



**MEMORANDUM CIRCULAR No. 97**  
*Series of 2025*

**TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT / REGIONAL / PROJECT MANAGERS, DIVISION MANAGERS, AND ALL OTHERS CONCERNED**

**SUBJECT : UTILIZATION OF THE RECOMMENDED FORMS AND TEMPLATES IN THE APPOINTMENT PROCESSING AND UPDATING OF ONLINE PERSONNEL SERVICES REPORT (PS REPORT)**

In line with the broader interest of ensuring that all requirements and processes of recruitment and selection are consistent and attuned with an established policy as well as the accurate and timely generation of statistical and budgetary reports in the Agency, the undersigned hereby reiterates the utilization of the forms and templates in the processing of appointments and updating of Online PS Reports:

1. Official forms and templates can be accessed and downloaded thru the NIA document masterlist (<https://masterlist.nia.gov.ph/>) and CSC website ([www.csc.gov.ph](http://www.csc.gov.ph)) with the following form numbers:

Appointment Forms	Form Numbers
Posting Announcement	NIA-AFS-ADM-HRD-INT-Form36Rev02
Request for Publication of Vacant Positions	CS Form No. 9, Revised 2025
Relevant Information for the Preparation of Personnel Action Slip	NIA-AFS-ADM-HRD-INT-Form46Rev02
Personnel Action Slip	NIA-AFS-ADM-HRD-INT-Form46Rev02
Appointment Form	CS Form No. 33-A Revised 2025
Certificate of Assumption to Duty	CS Form No. 4 Revised 2025
Position Description Form	DBM-CSC Form No.1 Position Description Forms, Revised 2017
Panunumpa sa Katangkulan	SS Porma Blg 32 Narebisa 2025
Appointment Transmittal and Action Form	ANNEX I-CS Form No. 1 Revised 2025
Personal Data Sheet	ANNEX H-1 CS Form No. 212, Revised 2025
Work Experience Sheet	ANNEX H-2 CS Form No. 212, Revised 2025



Hence, all personnel in charge of preparing/processing appointment documents shall use the said forms.

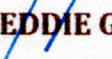
2. The Online PS Report shall also incorporate another sheet for Appointment Monitoring Report to enable the Recruitment Standards and Compensation Section, Human Resources Division (RSCS, HRD) to generate data/statistics on Agency's hiring and promotion for future references and possible policy action.

Since the RSCS, HRD is already done with their pilot testing for the online submission of PS Reports, it is expected that all Regional/Project Offices shall **strictly comply** with the **real time, complete and accurate** submission of their personnel movement as well as all data appurtenant thereto. Also, there are online spreadsheets which shall form part of your reportorial requirements to Central Office namely, **Personnel Inventory Report, Report on Succession, Report on Separation, Report on PWD-ID Employee, Plantilla of Personnel and Recruitment Plan.**

Consequential thereto, all Regional/Project Offices shall no longer wait for every 5<sup>th</sup> of the month to submit their PS Reports to update their personnel database.

Furthermore, there is no need to submit hard copies of your PS Reports to RSCS, HRD since the latter shall extract/back up all your submitted data every last working day of the month.

This memorandum shall take effect immediately.

  
**ENGR. EDUARDO EDDIE G. GUILLEN**  
Administrator

Date: 06 NOV 2025