

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

August 21, 1989

DECS O R D E R
No. 78, s. 1989

DISPENSING WITH THE SUBMISSION OF PERSONAL DATA SHEET
AND POSITION DESCRIPTION FORM FOR EVERY RENEWAL OF
APPOINTMENT OF CASUAL/EMERGENCY EMPLOYEE/LABORER

To: Undersecretaries
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Chiefs of Services and Heads of Units/Centers
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Reproduced at the back of this Order is Memorandum Circular No. 34, s. 1989, of the Civil Service Commission dispensing with the submission of Personal Data Sheet (CS Form 212) and Position Description Form (CS Form 122-D) for every renewal of appointment of casual/emergency employee/laborer.
2. Please be guided accordingly.

(SGD.) LOURDES R. QUISUMBING
Secretary

Reference:
None

Allotment: 1-2-3--(M.O. 1-87)

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
EMPLOYEES
FORMS
POLICY

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

MC No. 34 s. 1989

MEMORANDUM CIRCULAR

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

SUBJECT : Dispensing with the submission of Personal Data Sheet (CS Form 212) and Position Description Form (CS Form 122-D) for every renewal of appointment of casual/emergency employee/laborer

The submission of Personal Data Sheet (CS Form 212) and Position Description Form (CS Form 122-D) as supporting documents for every renewal of appointments of casual/emergency employee/laborer is hereby dispensed with. However, said personnel may submit for aforementioned purpose another Personal Data Sheet if there is any new material fact or vital information concerning his/her qualifications.

THIS CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

August 4, 1989

A true copy