



Discussions on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, with Amendments

RULE I

General Policies on Appointments



Sec. 1. State shall ensure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to **merit and fitness**.

Sec. 2. Merit and fitness shall be determined, as far as practicable, by **competitive examinations**. This does not apply to appointments to positions which are **policy determining, primarily confidential, or highly technical**.

RULE I

General Policies on Appointments



Sec. 3. Any action denoting the **movement** or **progress** of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion and separation shall be known as **human resource action**.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

- **Permanent appointment** – an appointment issued to a person who meets all **QS requirements of the position.**

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Employment Status

Temporary appointment – issued to an appointee who meets the education, experience, and training requirements **except** eligibility

- *A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.*
- Shall **not to exceed 12 months** and may only be **renewed once**

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Employment Status

Temporary appointment – Shall **not to exceed 12 months** and may only be **renewed once**

RECKONING PERIOD

- Pelonio's appointment was disapproved on the ground that she was previously appointed under temporary status, and that, her September 1, 2017 appointment was already on its sixteenth renewal.
- Rule on one (1) renewal limitation of temporary appointments was introduced in the 2017 ORAOHRA.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



RECKONING PERIOD

- In line with the prospective character of the rule, for purposes of disallowing more than one (1) renewal, it should not include appointments issued prior to the 2017 ORAOHRA. **Pelonio's prior temporary appointments cannot be the subject of the provision under the 2017 ORAOHRA.**
- Reckoning date shall start from her temporary appointment issued on September 1, 2017, if any. Therefrom, she may still be allowed one (1) more temporary appointment to the same position. Granted the petition of Pelonio.

Pelonio, Lalaine D., Decision No. 180478, Sept. 5, 2018

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Temporary appointment shall be disapproved/invalidated if the deficiency of the appointee is any or combination of the **education, training, or experience requirement**, except to positions that are:

- ✓ hard to fill
- ✓ provided by special law (medical officer/specialist positions, special science teachers, police officers, and faculty positions)
- ✓ other meritorious cases as may be determined by the Commission

X *A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.*

Temporary appointment issued to a person who meets all the requirements of the position shall be disapproved/invalidated.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Temporary appointment

When there are no available qualified faculty in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with.

The renewal of temporary appointment shall be limited to five (5) times only reckoned from the effectivity of CSC Memorandum Circular No. 25, s. 2017.

Applicable only in the absence of qualified faculty (professor).

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Employment Status

Substitute appointment - issued when regular incumbent is:

- temporarily unable to perform
- on an approved leave of absence
- under suspension
- on a scholarship grant or on secondment.

This is effective only *until the return of the incumbent.*

A substitute appointment is allowed *only if the leave of absence of the incumbent is at least three (3) months, except in the case of teachers.*

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Employment Status

Substitute appointment –

A position whose duties involve practice of a profession covered by bar/board or special laws shall require the appropriate license.

The substitute appointee shall be entitled to the salaries and benefits attached to the position except for those benefits requiring longer period of service for the availment thereof.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

Coterminous appointment - appointment issued to a person **whose tenure is limited** to a period specified by law.

- Coterminous with the appointing officer/authority
- Coterminous with the head of the organizational unit where assigned

Must meet the education, experience, and training requirements of the position

Eligibility is not required except for positions involving practice of profession or requiring licenses

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Coterminous appointment

- Nicolas, former Provincial Administrator, Prov. Govt of Quirino, files an appeal on the CSC RO No. II decision disapproving her re-appointment as Provincial Administrator under coterminous status for failure to meet the required eligibility of the position.
- Nicolas meets the experience, education and training requirements of the position but this does not exempt her from meeting the qualification standard for said position.
- CSC MC No. 12, s.2011 provides that 'Appointment to **Administrator, Legal Officer and Information Officer** position in municipalities, cities and **provinces**, xx, shall comply with the QS and concurrence by the concerned Sanggunian, otherwise will be disapproved.

Nicolas, Elizabeth S., Decision No. 150038, Jan. 28, 2015

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Coterminous appointment

Rule VIII. Qualification Standards

Section 38. Appointees to primarily confidential/personal staff positions are exempt from the QS requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board laws and/or require licenses xxx, and those specifically required by a special law, such as the positions of Provincial/City/Municipal Administrator, Information Officer and Legal Officer required under specific provisions of the 1991 LGC

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

- Coterminous (primarily confidential in nature)

Exempt from qualification requirements except for positions involving practice of profession or requiring licenses.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

- *Coterminous with the Lifespan of the Agency*
- ***Based on the agency's Staffing Pattern as approved by the DBM or the GCG.***
- ***Need not be renewed annually.***
- ***The lifespan of the agency shall be indicated on the appointment. However, if the performance of the appointee is below Satisfactory, the appointing officer/authority may terminate the services of, or replace the appointee after giving the latter a notice of at least thirty (30) days prior to the date of termination of the appointment.***

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

- *Coterminous with the Lifespan of the Agency*
- ***Must meet the education, experience and training requirements of the positions as proposed by the respective Agency Heads and approved by the Commission.***
- ***Eligibility is not required for coterminous appointment, except those whose duties involve the practice of a profession regulated by the Philippines Bar/Board or special laws and/or require licenses.***

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

Fixed Term appointment – specified term of office subject to reappointment as provided by law, such as Chairperson and members of commissions and boards, SUC President, and Head of Agency appointed by the Board.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Employment Status

Contractual appointment - **special contract** to undertake local or foreign-assisted projects or a specific work or job **requiring special or technical skills** not available in the employing agency

- Limited to 1 year, may be renewed every year depending on performance
- Must meet education, training and experience proposed by agency heads and approved by CSC
- Eligibility not required except for positions involving practice of profession or requiring licenses
- *Includes appointments to positions that are co-existent with the duration of a particular project based on the agency's Staffing Pattern as approved by the DBM or the GCG.*
- Entitled to the same benefits enjoyed by regular employees

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status

Casual appointment for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent period

- **Must meet education, training and experience proposed by agency heads and approved by CSC**
- **Eligibility not required except for positions involving practice of profession or requiring licenses**
- **In no case shall casual appointment be issued to fill a vacant plantilla position**
- **Entitled to the same benefits enjoyed by regular employees**
- ***Reappointment (renewal) of casual appointments to the same position shall be submitted to the CSC for notation only, without the need for approval/validation. However, reappointment to another position shall be submitted for approval/validation by the CSC FO concerned.***

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status of Teachers

Permanent —meets all the requirements of the position.

Provisional —meets all the requirements of the position **except the eligibility** * *Scholar-graduates of the Merit Scholarship Program of the Department of Science and Technology – Science Education Institute (DOST-SEI) shall be allowed to teach on provisional status, which appointment may be renewed every school year but not to exceed four (4) years.*

Temporary –meets all the requirements of the position **except the education** *

**only in the absence of a qualified eligible actually available who is willing to accept the appointment as certified by the Schools Division Superintendent*

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Employment Status of Teachers

Substitute – regular incumbent **temporarily unavailable** – required to possess RA 1080 (Teacher) Eligibility

Contractual – **specialized subject** in secondary education; **part-time** – inclusive period indicated for purposes of crediting services – not required to possess RA 1080 (Teacher) eligibility

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Original appointment

the **initial entry** into the **career or non-career service** **subject to probationary period** under Rule V of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Promotion

the **advancement** of a **career employee** from one position to another with an increase in duties and responsibilities and usually accompanied by increase in salary

- **upward movement** from the **non-career service to the career** service and vice versa shall **not** be considered as a **promotion** but as **reappointment**
- **promotion to another agency** (promoted employee will be required to **notify the head of agency at least 30 days prior to assumption to the position**).
- **special promotions** exempted from qualification requirements but subject to validation

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



The pendency of an administrative case against any employee shall not be a bar to promotion.

An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine.

In the case of demotion, the period of disqualification for promotion shall be within one (1) year.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Transfer

- the movement of employee from one position to another which is of **equivalent rank, level or salary** without gap in the service *requires:*
 - Written Notice of transfer = *at least* 30 days prior to effectivity date
 - Written Notice of acceptance – 30 days from receipt of notice

✘ No notice of acceptance – deemed approved after lapse of 30 days from receipt of written notice

✘ Failure to transfer on specified date - employee deemed resigned. May be reappointed or reemployed subject to the usual hiring process

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Reemployment

- the appointment of a person who has been **previously appointed** to a position in the government service but was **separated** therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, or any non-disciplinary action such as dropping from the rolls and other modes of separation.
- **presupposes a gap in service**

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Reappointment the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, recategorization, rationalization or similar events, including the following:

- The issuance of appointment from **temporary to permanent, career to non-career or vice versa, non-career to another non-career**
- The **renewal** of temporary, contractual and casual appointment upon the expiration of the appointment or subsequent appointment of substitute teachers
- Personal or coterminous staff of elective officials, who shall **continue to serve in a coterminous capacity**
- ***NO GAP IN SERVICE***

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Reinstatement

- to comparable positions – restoration of a person as a result of a decision, to career position from which he/she has, through no delinquency or misconduct, been separated but **subject position already abolished**; issuance of appointment required
- to the same position/item – no need for issuance of appointment

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Demotion - movement of an employee from a higher position to a lower position where he/she qualifies, if a lower position is available. It entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary.

- **Due to reorganization/rationalization (REAPPOINTMENT)**
– salary of the higher position
- **Voluntary demotion** - same step of the salary grade of the previous position
- **Demotion as a result of a disciplinary action** – adjustment of the salary of an employee to the next lower salary grade *with the same salary step.*

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Nature of Appointment

Reclassification

- includes downgrading or upgrading when there is a substantial change in regular duties and responsibilities of the position
- not subject to QS; vested right

Reclassification of position *requires the issuance of an appointment* but the same is ministerial on the part of the appointing officer/authority.

In LGUs, ***no reclassification shall be allowed*** except when the position is actually vacant

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



HR movements not requiring issuance of appointment expanded to include

- **Change in item number**
- **Salary adjustment - NOSA**
- **Step increment - NOSI**
- **Reinstatement to the same position/item**
- **Demotion as a result of a disciplinary action**
- **Positions marked as coterminous with the incumbent**



Amendment to **Section 7a.8 of the
2017 Omnibus Rules on Appointments and Other
Human Resource Actions (ORAOHRA), as amended**



CSC Resolution No. 2301126

Promulgated on 07 December 2023

Published in the Daily Tribune on
08 March 2024



MC No. 05, s. 2024

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment to Section 7a.8 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), as amended

Pursuant to Civil Service Commission (CSC) Resolution No. 2301126 promulgated on 07 December 2023, the CSC adopts the Amendment to Section 7a.8 of the 2017 ORAOHRA, as amended, as follows:

"8. *Signature of the Appointing Officer/Authority. The three (3) original copies of the appointment must be duly signed by the appointing officer/authority. The appointing officer/authority is the person or body authorized by law to issue appointments in the Philippine Civil Service.*

In case a law authorizes the delegation of the power to appoint and the appointing officer/authority opts to exercise such option, a copy of the Office/Board Resolution or Order stating such delegation shall be submitted to the concerned CSC FO.

In no case shall rubber-stamped signature or initial of the appointing officer/authority on the appointment be allowed.

Appointing officers/authorities of agencies, including the HRMOs and Human Resource Merit Promotion and Selection Board (HRMPSB) Chairpersons, are allowed to affix their digital signatures/certificates¹ or electronic signatures on copies of appointments. For electronic signatures, a certification by the head of the agency (CS Form No. 11, Series 2020) on the use of their electronic signatures, which shall also include the specimen signatures, shall be submitted to the CSC RO through the CSC FO concerned.

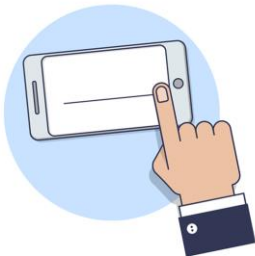
¹ Digital Certificate for use of digital signature is issued by the DICT.

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E-Commerce Act of 2000



- Provides that “*electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing ...*”.



- EO No. 810, s. 2009 requires the use of digital signatures in e-government services.



Electronic or Digital Signature

CS Form No. 11
Series 2020

Republic of the Philippines
(Name of Agency)

**CERTIFICATION ON THE USE OF ELECTRONIC SIGNATURES
ON APPOINTMENTS**

This is to certify that the specimen signatures of the following officers are authorized to be electronically affixed on copies of appointments (CSC Form No. 33, Revised 2018) issued by this agency.

Name	Position/Designation	Signature

Appointing Officer/Authority

Date

- **CSC MC No. 14, s. 2020 (IGAOHRA)** - allows, among others, appointing officers/authorities, including the Human Resource Management Officers (HRMOs) and Chairpersons of Human Resource Merit Promotion and Selection Board (HRMPSB), to affix their electronic signatures on copies of appointments provided that a certification (CS Form No. 11, s. 2020) by the head of the agency on the use of their electronic signatures is submitted to the CSC Regional Office through the CSC Field Office concerned.

Electronic or Digital Signature



- **State of Calamity** – Proclamations were issued that extended the State of Calamity until 31 December 2022. However, a Proclamation to further extend the effectivity was no longer issued.

Thus, the effectivity of the CSC IGAOHRA that was made effective during the state of calamity also ceased.

Electronic or Digital Signature



- **State of Public Health Emergency** – President Marcos, Jr. issued Proclamation No. 297, s. 2023 on 21 July 2023 that lifted the State of Public Health Emergency throughout the Philippines due to COVID-19 effective immediately.



Effectivity



Shall take effect retroactively on **01 January 2023**, right after the lapse of the declaration of the State of Calamity.

Amendment to Section 7



“The three (3) original copies of the appointment must be duly signed by the appointing officer/authority. The appointing officer/authority is the person or body authorized by law to issue appointments in the Philippine Civil Service.”

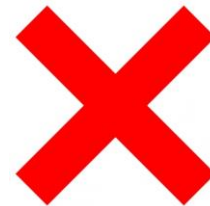




True or False:

Digital signature cannot be used by another official who has been delegated to sign/issue appointment.

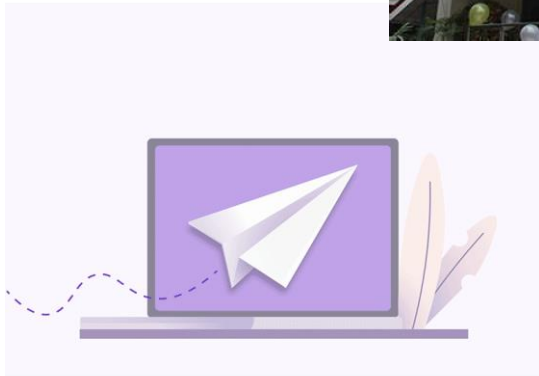
FALSE



Amendment to Section 7



In case a law authorizes the delegation of the power to appoint and the appointing officer/authority opts to exercise such option, a copy of the Office/Board Resolution or Order stating such delegation shall be submitted to the concerned CSC FO.





True or False:

Under the amended policy, one's initial is not allowed to be used in signing appointment papers.

TRUE



Amendment to Section 7



In no case shall rubber-stamped signature or initial of the appointing officer/authority on the appointment be allowed.



True or False:



CS Form No. 11, s. 2020 shall be used for the e-signature certification by the head of the agency and signature specimens.

TRUE



Amendment to Section 7



Appointing officers/authorities of agencies, including the HRMOs and Human Resource Merit Promotion and Selection Board (HRMPSB) Chairpersons, are allowed to affix their digital signatures/certificates or electronic signatures on copies of appointments. For electronic signatures, a certification by the head of the agency (CS Form No. 11, Series 2020) on the use of their electronic signatures, which shall also include the specimen signatures, shall be submitted to the CSC RO through the CSC FO concerned.

CS Form No. 11
Series 2020

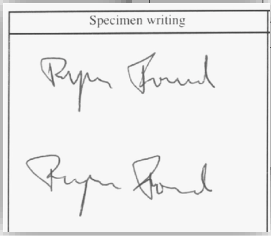
Republic of the Philippines
(Name of Agency)

**CERTIFICATION ON THE USE OF ELECTRONIC SIGNATURES
ON APPOINTMENTS**

This is to certify that the specimen signatures of the following officers are authorized to be electronically affixed on copies of appointments (CSC Form No. 33, Revised 2018) issued by this agency.

Name	Position/Designation	Signature

Appointing Officer/Authority



Amendment to Section 7



PHILIPPINE NATIONAL PKI

PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE
(PNPKI)



Agencies that will opt to use a digital certificate shall comply with the requirements set by the Department of Information and Communications Technology (DICT) in availing the Philippine National Public Key Infrastructure (PNPKI) service for the digital signatures/certificates of their officials and employees, and adopt internal rules to ensure that the electronic/digital signatures are secured and validated.”





What are the key provisions and critical changes in the policies?

In Sec. 7a.8 of the 2017 ORAOHRA:

- ✓ *The use of **electronic or digital signature** in the issuance of appointment in the civil service.*



What are the key procedural changes outlined in Section 7a.8 of the ORAOHRA, as amended?

On the use of electronic or digital signature:

1. Avail DICT's Philippine National Public Key Infrastructure (**PNPKI**) service when the agency opts to use digital signature in the issuance of appointment.
2. Submit **specimen signatures** of the **appointing officer authority, HRMO, and HRMPSB Chairperson** to CSC using **CS Form No. 11, s. 2020**.
3. Submit a copy of the **Office/Board Resolution** or **Order stating** showing the delegation of the power to appoint and that the appointing officer/authority opts to exercise such option.
4. Submit the signed or e-signed appointment in **three (3) original copies**.



Civil Service Eligibility Verification System (CSEVS)

Background

iCSEVS

- OM 45 s. 2022 was signed on December 16, 2022

Guidelines and Procedures on the Internal Online Verification of Civil Service Eligibilities



OM No. 45, s. 2022

OFFICE MEMORANDUM

TO : ALL CSC REGIONAL AND FIELD OFFICE DIRECTORS
DIRECTORS, INTEGRATED RECORDS MANAGEMENT OFFICE (IRMO)

SUBJECT : Guidelines and Procedures on the Internal Online Verification of Civil Service Eligibilities

Pursuant to **CSC Resolution No. 2200677** promulgated on **16 December 2022**, the Civil Service Commission issued the **Guidelines and Procedures on the Internal Online Verification of Civil Service Eligibilities (OVE)**.

The **Internal OVE** is a process that allows authorized verifiers of CSC to check the truthfulness and veracity of eligibility information of an individual who passed a Civil Service examination or was granted an eligibility under a special law or CSC issuance by accessing electronically the eligibility database from the Internal Civil Service Eligibility Verification System (**iCSEVS**), accessible through the URL <https://172.16.1.137/icsevs>.

The **iCSEVS** is already being used at the Integrated Records Management Office - Records Center and Archives Division. It has been deployed in the CSC Regional Office IV and its Field Offices in May 2022, and in the remaining CSC Regional and Field Offices in June 2022.

Given that all the prerequisites for the use of the **iCSEVS** are in place, all CSC Regional and Field Directors, and the IRMO Directors are hereby enjoined to ensure the implementation of the OVE.

For your guidance.

ATTY. KARLO A. B. NOGRALES
Chairperson

16 December 2022

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Background

eCSEVS

- Developed in 2022
- DICT conducted VAPT in 2023

Background

eCSEVS

- MC No. 03, s. 2023 was signed on July 4, 2023
- Amendment to Section 4 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended

Background



MC No. 03, s. 2023

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment to Section 4 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended

Pursuant to **Resolution No. 2300248** promulgated on **25 April 2023**, the Civil Service Commission (CSC) adopts the following amendment to Section 4 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended:

"RULE II REQUIREMENTS FOR REGULAR APPOINTMENTS

Sec. 4. Common Requirements. The common requirements for regular appointments to be submitted by regulated and accredited/deregulated agencies to the Civil Service Commission Field Office (CSC FO) concerned shall be as follows:

Particulars	Regulated Agencies	Accredited/Deregulated Agencies
i. Permanent, Temporary, Coterminous, Fixed Term, Contractual, Substitute, and Provisional Appointments		
a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of the following:		
1. Appointment Transmittal and Action Form (ATAF) (CS Form No. 1, Revised 2018)	✓	
2. Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2018). The RAI shall also serve as the ATAF.		✓

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Particulars	Regulated Agencies	Accredited/Deregulated Agencies
b. 3 original copies of the Appointment Form (CS Form No. 33-A, Revised 2018) – employee copy, CSC copy, and agency copy OR <i>Original CSC copy of appointment/s issued (CS Form No. 33-B, Revised 2018)</i>	✓	✓
c. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet, except for reappointment (renewal) to temporary, contractual, substitute, and provisional appointments	✓	✓
d. Proof of Eligibility- report of rating/license/ certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System¹ [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List²) for original appointment, promotion, transfer, reappointment (change of status to permanent), or reemployment:	✓	✓
i. Certificate of Eligibility/Eligibility Card issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB);		
ii. Valid professional license issued by the PRC, Certificate of Admission to the Bar issued by the SC, and License ID issued by the Maritime Industry Authority (MARINA) for positions that		

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¹ <https://online.prc.gov.ph/Verification>

² <https://sc.judiciary.gov.ph/lawlist/>

Background

Particulars	Regulated Agencies	Accredited/ Deregulated Agencies
involve the practice of the profession;		
iii. Professional license or Certificate of Registration or Report of Rating issued by the PRC, Certificate of Admission to the Bar issued by the SC, or License ID issued by the MARINA for positions that do not involve the practice of the profession; or		
iv. Valid license issued by authorized regulatory agencies such as the National Telecommunications Commission (NTC)/ Civil Aviation Authority of the Philippines (CAAP)/Land Transportation Office (LTO)/ Philippine National Police (PNP).		
e. Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017)	✓	✓
f. Oath of Office (CS Form No. 32, Revised 2018) ³	✓	✓
g. Certification of Assumption to Duty (CS Form No. 4, Revised 2018) ⁴	✓	✓
ii. Casual Appointments		
a. E-file stored in CD/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of the following:		
1. ATAF (CS Form No. 1, Revised 2018)	✓	
2. RAI (Form No. 2, Revised 2018). The RAI shall also serve as the ATAF		✓
b. 3 original copies of Plantilla of Casual Appointments (CS Form No. 34-A or C, Revised 2018 or CS Form No. 34-E or F, Series 2018) - employee copy, CSC copy, and agency copy	✓	
OR		

³ To be submitted within the 30-day period from the date of oath of office of appointee.
⁴ To be submitted within 30 days from the date of assumption of appointee.

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Particulars	Regulated Agencies	Accredited/ Deregulated Agencies
Original CSC copy of Plantilla of Casual Appointments (CS Form No. 34-B or D, Revised 2018 or CS Form No. 34-E or F, Series 2018)		✓
c. PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet – only for original appointment, reemployment, and reappointment (except renewal)	✓	✓
d. Proof of Eligibility- report of rating/license/certificate of admission to the Bar (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the PRC's LERIS, or SC Lawyer's List) for original appointment, reemployment, and reappointment:	✓	✓
i. Valid professional license issued by the PRC, Certificate of Admission to the Bar issued by the SC, and License ID issued by the MARINA; or		
ii. Valid license issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP"		

Copies of the aforementioned documents shall be included in the employee's 201 files kept and maintained in the agency.

In addition, the Civil Service eligibilities submitted by agencies that have been previously verified by the CSC ROs and FOs in support of appointments shall not require another verification.

Moreover, one of the components of the Civil Service Eligibility Verification System (CSEVS) as provided in Item I.d of Section 4 hereof is the External Online Verification of Civil Service Eligibilities (External OVE for brevity). This online facility allows agency Human Resource Management Officers (HRMOs) to check the integrity and veracity of the eligibility of an individual who passed a Civil Service examination or was granted eligibility under a special law or CSC issuance.

The External OVE intends to support the needs of agency HRMOs to verify the Civil Service eligibility records of selected applicants prior to the issuance of appointments. This would also allow the general public to verify and site/screen capture their CSC-issued eligibility/ies for their personal use.

Kz

Background

The complete information regarding the system and its user guide could be accessed through the URL ecevs.csc.gov.ph. The system shall be deployed on the CSC webpage on 03 July 2023.

CSC Resolution No. 2300248 dated 25 April 2023 was published in the Daily Tribune on 27 June 2023 and shall take effect on 12 July 2023.



Digitally signed
by Nograles
Karlo Alexei
Bendigo

ATTY. KARLO A. B. NOGRALES
Chairperson

04 July 2023

New look of CSEVS

FORM: CSC eCSEVS

Using this facility implies that the user agreed with the Data Privacy Policy for this site.

» STEP1: Fill up all fields of the Form

* Required for form submission

** Searches SPELS & COMEX.

*** Searches PPT/CAT Professional & Sub-Professional Examinations.

 CLEAR INPUTS

<i>LastName*</i>	dela cruz
<i>GivenName*</i>	huwan
<i>MiddleName**</i>	subok
<i>MiddleInitial***</i>	s
<i>ExtName</i>	
<i>Birthdate*</i> (yyyy-mm-dd)	1984-01-01

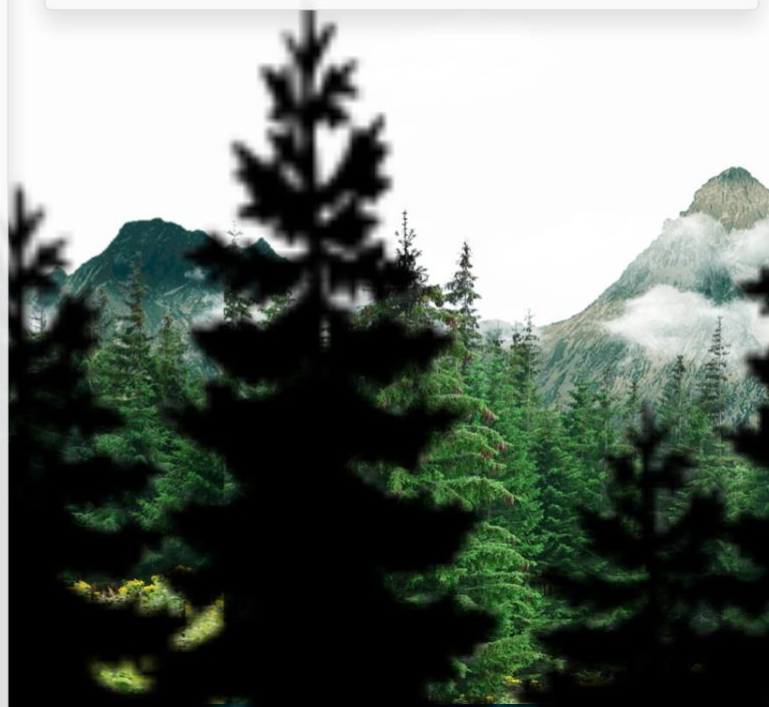
» STEP2: Click Submit:

 Submit
Verification Request

 Refresh Page

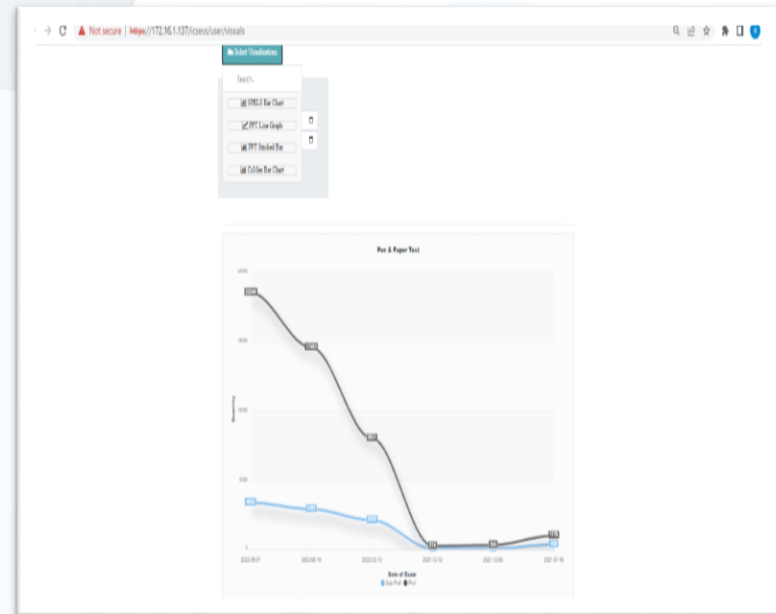
VERIFICATION RESULT:

DELA CRUZ, HUWAN Subok - Honor Graduate Eligibility



Scope of CSEVS Database

- Paper and Pen Test
- COMEX Examinations
- Special Eligibilities



Status of Database

Continuous building up of database

- Digitization Services
- IRMO's staff and those hired under the Contract of Service are also doing a parallel digitization activity



RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Other Human Resource Actions

Reassignment

movement across the organizational structure **without a reduction in rank, status, or salary**; requires issuance of an Office Order by the appointing officer

- Reassignment of employees with station-specific place of work **within the geographical location of the agency** shall be allowed only for a maximum period of one (1) year

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Geographical location – area **within the jurisdiction of an agency.**

- NGAs, GOCCs, SUCS – central to regional office, main campus to satellite campus provided that the office of reassignment is existing in the organizational structure of the agency
- LGUs – area within the locality of an LGU where an employee may be reassigned from the Provincial/City/Municipal Hall to other areas within the locality provided that the reassignment is existing in the organizational structure of the LGU

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Station Specific Appointment

An appointment is considered station-specific when:

- the particular office or station where the position is located is **specifically indicated on the face of the appointment paper**
- the **position title already specifies the station**, such as Human Resource Management Officer, Accountant, Budget Officer, Assessor, Social Welfare and Development Officer, and such other positions with organizational unit/station-specific function.
- *The reassigned employee who is restored to his/her original post/assignment pursuant to the decision of the Commission shall not be reassigned within one (1) year reckoned from the date of restoration to the original post/assignment. Otherwise, the appointing officer/authority or the authorized official who caused the subsequent reassignment within 1 year from the date of restoration may be cited for indirect contempt by the Commission as provided in Rule 16 of the 2017 RACCS.*

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Appointment is **not** station specific

- One-year maximum period of reassignment within the geographical location of the agency shall not apply
- Employee concerned may request for a recall of the reassignment citing his/her reasons why he/she wants to go back to his/her original station
- Reassignment may also be revoked or recalled by the appointing officer/authority or be declared not valid by the Civil Service Commission or a competent court, on appeal

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Constructive dismissal exists when an official or employee quits his/her work because of the agency head's **unreasonable, humiliating, or demeaning actions**, which render continued work impossible because of **geographic location, financial dislocation and performance of other duties and responsibilities inconsistent with those attached to the position**. Hence, the employee is deemed illegally dismissed.

This may occur although there is no diminution or reduction in rank, status or salary of the employee

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions

Reassignment that constitutes constructive dismissal may be any of the following:

- Reassignment of an employee to perform duties and responsibilities **inconsistent with the duties and responsibilities of his/her position** such as from a position of dignity to a more servile or menial job;
- Reassignment to an **office not in the existing organizational structure**;
- Reassignment to an existing office but the employee is **not given any definite set of duties and responsibilities**;

Reassignment that constitutes constructive dismissal may be any of the following:

- Reassignment that will cause significant **financial dislocation or will cause difficulty or hardship** on the part of the employee because of geographic location
- Reassignment that is done **indiscriminately or whimsically** such as reassignment of employees twice within a year, or reassignment of career service officials and employees with valid appointments during change of administration of elective and appointive officials.

Reassignment that results in constructive dismissal must be sufficiently established.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



In sum, the features of the rules on reassignment:

- provides avenue for employees with no station specific appointment to request **recall of reassignment**;
- provides grounds that constitute indiscriminate and whimsical reassignment;
- includes provision on reassignment of public health, social and school teachers and other professions covered by special laws; and
- **pending appeal**, reassignment shall **not be executory** (CSC vs Pacheo, G.R. No. 178021, January 25, 2012).

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Detail

temporary movement of an employee **from one department or agency to another** which does not involve a reduction in rank, status or salary.

- provide limit to period of detail to a **maximum of 3 years** (Section 5, Item b (3))
- detail without consent shall be allowed only for a period of one (1) year
- require that detail be covered by an agreement that such will not result in reduction in rank, status or salary (Section 5, Item b (4))

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Detail

The employee may appeal the detail order within 15 days upon receipt to the Commission or CSCRO with jurisdiction if he/she believes there is no justification for the detail. **Pending appeal, the detail order shall be executory** unless otherwise ordered by the Commission.

The decision of the said CSCRO may be further appealed to the Commission within 15 days from receipt.



Revised Policies on Secondment *CSC Resolution No. 2400454*

Promulgated on 31 May 2024

Published on 05 August 2024 in the Daily
Tribune

Effective on 21 August 2024



REVISED POLICIES ON SECONDMENT

Number: 2400454

x-----x

Promulgated: 31 May 2024

RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central personnel agency of the Government, to *“establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x”*;

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of Executive Order No. 292 or the Administrative Code of 1987 conferred on the CSC the power and function to *“prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws”*;

WHEREAS, Section 12 (14), Chapter 3, Title I (A), Book V of the same Code provides that the CSC shall take appropriate action on all appointments and other human resource matters in the Civil Service;

WHEREAS, Rule VII of the Omnibus Rules Implementing Book V of the same Code and other laws include Secondment as one of the human resource movements;

WHEREAS, the Revised Omnibus Rules on Appointments and Other Personnel Actions (CSC Memorandum Circular No. 40, s. 1998), as amended,¹ provided the guidelines on Secondment in the government;

WHEREAS, several issues emerged in the implementation of the said guidelines that need to be clarified such as the entitlement of a seconded employee to step increment, the maximum period of extension for Secondment, and non-approval by the CSC, among other issues;

WHEREAS, the CSC, through the Human Resource Policies and Standards Office, conducted a study on Secondment to revisit the existing guidelines and determine the extent of compliance of all government agencies. Results of the study show that the guidelines on Secondment have not been applied consistently; and

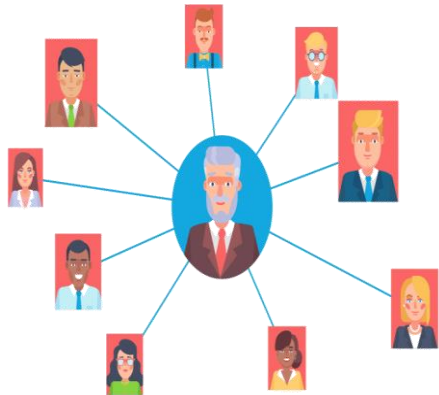
¹ CSC MC No. 15, s. 1999 and CSC Resolution No. 061165 dated 05 July 2006.

Nature of Secondment



Secondment - movement of an official or employee from one department or agency/organization to another or to a private sector organization or international organization or body recognized by the Philippine government, which is temporary in nature and shall be covered by a Memorandum of Agreement (MOA) on Secondment, and shall no longer require the issuance of an appointment.

Coverage



- ✓ **Officials and Employees Covered:** Permanent second level executive, managerial, professional, technical, or scientific positions.
- ✓ **Agencies:** Covers all government agencies, including constitutional bodies, departments, bureaus, local government units, state universities, and colleges.



General Objectives



- ✓ **Promote Mobility and Development:** Facilitates temporary assignment for skill enhancement and knowledge sharing.
- ✓ **Improve Public Service Efficiency:** Enhances expertise and technology transfer between agencies.
- ✓ **Foster Collaboration:** Encourages partnerships between government and private sectors or international organizations.

Specific Objectives



- ✓ **Promote Mobility and Development:** Facilitates temporary assignment for skill enhancement and knowledge sharing.
- ✓ **Improve Public Service Efficiency:** Enhances expertise and technology transfer between agencies.
- ✓ **Foster Collaboration:** Encourages partnerships between government and private sectors or international organizations: Provide employees with new insights and skills from different environments.
- ✓ **Technology Transfer:** Enable the transfer of technology to enhance recipient agencies' operations.
- ✓ **Private Sector Partnership:** Encourage partnerships with private sector organizations without conflicts of interest.





Classification of Secondment

- ✓ **Inter-agency:** movement from one agency to another government agency.
- ✓ **Intra-agency:** movement within the same department or attached agency.
- ✓ **International:** movement to international organizations recognized by the Philippine government.
- ✓ **Private Sector:** movement from one agency to a private sector organization, particularly for science and technology roles.

Eligibility Criteria



- ✓ **Permanent Status:** Must hold a second-level permanent position.
- ✓ **Performance Rating:** Must have at least a 'Very Satisfactory' rating.
- ✓ **Work Experience:** Minimum of three years of related work experience.
- ✓ **No Pending Cases:** Must have no pending administrative or criminal cases.
- ✓ **No Conviction:** Must have not been convicted in cases involving moral turpitude.
- ✓ **No Pending Obligations:** Must have no pending service obligation due to scholarship or study leave.

International Secondment



- Shall be covered by a **bilateral/multilateral agreement** between the Philippine Government and the government of the receiving country/ies.
- The bilateral/multilateral agreement shall contain at least the following provisions:
 - a. Objective/s of Secondment;
 - b. Period of Secondment;
 - c. Salaries and benefits;
 - d. Responsibilities of the Parent Agency, Recipient Agency, and the Secondee;
 - e. Termination of the Secondment, and
 - f. Disciplining authority

Private Sector Secondment

- Limited to **scientists, engineers, researchers and other science and technology related personnel**, shall be covered by **Section 11 of Republic Act No. 8439** and its **Revised Implementing Rules and Regulations and Item 7.0 of the DBM-DOST Joint Circular No. 1, s. 2013 dated 25 June 2013** (Annex A).
- These **policies may be applied suppletorily** to the abovementioned guidelines on private sector Secondment.





What is the maximum period for secondment?



- a. 2 years
- b. 3 years**
- c. 4 years
- d. Unlimited



Period of Secondment

- **Maximum Period:** 3 years, including concluding and winding up activities, except as otherwise provided by law or bilateral/multilateral agreement.
- **Extension:** May be allowed for not more than 3 years based on meritorious grounds and written notification 6 months prior to the end of the period of Secondment.
- **Retirement Age:** Should not exceed the retirement age unless in specific fixed-term and coterminous positions.



Who pays the salary of the secondee during secondment?



- a. Paid by the government
- b. Paid by the recipient agency**
- c. Paid by the parent agency
- d. None of the above



Payment of Compensation and Other Benefits



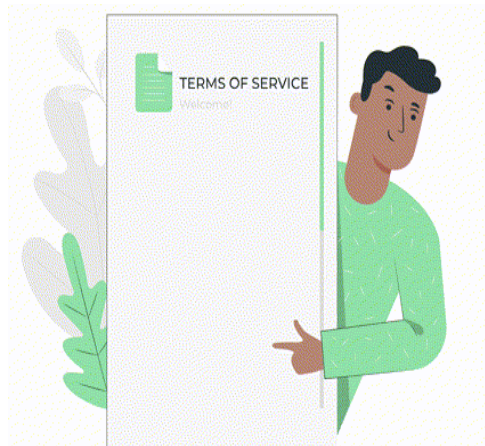
- **Compensation:** Paid by the Recipient Agency, ensuring no reduction in benefits.
- **Basis for payment:** MOA submitted to the CSC shall be the basis for payment of salaries and other benefits
- **Continuity of Service:** Not affected; considered on Secondment leave
- **Leave Credits:** Earned in the Recipient Agency.
- **Step Increment:** Not granted by the Parent Agency but possible in the Recipient Agency based on performance.

Other Terms and Conditions



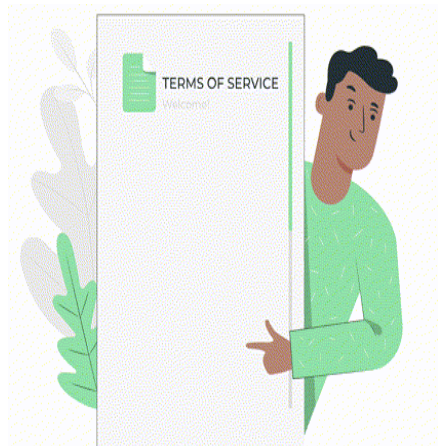
- Secondment to a private sector or international organization does not create a gap in government service. Services rendered during secondment are considered government service.
- Officials and employees cannot be seconded to projects or programs funded by their Parent Agency, unless legally provided.
- A seconded official or employee must wait one year before being seconded again.

Other Terms and Conditions



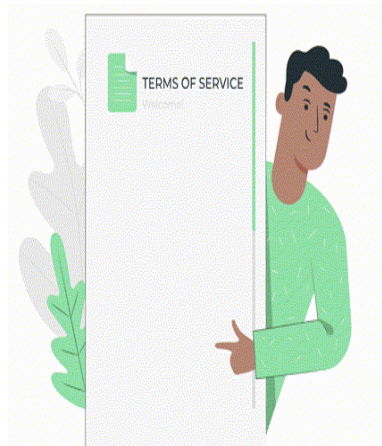
- Secondment to mandatory department head positions in LGUs shall require concurrence from the majority of the members of the local sanggunian of the Recipient Agency and must comply with R.A. No. 7160 requirements.
- Secondment must be to the same or higher position to achieve secondment objectives.
- Secondment ends if Secondee accepts a new appointment in any agency. He/She must notify the Parent Agency 30 days before assuming new duties.

Other Terms and Conditions



- Acceptance of a degree scholarship grant terminates the secondment.
- For Parent Agency pre-termination, exceptional cases such as national emergencies. A 30-day written notice is required, unless a shorter period is agreed.
- For Recipient Agency pre-termination, it will be based on achievement of objectives, performance issues, unsatisfactory conduct, misrepresentation or fraud committed by Secondee, and breach of contract. 30-day written notice is also required.

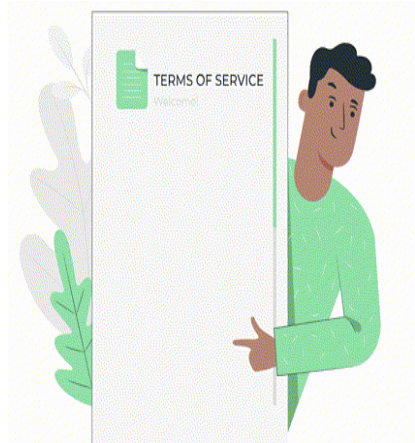
Other Terms and Conditions



- For Seconded pre-termination, it shall be based on validated reasons. 30-day written notice is also required.
- Parent Agency must notify CSC FO of pre-termination within 30 days.
- Completion of Secondment considered on-the-job training if objective is to acquire new learning in the Recipient agency.
- Agencies may include Secondment in their HR plans as part of employee engagement or development.

Other Terms and Conditions

- Parent Agency retains disciplinary authority over Secondee while the Recipient Agency can initiate complaints for acts during Secondment.
- Presumption of regularity if MOA is delayed or not submitted, unless proven otherwise.
- Officials responsible for delays are liable for neglect of duty.
- Secondee must update Parent Agency quarterly on status and whereabouts.





How can temporary vacancies be managed during secondment?



- a. Fill through secondment
- b. Fill through temporary appointment
- c. Fill through substitute appointment or designation
- d. Fill through Contract of Service (COS)



Human Resource Action



- **Temporary Vacancy:** Can be filled through substitute appointment or designation.

Transitory Provision



- **Existing MOAs:** Remain effective if consistent with CSC Resolution No. 061165 dated 05 July 2006. Existing MOAs must be submitted to the CSC RO through FO within 1 month after the effectivity of the revised policies.
- **Renewal of Existing MOAs and New MOAs:** Must comply with the revised policies.

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Designation

- Imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority

- perform the duties of another position on concurrent capacity or on full-time basis;
- designation in an acting capacity or as Officer-in-Charge (OIC)

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Designation

- designation in an **acting capacity** - ministerial functions attached to the position but also the exercise of discretion since the person designated is deemed to be the incumbent of the position
- officials designated as **officer-in-charge** - enjoy limited powers which are confined to functions of administration and ensuring that the office continues its usual activities

RULE IV

Employment Status, Nature of Appointment and Other Human Resource Actions



Designation

- *designation to **critical positions** in the local government units such as Provincial/City/Municipal Government Department Head, a copy of the office order shall be furnished by the HRMOs of the LGUs to the CSC FO concerned within thirty (30) days upon its issuance.*
- *Employees designated to positions with duties involving practice of profession shall be required to possess the necessary professional license.*

RULE V

Probationary Period

Probationary period - period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a **thorough character investigation** and **assessment of capability** to perform the duties of the position enumerated in the Position Description Form (PDF).

RULE V

Probationary Period



Coverage

- Those who are issued **original appointments** under **permanent status** in the career service and who meet all the requirements of the positions
- **Non-career service employees** who are **reappointed/reemployed to a career position under permanent status**

RULE V

Probationary Period



- Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent)
- Those who are reemployed under permanent status
- First-time appointees to closed career positions (faculty and academic staff in state universities and colleges/local colleges and universities, Scientists), unless otherwise provided under the agency Charter

Exempt from probationary period:

- Teachers who, prior to issuance of permanent appointments, **have acquired adequate training and professional preparation** in any school recognized by the government, and possess the appropriate civil service eligibility pursuant to Section 4 of Republic Act No. 4670
- **First-time appointees to closed career positions** in SUCs, and scientific and research institutions if so provided under their agency Charters
- Appointees to positions exempted from the probationary period as may be provided by law.

RULE V

Probationary Period



Reasons for Termination of a Probationary Appointee

- Unsatisfactory performance or want of capacity
- Failure of the appointee to observe propriety in his/her acts, behavior and human/public relations
- Habitual tardiness or absenteeism
- Critical factors based on SPMS
- Unsatisfactory Conduct or Behavior
- Neglect of Duty
- Insubordination

RULE VI

Effectivity and Submission of Appointments



If the appointee has taken his/her oath of office and assumed the duties of the position, **he/she shall be entitled to receive his/her salary at once without awaiting the** approval/validation of his/her appointment by the Commission. **The appointment shall remain effective until disapproved/invalidated by the Commission.**

RULE VI

Effectivity and Submission of Appointments



If the appointee is not allowed to assume office despite his/her receipt of the appointment, or submission thereof to the Commission for approval, the official/s or employee/s **who caused the non-assumption** of the appointee **shall be held administratively liable therefor.**

RULE VI

Effectivity and Submission of Appointments



Section 18. In the case of local government units, the appointment issued by the appointing officer/authority to a department head position requires the concurrence of the majority of all the members of the local sanggunian. *The appointing officer/authority shall submit the appointment to the local sanggunian for concurrence within seven (7) calendar days upon issuance, otherwise, the appointment shall be considered ineffective.*

If the sanggunian does not act on the appointment within fifteen (15) calendar days from the date of its submission, said appointment shall be deemed concurred.

RULE VI

Effectivity and Submission of Appointments



Services rendered without an appointment

- **Not credited as government service**
- **Not recognized by the Commission**
- **Payment of salaries and other benefits = personal liability of the person who made him/her assume office**

RULE VII

Publication and Posting of Vacant Positions



Vacant positions in the career service, *including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers*, shall be published and posted **in three (3) conspicuous places for a period of at least ten (10) calendar days for NGAs, SUCs and GOCCs** with original charters in accordance with the provisions of **RA No. 7041** and its implementing guidelines, and **not less than fifteen (15) calendar days for local government units** pursuant to Section 80(a), Title Three, Book I of **RA No. 7160**.

RULE VII

Publication and Posting of Vacant Positions



Effect of Incorrect Information in the Publication

Any incorrect information in the publication of vacant positions, i.e. item number, position title, qualification standards shall be a *ground for the disapproval/invalidation of appointments*

RULE VII

Publication and Posting of Vacant Positions



Positions Exempt From Publication and Posting

- a. Primarily confidential;
- b. Policy-determining;
- c. Highly technical which includes the faculty and academic staff of state/local colleges and universities, and scientific and technical positions in scientific and research institutions with established merit systems;

RULE VII

Publication and Posting of Vacant Positions



Positions Exempt From Publication and Posting

- d. Coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;
- e. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996 , as amended; or

RULE VII

Publication and Posting of Vacant Positions



Positions Exempt From Publication and Posting

- f. *Reappointment (renewal) of those appointed on temporary status for Medical Officer/Specialist positions pursuant to PD No. 1424, Further Amending RA No. 1243, As Amended by RA No. 2251, otherwise known as the “Hospital Residency Law”;*
- g. Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/field offices.

RULE VII

Publication and Posting of Vacant Positions



Validity of Publication

- **Valid until filled** up but not to extend beyond nine (9) months from date of publication
- Should no appointment be issued within the 9-month period, the agency has to cause the re-publication and re-posting of the vacant position.

RULE VII

Publication and Posting of Vacant Positions



ANTICIPATED VACANCIES

- Allowed only to agencies with **SUCCESSION PLAN**.

Exceptions:

- Anticipated vacancies due to **RETIREMENT, RESIGNATION, OR TRANSFER** but the publication should be made not earlier than thirty (30) days prior thereto.

RULE VIII

Qualification Standards



Qualification Standards

The qualification standards are the **minimum and basic requirements for positions in the government in terms of education, training, experience, Civil Service eligibility, physical fitness and other qualities** required for successful performance of the duties of the position. These shall serve as the **basic guide in the selection of the employees and in the evaluation of appointments to all positions in the government.**

RULE VIII

Qualification Standards



Clarification on the Education Requirement for Division Chief Positions with SG 23 and Below (CSC MC No. 04, s. 2019)

- ❖ MC No. 5, s. 2016, Revised QS for Division Chief and Executive/Managerial Positions in the Second Level (February 24, 2016) provides that **education requirement** for division chief position is Master's degree OR Certificate of Leadership and Management from the CSC which is in accordance with the prescribed educational requirement for appointment to DC positions with one of the following criteria: SG 24 positions, thus, pursuant to CSC Resolution No. 1801053 (September 25, 2018), CSC clarifies that the QS for DC positions prescribed in CSC MC No. 5, s.2016 apply only to SG 24 or higher .

RULE VIII

Qualification Standards



Clarification on the Education Requirement for Division Chief Positions with SG 23 and Below (CSC MC No. 04, s. 2019)

Accordingly, DC positions with SG 23 or below or comparable positions with the same SG 23 or below, shall not require Master's degree.

RULE VIII

Qualification Standards



Qualification Standards

- Agencies are **encouraged to set specific or higher standards for their positions**, including the required competencies.
- These standards shall be submitted to the Commission for approval, and once approved, the agency shall uniformly and consistently adopt these in the selection and appointment of employees

RULE VIII

Qualification Standards



Establishment of QS for all positions

- For all positions in the Index of Occupational Services (IOS), Position Titles and Salary grades
- Positions subsequently created and approved in accordance with existing laws, policies, rules and regulations
- QS established and approved by the Commission for positions in particular sector may be adopted for the same position titles in other government sectors without the need for prior approval of the CSC*

* Agencies shall inform the Commission that they are adopting the CSC-approved QS

RULE VIII

Qualification Standards



Establishment of QS for unique positions

- All agency positions should be included in the approved QS Manual of the agency
- Unique positions should have a QS approved/confirmed by the Commission

Appointment to positions without approved QS shall be disapproved/invalidated

RULE VIII

Qualification Standards



QS by Special Law

- QS for certain positions prescribed by a special law shall prevail
- QS for department head and assistant department head positions (mandatory or optional) in LGUs, considered as executive/managerial positions and for newly-created department head and assistant department head positions shall be equivalent or comparable to those prescribed by RA No. 7160

RULE VIII

Qualification Standards



QS for Career Positions

- Must meet the **Education, Training, Experience, Eligibility** and **Competency** requirements prescribed in the QS Manual or CSC approved agency QS
- QS for positions, which may include competencies (knowledge, skills and attitudes) shall be established based on the set of duties and responsibilities indicated in the Position Description Form

RULE VIII

Qualification Standards



QS for Non-Career Positions

- Appointees to casual, contractual, and coterminous positions that are **not** primarily confidential **must meet the education, training, and experience** requirements of the position as proposed by agency heads and approved by the CSC
- Pending submission and approval of agency QS, the qualification requirements under the CSC QS Manual shall be used as bases in the attestation
- **Eligibility is not required** but PREFERENCE should be given to CS eligible. HOWEVER, for **practice of profession** regulated by the BAR or Board or requiring licenses, the corresponding **license/certificate of registration** shall be required

RULE VIII

Qualification Standards



Appointees to primarily confidential positions exempt from QS

Appointees to primarily confidential/personal staff positions are **exempt from QS**

EXCEPT

- those whose duties involve the practice of profession regulated by the BAR/Board laws and/or require licenses
- those specifically required by a special law, e.g. (Provincial/City/Municipal Administrator, Information Officer)

RULE VIII

Qualification Standards



**Reappointment of incumbents under permanent status
under reorganization**

Considered as having met the qualification standards for the
position

RULE VIII

Qualification Standards



EDUCATION

Refers to the **formal** or **non-formal** academic, technical or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form of the position to be filled.

RULE VIII

Qualification Standards



Education

Non-Formal Education

Certificates of completion of non-formal education issued by the **Department of Education** shall be considered **valid documents for appointment** to positions requiring completion of elementary or high school education, provided, that other requirements of the positions are met.

RULE VIII

Qualification Standards



Education

Degree Obtained From Foreign Schools

Certification issued by **CHED** that a **degree obtained from foreign schools is equivalent to a bachelor's or master's degree** shall be considered valid document for meeting the education requirement for positions requiring completion of a bachelor's or master's degree

RULE VIII

Qualification Standards



Education

Determination of Relevancy of Bachelor's Degree

- Appointee must complete a bachelor's degree from a CHED-recognized college or university
- Supplemented by **12 academic units** of the subject or course

RULE VIII

Qualification Standards



Education

Education Requirement for Division Chief and Executive/Managerial positions

- Graduate of Master's degree
- Certificate of Leadership and Management (C-Pro)

RULE VIII

Qualification Standards



Education

**Considered to have met the Master's Degree
for appointment to Division Chief/Managerial Positions**

- Completion of Bachelor of Laws or Doctor of Medicine
(considered as appropriate education)
- **CES or CSE eligibles**
- **RA 1080 eligibles**
(involves practice of profession belonging to the same
occupational group or functionally related positions)

RULE VIII

Qualification Standards



Experience refers to the previous jobs in either the **government or private sector, whether full-time or part-time**, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.

RULE VIII

Qualification Standards



Experience

Relevant Experience Acquired through Job Order or Contract of Service

- May be considered relevant experience **provided covered by a contract or MOA**

Relevant Experience Acquired through Volunteer Work

Experience, on full time basis, as certified by the HRMO or authorized officials, may be considered relevant experience

QUALIFICATION STANDARDS SHOULD BE MET AT THE TIME OF THE ISSUANCE OF APPOINTMENT

RULE VIII

Qualification Standards



Experience

Acquired in First Level positions

- May be considered for meeting the experience requirement for second level positions when acquired in the same occupational group or functionally related positions

Relevant Experience Acquired through Designation

- covered by an Office or Memorandum Order
- Not a violation of the rules on designation

RULE VIII

Qualification Standards



Training

Learning & Development Interventions

Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan.

- Continuous learning and development shall be espoused by the CSC
- **At least one planned HRD intervention for each employee should be ensured by agency head during the year.**

RULE VIII

Qualification Standards



Training

May be acquired from:

- CSC accredited learning and development institutions ;
- Government training institutions;
- Non-accredited private training institution offering training of highly technical/specialized nature;
- Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
- Institution recognized by Commission on Higher Education (CHED) as Center of Excellence (COE) or Development (COD);
- Foreign institution that offers training for scholarship purposes or for personal advancement of participants; or
- Other institutions that partner with the Civil Service Commission in building capabilities of civil servants.

RULE VIII

Qualification Standards



Training

The following are **not** considered for purposes of meeting the training requirement:

- Attendance to annual agency planning sessions/ workshops/ conferences as a requirement for operations
- Services rendered as facilitator/resource persons in seminars/ workshops/training

RULE VIII

Qualification Standards



Training

**Learning and Development/Training Requirement
for Executive/Managerial Positions in Second Level
(involves practice of profession)**

- **40 hours (MCLE) for BAR passers or (CPE/CPD)** for licensed professionals or trainings relevant to the practice of profession, AND
- **80 hours of management trainings TAKEN WITHIN THE LAST 5 YEARS** reckoned from the date of issuance of appointment (Sec. 68) (amended by **CSC MC No. 19, s. 2019**, Revised Policies on Training/L&D Requirements for Division Chief and Executive/Managerial Positions in Government)

RULE VIII

Qualification Standards



Eligibility refers to the result of **passing a merit and fitness test** which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness

RULE VIII

Qualification Standards



Eligibility

First Level Eligibility

- First level eligibilities are appropriate for appointment to positions in the **first level**.
- Do not apply to those covered by bar/board/special laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

RULE VIII

Qualification Standards



Eligibility

Second Level Eligibility

- **Second level eligibilities** are appropriate for appointment to positions in the second and first level.
- They do not apply to those covered by bar/board/ special laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

RULE VIII

Qualification Standards



Eligibility

Practice of Profession

Eligibilities resulting from passing the bar/board examinations **shall be required for appointment to positions the duties of which constitute the practice of profession(s)** regulated by the Philippine bar/board laws.

RULE VIII

Qualification Standards



Eligibility

Practice of Profession

Eligibilities resulting from passing the bar/board examinations which require **completion of at least a bachelor's degree** shall be considered **appropriate to positions for which the examination is given**, and to other **first and second level positions** not covered by bar/board/special laws

RULE VIII

Qualification Standards



Eligibility

Eligibilities resulting from passing the bar/board examinations which require **completion of less than a bachelor's degree** shall be considered **appropriate to positions for which the examination is given**, and to other **first level positions** not covered by bar/board/special laws or those that require licenses

RULE VIII

Qualification Standards



Eligibility

- *Passing the 13th Shari'a Bar Examinations held in January 2014 and the Shari'a Bar Examinations conducted thereafter shall be considered as an eligibility appropriate for appointment to first and second level positions.*
- *Passing the Shari'a Bar Examinations held prior to the 13th Shari'a Bar Examinations shall be considered as appropriate for appointment to first level positions.*

RULE X

Certain Modes of Separation – Documents Required for Record Purposes

Resignation

Complete and operative resignation

(DTI vs. Singun, G.R. No. 149356, March 14, 2008)

- Written intention to relinquish;
- Acceptance by the appointing authority/ officer; and
- Written notice of such acceptance duly served to the official or employee concerned.

RULE X

Certain Modes of Separation – Documents Required for Record Purposes

Resignation

- Complete and operative resignation not acted after the lapse of 30-day period (*DTI vs. Singun*)
- Revocable until accepted
- Restoration to former position not automatic in case of withdrawal once resignation is deemed complete and operative
- Proof of notice of the acceptance of resignation to the employee to be submitted

RULE X

Certain Modes of Separation – Documents Required for Record Purposes

Resignation

- An official or employee under investigation, except those prohibited by law, may be allowed to resign pending decision of his/her case without prejudice to the continuation of the proceedings until finally terminated.
- Section 12, R.A. No. 3019 (Anti-Graft and Corrupt Practices Act):
“Section 12. Termination of office. No public officer shall be allowed to resign or retire pending an investigation, criminal or administrative, or pending a prosecution against him, for any offense under this Act or under the provisions of the Revised Penal Code on bribery.”

RULE X

Certain Modes of Separation – Documents Required for Record Purposes

Dismissal

- **Report on Database of Individuals Barred From Taking Civil Service Examinations and from Entering Government Service (DIBAR)**, together with a certified true copy of the decision rendered which has become executory, shall be submitted to the CSC Field Office within thirty (30) calendar days from the date of dismissal, for record purposes.

Dropping from the Rolls

- This rule was deleted in the 2017 ORAOHRA since it was transferred to the 2017 RACCS

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments



Grounds for Disapproval/Invalidation of Appointments

- a. The appointee does not meet the QS
- b. The appointee has been dismissed for cause as enumerated in Section 50 (A), Rule 10 of the 2017 RACCS or has been found guilty of a crime where perpetual/temporary disqualification from appointment is attached to the penalty thereof, unless an executive clemency has been granted
- c. The appointee has intentionally practiced or attempted to practice any deception or fraud in connection with his/her appointment

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Grounds for the Recall of Disapproval/Invalidation of Appointments

- d. The appointment has been issued in violation of the CSC-approved Merit Selection Plan.

- e. The contractual/casual appointment has been issued to fill a vacant position in the plantilla of personnel or the contractual/casual appointee will perform the duties and responsibilities of the vacant position; or

- f. The appointment has been issued in violation of existing Civil Service Law, rules and regulations, the Board/Bar, Local Government Code of 1991 (RA No.7160), Publication Law (RA No.7041), the Omnibus Election Code (BP Blg. 881, as amended) and other pertinent laws

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

If the appointment, *regardless of the status*, is disapproved/invalidated on grounds which do not constitute a violation of pertinent laws, the same is considered effective until the disapproval/ invalidation is affirmed by the CSCRO or the Commission.

The services rendered shall be credited as government services and the appointee shall be entitled to the payment of salaries from the government as a de facto officer.

However, the pendency of the appeal on disapproved/invalidated temporary, contractual and casual appointments shall not extend the period of effectivity thereof as provided for in the appointment forms.

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

In order for the appointee to be considered as de facto officer, the following elements must concur:

There must be a de jure office. – *The position is under an existing and legally recognized division, office, organization, Plantilla of Position/Staffing Pattern.*

There must be color of right or general acquiescence by the public. – *It must be derived from an election or appointment, however irregular or informal, so that the incumbent is not a mere volunteer. The appointee only assumed the duties and responsibilities of the position because he/she was issued his/her appointment paper.*

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

There must be actual physical possession of the office in good faith. – The appointee has the presumption that the appointment issued to him/her is in compliance with Civil Service Law and rules.

Illustrative Example:

Agency A published a vacant Chief Administrative Officer position (de jure office) with an outdated qualification standards. Employee A was issued an appointment to the said position (color of right) and assumed the duties and responsibilities thereof (actual physical possession of an office in good faith). However, the CSC Field Office disapproved the appointment for not meeting the new qualification standards.

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Illustrative Example:

The period within which the appointee discharges the actual duties and responsibilities of the Chief Administrative Officer until the disapproval becomes final, as determined by the Commission, shall be credited as government service. The appointee is considered a de facto officer.

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

- An appointment which is disapproved/invalidated on grounds that constitute a violation of pertinent laws may be appealed and the appointee may continue to render services. In the event the disapproval/invalidation is affirmed by the Commission, it **becomes executory.**

The services rendered shall not be credited as government service and the appointing authority/officer shall be personally liable for the payment of salaries.

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

- The appointing officer/authority shall be **personally liable for the salary** of an appointee paid after the CSC has finally disapproved/invalidated the appointment.
- An employee whose promotional appointment is disapproved/ invalidated shall be **reverted to his/her former position.**

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Appointments issued after an election up to June 30 by outgoing elective appointing officer/authority shall be disapproved/invalidated, unless the following requisites are met:

- **Appointee meets the minimum QS**
- **The appointee has undergone HRMPSB screening prior to the election ban**
- **There is urgent need for the issuance of the appointment so as not to prejudice public service or endanger public safety**
- **CS law, rules and regulations and special laws on the issuance of appointments are followed**

RULE XI

Disapproval/Invalidation and Recall of Approval/Validation of Appointments

Reappointment (renewal) by outgoing appointing officer after the elections or before June 30 of an election year

If in the **exigency of the service**, the outgoing appointing officer, whether elective or appointive, opts to **reappoint temporary, casual and/or contractual employees or appoint/reappoint substitute teachers**, during reorganization, after the election or before June 30 of an election year, **prior authority** must be obtained from the **concerned CSCRO**, otherwise such appointments shall be disapproved/invalidated

RULE XII

Prohibitions

- No appointive official shall hold any other office or employment in the government unless otherwise allowed by law or by the primary functions of his/her position.
- No elective official shall be eligible for appointment in any capacity to any public office or position during his/her tenure.
- **No elective or appointive public officer or employee shall receive additional, double or indirect compensation, unless specifically authorized by law**, nor accept without the consent of Congress, any present, emolument, office or title of any kind from any foreign government.

RULE XII

Prohibitions

Revisiting **Campol vs Balao-As**, the SC agreed that the award of full back wages in favor of an illegally dismissed civil service employee who was subsequently employed in another govt agency **violates the constitutional prohibitions against double office-holding and double compensation in the civil service**. Sec. 8, Art. IX-B of the Constitution provides that no elective or appointive public officer or employee shall receive additional, double or indirect compensation xxx.

RULE XII

Prohibitions

SC ruled that petitioners who were subsequently rehired by the NPC, absorbed by PSALM or Transco, or transferred or employed by other government agencies, are not entitled to back wages. To award back wages even to those who remained employed as a direct result of the 2003 reorganization amounts to unjust enrichment and damage to the government.

On the other hand, **petitioners who were neither rehired by the NPC or absorbed by PSALM or Transco pursuant to the 2003 reorganization and subsequently employed in the private sector shall be entitled to full back wages** (applying *Bustamante and Equitable Banking Corporation*).

NPC Drivers and Mechanics Association (NPC DAMA) vs. The National Power Corp., GR. No. 156208, November 21, 2017

RULE XII

Prohibitions

- A person who lost in an election, **except Barangay election**, shall not be eligible for appointment or reemployment to any office in the government or government-owned or controlled corporation **1 year after election**.
- A person holding a public appointive office or position, including active members of the armed forces, shall be considered resigned from his/her office upon filing of the certificate of candidacy. This prohibition extends to private citizens appointed as board members in public offices representing the private sector.

RULE XII

Prohibitions

An employee who **resigned from the government service** during the three (3)-month period before any election to promote the candidacy of another **shall not be reemployed during the six-month period** following such election.

RULE XII

Prohibitions

No officer or employee in the civil service including the members of the Armed Forces, shall engage directly or indirectly in any partisan political activity or take part in any election except to vote nor shall he/she use his/her official authority or influence to coerce the political activity of any person or body. Nothing herein provided shall be understood to prevent any officer from expressing his/her views on current political problems or issues, or from mentioning the name of candidates for public office whom he/she supports.

RULE XII

Prohibitions

Rules on Nepotism, Exemptions

No appointment shall be made in favor of a relative of the appointing or recommending officer/authority, or of the chief of the bureau or office or of the person exercising immediate supervision over the appointee (**within the 3rd degree either of consanguinity or of affinity**)

**Nepotism covers all kinds of appointments
REGARDLESS OF STATUS including casual,
contractual and coterminous BUT ARE NOT
PRIMARYLY CONFIDENTIAL**

The Rule on Nepotism applies to DESIGNATION

RULE XII

Prohibitions

- Prohibition on appointment in the career service extends to relatives of Appointing or Recommending (A/R) officer/authority with the **4th civil degree of consanguinity or affinity.**
- However, in the non-career service the prohibition extends to the 3rd degree relatives of consanguinity or affinity of appointing or recommending officer

RULE XII

Prohibitions

Exempted from Nepotism

- a. Persons employed in a confidential capacity
- b. Teachers
- c. Physicians
- d. Members of the Armed Forces of the Philippines
- e. Science and technology personnel under RA No. 8439
- f. Other positions as may be provided by law

RULE XII

Prohibitions

Other Prohibited Acts

- Withdrawal or revocation of an appointment already accepted by an appointee
- Appointment or reemployment of a person perpetually dismissed from the service unless he/she has been granted executive clemency by the President of the Philippines upon recommendation of the Commission
- Promotion within six months prior to compulsory retirement, except otherwise provided by law
- Transfer of heads of oversight agencies and their staff or being appointed to any position in the agency of assignment within one year after termination of assignment or designation
- Non career to perform the duties belonging to career positions
- Consultant, contractual, non-career or detailed employee designated to positions exercising control or supervision over regular and career employees, except as may be provided by law

RULE XII

Prohibitions

Extension of Service

For those who will complete the 15 years for retirement under GSIS Law:

Maximum period of two (2) years may be allowed to complete the fifteen (15) years of service required under the GSIS Law

RULE XII

Prohibitions

Extension of Service

The only basis for Heads of Offices to allow an employee to continue rendering service after his/her 65th birthday is a CSC Resolution granting the request for extension

RULE XII

Prohibitions

Rule on Dual Citizenship

- Person with dual citizenship shall not be appointed in the government unless he/she renounces his/her foreign citizenship

This rule shall not apply to Filipino citizen whose foreign citizenship was acquired by birth.

RULE XII

Prohibitions

Appointment to public office of those naturalized to another country

- cannot be extended to those who are candidates for or are occupying any public office in the country of which they are naturalized citizen and/or in active service as commissioned or non-commissioned officers in the armed forces of the country of which they are naturalized citizens



thank
you