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Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Maynila

March 6, 1987

DECS O R D E R
No. 21, s. 1987

GUIDELINES AND PROCEDURES FOR ORIGINAL
APPOINTMENT IN THE CAREER SERVICE

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Cultural Agency Directors
Chief of Service and Heads of Units/Centers
Schools Superintendents
Vocational School Superintendents/Administrators
Chiefs of Divisions

1. Inclosed is a copy of Memorandum Circular No. 2, s. 1987, of the Civil Service Commission regarding the guidelines and procedures for original appointment in the career service, which is self-explanatory.

2. Teachers or those occupying positions embraced in the term "teacher" under the Magna Carta for Public School Teachers (R.A. 4670), are not covered by the said memorandum circular. They fall under Section 4 of R.A. 4670 which provides, as follows:

"Sec. 4 Probationary Period. - When recruitment takes place after adequate training and professional preparation in any school recognized by the Government, no probationary period preceding regular appointment shall be imposed if the teacher possesses the appropriate civil service eligibility. Provided, however, That where, due to the exigencies of the service, it is necessary to employ as teacher a person who possesses the minimum educational qualifications herein above set forth but lacks the appropriate civil service eligibility, such person shall be appointed on a provisional status and shall undergo a period of probation for not less than one year from and after the date of his provisional appointment.

3. This Order should be brought to the attention of all concerned for their information, guidance and observance.

4. Strict compliance is desired.

(SGD.) VICTOR M. ORDOÑEZ
Undersecretary
Officer-in-Charge

Incl.: As stated

Reference:
None

Allotment: 1-2--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
ELIGIBILITY
LEGISLATION
QUALIFICATIONS
RULES & REGULATIONS
TEACHERS

(Inclosure to DECS Order No. 21, s. 1987)

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(CIVIL SERVICE COMMISSION)
Lungsod ng Quezon

MC# 2 s. 1987

MEMORANDUM CIRCULAR

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

SUBJECT : GUIDELINES AND PROCEDURES FOR ORIGINAL APPOINTMENT IN THE CAREER SERVICE

Pursuant to Section 24 of Presidential Decree No 807, as implemented in CSC Resolution No. 87-040, a person issued an original appointment shall serve a probationary period of six (6) months following such appointment and shall undergo a thorough character investigation in order to acquire permanent civil service status. Original appointment refers to the initial appointment in the career service of a person who meets all the requirements of the position including the appropriate civil service eligibility.

The probationary period is an integral part of the examination process to determine the employee's suitability or fitness for the position. Upon completion of the probationary period, the employee is either made permanent if his performance and conduct are found satisfactory or his services are terminated if his performance and conduct are found unsatisfactory. At any time, however, during the probationary period, the appointee may also be dropped from the service for the reasons above-mentioned.

It has been observed that when the original appointment of an appointee is proposed and approved as permanent, his status becomes absolutely permanent even if he does not undergo a thorough character investigation. In some instances, an employee is retained in the service despite poor performance and unsatisfactory conduct, to avoid the complicated mechanism of terminating his services. In some cases, the appointing official proposes as temporary the appointment of a qualified and eligible appointee so that he can observe and assess the appointee's conduct and performance and determine whether to retain him or cut short his service by simply not renewing his temporary appointment.

To insure strict observance of the Civil Service Law and Rules on probationary appointment, the following guidelines and procedures as adopted under CSC Resolution No. 87-040, are hereby promulgated:

1. An original appointment to a position in the career service of an employee who meets all the requirements for permanent appointment including the appropriate civil service eligibility shall be proposed and approved under probationary status for a period of six (6) months, except as otherwise provided by law.

The term "original appointment" refers to the initial appointment in the career service of a person who meets all the requirements of the position, including permanent laborers and positions falling under MC 10, series of 1977, and CSC Resolution No. 435, series of 1980.

2. An employee who has already undergone probation, will no longer be required to undergo the same in case of promotion, transfer, reemployment or reinstatement.
3. An appointee who meets all the requirements of the position including appropriate eligibility but proposed as temporary and subsequently extended a permanent appointment need not serve a probationary period provided that he has already served for at least six months and his performance and conduct had been certified to be satisfactory.
4. The agency concerned shall conduct an orientation seminar which shall include among others public service values and accountability, for all its new employees as the need arises.
5. An assessment of the probationer's fitness and capacity shall be made at the end of the 3rd month and the 6th month probationary period. The following factors shall be considered:
 - a) performance in terms of output or accomplishments in relation to his work assignments;
 - b) conduct and behavior including among others his punctuality and attendance and human/public relations; and
 - c) potentials

which shall be correspondingly rated as outstanding, very satisfactory, satisfactory or unsatisfactory.

6. After such assessment and the rating is at least satisfactory in all of the factors, the agency should resubmit to the Commission the same appointment together with the rating on the assessment of the employee concerned for approval as permanent, within thirty (30) days after the expiration of the probationary period. It is incumbent upon the personnel officers of the agencies concerned to resubmit the appointments within the prescribed time.

7. At anytime before the expiration of the probationary period, a probationer may be dropped from the service for want of capacity and/or unsatisfactory conduct effective upon receipt of a written notice thereof a certified copy of which should be furnished the Commission.
8. A probationer has the right to appeal to the Civil Service Commission within fifteen (15) days from receipt of such notice.

This Memorandum Circular shall take effect immediately.

(SGD.) CELERINA G. GOTLADERA
Chairman

February 16, 1987.

A true copy

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KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Maynila

Marso 12, 1987

ORDER PANGKAGAWARAN
Elg. 22, s. 1987

PAGGAMIT NG KATAGANG "FILIPINO" SA PAGTUKOY
SA WIKANG PAMBANSA NG PILIPINAS

Sa: Mga Direktor ng Kawanihan
Mga Direktor ng Rehiyon
Mga Tagapamaninhalang ng mga Paaralang Layunin
Mga Pangulo ng mga Kolehiyo at Pamantasang Pampamahalaan
Mga Pinuno ng mga Paaralan at Pamantasang Pribado
Mga Tagapamaninhalang ng mga Paaralang Bokasyonal

1. Itinatadhana ng bagong Saligang-Batas ng Republika ng Pilipinas na:

- a. ang wikang pambansa sa Pilipinas ay Filipino;
- b. dapat magsagawa ng hakbangin ang Pamahalaan upang ilunsad at sustinihan ang gamit ng Filipino bilang midyum ng opisyal na komunikasyon at bilang wikang panturo sa sistemang pang-edukasyon; at
- k. para sa layunin ng komunikasyon at instruksiyon, ang mga wikang opisyal ng Pilipinas ay Filipino, at hangga't di nagtatakda ng naiiba ang batas, Ingles. (Art. XIV, Sek. 6-9).

2. Bilang pagtalima sa itinatadhana ng Saligang-Batas at pag-alinsunod pa rin sa diwang nagbigay-inspirasyon sa mga umakda nito, mula ngayon ang katagang Filipino ay dapat gamitin kailanma't tinutukoy ang wikang pambansa ng Republika ng Pilipinas.

3. Ang mga kautusan, paggunila at instruksiyong sumasalungat sa nilalaman ng Order na ito ay pinawawalang-saysay.

4. May bisa sapul sa petsang ito.

(LGD.) LOURDES R. QUISUMBING
Kalihim

Sanggunian: W a l a

Panumudmod: 1-2-3-4--(M.O. 1-87)

Ilalagay sa Palagiang Talatuntunan sa
ilalim ng mga sumusunod na paksa:

COMMUNICATION ARTS
LANGUAGE

LEGISLATION
RULES & REGULATIONS