



MC No. 32, s. 1992

MEMORANDUM CIRCULAR


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

SUBJECT : Checklist of Requirements in the Preparation/ Processing of Appointments

It has been noted that a number of appointments are being returned to the appointing authorities due to non-observance of certain procedures and/or deficiency in supporting papers or requirements. This has resulted in delays in acting on appointments. Moreover, this has often caused misunderstanding between the personnel of this Commission and the transacting public.

To facilitate action on appointments and to effect economy in operations by saving valuable manpowers, the Commission pursuant to Rule V of the Omnibus Rules Implementing Book V of Executive Order No. 292 has prepared the attached list of requirements which if not complied with will result in the outright disapproval of the appointments.

Please be guided accordingly.

  
PATRICIA A. STO. TOMAS  
Chairman

**August 6, 1992**

OCSS

CHECKLIST OF REQUIREMENTS IN THE PREPARATION/  
PROCESSING OF APPOINTMENTS

A. Appointments submitted to the Civil Service Regional/Field Office should meet the following requirements listed below. Non-compliance of such requirements shall be a ground for disapproval of said appointments.

	YES	NO
1. Has the appointment been submitted to CSC within thirty (30) days from date of issuance (the date appearing on the face of the appointment)? - - - -	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the position to be filled been published in a newspaper of general circulation pursuant to RA 7041? - - - -	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the agency have an approved qualification standards? - - - - -	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the appointee been screened/evaluated/recommended by the Personnel Selection Board? - - - - -	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the agency have an approved Position Allocation List (PAL)? - - - -	<input type="checkbox"/>	<input type="checkbox"/>
5.1 If yes, is the position of the appointee included in the approved PAL?	<input type="checkbox"/>	<input type="checkbox"/>

9 July 1992

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