

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

June 21, 1991

DECS O R D E R  
No. 73, s. 1991

USE OF THE CERTIFICATION AND PLACEMENT  
BASELINE DATA FORM (CP FORM 1)

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

1. Inclosed is a copy of Memorandum Circular No. 19, dated May 24, 1991, of the Civil Service Commission regarding the use of the Certification and Placement Baseline Data Form (CP Form 1) when requesting certification of eligibles to vacant positions/replace appointees with temporary appointments.
2. Immediate dissemination of this Order is desired for the information and compliance of all concerned.

(SGD.) ISIDRO D. CARINO  
Secretary

Incl.:  
As stated

Reference:  
None

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

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

- ✓ BUREAUS & OFFICES
- ✓ FORMS
- ✓ RULES & REGULATIONS

(Inclosure to DECS Order No. 73, s. 1991)

Republic of the Philippines  
CIVIL SERVICE COMMISSION

MC # 19, s. 1991

MEMORANDUM CIRCULAR

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

Subject : The Use of the Certification and Placement Baseline  
Data Form (CP Form 1)

Pursuant to Section 2, Rule IV (Certification) of the Civil Service Rules on Personnel Actions and Policies and for the purpose of providing our government with the necessary manpower requirements for a more competent and qualified personnel, this Commission enjoins all departments, bureaus and agencies to accomplish the Certification and Placement Baseline Data Form (CP Form 1).

Henceforth, all agencies requesting certification of eligibles to vacant positions/replace appointees with temporary appointments shall submit the duly accomplished CP Form No.1 to:

CSC Regional Directors/Provincial Heads  
Civil Service Commission Provincial and Field  
Officers concerned.

Compliance to this Memorandum Circular will take effect immediately.

(SGD.) SAMILO N. BARLONGAY  
Acting Chairman

May 24, 1991

A true copy

Agency: \_\_\_\_\_

Agency Head: \_\_\_\_\_

Agency Department/Office Head: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

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Part I

Position Title to Be Filled	Appropriation Item	Salary Grade	Nature of Vacancy Ex. Replacement, Additional Employees	No. of Personnel Needed

Part II

REQUIRED POSITION SPECIFICATIONS

Two (2) Brief Statements of Major Functions of Position/S	Education	Training and Experience	Special Skills	Dexterity	Physical Traits Characteristics
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