



Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Quezon City

MC # 19 s, 1991

MEMORANDUM CIRCULAR

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

Subject : The Use of the Certification and Placement
Baseline Data Form (CP Form 1)

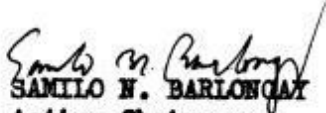
Pursuance to Section 2, Rule IV (Certification) of the Civil Service Rules on Personnel Actions and Policies and for the purpose of providing our government with the necessary manpower requirements for a more competent and qualified personnel, this Commission enjoins all departments, bureaus and agencies to accomplish the Certification and Placement Baseline Data Form (CP Form 1).

Henceforth, all agencies requesting certification of eligibles to vacant position/replace appointees with temporary appointments shall submit the duly accomplished CP Form No. 1 to:

CSC Regional Directors/Provincial Heads
Civil Service Commission Provincial and Field
Officers concerned.

Compliance to this Memorandum Circular will take effect immediately.

Very truly yours,


SAMILO N. BARLONGAY
Acting Chairman

May 24, 1991

AWF/JW/ALS

Agency: _____
Address: _____
Agency Head: _____
Personnel Department/Office Head: _____
Telephone No.: _____

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REQUIREMENT SPECIFICATIONS

Two (2) Brief Statements Major Functions of Vacant Position	Education	Training and Experience	Special Skills	Dexterity	Physical Traits/ Characteristics
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