

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

MC No. 31, s. 1992

MEMORANDUM CIRCULAR

T O : THE 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. 08, s. 1992 dated March 26, 1992

Quoted hereunder in full is Civil Service Commission
Memorandum Circular No. 08, s. 1992 for your information
and guidance.

"Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 08, s. 1992

MEMORANDUM CIRCULAR

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

SUBJECT : 30-DAY MANDATORY SUBMISSION OF APPOINTMENTS
FOR APPROVAL RECKONED FROM ITS DATE OF
ISSUANCE

The following guidelines should be strictly complied
with in the submission of appointments to the Civil
Service Regional/Field Offices:

1. An appointment shall be submitted to the proper
Civil Service Regional/Field Office for approval
within 30 days from the date of issuance thereof,
which date shall be that appearing on the face
of the appointment.

2. In no case shall an appointment take effect earlier than the date of its issuance.
3. Appointment, submitted to the CSRO/CSFO beyond the said 30-day period shall be deemed ineffective and declared to have lapsed, in which case, it shall be disapproved based on the same ground.
4. Any reconsideration from the said disapproval of appointment maybe granted only on acceptable and reasonable justifications, and effectivity thereof shall be reckoned from the date of its issuance if the appointee had assumed the duties of said position on the same day. Otherwise, it shall be reckoned from the date of actual assumption by the appointee.
5. The appointing authority shall be liable for the salaries of the appointee whose appointment has been disapproved on grounds that it is ineffective or has lapsed.

For strict compliance.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

March 26, 1992"

Compliance hereof is enjoined.

(SGD.) DOMINGO T. BAUTISTA
Acting Administrator

May 4, 1992