



Republika ng Filipinas  
FAMEANSANG PANGASIWAAN NG FATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 53, s. 1974

MEMORANDUM CIRCULAR

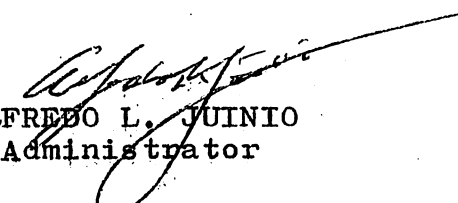
TO : ALL REGIONAL, PROVINCIAL, AND PROJECT  
IRRIGATION ENGINEERS; IRRIGATION SUPER-  
INTENDENTS AND/OR OFFICERS-IN-CHARGE OF  
IRRIGATION SYSTEMS; HEADS OF SPECIAL  
PROJECTS; AND OTHERS CONCERNED.  
National Irrigation Administration

SUBJECT : Procedures and Supporting Papers or  
Requirements Connected with Appointments

You are being furnished herewith a copy of Civil Service Memorandum Circular No. 5, s. 1974 on the procedures and requirements connected with appointments with accompanying guidelines for your reference. It is desired that the requirements be strictly observed.

It is expected that compliance with the prescribed procedures and requirements will facilitate the approval of our appointments.

Please be guided accordingly.

  
ALFREDO L. JUNIO  
Administrator

*November 18, 1974*

Republic of the Philippines  
CIVIL SERVICE COMMISSION  
Quezon City

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENT, BUREAUS  
AND AGENCIES OF THE NATIONAL AND  
LOCAL GOVERNMENTS INCLUDING  
GOVERNMENT OWNED AND CONTROLLED  
CORPORATIONS

SUBJECT : Procedures and Supporting Papers or  
Requirements Connected with Appointments

It has been noted that a big number of appointments has been returned to the appointing authorities due to non-observance of certain procedures and/or deficiency in supporting papers or requirements. This has resulted in delays in acting on appointments, unnecessary waste of efforts, and expensive operations. Moreover, this has often caused misunderstanding between the personnel of this office and the transacting public.

To facilitate action on appointments and to effect economy in operations by saving valuable manhours, all concerned are enjoined to observe the procedures prescribed in the attached list and/or submit, together with the appointment involved, all supporting papers or requirements specified therein.

Please be guided accordingly.

(SGD.) EPI REY PANGRAMUYEN  
Acting Commissioner of Civil Service

October 31, 1974

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by the President as primarily confidential, highly technical or policy determining in nature, as the case may be, and that only the title of position has been changed.

8. Initials of the officer authorized to do so on erasures or alterations made on appointments and other supporting documents before same are sent to the Civil Service Commission.
9. Job Description (CS Form 122-D) duly certified by head of office or any officer who has been delegated the authority to sign, in case agency is not covered by WAPCO.
10. Status of former incumbent of position, whether promoted, resigned, transferred, laid off, dropped, dismissed, etc., should be indicated on the face of the appointment. If dropped from the service but papers relative to same have not yet been submitted to the Civil Service Commission, papers pertinent thereto should be attached to the appointment. In case of resignation and same has not yet been noted in the records of this Office, the acceptance of resignation prepared on CS Form 56 should be sent to this Commission together with the new appointment.
11. If appointee had an administrative or criminal case, attach certified true copy of said decision, if CSC has not yet been furnished a copy.
12. If there is a change in the civil status of female employees and same has not yet been noted in the records of the Civil Service Commission, a request for change of name together with a certified true copy of marriage contract should be attached to the appointment.
13. If there is a discrepancy in the name of the appointee as appearing in the report of rating of examination passed, request for correction of name should be made and filed directly with the recruitment and Examining Department of this Commission before appointment is prepared and sent to the Civil Service Commission.

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14. If submission to CSC of an appointment or more years

14. If submission to CSC of an appointment is delayed for two or more years, an explanation on the delay should likewise be submitted.
15. Appointment which involves demotion in rank or salary, but is not disciplinary in character, should be accompanied by a letter of acceptance from the appointee.
16. Positions in WAPCO covered agencies which are not yet classified should be coursed thru WAPCO before being sent to this Office.
17. Request for reconsideration relative to the effective dates of appointments as an exception to Memorandum Circular Nos. 328 and 593, both of the Office of the President, should be sent direct to said office.
18. Request for reconsideration of action taken by CSC on appointment should always be coursed thru Appointing Officer.
19. x x x x x

Not applicable to N I A

20. x x x x x

Not applicable to N I A

21. All supporting documents which are not original copies must be certified as a true copy by the Records Officer of agency.
22. Temporary Appointments to Competitive Positions - Before any temporary appointment of a non-eligible or one whose eligibility is not appropriate is proposed, prior request for certification of eligibles or authority to make temporary appointment should

be submitted to the Commission or its Regional Office or Unit concerned to be accompanied by a justification for such temporary appointment.

#### REQUIREMENTS FOR ORIGINAL APPOINTMENT

In addition to common requirements:

1. Medical Certificate (CS Form 211). Physician must state if appointee is fit or unfit for employment.
2. Either police, P.C. or NBI and NISA clearances.
3. For positions which involve the maintenance of peace and order and protection of life and property, submit police, P.C., NBI and NISA clearances; result of neuropsychiatric examination; and license to exercise profession as security guard or watchman.
4. For positions declared as primarily confidential in nature, submit police, P.C., NBI and NISA clearances.
5. Approval of exemption from LOI 77 of the President dated May 25, 1973, if covered by the same.
6. Photograph should be attached to the Personal Data Sheet.
7. Original copy of report of rating should be attached to the appointment.
8. If appointee is already 57 years old or more, submit approval of authority from Malacañang as an exception to Section 6 of RA 728 as restated in Section 5 CS Rule VI.

#### REQUIREMENTS FOR TRANSFER APPOINTMENT

In addition to common requirements:

1. Approved permission to seek transfer (original or a certified true copy by the Records Officer of agency concerned).

2. Performance rating (for the semester immediately preceding the transfer) from the former office.
3. Certification 203 should include a statement on whether the provisions of Memorandum Circular No. 6 of this Office, series of 1967, has been observed.

#### REQUIREMENTS FOR REINSTATEMENT

In addition to the common requirements:

1. Submission of either police, P.C. or NBI and NISA clearances.
2. For appointees who are 57 years old or more, submit approval of the Office of the President as an exception to Section 6 RA 728, as restated in Section 5 of Rule VI.
3. For retired employees, submit approval of reinstatement by the Office of the President as exception to the Cabinet Resolution dated December 23, 1947.
4. Medical Certificate (CS Form 211). Physician should state if proposed appointee is fit or unfit for employment.

#### PROMOTION

In addition to common requirements:

1. Performance rating for the last semester immediately preceding the effective date of appointment.
2. If employee promoted is not next in rank, submit justification therefor.
3. If the employee promoted has had an administrative case, a certification by the Administrative Officer or anybody authorized to do so, as to the date respondent received a copy of the decision, should be submitted.