

**[ EXECUTIVE ORDER NO. 163, September 06, 1938 ]**

**DEPUTIZING CHAIRMEN OF PROVINCIAL CIVIL SERVICE  
EXAMINING COMMITTEES TO PROVISIONALLY AUTHORIZE FOR  
THE COMMISSIONER OF CIVIL SERVICE APPOINTMENTS IN THE  
LOCAL PROVINCIAL AND MUNICIPAL BRANCHES OF THE  
GOVERNMENT**

Pursuant to the provisions of section six hundred seventy-four of the Administrative Code, as amended by Commonwealth Act Numbered One hundred seventy-seven, and in order to expedite payment of salaries to newly-appointed employees holding classified positions in the provincial and municipal branches of the Government, I, Manuel L. Quezon, President of the Philippines, hereby authorize the Chairmen of Provincial Civil Service Examining Committees to approve provisionally all appointments in the provincial and municipal branches, except those involving promotion or increase in salary which should be sent direct by the appointing officer to the Bureau of Civil Service for action. All appointments, therefore, whether temporary, probational, by transfer or reinstatement, should be sent by the provincial or municipal officer making the appointment to the Chairman of the Provincial Civil Service Examining Committee for provisional authority and such authority shall be sufficient warrant for payment of salary.

After provisional authority has been granted, the appointment should be immediately forwarded in triplicate, together with three copies of the letter personally authorizing it, to the Commissioner of Civil Service who will forward those appointments that require approval by the President or by the Head of a Department to the corresponding official for action. Where the appointing official is himself the Chairman of the Committee the papers should be transmitted to the Bureau of Civil Service for original action.

The Commissioner of Civil Service shall issue such instructions as may be deemed necessary to carry out the purpose of this Order.

Done at the City of Manila, this sixth day of September, in the year of Our Lord, nineteen hundred and thirty-eight, and of the Commonwealth of the Philippines, the third.

**MANUEL L. QUEZON**  
*President of the Philippines*

By the President:

**JORGE B. VARGAS**  
*Secretary to the President*