

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 83, s. 1975

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; HEADS OF DEPARTMENTS & STAFFS;  
HEADS OF SPECIAL PROJECTS; CHIEFS OF DIVISIONS AND SECTIONS;  
REGIONAL IRRIGATION DIRECTORS; PROVINCIAL AND PROJECT IRRIGATION  
ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-  
IN-CHARGE OF IRRIGATION SYSTEMS/OFFICERS; AND ALL OTHERS  
CONCERNED  
This Office

SUBJECT: Temporary Appointments

Notice is hereby given that since the Civil Service Commission has now an up-dated roster of Civil Service eligibles for various positions, the appointment of non-eligibles to positions requiring eligibilities will no longer be resorted to whenever there are available Civil Service eligibles who meet the other requirements of a vacant position, priority to be given to NIA employees. The pertinent provisions of RA No. 2260 as amended by RA No. 6040 are quoted hereunder for the guidance of all concerned:

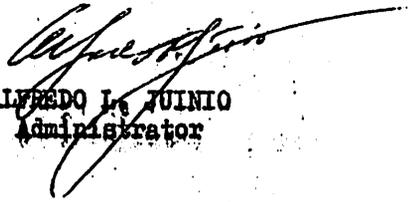
"Section 23, x x x Qualification in an appropriate examination shall be required for appointment to positions in the competitive service in accordance with the Civil Service rules, except as otherwise provided in this Act; Provided, That all those who successfully pass the examination shall be equally qualified for such appointment; Provided, further, that whenever there is a civil service eligible actually available for appointment, no person who is not such an eligible shall be appointed even in a temporary capacity to any vacant position in the competitive service in the government or in any government-owned or controlled corporation, except when the immediate filling of the vacancy is urgently required in the public interest, or when the vacancy is not permanent, in which cases temporary appointments of non-eligibles may be made in the absence of eligibles actually and immediately available;"

"Section 24. (c) Temporary Appointment. - A temporary appointment may be issued to a person who has not qualified in an appropriate examination but who otherwise meets the requirements for the position to which he is being appointed, whenever a vacancy occurs and the immediate filling of the vacancy is urgently required in the public interest or such vacancy is not permanent, in the absence of eligibles actually and immediately available. Temporary appointments to permanent vacancies in the competitive service shall not exceed twelve months, and those to temporary vacancies shall terminate upon the return of the incumbent."

Temporary appointments may be allowed for skilled and semi-skilled positions requiring testimonial eligibility only (such as Drivers, Mechanics, etc.), as the grant of the eligibility in such instances depend largely on relevant experience, provided no employees possessing the required testimonial eligibility are bypassed.

To avoid waste of time and effort in the processing of appointments, it is directed that proposals for non-eligibles to positions in the competitive service should be made only when there is an evidence from the Civil Service Commission at Quezon City or from the Commission on National Integration that there are no eligibles, or members of the cultural minority available for appointment within their respective provinces, provided such non-eligibles or non-members of the cultural minority meet the educational and other qualifications required for the positions.

Please be guided accordingly.

  
ALFREDO L. JUNIO  
Administrator

November 17, 1974