

Republika ng Pilipinas
PANGANSANG PANGASIAPANG PATIBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 25, 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 #1, s. 1987 re: Guidelines
on Appointment with the amended CS Form No. 33
(Appointment) Revised January, 1987 as annex "A"

Quoted and reproduced in full for the guidance and information
of all concerned is the CSC Memorandum Circular No. 1, s. 1987 to wit:

"Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

MC# 1, s. 1987

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES
OF NATIONAL AND LOCAL GOVERNMENTS INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS

SUBJECT : Revision of CS Form No. 33 (Appointment)

In the desire of the Commission to promote economy, efficiency
and effectiveness in personnel administration in government, most
especially on matters of appointments, it has become necessary
to re-examine and revise further the appointment form, CS Form 33
(Revised September 1986) to give more meaning to the Presidential
policy direction of facilitative service.

As may be gleaned on the face of the attached appointment
form, all possible actions to be taken on the appointments are
printed at the bottom thereof and the corresponding notations/
footnotes that usually accompany the action taken are also
preprinted at the back thereof.

In this connection, and for the guidance of all concerned,
the following guidelines are hereby issued:

1. CS Form 33 (Appointment Form) is hereby further
revised. Attached is a copy of the revised appoint-
ment form.

2. The Certification on the face of CS Form No. 33 to the effect that the documents pertinent to the appointment have been verified and found in order shall be subject to verification by the CSC upon its audit of the agency. The Personnel Officer, Administrative Officer or any other Officer who affixes his signature on such certification shall be administratively and criminally liable for any certification contrary to fact.
3. Appointment submitted to the CSC Regional Office must include a transmittal letter which shall enumerate the appointments being submitted, including the names of the appointees, their positions and the corresponding date of effectivity.
4. At the back of the appointment form, the Personnel Officer of the agency shall on the space provided therefor state the name and office of the appointee as well as the position, salary and effective date of his appointment.
5. In order to facilitate the prompt resubmission of probationary appointments after the appointees have successfully passed the six months probationary period, the agency Personnel Officer shall temporarily keep the appointees' approved appointments in their 201 files. The appointees, however, must be informed in writing by the Personnel Officer of the approval of their appointments as probationary for a period of six months and at the same time remind them that their performance and conduct shall be assessed at the end of the 3rd month and the 6th month probationary period. They shall likewise be given a certified true copy of the approved probationary appointment.
6. The processor of appointments in the respective regional offices of the Commission shall take the corresponding action at the bottom of the appointment form. He shall check the appropriate box(es), affix his initial beside the box(es) and state the letter(s) of the pertinent notation(s) as listed at the back thereof. The notations (explanatory footnotes) accompanying the action taken shall be identified by encircling the letter prefix as provided and the processor shall affix his initial beside it and whenever necessary, shall complete the notation by supplying the specific information/date on the blanks provided thereon.
7. Any erasure/alteration/superimposition made on the action taken by the Commission shall invalidate the same unless such alteration(s) has/have been confirmed in writing by the Commission in which case such confirmation shall be an integral part of the action of the Commission on that appointment.

Pursuant to the provisions of Section 9(c) of PD 807, it is requested that all concerned should reproduce the attached appointment form without modification using only ~~onesheet of the~~ legal size book paper (8-1/2" x 13"). Agencies should use good quality bond paper to avoid blotting of the CSC Action thereon. Old appointment forms may still be used but effective April 1, 1967 the attached appointment forms as revised in January 1967 shall be used.

It is understood that previous issuances inconsistent herewith are hereby superseded.

(SGD.) JEROME A. GOTTLIEB
Chairman

February 3, 1967
tna:2657"

Compliance herein is enjoined.

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

April 6, 1967
GFD/bon

signed by FMA .. 5-5-67

19

Sir/Madam,

You are hereby appointed

with compensation at the rate of

PESOS (P

per annum, effective

(State nature of appointment whether original, renewal, promotion, transfer, reinst., etc.)

(State employment status whether temporary substitute, permanent or provisional in case of teachers.)

(Name and status of former incumbent, if there is any. Example: Fe Uy, resigned, promoted, etc.)

Position to be filled:

Old Item No. Page

Approp. Act.

New Item No. Page

Approp. Act.

Civil Service Eligibility

Title of Exam. Taken

Place of Examination

Date of Examination

Rating

Highest Educational Attainment:

Latest salary received:

P p.a. Effective

Maiden Name, if married

RECOMMENDED BY

Very truly yours,

CERTIFICATION

This is to certify that all requirements and supporting papers pursuant to MC No. 6, 1985, have been complied with, reviewed and found to be in order.

Personnel Officer/Administrative Officer

CERTIFICATION

This is to certify that the appointee has been screened and found qualified by the Promotion/Personnel Selection Board.

Chairman P/PS Board

DO NOT FILL SPACE BELOW

(FOR CIVIL SERVICE COMMISSION ACTION)

APPROVED

Probationary (for six months)

Temporary

Permanent

Co-Terminals

For period of actual services rendered

EA 4670

Provisional (Substitute)

Temporary under Section 3

Regular (Substitute)

Regular (Permanent)

Permanent under Section 3

Action reconsidered/amended per Indorsement

date

DISAPPROVED

Lacks approp. Eligibility

Educ/trngexp requirements not met

List of eligibles attached from which selection may be made to replace appointee

(AUTHORIZED OFFICIAL)

NOTATIONS

- a. Effective _____, the effective date of appointee's eligibility under R.A. 1080/PD 907/PD 997/PD 1408.
- b. Effective _____, the date of release of appointee's eligibility.
- c. If effectivity date is upon assumption of duties, appointment should be made:
☐ effective not earlier than _____, the date of issuance of appointment.
☐ effective _____, the date appointee actually assumed duties of the position.
- d. Co-terminous with the term of Office of _____
- e. This appointment is effective for one (1) year and will expire on _____ unless sooner terminated.
- f. Eligibility is not appropriate for the position.
- g. Appointee has not qualified in any civil service examination.
- h. Subject to the outcome of the appeal of the former incumbent, under Exec-Order No. 17, if any.
- i. Without prejudice to the final outcome of the protest filed against this appointment.
- j. Provided that the separation of former incumbent is in order.
- k. Subject to the provisions of MC86-05 dated March 4, 1986 of the MLG.
- l. Subject to the limitations of Section 47 of P.D. 807.
- m. For non-plantilla positions, as _____ at _____
per OCPC _____ Indorsement dated _____ attached to the appointment
of _____
- n. Others _____
- o. Provided that there is no pending administrative case against the appointee, no pending protest against this appointment, nor any decision by competent authority that will adversely affect the approval of this appointment.

Name of Appointee

Position and Salary

Office/Agency

Effective Date

ANY ERASURE OR ALTERATION ON THE ACTION TAKEN BY THE CIVIL SERVICE COMMISSION ON THE APPOINTMENT SHALL INVALIDATE THE SAME UNLESS SUCH ALTERATION(S) HAS/HAVE BEEN CONFIRMED IN WRITTEN COMMUNICATION BY THE CSC.

DO NOT FILL BELOW THIS LINE