

[CSC MEMORANDUM CIRCULAR NO. 27, July 02, 1991]

RULES IMPLEMENTING REPUBLIC ACT NO. 7041 REQUIRING THE REGULAR PUBLICATION OF EXISTING VACANT POSITIONS IN GOVERNMENT OFFICES

Pursuant to Section 6 of Republic Act No. 7041, otherwise known as An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, the Civil Service Commission has promulgated the following rules:

SECTION 1. Coverage – These rules and regulations shall apply to all branches, subdivisions, instrumentalities and agencies of the Government, including government-owned or controlled corporations with original charters, state colleges and universities and local government units.

SECTION 2. Policy and Objectives – It is hereby declared 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.

SECTION 3. Definition of Terms – As used in these Rules, the following shall mean:

a. **Qualification standards** refers to the minimum requirements of the vacant positions which shall include the education, experience, training, civil service eligibility and physical characteristics and personality traits required by the job. Such qualification standards shall be approved by the Civil Service Commission.

b. **Bulletin** is a complete list of all vacant positions in the government together with their corresponding qualification standards issued by the Civil Service Commission every quarter of the year.

c. **Personnel Officer** refer to the highest Administrative Officer/Human Resource Management Officer in the unit, section or department and/or agency or any person acting in such capacity as authorized by the head of office.

SECTION 4. Posting of Vacant Positions – All vacant positions in the agency authorized to be filed shall be posted in at least three (3) conspicuous places of the respective offices.

A vacant position is authorized to be filled if funds have been allocated therefor and the appointing authority signifies his intention to fill the same.

SECTION 5. Responsibility – The Personnel Officer of every department or agency shall:

1. Identify all the unfilled/vacant positions in their respective agencies;
2. Post in three (3) conspicuous places in their respective offices for a period of ten (10) days a complete list of all vacant positions which are authorized to be filled; and
3. Submit a copy of the list of the said vacant positions and their corresponding qualification standards to the Civil Service Commission within thirty (30) days upon effectivity of these Rules. Thereafter, submission shall be made not later than the 10th day of every month.

Submission of the list shall be done in the following manner:

3.1 To the Civil Service Provincial Office:

3.1.1 Local Government Units

3.2 To the Civil Service Field Office

3.2.1 Department proper and its bureaus and offices; and

3.2.2 Government-owned and controlled corporations (including financial institutions) proper and their branches or regional offices the head of which is not authorized to appoint.

3.3 To the Civil Service Regional Office:

3.3.1 Regional offices of department and regionalized bureaus within its jurisdiction;

3.3.2 Branches or regional offices of Government-Owned or Controlled Corporations where the head is empowered to appoint; and

3.3.3 State Universities and Colleges

The Field and Provincial Offices will then forward the lists that they received to the Civil Service Regional Office which has jurisdiction over them. The Regional Office will then submit all the lists it received to the Commission Proper.

SECTION 6. Exceptions – The following positions are not covered by these Rules:

1. primarily confidential positions;
2. policy-determining;
3. highly technical;
4. positions coterminous with that of the appointing authority;
5. contractual positions or positions whose tenure of office is limited to the duration of a particular project; and
6. other non-career positions identified under Section 9, Subtitle A, Title I, Book V of