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MEMORANDUM CIRCULAR

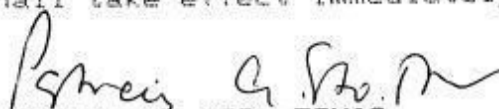
TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES
OF THE NATIONAL GOVERNMENT INCLUDING
GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS

SUBJECT : PUBLICATION OF VACANCIES OF POSITIONS SUBJECT
TO RENEWAL (TEMPORARY)

It has been observed that in the renewal of appointments (temporary) for positions not exempted from RA 7041, the publication of the position concerned has been dispensed with. This practice is not in substantial compliance with the requirement of RA 7041.

Therefore, all appointments to positions not exempted from RA 7041 shall require prior publication including renewal (temporary) appointments. In order to comply with the requirements of RA 7041 and to avoid gap in the services of the holder (incumbents) of temporary appointments, where appointments are subject to renewal, publication should be done at about two (2) months prior to expiration thereof. Moreover, the policy that a position should only be filled after ten (10) working days from date of publication should be dispensed with in cases of renewal (temporary) appointments to further obviate gap in the services of said appointees.

This Memorandum Circular shall take effect immediately.


PATRICIA A. STO. TOMAS
Chairman

January 31, 1994

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