

**[ CSC MEMORANDUM CIRCULAR NO. 54, December 19, 1990 ]**

**ADDITIONAL GUIDELINES ON THE CONFIRMATION/APPROVAL OF CONTRACTUAL APPOINTMENTS**

Pursuant to CSC Resolution No. 90-1184 dated December 19, 1990 the Civil Service Commission hereby adopts and promulgates the following policies as additional guidelines on the confirmation and approval of contractual appointments:

1. All contracts of personnel services shall be submitted to this Commission or its proper Regional Office for review and approval.
2. Effective January 1, 1991, this Commission and its proper Regional Officers shall disapprove all contractual appointments submitted to it after the date of its effectivity or after thirty (30) days from issuance thereof.
3. Payment for services rendered by those whose contractual appointments were disapproved as mentioned in paragraph 2 hereof, shall be the personal liability of the appointing authority concerned pursuant to Section 65, Book V of Executive Order No. 292.
4. Services rendered by contractual personnel for the duration of their disapproved contractual appointment shall not be credited as government service for whatever purpose.
5. The following shall be the requirements for confirmation or approval of original contractual appointments, to wit:
  - a. A copy of a duly notarized contractual appointment/ contract of services which includes statement of functions and responsibilities.
  - b. A copy of CS Form No. 212 (Personal Data Sheet) duly accomplished by the contractual appointee, which document shall be notarized and shall contain all his relevant experience and education as certified by the personnel officer of the contracting agency.
  - c. Justification for the hiring of personnel on contractual basis within the contemplation of Section 9 (4), Chapter 2, Book V of Executive Order No. 292, including a brief description of the project, job or work to be accomplished and its specific duration.
6. In the renewal of said contractual appointments, only the renewed contract is required if the original has been previously submitted.

For strict compliance.

Adopted: 19 Dec. 1990

(SGD.) PATRICIA A. STO. TOMAS  
*Chairman*

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