

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

M.C.# 13, s. 1991

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT  
ADMINISTRATORS, DEPARTMENT MANAGERS,  
STAFF HEADS, REGIONAL IRRIGATION MANAGERS,  
OPERATION/PROJECT MANAGERS, IRRIGATION  
SUPERINTENDENTS, PROVINCIAL IRRIGATION  
ENGINEERS AND ALL OTHERS CONCERNED  
This Agency

SUBJECT : Civil Service Commission Memorandum  
Circular No. 54, s. 1990 dated December  
19, 1990

Quoted hereunder in full is Civil Service Commission  
Memorandum Circular No. 54, s. 1990 for your information  
and guidance.

"Republic of the Philippines  
CIVIL SERVICE COMMISSION  
Quezon City

M.C. # 54, s. 1990

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES  
OF THE NATIONAL/LOCAL GOVERNMENT INCLUDING  
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS  
WITH ORIGINAL CHARTERS

SUBJECT : Additional Guidelines on the Confirmation/  
Approval of Contractual Appointments

Pursuant to CSC Resolution No. 90-1184 dated December  
19, 1990 the Civil Service Commission hereby adopts and  
promulgates the following policies as additional guidelines  
on the confirmation and approval of contractual appointments:

1. All contracts of personnel services shall be  
submitted to this Commission or its proper  
Regional Office for review and approval.
2. Effective January 1, 1991, this Commission and its  
proper Regional Offices shall disapprove all con-  
tractual appointments submitted to it after the  
date of its effectivity or after thirty (30) days  
from issuance thereof.

3. Payment for services rendered by those whose contractual appointments were disapproved as mentioned in paragraph 2 thereof, shall be the personal liability of the appointing authority concerned pursuant to Section 65, Book V of Executive Order No. 292.
4. Services rendered by contractual personnel for the duration of their disapproved contractual appointment shall not be credited as government service for whatever purpose.
5. The following shall be the requirements for confirmation or approval of original contractual appointment, to wit:
  - a) A copy of a duly notarized contractual appointment/contract of services which includes statement of functions and responsibilities.
  - b) A copy of CS Form No. 212 (Personal Data Sheet) duly accomplished by the contractual appointee, which document shall be notarized and shall contain all his relevant experience and education as certified by the personnel officer of the contracting agency.
  - c) Justification for the hiring of personnel on contractual basis within the contemplation of Section 9 (4), Chapter 2, Book V of Executive Order No. 292, including a brief description of the project, job or work to be accomplished and its specific duration.
6. In the renewal of said contractual appointments, only the renewed contract is required if the original has been previously submitted.

For strict compliance.

(SGD.) PATRICIA A. STO. TOMAS

December 19, 1990"

Please be guided accordingly.

(SGD.) JOSE B. DEL ROSARIO, JR.  
Administrator

February 6, 1991

*cf* 7 Feb 91  
*MA*