

M.C. No. 15, s. 1995

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS AND STATE COLLEGES

SUBJECT : Amendment of Item No. 6 (b) of Part III of the Omnibus Guidelines on Appointment and Other Personnel Actions contained in CSC Memorandum Circular No. 38, Series of 1993.

Pursuant to Resolution No. 95-4569 dated July 27, 1995 Item No. 6 (b) of Part III of the Omnibus Guidelines on Appointments and other Personnel Actions contained in CSC Memorandum Circular No. 38, s. 1993 is hereby amended to read as follows:

"6. LGU Appointments

Appointment in the local government units for submission to the CSC Office must be accompanied, in addition to the common requirements, by the following documents:

- a. Certification by the local chief executive that such appointment is issued in accordance with the limitations provided for under Section 325 of RA 7160; and*
- b. Certification from the Municipal/ City/Provincial Accountant that funds are available.*

This Memorandum shall take effect immediately.


CORAZON ALMA G. DE LEON
Chairman

July 28, 1995
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Amendment No. 6
M.C. No. 38, s. 1993
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RESOLUTION NO. 954569

WHEREAS, Section 12 (2) of the Administrative Code of 1987 confers on the Commission the authority to prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent Laws;

WHEREAS, to facilitate action on all kinds of appointments and other personnel actions, the Commission issued Memorandum Circular No. 38, s. 1993 which contains the guidelines, procedures, and requirements in the preparation and submission of appointment;

WHEREAS, Item No. 6 (b) of Part III of Memorandum Circular No. 38, s. 1993 requires appointments in Local Government Units submitted to the CSC Office to be accompanied by a "Certification of the Municipal/City/Provincial Treasurer that funds are available;"

WHEREAS, Section 474 (b) (4) of Republic Act No. 7160 (Local Government Code of 1991) confers on the Municipal/City/Provincial Accountant the power and duty to "certify to the availability of budgetary allotment to which expenditures and obligations may be properly charged".

WHEREFORE, the Commission hereby resolves to amend Item No. 6 (b) of Part III of MC No. 38, s. 1993 to read as follows:

"6. LGU Appointments

Appointment in local government units for submission to the CSC Office must be accompanied, in addition to the common requirements, by the following documents:

- a. Certification by the local chief executive that such appointment is issued in accordance with the limitations provided for under Section 325 of RA 7160; and*

- b. *Certification from the Municipal/
City/Provincial Accountant that
funds are available.*

Quezon City,

JUL 27 1995


CORAZON ALMA G. DE LEON
Chairman


RAMON P. ERENETA, JR.
Commissioner


THELMA P. GAMINDE
Commissioner

Attested by:


CARMENCITA GISELLE B. DAYSON
Board Secretary VI