

**[CSC MEMORANDUM CIRCULAR NO. 15 S. 1999,
August 27, 1999]**

**ADDITIONAL PROVISIONS AND AMENDMENTS TO CSC
MEMORANDUM CIRCULAR NOS. 40 S. 1998**

In line with the thrust of the Commission to make the bureaucracy more dynamic and responsive, CSC Resolution No. 99-1907, s. 1999 authorized certain additions and modifications to the existing rules on appointment and other personnel actions, otherwise known as CSC Memorandum Circular No. 40, s. 1998. The amendments, in capital letter, read as follows:

RULE III

Common Requirements For Regular Forms

Section 1. The revised CS Form 33 which shall be in Filipino with English translation, shall be used for appointments in the career and non-career service except those of casuals which shall use the Plantilla Appointment Form.

a. *Form.* The appointment which must be in triplicate copies shall be in the prescribed CS Form 33 (Revised 1998) for regular employees of the Plantilla Form No. 001 for casuals. Original copies shall not be filled out using xeroxed or photocopied forms.

i. *Personal Data Sheet.* The appointee's Personal Data Sheet (CS Form 212, Revised, 1998) which should be properly and completely accomplished by the appointee, shall be attached to the appointment. SAID PDS SHALL CONTAIN AN AUTHORIZATION FROM THE JOB APPLICANT/EMPLOYEE THAT THE AGENCY HEAD OR HIS AUTHORIZED REPRESENTATIVE CAN VERIFY/VALIDATE THE CONTENTS THEREIN. For appointment of substitute teachers and renewal of appointment of contractual and casual personnel, updated Personal Data Sheet shall be required.

Section 2. Employment Status in General.

a. *Permanent* — issued to a person who meets all the minimum qualification requirements of the position to which he is being appointed, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof. THIS INCLUDES ALL LEVELS OF POSITIONS.

Section 4. Nature of Appointment. The nature of appointment shall be as follows:

a. *ORIGINAL* — refers to the initial entry into the career and non-career service.

HOWEVER, FOR THOSE IN THE CAREER SERVICE, the first six months of service following a permanent appointment shall be probationary in nature and the appointee shall undergo a thorough character investigation. A probationer may be dropped from the service for unsatisfactory conduct or want of capacity anytime before the expiration of the probationary period. Provided that such action is appealable to the Commission.

e. *REEMPLOYMENT*. — is the reappointment of a person who has been previously appointed to a position in the career or *NON-CAREER SERVICE* and was separated therefrom as a result of reduction in-force, reorganization, retirement, voluntary resignation, non-disciplinary actions such as dropping from the rolls AND OTHER MODES OF SEPARATION. Reemployment presupposes a gap in the service.

No prior authority shall be required for the reemployment of a person who has been previously retired and who has not reached the compulsory retirement age of 65.

f. *REAPPOINTMENT* — is the re-issuance of an appointment during reorganization, devolution, salary standardization, re-nationalization or similar events. Reappointment presupposes no gap in the service.

Section 6. Other Personnel Movements — The following personnel movements which will not require issuance of an appointment shall nevertheless require an office order issued by a duly authorized official or body (in case of collegial body):

c. *Secondment* — movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment which may either involve increase in compensation and benefits.

ACCEPTANCE THEREOF IS VOLUNTARY ON THE PART OF THE EMPLOYEE.

Secondment shall be governed by the following general guidelines:

(i) Secondment shall be limited to employees occupying managerial, professional, technical and scientific positions.

(ii) Secondment to international bodies/organizations recognized by the Philippine government may be allowed.

(iii) Secondment for a period of one year or more shall be subject to approval by the Commission. IN CASE THE SECONDMENT OF LESS THAN ONE YEAR IS EXTENDED AND SUCH EXTENSION SHALL COVER A TOTAL PERIOD OF ONE YEAR OR MORE, THE EXTENSION SHALL BE SUBJECT TO THE COMMISSION'S APPROVAL.

(iv) APPROVAL OF THE SECONDMENT SHALL BE SUBJECT TO THE FOLLOWING CONDITIONS:

1. A MEMORANDUM OF AGREEMENT OR CONTRACT FOR SECONDMENT BETWEEN THE MOTHER AND RECEIVING AGENCY AND CONCURRED IN BY THE EMPLOYEE SHALL BE SUBMITTED TO CSC WITHIN 30 DAYS FROM SIGNING OF THE CONTRACT.

A SECONDED EMPLOYEE SHALL NOT BE ALLOWED TO REPORT TO THE RECEIVING AGENCY EARLIER THAN THE DATE OF SIGNING OF THE MEMORANDUM OF AGREEMENT.

2. THE PERIOD OF SECONDMENT SHALL BE FOR A MAXIMUM OF THREE (3) YEARS EXCEPT OTHERWISE PROVIDED BY LAW OR AS REQUIRED UNDER BILATERAL / MULTILATERAL AGREEMENTS.

(v) ANY VIOLATION OF THE PROVISIONS OF THE MEMORANDUM OF AGREEMENT SHALL BE GROUND FOR DISCONTINUANCE THEREOF WITHOUT PREJUDICE TO THE FILING OF DISCIPLINARY ACTION AGAINST THE PERSON/S RESPONSIBLE FOR THE VIOLATION.

(vi) ACCEPTANCE OF SCHOLARSHIP BY SECONDED EMPLOYEE SHALL TERMINATE THE SECONDMENT.

(vii) Payment of salaries of seconded employee shall be borne by the receiving agency. In case of a higher compensation covered by a duly issued appointment within the Philippine government, the same may be used for the purpose of computing his retirement benefits but not for the purpose of commutation of leave credits earned in the mother agency. In the case of a lower compensation, the mother agency shall pay the difference. This rule does not apply in cases of secondment to international agencies.

(viii) The seconded employee shall be on leave without pay in his mother agency for the duration of his secondment, and during such period, he may earn leave credits which are commutable immediately thereafter and payable by the receiving agency.

e. DESIGNATION. — IS MERELY AN IMPOSITION OF ADDITIONAL DUTIES TO BE PERFORMED BY A PUBLIC OFFICIAL WHICH IS TEMPORARY AND CAN BE TERMINATED ANYTIME AT THE PLEASURE OF THE APPOINTING AUTHORITY.

RULE IV

Section 1. An appointment issued in accordance with pertinent laws and rules shall take effect immediately upon its issuance by the appointing authority, and if the appointee has assumed the duties of the position, he shall be entitled to receive his salary at once without awaiting the approval of his appointment by the Commission. The appointment shall remain effective until disapproved by the Commission. In no case shall an appointment take effect earlier than the date of its issuance.

In case of local government unit, appointment requiring concurrence of the Sangguniang PANLALAWIGAN/Bayan the effectivity thereof shall not be earlier than the date of such concurrence.

Section 2. No appointment shall be made effective earlier than the date of issuance, except in the case of change of status in view of having acquired a civil service eligibility or in case of a teacher having acquired a valid certificate of registration and valid professional license.

The effectivity of the change of status should be the date of release of the result of