

[REPUBLIC ACT NO. 7041, May 27, 1991]

**AN ACT REQUIRING REGULAR PUBLICATION OF EXISTING
VACANT POSITIONS IN GOVERNMENT OFFICES,
APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES**

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. *Policy.* - It shall be the policy of the Government to promote efficiency in the allocation of personnel in the civil service, as well as transparency and equal opportunities in the recruitment and hiring of new personnel.

SEC. 2. *Duty of Personnel Officers.* - It shall be the duty of all Chief Personnel or Administrative Officers of all branches, subdivisions, instrumentalities and agencies of the Government, including government-owned or controlled corporations with original charters, and local government units, to post in three (3) conspicuous places of their offices for a period of ten (10) days a complete list of all existing vacant positions in their respective offices which are authorized to be filled, and to transmit a copy of such list and the corresponding qualification standards to the Civil Service Commission not later than the tenth day of every month. Vacant positions shall not be filled until after publication: *Provided, however,* That vacant and unfilled positions that are:

- a. primarily confidential;
- b. policy-determining;
- c. highly technical;
- d. coterminous with that of the appointing authority; or
- e. limited to the duration of a particular project shall be excluded from the list required under this Law.

SEC. 3. *Publication of Vacancies.* - The Chairman and members of the Civil Service Commission shall publish once every quarter a complete list of all the existing vacant positions in the Government throughout the country, including the qualification standards required for each position and, thereafter, certify under oath to the completion of publication. Copies of such publication shall be sold at cost to the public and distributed free of charge to the various personnel offices of the government where they shall be available for inspection by the public: *Provided,* That said publication shall be posted by the Chief Personnel or Administrative Officer of all local government units in at least three (3) public and conspicuous places in their respective municipalities and provinces: *Provided, further,* That any vacant position published therein shall be open to any qualified person who does not necessarily belong to the same office with the vacancy or who occupies a position next-in-rank to the vacancy: *Provided, finally,* That the Civil Service Commission shall not act on any appointment to fill up a vacant position unless the same has been reported to and published by the Commission.