

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

May 16, 1991

DECS O R D E R  
No. 46, s. 1991

POLICY ON STATUS OF APPOINTMENTS

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

1. Inclosed is a copy of Memorandum Circular No. 11 dated April 5, 1991 of the Civil Service Commission, entitled "Policy on Status of Appointments".
2. It is desired that this Order be brought to the attention of all concerned for their information, guidance, and compliance.

(SGD-) ISIDRO D. CARINO  
Secretary

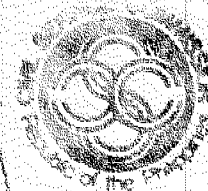
Incl.:  
As stated

Reference: DECS Order: No. 77, s. 1989

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

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

- ✓ APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
- ✓ BUREAUS & OFFICES
- ✓ EMPLOYEES
- ✓ POLICY
- ✓ RULES & REGULATIONS



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MEMORANDUM CIRCULAR

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

SUBJECT : POLICY ON STATUS OF APPOINTMENTS

Pursuant to its powers as the central personnel agency of the government and in order to set a uniform standard in the determination of the appropriate employment status for every appointment, the Civil Service Commission, hereby promulgates the following guidelines:

(1) Permanent status shall be issued to a person who meets all the requirements for the positions to which he is being appointed/promoted, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.

(2) Temporary status shall be issued to a person who meets the requirements for the position he is being appointed except the civil service eligibility and only in the absence of qualified civil service eligible willing to accept the appointment. Provided, further, that such temporary appointment, if issued in the interest of the service shall not exceed twelve months, but the appointee may be replaced sooner if a qualified civil service eligible becomes available and is willing to accept the appointment.

(3) Co-terminous status shall be issued to a person whose entrance in the service is characterized by confidentiality by the appointing authority or that which is subject to the pleasure or co-existent with his tenure.

The foregoing status (co-terminous) may be further classified into the following:

a) co-terminous with the project - when the appointment is co-existent with the duration of a particular project for which purpose employment was made or subject to the availability of funds for the same;

b) co-terminous with the appointing authority - when appointment is co-existent with the tenure of the appointing authority.

c) co-terminous with the incumbent - when appointment is co-existent with the appointee, in that after the resignation, separation or termination of the services of the incumbent the position shall be deemed automatically abolished; and

d) co-terminous with a specific period, e.g. "co-terminous for a period of 3 years" - the appointment is for a specific period and upon expiration thereof, the position is deemed abolished.

It is stressed, however, that in the last two classification (c) and (d), what is termed co-terminous is the position, and not the appointee-employee. Further, in (c) the security of tenure of the appointee is guaranteed during his incumbency; in (d) the security of tenure is limited to a specific period.

In the case of teachers, the Commission recognizes the provisional and substitute status of appointment as provided for and defined under the Magna Carta for Public School Teachers (RA 4570).

Henceforth, the Commission shall not act on any appointment where the status of appointment does not conform with this policy.

  
PATRICIA A. STO. TOMAS  
Chairman

April 5, 1991

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