



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

M. C. No. 46 s. 1990

**MEMORANDUM CIRCULAR**

**T O :** ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, WITH ORIGINAL CHARTERS

**SUBJECT :** Prohibiting the Practice of Issuing Job Orders in Hiring Casuals


It has been observed that there are some offices hiring casual employees who are simply issued job orders. This practice has no legal basis.

Under Memorandum Circular No. 9, s. 1986 "x x x x appointments of casuals, emergency and seasonal personnel shall only be resorted to when their services are essential and necessary and the regular staff is insufficient to carry out the demands of the service". However, "x x x x casual appointments issued **must be on plantilla appointment form**".

In view thereof, and as reports reaching this Commission indicate that irregularities have been committed in the hiring of casuals thru issuance of Job Orders, the discontinuance of such practice is enjoined.

Agencies found insisting on such practice shall be dealt with accordingly.

This Memorandum Circular shall take effect immediately.

  
**PATRICIA A. STO. TOMAS**  
Chairman

November 14, 1990