance Technician License (CAAP)	Aircraft Maintenance Safety Inspector I
	Aircraft Maintenance Safety Inspector II
	Aircraft Mechanic Examiner II
	Senior Aircraft Maintenance Safety Inspector
	Supervising Aircraft Maintenance Safety Inspector
Airframe and Power Plant License /Aircraft Mechanic License (CAAP)	Aircraft Production/Maintenance Assistant A
	Aircraft Production/Maintenance Assistant B
	Aircraft Production/Maintenance Assistant C
	Aircraft Production/Maintenance Chief
	Aircraft Production/Maintenance Specialist A
	Aircraft Production/Maintenance Specialist B
	Aircraft Production/Maintenance Specialist C
	Aircraft Production/Maintenance Supervisor
	Aircraft/Avionics Maintenance Supervisor
	Chief Aircraft Maintenance Officer
	Quality Control/Assurance Chief (PADC)
	Quality Control/Assurance Inspector (PADC)
	Quality Control/Assurance Officer (PADC)
Senior Quality Control/Assurance Inspector (PADC)	
Airline Transport Pilot License (CAAP)	Department Manager III, Airmen Examination Board
	Department Manager III, Flight Operations Department



Airline Transport Pilot License (CAAP)	Department Manager III, Licensing and Certification Department
	Division Chief III, Airmen Licensing Division, Licensing and Certification Department
	Division Chief III, Commercial Air Transport Operations Certification and Inspection Division, Flight Operations Department
	Division Chief III, General Aviation Operations Certification and Inspection Division, Flight Operations Department
	Division Chief III, Flight Operations Control Safety Inspection Division, Flight Operations Department
	Division Chief III, Proficiency Check and Skills Test Division, Licensing and Certification Department
	Flight Operations Safety Inspector I
	Flight Operations Safety Inspector II
	Senior Flight Operations Safety Inspector
	Senior Pilot Examiner, Licensing and Certification Department
	Supervising Flight Operations Safety Inspector
	Supervising Pilot Examiner, Licensing and Certification Department
Airmen's License (CAAP)	Aircraft Accident Investigation Officer I
	Aircraft Accident Investigation Officer II
	Chief Aircraft Accident Investigation Officer
	Senior Aircraft Accident Investigation Officer
	Supervising Aircraft Accident Investigation Officer
Aviation Maintenance Specialist License/ Aviation Maintenance Technician License (CAAP)	Aircraft Avionics Safety Inspector I
	Aircraft Avionics Safety Inspector II
	Air Traffic Controller Examiner II, Airmen Examination Board
	Aircraft Maintenance Safety Inspector I
	Aircraft Maintenance Safety Inspector II
	Aircraft Mechanic Examiner II, Airmen Examination Board
	Aircraft Safety Avionics Inspector I
	Aircraft Safety Avionics Inspector II
	Division Chief III, Commercial Air Transport Operations Certification and Inspection Division, Airworthiness Department
	Division Chief III, General Aviation Operations Certification and Inspection Division, Airworthiness Department
Department Manager III, Airworthiness Department	

Aviation Maintenance Specialist License/ Aviation Maintenance Technician License (CAAP)	Flight Operations Officer Examiner, Airmen Examination Board
	Senior Aircraft Maintenance Safety Inspector
	Supervising Aircraft Maintenance Safety Inspector
Cabin Safety Inspector (CAAP)	Aircraft Cabin Safety Inspector I
	Aircraft Cabin Safety Inspector II
	Senior Aircraft Cabin Safety Inspector
Commercial Pilot License (CAAP)	Pilot Examiner I
	Pilot Examiner II
	Senior Flight Inspection Pilot
Commercial Pilot License (CAAP)	Senior Pilot Examiner, Approved Training Organization & Certification and Inspection Division
	Senior Pilot Examiner, Proficiency Check and Skills Test Division
	Supervising Pilot Examiner
Flight Engineer's License (CAAP)	Flight Engineer Examiner I
Flight Operations Officer License (CAAP)	Flight Operations Officer Examiner
Pilot License (CAAP)	Bank Pilot
	Check Pilot I
	Check Pilot II
	Check Pilot III
	Check Pilot IV
	Pilot (TRANSCO)
	Pilot A
	Pilot B
	Pilot I
	Pilot II
Professional Driver's License (LTO)	(Chauffer I) Administrative Aide V
	(Chauffer II) Administrative Aide VI
	(Chauffer III) Administrative Assistant I
	(Chauffer IV) Administrative Assistant II
	(Driver I) Administrative Aide III
	(Driver II) Administrative Aide IV
	(Driver III) Legislative Staff Assistant I
	(Driver) Foreign Service Staff Employee III
	(Driver/General Utilityman) Foreign Service Staff Employee III
	(Driver/Messenger) Foreign Service Staff Employee III
	Chauffer
	Driver



Professional Driver's License (LTO)	Driver III
	Driver IV
	Driver-Courier I
	Driver-Courier II
	Driver-Courier III
	Driver Mechanic A
	Driver Mechanic B
	Public Utility Vehicle Driver
	Truck Driver
Security Guard License (PNP)	Forest Guard (NAPOCOR)
	Senior Forest Ranger (NAPOCOR)
	Industrial Security Guard A
	Industrial Security Guard B
	Industrial Security Guard C
	Security Guard I
	Security Guard II
	Security Guard III
	Senior Industrial Security Guard
	Senior Industrial Security Inspector
	Wardress I
	Wardress II
TCB Radio License (NTC)	Check Flight Radio Operator