



Republic of the Philippines

## **CIVIL SERVICE COMMISSION**

MC NO. 02 s. 1993

### **MEMORANDUM CIRCULAR**

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

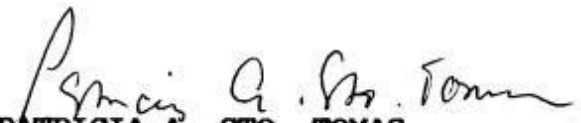
SUBJECT : APPROVAL OF LAPSED OR INEFFECTIVE APPOINTMENTS FOR PURPOSES OF PAYMENT OF SALARIES FOR ACTUAL SERVICES RENDERED AND RELATED MATTERS

Pursuant to Section 10, Rule V of the Omnibus Rules Implementing Book V of Executive Order No. 292 and CSC Resolution No. 93-142 dated January 26, 1993, the Commission hereby adopts the following policies on appointments, to wit:

1. No appointment shall be issued and/or approved unless the vacant position has been published in accordance with RA 7041 and authority to fill if said position has been granted pursuant to RA 7430;
2. All appointments must be submitted to the Commission within thirty (30) days from their date of their issuance otherwise they shall become ineffective. For this purpose, the date appearing on the face of the appointment (Upper right corner of CS Form 33) shall be considered the date of issuance;
3. An appointment which has become ineffective due to non-submission to the Commission within the thirty-day period shall be disapproved. However, the appointee shall be entitled to payment of salary from the government for a period not exceeding thirty days for actual services rendered except in the following instances:

- a. non-compliance with the publication requirement under RA 7041;
  - b. no prior authority as required under RA 7430;
4. After the thirty day period, the salaries of the appointee for actual services rendered shall be the personal liability of the officer responsible for the delay in the submission of the appointment to the Commission.

This Memorandum shall take effect on May 1, 1993.

  
PATRICIA A. STO. TOMAS  
Chairman

January 26, 1993

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