



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
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**JUL 03 2003**

DepEd ORDER  
No 57, s. 2003

**REVISED POLICIES ON TEMPORARY APPOINTMENTS AND  
PUBLICATION OF VACANT POSITIONS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Chiefs of Divisions

1. For the information and guidance of all concerned, enclosed is a copy of Civil Service Commission (CSC) Memorandum Circular No. 20, s. 2002 dated September 23, 2002 entitled "Revised Policies on Temporary Appointments and Publication of Vacant Positions".
2. Immediate dissemination of and compliance with this Order is directed.

  
EDILBERTO C DE JESUS  
Secretary

Encl.: As stated

Reference: DECS Order: No. 111, s. 1991

Allotment: 1--(D.O 50-97)

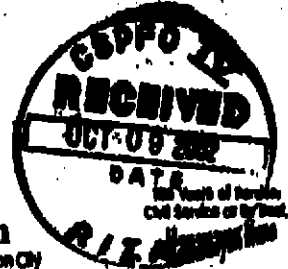
To be indicated in the Perpetual Index  
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT  
EMPLOYEES  
OFFICIALS  
POLICY

Sally/do-Temporaryappointmentofvacant position  
06-24-03



Republic of the Philippines  
**Civil Service Commission**  
Constitution Hills, Solocang Pambansa Complex, Diliman 1126 Quezon City



MC No. 20, s. 2002

**MEMORANDUM CIRCULAR**

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

**SUBJECT : REVISED POLICIES ON TEMPORARY APPOINTMENTS AND PUBLICATION OF VACANT POSITIONS**

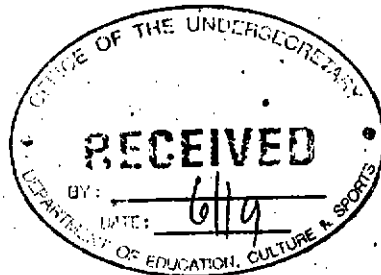
The Civil Service Commission (CSC) as the central personnel agency of the government, promulgates policies, standards and guidelines to promote merit and fitness in the recruitment and selection of officials and employees in the career service at all levels.

The Commission has noted that, there is a growing complaint relative to the issuance of temporary appointments, including the termination and replacement of temporary appointees, especially in the third level. As such, the policies governing the issuance of temporary appointments and the publication of vacant positions need to be revisited to maintain merit and fitness in the civil service and at the same time to protect the rights of government employees holding temporary appointments.

In answer thereto, the Commission has promulgated CSC Resolution No. 02-1136 dated September 3, 2002 prescribing the Revised Policies on Temporary Appointments and Publication of Vacant Positions which provides, as follows:

1. *The revised policies on temporary appointments shall cover all positions in the first, second and third levels of the career service.*
2. *Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and ask for reinstatement to their positions.*

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*6/20/03*





Page 2

3. *Appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve month period by qualified eligibles or even by non-eligibles.*

*A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination/removal or replacement.*

4. *Appointees to Career Executive Service (CES) positions who do not possess any CES/CSEF eligibility but who were issued permanent appointments prior to the effectivity of CSC MC No. 46, s.1993 on November 26, 1993, which require a CES eligibility for third level positions or the conversion of their positions to CES positions, enjoy vested right to the position under permanent status; provided that upon transfer or promotion to other positions which require a third level eligibility, the rules on temporary appointments shall apply.*

5. *Appointees to CES positions who do not possess any CES/CSEF eligibility but were issued permanent appointments after the effectivity of CSC MC No. 46, s. 1993 but prior to the promulgation of this Resolution, with or without a condition at the back of their appointments that they will not enjoy security of tenure are considered on a temporary status. They are not required to be issued new appointments except upon transfer or promotion to other positions which require third level eligibility. In such case, they will be issued temporary appointments.*

6. *Vacant positions in all levels in the career service shall be published in the Bulletin of Vacancies in the Civil Service or through other modes of publication. Published vacant positions shall likewise be posted in at least three conspicuous places in the agency for at least ten (10) working days. For local government units, filling of vacant positions shall be made after fifteen (15) calendar days from their posting and publication as provided under RA 7160 (Local Government Code of 1991). The following positions are exempt from the publication and posting requirements:*

- ◆ *Primarily confidential positions;*
- ◆ *Positions which are policy determining;*



- ◆ *Highly technical positions;*
- ◆ *Coterminous with the appointing authority or limited to the duration of a particular project; and*
- ◆ *Positions to be filled by existing regular employees in the agency in case of reorganization.*

7. *All government entities are enjoined to publish non-career positions such as casuals and contractants including job orders and contracts of services.*
8. *All positions occupied by holders of temporary appointments shall be published and posted every six months, reckoned from the date the vacant position was last published, simultaneously with the other existing vacant positions.*
9. *In the appointment of casual and contractual employees, agency heads are enjoined to appoint those who possess civil service eligibilities.*

All other existing Civil Service Commission issuances which are inconsistent herewith, are deemed repealed or amended.

This Memorandum Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation.\*

  
**KARINA CONSTANTINO-DAVID**  
 Chairperson

September 25, 2002  
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\*The Revised Policies on Temporary Appointments and Publication of Vacant Positions was published September 7, 2002 in Today.  
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