Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 12 1996

MEMORANDUM CIRCULAR

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

SUBJECT : **Amendment No. 7 of the Omnibus Guidelines on Apppointments and other Personnel Actions, contained in CSC Memorandum Circular No. 38, s. 1993**

Pursuant to CSC Resolution No. 96-4907, dated 8/5/96, the Commission has amended Item 4 of Part II of MC No. 38, s. 1993 by adding paragraph 8, thereto, which reads as follows:

"8) Employment Status of Appointees to Positions in Categories I, II and III as provided under Resolution No. 96-4906.

- All appointments issued to Categories I and II positions shall be governed by the general rule of personnel action.

- Original appointments issued to Category III positions shall be proposed under Permanent status but the appointees shall be on probation for a period of one year from assumption of duty. At the end of said period, and in the absence of a written notice of termination for unsatisfactory conduct or want of capacity, having been served on the appointee within fifteen (15) days, prior to the expiration of the said

one-year period, the latter shall automatically acquire security of tenure. However, appointees who were previously under permanent status or had completed the one year period of probation in the same or functionally related positions are not covered by the preceding policy."

The Commission has further amended Part III of Memorandum Circular No. 38, s. 1993 by deleting Item 7 thereof.

This Memorandum Circular shall take effect after fifteen (15) days from publication of Resolution No. 96-4907 in a newspaper of general circulation.

CORAZON ALMA G. DE LEON
Chairman

August 5, 1996

Republic of the Philippines
CIVIL SERVICE COMMISSION

Amendment No. 7
of MC No. 38, s. 1993
x - - - - - - - - - - - - - - - x

RESOLUTION NO. 964907

WHEREAS, there is a need to periodically review policies, rules and regulations and revise the same in the light of changing conditions;

WHEREAS, recent developments in the area of skills assessment and measurement have made it necessary to revise existing policies, rules and regulations;

WHEREAS, the existing policies, rules and regulations which need to be revised are in MC No. 38, series of 1993;

NOW, THEREFORE, the Commission hereby RESOLVES to amend item 4(a) of Part II of MC No. 38, s. 1993 by adding paragraph No. 8 thereto which reads as follows:

"8) Employment Status of Appointees to Positions in Categories I, II and III as provided under Resolution No 96-4906 dated August 5, 1996.

- All appointments issued to Categories I and II positions shall be governed by the general rule of personnel action.

- Original appointments issued to Category III positions shall be proposed under Permanent status but the appointees shall be on probation for a period of one year from assumption of duty. At the end of said period, and in the absence of a written notice of termination for unsatisfactory conduct or want of capacity, having been served on the appointee within fifteen (15) days, prior to the expiration of the said one-year period, the latter shall automatically acquire security of tenure. However, appointees who were previously under permanent status or had completed the one year period of probation in the same or functionally related positions are not covered by the preceding policy."

The Commission further **RESOLVES** to amend Part III of Memorandum Circular No. 38, s. 1993 be deleting Item 7 thereof.

This resolution shall take effect fifteen (15) days from publication in a newspaper of general circulation.

Quezon City, AUG 05 1996

CORAZON ALMA G. DE LEON
Chairman

RAMON P. ERENETA, JR.
Commissioner

THELMA P. GAMINDE
Commissioner

Attested by:

CARMENCITA GISELLE E.B. BRINGAS
Board Secretary VI