

Republika ng Pilipinas  
PAMBANSANG PANGASIWANG NG PATULIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 011, s. 1987

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS/HEADS OF DEPARTMENTS  
AND STAFFS/REGIONAL MANAGERS/OPERATIONS MANAGERS/  
IRRIGATION SUPERINTENDENTS/PROVINCIAL IRRIGATION  
ENGINEERS AND ALL OTHERS CONCERNED

SUBJECT : CSC Memorandum Circular #14, s. 1986 re: Payments  
of Salaries of Persons Without Valid Appointments

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Quoted and reproduced in full for the guidance and information  
of all concerned is the CSC Memorandum Circular No. 14, s. 1986, to wit:

"Republic of the Philippines  
CIVIL SERVICE COMMISSION  
Quezon City

MEMORANDUM CIRCULAR NO. 14

TO : ALL HEADS OF MINISTRIES, BUREAUS AND AGENCIES  
OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLU-  
DING GOVERNMENT-OWNED AND CONTROLLED CORPORA-  
TIONS, TREASURERS, DISBURSING OFFICERS,  
AUDITORS, AND PERSONNEL OFFICERS

SUBJECT : Payment of Salaries of Persons Without Valid  
Appointments

The Civil Service Commission has noted that there are still many persons who are rendering service in the government without the benefit of valid appointments most especially those whose appointments have been disapproved or those whose temporary appointments have lapsed and have not been renewed. It is also noted that said persons without valid appointments continue to receive salaries. Allowing the performance of public functions without authority as evidenced by a valid appointment, and the payment of salaries to said persons without such corresponding authority are prejudicial to the service and constitute unlawful acts in violation of the Civil Service Law and rules and accounting and auditing regulations. In this connection attention is invited to Section 53 of PD No. 807, which provides:

"Sec. 53. Liability of Appointing Authority.  
No person employed in the Civil Service in viola-  
tion of the Civil Service Law and rules shall be  
entitled to receive pay from the government; but  
the appointing authority responsible for such un-  
lawful employment shall be personally liable for  
the pay that would have accrued had the employment  
been lawful, and the disbursing officials shall  
make payment to the employee of such amount from  
salary of the officers so liable."

All heads of offices and appointing authorities and other officials concerned, particularly treasurers, disbursing officers, cashiers, paymasters, auditors and personnel officers should not allow any person without any valid appointment to render service and receive salaries. Personnel officers or those designated to perform personnel functions should keep track of disapproved and temporary appointments to avoid extending the services of those with disapproved or lapsed appointments.

The regional directors and other officials of the Commission charged with taking appropriate action on appointments have been directed to disapprove all appointments covering previous services of one or more years as well as renewal appointments for the current year without record of previously approved appointments.

The cooperation of all concerned is hereby enjoined in the interest of the service.

(SGD.) CECILINA G. GOTLADERA  
Chairman

December 24, 1966"

Compliance hereon is enjoined.

(SGD.) FEDERICO N. ALDAY, JR.  
Administrator

February 17, 1967

TCA/CTD/nsvr