



**2025 Omnibus Rules on Appointments
and Other Human Resource Actions**

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Number : 2500358

Promulgated: 30 APR 2025

RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central personnel agency of the Government, to *“establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x”*;

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the CSC shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of civil service laws and other pertinent laws;

WHEREAS, Section 12 (14), Chapter 3, Title I (A), Book V of the same Code provides that the CSC shall take appropriate action on all appointments and other personnel matters in the civil service;

WHEREAS, Section 26, Chapter 5, Title I (A), Book V of the same Code provides, among other things, that *“all personnel actions shall be in accordance with such rules, standards, and regulations as may be promulgated by the Commission”*;

WHEREAS, in line with this mandate, the CSC promulgated Resolution No. 1701009 dated 16 June 2017 which was published in the Philippine Star on 02 August 2017, took effect on 18 August 2017, and was circularized through CSC Memorandum Circular No. 24, s. 2017, otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA);

WHEREAS, certain amendments have to be made to the 2017 ORAOHRA to ensure that the provisions therein are in accordance with other administrative issuances and pertinent laws; thus, CSC Resolution No. 1800692 was promulgated on 03 July 2018, was published in the Philippine Star on 10 August 2018, and took effect on 26 August 2018;

WHEREAS, after the promulgation of CSC Resolution No. 1800692, several further amendments to the 2017 ORAOHRA were made, such as CSC Resolution No. 1900773 on the Revised Policies on Training or Learning and Development


Bawat Kawani, Lingkod Bayani

Requirements for Division Chief and Executive Managerial Positions in Government and CSC Resolution No. 1900898, amending Section 96 of the 2017 ORAOHRA by granting exemption to agencies conferred with PRIME-HRM Bronze or Silver or Gold Award and other agencies based on meritorious cases to fill vacancies resulting from promotion without awaiting attestation from the CSC of the promotional appointment; and

WHEREAS, there is a need to revisit, update, and amend the existing rules on appointments and other human resource (HR) actions to adapt to the requirements of the situation in times of calamities, disasters, pandemic, and other similar occurrences that may be experienced in the Philippines, as well as to align government HR policies with relevant laws and emerging needs of officials and employees of the government;

WHEREFORE, the CSC **RESOLVES** to **APPROVE** the amendments to and additional provisions of CSC Resolution No. 1800692,¹ which shall be known and cited as the **2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)**.

RULE I

GENERAL POLICIES ON APPOINTMENTS

Sec. 1. Appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, and except to positions which are policy-determining, primarily confidential, or highly technical, by competitive examination.²

Sec. 2. Any action denoting the movement or progress of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment,³ demotion, and separation shall be known as human resource action.

Sec. 3. These rules shall apply to employees appointed to first and second level positions, including executive or managerial positions, who are not presidential appointees, in the career service and to those appointed to the non-career service.

These rules may be applied suppletorily to third level officials appointed by the President of the Philippines. However, agencies are advised to seek CSC guidance where necessary.

¹ 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018).

² Section 2(2), Article IX-B of the 1987 Philippine Constitution.

³ CSC Resolution No. 2400454 dated 31 May 2024 published in the Daily Tribune on 05 August 2024 and took effect on 21 August 2024.

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RULE II REQUIREMENTS FOR REGULAR APPOINTMENTS

Sec. 4. Common Requirements. The common requirements for regular appointments to be submitted by regulated and accredited or deregulated agencies to the Civil Service Commission Field Office (CSC FO) concerned shall be as follows:

<i>Particulars</i>	<i>Regulated Agencies</i>	<i>Accredited or Deregulated Agencies</i>
I. Permanent, Temporary, Coterminous, Fixed Term, Contractual, Substitute, and Provisional Appointments		
a. Electronic file (e-file) stored in compact disc (CD) or flash drive or sent thru official electronic mail ⁴ (email) plus 2 printed copies (CSC copy and agency copy) of the following:	✓	✓
1. Appointment Transmittal and Action Form (ATAF) (CS Form No. 1, Revised 2025) ⁵	✓	
2. Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2025) ⁶ . The RAI shall also serve as the ATAF		✓
b. Original and 2 certified true copies of the Appointment Form (CS Form No. 33-A, Revised 2025) ⁷ – agency copy, employee copy, and CSC copy	✓	
Certified true copy (CSC copy) of appointment/s issued (CS Form No. 33-B, Revised 2025) ⁸		✓
c. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) ⁹ with Work Experience Sheet (WES), ¹⁰ except for reappointment (renewal) to temporary, contractual, substitute, and provisional appointments	✓	✓
d. Proof of Eligibility – any one of the report of rating or license or certificate of admission to the Bar or certificate of eligibility or eligibility card	✓	✓

⁴ Refers to the mail that is sent electronically through digital devices using address that is based on the domain that indicates the organization of the source or destination of the mail, e.g., hrpso@csc.gov.ph or jdelacruz@csc.gov.ph. This definition is included in Appendix A (Glossary of Terms).

⁵ Refer to Annex I.

⁶ Refer to Annex J.

⁷ Refer to Annex C.

⁸ Refer to Annex D.

⁹ Refer to Annex H-1.

¹⁰ Refer to Annex H-2.

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<p>[original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System (CSEVS), Licensure Examination and Registration Information System (LERIS) ¹¹ of the Professional Regulation Commission (PRC), or Supreme Court of the Philippines (SC) Lawyer's List¹²] for original appointment, promotion, transfer, reappointment (change of status to permanent), or reemployment:</p> <ul style="list-style-type: none"> i. Certificate of Eligibility or Eligibility Card issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB); ii. Valid professional license issued by the PRC, Certificate of Admission to the Bar issued by the SC, and License ID issued by the Maritime Industry Authority (MARINA) for positions that involve practice of profession; iii. Professional license or Certificate of Registration or Report of Rating issued by the PRC, Certificate of Admission to the Bar issued by the SC, or License ID issued by the MARINA for positions that do not involve practice of profession; or iv. Valid license issued by authorized regulatory agencies such as National Telecommunications Commission (NTC) or Civil Aviation Authority of the Philippines (CAAP) or Land Transportation Office (LTO) or Philippine National Police (PNP) 		
<p>e. Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017)¹³</p>	✓	✓
<p>f. Panunumpa sa Katungkulan (SS Porma Blg. 32, Narebisa 2025)¹⁴</p>	✓	✓

¹¹ Professional Regulation Commission, accessed 17 February 2025, <https://online.prc.gov.ph/Verification>.

¹² Supreme Court of the Philippines, accessed 17 February 2025, <https://sc.judiciary.gov.ph/lawyers-list-2/>

¹³ Refer to Annex A.

¹⁴ To be submitted within the 30-day period from the date of oath of office of the appointee; Refer to Annex B.

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g. Certification of Assumption to Duty (CS Form No. 4, Revised 2025) ¹⁵	✓	✓
II. Casual Appointments		
a. E-file stored in compact disc or flash drive or sent thru official electronic mail plus 2 printed copies (CSC copy and agency copy) of the following:	✓	✓
1. ATAF (CS Form No. 1, Revised 2025) ¹⁶	✓	
2. RAI (CS Form No. 2, Revised 2025). ¹⁷ The RAI shall also serve as the ATAF		✓
b. Original and two (2) certified true copies of Plantilla of Casual Appointments (CS Form No. 34-A Revised 2025) ¹⁸ - agency copy, employee copy, and CSC copy Certified true copy (CSC copy) of Plantilla of Casual Appointments (CS Form No. 34-B, Revised 2025) ¹⁹	✓	✓
c. PDS (CS Form No. 212, Revised 2025) ²⁰ with WES ²¹ – only for original appointment, reemployment, and reappointment (except renewal)	✓	✓
d. Proof of Eligibility - any one of the report of rating or license or certificate of admission to the Bar (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the CSEVS, LERIS of the PRC, or SC Lawyer's List) for original appointment, reemployment, and reappointment: i. Valid professional license issued by the PRC, Certificate of Admission to the Bar issued by the SC, and License ID issued by the MARINA; or	✓	✓

¹⁵ To be submitted within 30 days from the date of assumption of the appointee; Refer to Annex L.

¹⁶ Refer to Annex I.

¹⁷ Refer to Annex J.

¹⁸ Refer to Annex E.

¹⁹ Refer to Annex F.

²⁰ Refer to Annex H-1.

²¹ Refer to Annex H-2.

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ii. Valid license issued by authorized regulatory agencies such as NTC or CAAP or LTO or PNP		
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Copies of the aforementioned documents shall be included in the employee's 201 File kept and maintained in the agency.

Any Human Resource Management Officer (HRMO) who refuses to accept photocopies, scanned copies, or site/screen captures of eligibility documents when submitted for purposes of application or appointment to a vacant position shall be administratively accountable for violation of civil service rules.

Sec. 5. Specific Cases Where Additional Documents are Required. The submission of additional documents in support of appointments in both **Regulated and Accredited or Deregulated agencies** are required in the following cases:

<i>Specific Cases</i>	<i>Required Additional Documents</i>
<p>a. Erasures or Alterations on Appointments</p> <p>When there are erasures or alterations made on the appointment, they should be duly initialed by the authorized official. For this purpose, authorized official shall refer to the highest ranking HRMO or official who issued or prepared the document. However, the certification shall be signed by the appointing officer or authority</p> <p>The appointing officer or authority may delegate the signing of the Certification of Erasure/s to any authorized official. The delegation should be supported by an Office Order, a copy of which should be furnished the CSC FO concerned</p>	<p>Certification of Erasure or Alteration on Appointment Form (CS Form No. 3, Revised 2025)²² signed by the appointing officer or authority or any authorized official, specifying and authenticating all erasures or alterations made on the appointment paper</p>
<p>b. Appointee With Decided Administrative or Criminal Case</p> <p>i. The appointee had been previously found guilty in an administrative or criminal case</p>	<p>Certified true copy of the decision issued by the office, court, or tribunal</p>

²² Refer to Annex K.

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Specific Cases	Required Additional Documents
ii. The appointment by promotion of an employee who had been found guilty in an administrative case for which a penalty of suspension or fine was imposed	Certification issued by the appointing officer or authority as to when the decision rendered became final and when the penalty imposed had been served
c. Discrepancy in Name, Date, or Place of Birth as appearing in the CSC Report of Rating or Certificate of Eligibility or CSC Eligibility Card, appointment, service card, and the entries in the Personal Data Sheet ²³	Resolution or Order issued by the Commission or CSC Regional Office (RO) concerned correcting the discrepancy ²⁴
d. Change of Civil Status on account of: <ul style="list-style-type: none"> i. Marriage ii. Annulment or Declaration of Nullity of the same 	<p>Endorsement to the CSC FO concerned by the agency HRMO of the following:</p> <p>Original Marriage Contract or Certificate duly authenticated by the Philippine Statistics Authority (PSA) or the Local Civil Registrar (LCR) of the municipality or city where the marriage was registered or recorded</p> <p>Marriage Certificate or Contract with annotation of the Court Order</p>
e. Appointments issued by State Universities and Colleges (SUCs) under National Budget Circular (NBC) No. 461 ²⁵	Copy of the Department of Budget and Management (DBM)-approved Notice of Organization, Staffing and Compensation Action (NOSCA) on the reclassification of position based on NBC No. 461 and SUC Board Resolution approving the appointment
f. Permanent appointments issued for faculty positions or ranks in fields or courses or colleges in SUCs and Local Universities and Colleges (LUCs) when there is no Master's degree program in the discipline being offered in the Philippines	Certification issued by the Commission on Higher Education (CHED) that there is no Master's degree program in the discipline being offered in the Philippines

²³ Subject to the Rules on Correction of Personal Information in the Records of the Commission under the 2025 Rules on Administrative Cases in the Civil Service (RACCS) or any future amendment thereto.

²⁴ Article 370, Republic Act (RA) No. 386 dated 18 June 1949 (An Act to Ordain and Institute the Civil Code of the Philippines).

²⁵ National Budget Circular No. 461 dated 01 June 1998 re: Revising and Updating the Compensation and Position Classification Plan for Faculty Positions Embodied in National Compensation Circular (NCC) No. 69. This Circular shall apply to all faculty positions in SUCs, HEIs and TEIs, including teaching positions assigned to laboratory classes except teaching and related teaching positions in secondary and elementary schools which shall continue to be covered by the Teachers Preparation Pay Schedule of the Department of Education.

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²⁷ Sagpang et al. vs. Empleo et al., GR No. 180986, 10 December 2008.



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Specific Cases	Required Additional Documents
<p>3. Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions where the Sanggunian failed to act on the appointment within fifteen (15) days from the date of its submission</p> <p>4. Creation and reclassification of position/s and appropriation of funds</p> <p>The ordinance shall be subject to review by the DBM in case of provinces, highly urbanized cities, independent component cities, and municipalities within Metro Manila and the Sangguniang Panlalawigan for component cities and municipalities</p>	<p>Certification issued by the Sanggunian Secretary or HRMO attesting that the Sanggunian failed to decide within the prescribed period</p> <p>Sangguniang Panlalawigan or Panlungsod or Bayan Ordinance creating, reclassifying, and appropriating funds for the subject position/s²⁹</p>
j. Appointment Involving Demotion which is Non-Disciplinary in Nature	Certification issued by the appointing officer or authority that the demotion is not the result of an administrative case
k. Temporary Appointment	<p>Certification issued by the appointing officer or authority attesting to the absence of an applicant who meets all the qualification requirements of the position (CS Form No. 5, Revised 2025)³⁰</p> <p>Request for the continuous publication of the position subject of the temporary appointment (CS Form No. 9, Revised 2025)³¹</p> <p>Certification issued by the appointing officer or authority stating the period of Medical Residency³² or Fellowship Training Program in lieu of the certification required for temporary appointments</p>

²⁹ Sections 326 and 327 of RA No. 7160.

³⁰ Refer to Annex M.

³¹ Refer to Annex P.

³² PD No. 1424 or the Hospital Residency Law.

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Specific Cases	Required Additional Documents
	Certification from the SC or PRC, in case of Bar or Board National Topnotchers (Top 10) in lieu of the certification required for temporary appointments
I. Reclassification	NOSCA approved by the DBM or Memorandum Order issued by the Governance Commission for GOCCs (GCG)
m. Promotional Appointment beyond the Three (3)-Salary Grade Limitation	Justification in relation to the exceptions in Section 100 hereof

Copies of the aforementioned documents shall be included in the employee's 201 File kept and maintained in the agency.

Sec. 6. Required Documents to be Retained in the Agency. The following documents shall be required from the appointee in support of his or her appointment but shall be retained in the agency and included in the employee's 201 File:

- a. **Medical Certificate.** A Medical Certificate (CS Form No. 211, Revised 2025)³³ **shall be accomplished properly and completely by the HRMO (Part I) regarding the personal and employment information of the appointee; and by a licensed government or private physician (Part II) to certify that the appointee is fit for employment for original appointment, transfer, and reemployment.**

The results of the Pre-employment Medical-Physical-Psychological examinations consisting of Blood Test, Urinalysis, Chest X-ray, Drug Test, Psychological Exam, and Neuropsychiatric Exam, if applicable, shall be attached to the medical certificate for employment.

The result of the neuropsychiatric examination is required for original, reemployment, transfer, reappointment, and promotional appointments to positions which involve the maintenance of peace and order, and the protection of life and property.

- b. **Certificate of Live Birth.** A Certificate of Live Birth duly authenticated by the PSA or the LCR of the municipality or city where the birth was registered or recorded is required for original appointment and reemployment.

³³ Refer to Annex G.

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It shall be the duty of the HRMO or his or her designated staff to review and compare the contents thereof vis-à-vis the information written on the employee's PDS and other documents.

- c. **Marriage Contract or Certificate.** For married employees, a Marriage Contract or Certificate duly authenticated by the PSA or the LCR of the municipality or city where the marriage was registered or recorded is required for original appointment and reemployment. **In every instance of marriage, a duly authenticated copy of the Marriage Contract or Certificate shall be submitted.**
- d. **Clearances.** A valid National Bureau of Investigation Clearance is required for original appointment and reemployment.

In case of promotion, reappointment, or transfer involving movement from one department or agency to another and reemployment, clearance from money, property, and work-related accountabilities from the appointee's former office is required (CS Form No. 7, Revised 2018).³⁴

An appointee with a pending administrative case shall be required to submit a certificate issued by the appropriate agency or office that he/she has not been convicted of any offense.

- e. **Performance Rating.** For appointment by promotion or transfer, the Performance Rating of the appointee in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory, shall be required.

The performance rating in the last rating period prior to the scholarship grant, which should be at least Very Satisfactory, shall be used as basis for promotion of an appointee-scholar.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

- f. **Scholastic Record or Academic Record.** The certified true copies of scholastic or academic record such as diploma and transcript of records (TOR) or, if necessary, a Certification from the Department of Education (DepEd), **Technical Education and Skills Development Authority (TESDA)**, or CHED on the authenticity and equivalency of the subjects or courses taken, are required for original appointment, transfer, and reemployment. In case of promotion, updated scholastic or academic records shall be submitted to evidence the appointee's fulfillment of the education requirement of the position which would otherwise be incompatible with the existing record on file.

³⁴ Refer to Annex N.

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Illustrative Example:

Employee A was issued an original appointment to the position of Administrative Officer I. She is a graduate of BS Management. She rose from the ranks and was promoted to Chief Administrative Officer position which requires a Master's degree. While she has submitted her TOR for BS Management as a requirement for original appointment, she still needs to submit a TOR for her Master's degree in compliance with the education requirement for the Division Chief position.

RULE III
PROCEDURES IN THE PREPARATION OF APPOINTMENTS

Sec. 7. The following procedures shall be strictly observed in the preparation of appointments for authorized positions found in the Plantilla of Personnel and lump sum appropriation for contractual employees:

- a. **Appointment Form.** The appointment form (CS Form No. 33, Revised 2025) shall be used for appointments in the career and non-career service except those for casual appointments. **There shall be one (1) original appointment form to be kept by the agency; the appointee copy and the CSC copy may be certified true copies of the original, subject to paragraph 8 hereof.** CS Form No. 33-A, Revised 2025,³⁵ shall be used by regulated agencies while CS Form No. 33-B, Revised 2025,³⁶ shall be used by accredited or deregulated agencies.

The following items in the appointment form shall be properly filled in as follows:

1. **Name of the Appointee.** The name indicated on the appointment must be the same name appearing in the Certificate of Live Birth submitted by the appointee. The name of the appointee should be written in the following format: first name, middle name or initial, last name, and name extension, if any. In the case of a married female appointee who opts to use the surname of her husband, her maiden surname may serve as her middle name or initial and her surname may be her husband's surname as indicated in the Certificate of Marriage or she may use the hyphenated combination of her maiden name and husband's surname as her last name.
2. **Position Title, Salary/Job/Pay Grade and Step, and Parenthetical Title.** The position title, salary/job/pay grade and step (if applicable) indicated in the appointment shall conform to the approved Plantilla of Personnel and should be found in the Index of Occupational Services (IOS), Position Titles and Salary Grades of the DBM for national government agencies (NGAs), local government units (LGUs), SUCs,

³⁵ Refer to Annex C.

³⁶ Refer to Annex D.

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and government-owned or -controlled corporations (GOCCs) under the jurisdiction of DBM.

For GOCCs under the jurisdiction of the GCG, the position title and salary or job or pay grade shall conform to the Organizational Structure and Staffing Pattern (OSSP) as approved through the corresponding GCG Memorandum Order.

For agencies with duly authorized bodies to design and approve their organizational structure, the position title and salary or job or pay grade indicated in the appointment form shall conform to the approved OSSP as approved through a Resolution or applicable legal document issued by the agency's duly authorized body.

The parenthetical title, if any, and salary/job/pay grade of the position shall be indicated after the position title. The parenthetical position title refers to the position title based on the actual duties, functions, and responsibilities in the PDF and shall be the basis for the qualification standards (QS).

For appointment to positions on part-time basis, the word "(Part-Time)" shall be indicated after the position title.

Illustrative Examples:

*Administrative Officer V (Human Resource Management Officer III),
SG 18, Step 2*

Administrative Officer V (Cashier III), SG 18, Step 1

*Municipal Government Department Head I (Municipal Assessor),
SG 24, Step 5*

Medical Specialist II (Part-Time), SG 23, Step 1

Attorney III (Part-Time), SG 21, Step 1

3. **Employment Status.** The employment status shall be indicated on the space provided therefor. It may be permanent, temporary, coterminous, fixed term, contractual, substitute, or provisional. For contractual appointment, the duration of employment shall be indicated on the space provided for the Status of Appointment.
4. **Agency.** The name of the agency shall be indicated in the appointment form. For station-specific appointments, the name of office or department or unit shall be indicated.

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5. **Compensation Rate.** The corresponding amount of the monthly salary of the position based on the salary/job/pay grade and salary step³⁷ thereof shall be indicated. For appointment to positions on part-time basis, the compensation shall be equivalent to half of the monthly salary of the position.³⁸
6. **Nature of Appointment.** The nature of appointment, which may be original, promotion, transfer, reemployment, reappointment, reinstatement, reclassification, or demotion, shall be indicated on the space provided therefor.
7. **Plantilla Information.** The name of the employee being replaced by the appointee should be indicated on the space provided, in addition to the Plantilla Item Number of the position and the page where the position can be found in the approved Plantilla of Personnel in the current year.
8. **Signature of the Appointing Officer or Authority.** The **original of the appointment form** must be duly signed by the appointing officer or authority. The appointing officer or authority is the person or body authorized by law to issue appointments in the Philippine Civil Service. **Copies thereof must be certified by the appropriate officer having custody of the original.**

In case a law authorizes the delegation of the power to appoint and the appointing officer or authority opts to exercise such option, a copy of the Office Order or Board Resolution stating such delegation shall be submitted to the concerned CSC FO.

In no case shall rubber-stamped signature or initial of the appointing officer or authority on the appointment be allowed.

Appointing officers or authorities of agencies, including the HRMOs and Human Resource Merit Promotion and Selection Board (HRMPSB) Chairpersons, are allowed to affix their digital signatures or certificates³⁹ or electronic signatures on copies of appointments. For electronic signatures, a certification by the head of the agency (CS Form No. 11, Series 2025)⁴⁰ on the use of their electronic signatures, which shall also include the specimen signatures, shall be submitted to the CSC RO through the CSC FO concerned.

Agencies that opt to use a digital certificate shall comply with the requirements set by the Department of Information and Communications Technology (DICT) in availing the Philippine National Public Key Infrastructure (PNPKI) service for the digital signatures or certificates of their officials and employees, and are

³⁷ Based on approved Compensation and Position Classification System in government agencies.

³⁸ Item 3.5 General Guidelines (3.5.2), Chapter 3 (The Compensation Plan) of the Manual for the Position Classification and Compensation System.

³⁹ Digital Certificate for use of digital signature is issued by the DICT.

⁴⁰ Refer to Annex R.



encouraged to adopt internal rules to ensure that the electronic or digital signatures are secured and validated.

9. **Date of Signing.** The date of signing, which is the date of the issuance and the date of effectivity of the appointment, shall be indicated below the signature of the appointing officer or authority.
10. **Colatilla.** The appropriate notation shall be indicated on the face of the appointment paper before the space for CSC Action or CSC Resolution granting the accreditation to the agency which may include any or a combination of the following:
 - a. **An appointment covered by probationary period shall include a colatilla indicating that the appointee is under probation for a specified period.**
 - b. **An appointment, which has been issued to fill the position of an employee with pending appeal of his or her dismissal or separation from the service, shall bear a colatilla stating that the appointment is subject to the outcome of the case.**
 - c. **A promotional appointment submitted by an agency exempted from Section 98 hereof shall include a colatilla stating that the appointee shall be reverted to his or her former position in case his or her appointment is disapproved or invalidated.**
 - d. **An appointment to a vacant position resulting from promotional appointment submitted by an agency exempted from Section 98 hereof shall bear a colatilla stating that the appointment is subject to the outcome of the CSC attestation of the promotional appointment.**
11. **Certification as to the Completeness and Authenticity of the Requirements.** The agency HRMO shall thoroughly review and check the veracity, authenticity, and completeness of all the requirements and documents in support of the appointment. He or she shall sign the certification at the back of the appointment.
12. **Certification of Publication and Posting of Vacancy.** Vacant positions authorized to be filled shall be published by agencies through the CSC Bulletin of Vacant Positions (CSC Job Portal) and/or through other modes such as in the agency website, local and/or national newspaper, and job search websites, and posted in at least three (3) conspicuous places for a period of at least ten (10) calendar days for NGAs, SUCs, and GOCCs with original charters in accordance with RA No. 7041⁴¹ and its implementing guidelines, and not less than fifteen (15) calendar days

⁴¹ RA No. 7041 dated 05 June 1991 or An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefor, And For Other Purposes.

for LGUs pursuant to Section 80 (a), Title Three, Book I of RA No. 7160, and Rule VII hereof.

The certification on the publication and posting of the vacant position including the date when the deliberation was conducted by the HRMPSB should be duly signed by the authorized HRMO.

13. **Certification of HRMPSB Evaluation or Screening.** All appointees should be screened and evaluated by the HRMPSB, if applicable. As proof thereof, a certification signed by the Chairperson of the HRMPSB at the back of the appointment specifying that at least the majority of the HRMPSB members was present during the deliberation, or alternatively, a copy of the proceedings or minutes of the HRMPSB deliberation shall be submitted together with the appointment. **However, where the Chairperson of the HRMPSB is also the appointing officer or authority, his or her signature in the appointment form shall be sufficient and no such certification shall be required.**
 14. **Certification by the Placement Committee.** Reappointment to a comparable position or to a position lower in rank as a result of reorganization pursuant to RA No. 6656,⁴² shall be assessed by the Placement Committee, **if applicable.**⁴³ As proof thereof, a certification shall be signed by the Chairperson of the Placement Committee at the back of the appointment.
- b. **PDS.** An updated PDS (CS Form No. 212, Revised 2025)⁴⁴ with WES⁴⁵ accomplished properly and completely by the appointee, shall be attached to the appointment.⁴⁶ Said PDS shall contain an authorization from the employee that the CSC and the agency head or their authorized representatives can verify or validate the contents therein. It shall also be subscribed and sworn to before the HRMO or his/her authorized official in the agency, any officer authorized to administer oaths, or a notary public. The PDS may be accomplished by the appointee either through his or her own handwriting or via typewriter or computer and must bear his or her **handwritten signature, e-signature, or digital signature** on every page with a passport-sized **unfiltered digital or printed** picture taken within the last six (6) months attached on the last page thereof.
 - c. **PDF.** The PDF (DBM-CSC Form No. 1, Revised 2017)⁴⁷, which should be properly and completely accomplished, shall be attached to all appointments for authorized positions found in the Plantilla of Personnel and lump sum appropriation for contractual employees.

⁴² RA No. 6656, An Act to Protect the Security of Tenure of Civil Service Officers and Employees in the Implementation of Government Reorganization.

⁴³ Revised Rules on Government Reorganization.

⁴⁴ Refer to Annex H-1.

⁴⁵ Refer to Annex H-2.

⁴⁶ CSC MC No. 16, s. 2017 (Clarification on the Filling Out of Personal Data Sheet and Extension of Deadline of Submission).

⁴⁷ Refer to Annex A.

Sec. 8. The following procedures shall be strictly observed in the preparation of casual appointments:

- a. **Appointment Form.** The Plantilla of Casual Appointments (CS Form No. 34-A or B, Revised 2025) shall be used for appointments of casual employees. **There shall be one (1) original appointment form to be kept by the agency; the appointee copy and the CSC copy may be certified true copies of the original, subject to paragraph g hereof.**

The prescribed Plantilla of Casual Appointments are as follows:

- i. CS Form No. 34-A,⁴⁸ **Revised 2025**, shall be used by regulated agencies.
 - ii. CS Form No. 34-B,⁴⁹ **Revised 2025**, shall be used by accredited or deregulated agencies.
- b. **Source of Funds.** The source of funds for casual appointment shall be indicated on the space provided.
- c. **Name of Appointees.** The name indicated on the appointment must be the same name appearing in the Certificate of Live Birth submitted by the appointee. The name of the appointee should be written in the following format: first name, middle name or initial, last name and name extension, if any. In the case of a married female appointee who opts to use the surname of her husband, her maiden surname shall serve as her middle name or initial and her surname shall be her husband's surname as indicated in the Certificate of Marriage or she may use the hyphenated combination of her maiden name and husband's surname as her last name.
- d. **Position Title.** The position title indicated in the appointment should be found in the IOS of the DBM for NGAs, LGUs, SUCs, and GOCCs under the jurisdiction of the DBM. For GOCCs under the jurisdiction of the GCG, the position title shall conform to the OSSP as approved by the GCG through a corresponding GCG Memorandum Order. The salary/job/pay grade, level of position, and the corresponding compensation rate per day for each appointee listed in the Plantilla of Casual Appointments shall be indicated.
- e. **Period of Employment.** The period of employment, which shall be the duration of the casual appointment of each appointee listed in the Plantilla of Casual Appointments, shall be indicated in the following format: day, month, and year (e.g., 01 July 2025 to 31 December 2025).
- f. **Nature of Appointment.** The nature of appointment such as original, reappointment, or reemployment shall be indicated on the space provided therefor.

⁴⁸ Refer to Annex E.

⁴⁹ Refer to Annex F.

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- g. **Signature of the Appointing Officer or Authority.** The **original of the appointment form** must be duly signed by the appointing officer or authority. The appointing officer or authority is the person or body authorized by law to make appointments in the Philippine Civil Service. **Copies thereof must be certified by the appropriate officer having custody of the original.**

In case a law authorizes the delegation of the power to appoint and the appointing officer or authority opts to exercise such option, a copy of the Office Order or Board Resolution stating such delegation shall be submitted to the concerned CSC FO.

In no case shall rubber-stamped signature or initial of the appointing officer or authority on the appointment be allowed.

Appointing officers or authorities of agencies are allowed to affix their digital signatures or certificates⁵⁰ or electronic signatures on copies of appointments. For electronic signatures, a certification by the head of the agency (CS Form No. 11, Series 2025)⁵¹ on the use of their electronic signatures, which shall also include the specimen signatures, shall be submitted to the CSC RO through the CSC FO concerned.

Agencies that opt to use a digital certificate shall comply with the requirements set by the DICT in availing the PNPKI service for the digital signatures or certificates of their officials and employees, and are encouraged to adopt internal rules to ensure that the electronic or digital signatures are secured and validated.

- h. **Date of Signing.** The date of signing, which is the date of the issuance of the appointment, shall be indicated below the signature of the appointing officer or authority.
- i. **Certification as to the Completeness and Authenticity of the Requirements.** The HRMO shall thoroughly review and check the veracity, authenticity, and completeness of all the requirements and documents in support of the appointment. He or she shall sign the certification at the lower portion of the appointment.
- j. **Certification for LGUs (CS Form No. 13, Series 2025).⁵²** The following certifications shall also be attached to the Plantilla of Casual Appointments:
- i. **Certification issued by the appointing officer or authority certifying** that such appointment/s is/are issued in accordance with the limitations provided under Section 325 of RA No. 7160.

⁵⁰ Digital Certificate for use of digital signature is issued by the DICT.

⁵¹ Refer to Annex R.

⁵² Refer to Annex T.



- ii. **Certification issued by the Provincial/City/Municipal Accountant certifying** that funds are available for the subject appointment/s. In case the Local Accountant position is vacant, the Local Assistant Accountant shall sign the certification. In the absence of such position, the LCE may designate the Local Budget Officer to certify the availability of funds. The designation should be supported by an Office Order, a copy of which should be furnished the CSC FO concerned, and should be compliant with Section 13 (c) hereof.
- k. **PDS.** The updated PDS (CS Form No. 212, Revised 2025)⁵³ with WES⁵⁴ accomplished by the appointee, subject to the requirements of Item b, Section 7 of the herein rule, shall be attached to the Plantilla of Casual Appointments. The PDS need not be attached to the appointment involving reappointment (renewal).

RULE IV EMPLOYMENT STATUS, NATURE OF APPOINTMENT, AND OTHER HUMAN RESOURCE ACTIONS

Sec. 9. Employment Status. The employment status in the civil service shall be indicated in the appointment issued, which can be any of the following:

- a. **Permanent** — an appointment issued to a person who meets all the qualification requirements of the position to which he or she is being appointed, including the appropriate eligibility, in accordance with the provisions of law, rules, and standards promulgated in pursuance thereof.

For faculty positions in SUCs and LUCs where there is absence of a Master's degree program in the discipline being offered in the Philippines, as certified by the CHED, a permanent appointment shall be issued to a person despite lacking the required Master's degree in the area of specialization subject to compliance with other qualification requirements of said position.⁵⁵

The employment status of teachers under DepEd is governed by a separate set of rules as specified in Section 10 hereof.

- b. **Temporary** — an appointment issued to a person who meets the education, experience, and training requirements for the position to which he or she is being appointed, except for the appropriate eligibility.

Temporary appointments shall be governed by the following:

1. **A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer or authority.**

⁵³ Refer to Annex H-1.

⁵⁴ Refer to Annex H-2.

⁵⁵ CSC MC No. 25, s. 2017, re: Status of Appointments to Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) where there is Dearth of Holders of Master's Degree in Specific Fields.

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2. **Except for those under Section 27, all temporary appointments must be accompanied by a request for the continuous publication of the position subject of the temporary appointment (using CS Form No. 9, Revised 2025) which shall be submitted to the CSC FO concerned pursuant to Section 29 hereof.**
3. **The appointment shall not exceed twelve (12) months reckoned from the date of issuance but the appointee may be replaced sooner whenever a qualified eligible who is willing to accept the appointment becomes actually available.**
4. **Renewal of a temporary appointment may only be done once, subject to the following requirements, namely:**
 - (a) **the rating of the concerned employee must be at least Satisfactory;**
 - (b) **continuing absence of an applicant who meets all the qualification requirements of the position which should be certified anew by the appointing officer or authority; and**
 - (c) **compliance with Section 9. b. (2 and 3).**

Subsequent renewals may only be allowed under exceptionally meritorious circumstances as may be determined by the CSC RO concerned, subject to compliance with the requirements enumerated in the preceding sentence.

5. **In no case shall temporary appointments be issued for positions that involve practice of a profession regulated by bar or board law where the appointees lack the required license and/or certificate of registration.**
6. **Temporary appointments issued to individuals who do not meet any one of the education, training, or experience requirements for a position shall be disapproved or invalidated, except under the following circumstances:**
 - a. **When issued in the exigency of the service for positions involving the practice of a profession, provided that:**
 - (i) **the appointee lacks requirement in either experience or training only; and**
 - (ii) **the appointing officer or authority certifies the absence of a fully qualified applicant to such vacant position;**
 - b. **When the positions are difficult to fill, the appointment should be supported by the HRMO-certified copy of the request for publication of the vacant position showing that the position has been published regularly (e.g., at least twice a year) for a**

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minimum of two (2) years but no one submitted an application thereto, and any of the following documents:

- (i) Plantilla of positions; and
- (ii) PDF of the vacant position;

c. As provided by special law, such as Medical Officer or Specialist,⁵⁶ Special Science Teacher,⁵⁷ Faculty positions,⁵⁸ and Patrol Man⁵⁹ positions;

d. When issued for faculty positions issued by SUCs or LUCs in favor of appointees who lack the required master's degree, provided there is no available qualified faculty in the region, place or locality, as certified to by the appointing officer or authority.

Temporary appointments falling under this provision may be renewed until the appointee meets or complies with the required master's degree, but such renewals may not exceed five (5) times reckoned from the effectivity of CSC MC No. 25, s. 2017. The first renewal shall be that appointment issued after the first appointment; and

e. Other meritorious cases as determined by the CSC Central Office.

7. A temporary appointment issued to a person who meets all the requirements of the position shall be disapproved or invalidated, except for appointees to Medical Officer or Specialist positions undergoing residency or fellowship training, as certified by the appointing officer or authority stating the period of Medical Residency or Fellowship Training Program.

8. A temporary appointment may be issued to Bar or Board national topnotcher (Top 10) as certified by the SC or PRC, even in the absence of the required experience and training and without the need for a certification of no qualified applicant, provided all other requirements are met.

c. **Substitute** — an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent is on an approved leave of absence, under suspension, on scholarship grant, or secondment. This is effective only until the return of the regular incumbent.

⁵⁶ PD No. 1424, Further Amending RA No. 1243, as amended by RA No. 2251, otherwise known as the Hospital Residency Law.

⁵⁷ RA No. 8496, Philippine Science High School System Act of 1997.

⁵⁸ RA No. 8292, Higher Education Modernization Act of 1997.

⁵⁹ RA No. 8551, Philippine National Police Reform and Reorganization Act of 1998.

Substitute appointment shall be governed by the following:

1. **A substitute appointment is allowed only if the leave of absence of the incumbent is at least three (3) months, except in the case of teachers.⁶⁰**
2. **The reason for leave of absence of the incumbent shall be indicated on the second paragraph of the appointment paper.**

Illustrative Example:

"The nature of this appointment is reappointment vice Juan dela Cruz, who is on sick leave from 01 July 2025 to 31 December 2025, with Plantilla Item No. 123, Page 1."

3. **A substitute appointee must meet the education, training, experience, and eligibility requirements of the position to which he or she is being appointed.**
 4. **The substitute appointee shall be entitled to the salaries and benefits attached to the position except for those benefits requiring longer period of service for the availment thereof.**
- d. **Coterminous** — an appointment issued to a person whose tenure is limited to a period specified by law, or whose continuity in the service is based on the trust and confidence of the appointing officer or authority or of the head of the organizational unit where assigned. Specifically, the categories of coterminous appointments are:

1. Coterminous (Primarily Confidential) is classified as follows:

- a. **Coterminous with the appointing authority - an appointment is coexistent with the term or tenure of the appointing officer or authority, subject to his or her discretion or pleasure, as determined by law, or declared by the CSC to be primarily confidential in nature upon its finding that the duties and responsibilities of the position imply not only confidence in the aptitude of the appointees but primarily close intimacy which ensures freedom of discussion, delegation, and reporting without embarrassment or freedom from misgivings or betrayals of personal trust.**
- b. **Coterminous with the head of office with fixed term - an appointment coexistent with the term or tenure of the head of the organizational unit with fixed term as provided by law⁶¹ or declared by the CSC, who is not the appointing officer or authority.**

⁶⁰ Teachers are exempted from the three-month leave requirement for substitute appointments due to the immediate and critical impact their absence can have on students' education. Ensuring continuity in classroom instruction is paramount, necessitating flexible provisions for timely substitute appointments to maintain uninterrupted learning experiences for students.

⁶¹ Sec. 9, Chapter 2, Subtitle A, Title I, Book V of Executive Order No. 292 or the Administrative Code of 1987.

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Appointees to **coterminous (primarily confidential)** positions are exempt from qualification requirements, except **those positions (a) in which the qualification standards are provided by law; or (b) with duties involving the practice of a profession regulated by the Philippine Bar, Board, or by law which require appropriate licenses.**

2. Coterminous with the Lifespan of the Agency – an appointment to a position which is co-existent with the lifespan of the agency in accordance with the law, executive issuance, or based on the agency's staffing pattern as approved by the DBM or the GCG.

Appointments to positions which are coterminous with the lifespan of the agency need not be renewed annually. The lifespan of the agency shall be indicated on the appointment. However, if the performance of the appointee is below Satisfactory, the appointing officer or authority may terminate the services of, or replace, the appointee after giving the latter a notice of at least thirty (30) days prior to the date of termination of the appointment.

Illustrative Example:

The lifespan of the ABC Agency is up to 31 December 2025. The coterminous appointment shall be issued effective from the date of issuance until the end of the lifespan of the agency. The period of appointment shall be indicated on the face of the appointment form as follows:

Coterminous with the Lifespan of ABC Agency (14 February 2018 – 31 December 2025).

3. **Coterminous with the Project**— an appointment to a position that 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. The duration of the project shall be indicated on the appointment.**
- e. **Fixed Term** – an appointment issued to a person with a specified term of office, subject to reappointment as provided by law, such as Chairperson and members of commissions and boards, SUC President, and Head of Agency appointed by the Board.
- f. **Contractual** – an appointment issued to a person whose employment in the government is in accordance with a special contract to undertake a specific work or job requiring special or technical skills not available in the employing agency, to be accomplished within a specific period. The inclusive period of the contractual appointment shall be indicated on the face of the appointment for purposes of crediting services.

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Contractual appointments are limited to one (1) year, but may be renewed every year, based on performance, until the completion of the specific work. However, if the performance of the appointee is below Satisfactory or where the funds have become insufficient or unavailable, the appointing officer or authority may terminate the services of, or replace, the appointee after giving the latter a notice at least thirty (30) days prior to the date of termination of the appointment.

The appointee shall perform the work or job under his or her own responsibility with minimal direction and supervision from the employing agency.

In no case shall a contractual appointment be issued to fill a vacant plantilla position or a contractual employee perform the duties and responsibilities of a vacant plantilla position.

Reappointment (renewal) of contractual appointments to the same position or to another contractual position shall be submitted to the CSC FO concerned for approval or validation.

- g. **Casual** — an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent period not to exceed one (1) year.

Casual appointments are limited to one (1) year, but may be renewed every year, based on employee performance and the agency needs. However, if the performance of the employee is below Satisfactory, the appointing officer or authority may terminate the services of, or replace, the employee after giving the latter a notice at least thirty (30) days prior to the date of termination of appointment.

In no case shall a casual appointment be issued to fill a vacant plantilla position or a casual employee perform the duties and responsibilities of the vacant plantilla position.

Reappointment (renewal) of casual appointments to the same position or to another casual position shall be submitted to the CSC FO concerned for approval or validation.

Employees issued with contractual or casual appointments are entitled to the same benefits enjoyed by regular employees.

Sec. 10. Employment Status of Teachers. The employment status of teachers to any teaching position shall be any of the following:

- a. **Permanent** — an appointment issued to an appointee who meets all the requirements of the position.

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- b. **Provisional** — an appointment issued to an appointee who meets all the requirements of the position, except the eligibility requirement, provided that no qualified eligible candidate is available and willing to accept the appointment, as certified by the Schools Division Superintendent.⁶² The provisional appointment shall not extend beyond the school year of its issuance. It may be subject to reappointment (renewal).

The requirement of absence of a qualified eligible candidate available and willing to accept appointment does not apply to provisional appointments issued in favor of scholar graduates of the Merit Scholarship Program of the Department of Science and Technology - Science Education Institute (DOST-SEI) hired pursuant to RA No. 7687 and Senior High School (SHS) teachers hired pursuant to RA No. 10533. Additionally, their provisional appointments may be renewed each school year but not exceeding four (4) consecutive years.

- c. **Temporary** – an appointment issued to an appointee who meets all the requirements of the position except the education requirement provided that no qualified applicant meets the minimum educational qualification, as certified by the Schools Division Superintendent. The appointment may be subject to reappointment (renewal) **provided that the Schools Division Superintendent re-issues the certification attesting to the absence of a qualified applicant actually available who is willing to accept the appointment.**
- d. **Substitute** — an appointment issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position. It shall be effective until the return of the regular incumbent.

Appointees to substitute teaching positions shall be required to possess RA No. 1080 (Teacher) eligibility.

- e. **Contractual** – an appointment issued to an appointee who shall teach specialized subjects in secondary education on a part-time basis. The inclusive period shall be indicated on the appointment for purposes of crediting services.

Appointees to contractual teaching positions for specialized subjects may not be required to possess RA No. 1080 (Teacher) eligibility.⁶³

Sec. 11. Nature of Appointment. The nature of appointment shall be as follows:

- a. **Original** — the initial entry into the career⁶⁴ or non-career service.
- b. **Promotion** — the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law,

⁶² Pursuant to RA No. 10533, otherwise known as the "Enhanced Basic Education Act of 2013" or An Act Enhancing the Philippine Basic Education System by Strengthening Its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefor and For Other Purposes.

⁶³ Applicable only to DepEd-issued appointments pursuant to RA No. 10533.

⁶⁴ Subject to probationary period under Rule V hereof.

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and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. Any upward movement from the non-career service to the career service and vice versa shall not be considered as a promotion but as reappointment.

An employee under probationary period may be considered for promotion provided that he or she has obtained a Very Satisfactory performance rating after evaluation in the first three (3) months or six (6) months of the probationary period, as applicable.

An employee who is promoted to another agency shall notify the head of the department or agency in writing where he or she is employed at least thirty (30) days prior to his or her assumption to the position. It is understood that the employee who is promoted to another agency is cleared from all money, property, and work-related accountabilities. **The physical movement arising therefrom shall be referred to as “transfer incidental to promotion.”**

The pendency of an administrative case against any employee shall not be a bar to promotion.

An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension, or fine shall be disqualified for promotion, the duration of which shall be that provided in **the relevant provision/s of the 2025 RACCS or any future amendment thereto.**

Special promotions based on awards and/or acts of conspicuous courage and gallantry as provided under special laws, such as Sec. 10, RA No. 9263,⁶⁵ as amended by RA No. 9592, and Sec. 31, RA No. 8551,⁶⁶ shall be exempt from qualification requirements but subject to specific validation requirements as provided under the above-said special laws or their implementing rules and regulations.

- c. **Transfer** — the movement of an employee from one position to another which is of equivalent rank, level, or salary without a gap in the service involving the issuance of a new appointment.

The transfer may be from one organizational unit to another in the same department or agency or from one department or agency to another. Any movement from the non-career service to the career service and vice versa shall not be considered as a transfer but reappointment.

An employee who seeks transfer to another office shall **request in writing the approval** of the head of the department or agency where he or she is employed at least thirty (30) days prior to the effective date of his or her transfer. The head of the department or agency shall notify in writing the

⁶⁵ Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004.

⁶⁶ Philippine National Police Reform and Reorganization Act of 1998.

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employee of the action on the request to transfer within thirty (30) days from date of notice.

If the head of the department or agency where the employee is employed fails to act on the request to transfer, the transfer shall be deemed approved after the lapse of thirty (30) days from the date of notice without the need to notify the employee concerned.

Notwithstanding the transfer of the employee, he or she should be cleared from all money, property, and work-related accountabilities in the previous office or agency.

If, for whatever reason, the employee fails to transfer and assume the duties of the position on the specified date, he or she shall be deemed resigned.

Prior to receipt of notice of acceptance, an employee may withdraw his or her request to transfer as matter of right. However, should the withdrawal happen after receipt of the notice of acceptance, the employee may be reappointed if there is no gap in the service or reemployed if there is gap in the service. In both cases, the employee shall undergo the usual hiring process.

The above provisions shall also apply to transfer incidental to promotion as defined in Section 11 (b) and transfer incidental to demotion as defined under Section 11 (g) which both involve the movement of an official and employee to another agency.

- d. **Reemployment** — the appointment of a person who has been previously appointed to a position in the government service but was separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, or any non-disciplinary action such as dropping from the rolls and other modes of separation. Reemployment presupposes a gap in the service.
- e. **Reappointment** — the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, recategorization, rationalization, or similar events. Reappointment presupposes no gap in service.

The following human resource actions shall be considered as reappointment:

1. **The issuance of appointments from temporary to permanent in the same position, career to non-career or vice versa, and non-career to another non-career.**
2. **The renewal of temporary, contractual, and casual appointments, including subsequent appointments of provisional or substitute teachers and general substitute appointments.**

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3. **The renewal of appointments of coterminous staff of reelected officials, or renewal of appointments of coterminous staff of officials whose term of office concluded but are subsequently absorbed or rehired by the succeeding official without a gap in service.**
- f. **Reinstatement (to comparable position)** – the restoration of a person, as a result of a decision, to a career position from which he or she has, through no delinquency or misconduct, been separated but the subject position is already abolished, requiring the issuance of an appointment to a comparable position to the separated employee.
- g. **Demotion** – the movement of an employee from a higher position to a lower position where he or she qualifies, if a lower position is available. The demotion entails reduction in duties, responsibilities, status, or rank, which may or may not involve a reduction in salary. **Demotion may be from one department or agency to another or from one organizational unit to another within the same department or agency.**

If the demotion is voluntary or at the instance of the employee, he or she shall notify the head of the department or agency in writing where he or she is employed at least thirty (30) days prior to his or her assumption to the new position. In addition, his or her salary shall be adjusted to the salary grade of the lower level position, but at the same salary step of his or her previous position. The physical movement arising therefrom shall be referred to as “transfer incidental to demotion.”

Illustrative Example:

An employee who is demoted from the position of Administrative Officer III (SG 14), with a Salary Step 2, to the position of Administrative Officer II (SG 11) in the same or different agency, should retain the same Salary Step, Step 2, as held in his or her previous position.

Notwithstanding the demotion of the employee, he or she should be cleared from all money, property, and work-related accountabilities.

In cases where the demotion is due to reorganization or rationalization, the employee shall continue to receive his or her actual salary prior to the reorganization or rationalization.

Illustrative Example:

An employee holding the position of Administrative Officer III (SG 14), with Salary Step 2 is placed to Administrative Officer II (SG 11) position during the agency reorganization. He/she shall be issued an appointment to the Administrative Officer II (SG-11) position but he/she shall continue to receive the salary corresponding to SG 14, Step 2.

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- h. **Reclassification** — a form of staffing modification and/or position classification action which is applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change in any or all of the position attributes: position title, level, and/or salary grade. It generally involves a change in the position title and may be accompanied by an upward or downward change in salary. Reclassification is the generic term for changes in staff or position classification which includes upgrading, downgrading, and recategorization.

Reclassification of position requires the issuance of an appointment but the same is ministerial on the part of the appointing officer or authority.

The appointment of an incumbent (permanent employee) whose position was reclassified shall be approved or validated, regardless of whether he or she meets the qualification requirements of the said position **except when the duties involve practice of profession**. The incumbent of the reclassified position has a vested right to the reclassified position, **only if the duties of the position do not involve practice of profession**, but said right shall not be used to apply for promotion to the next higher position.

A valid reclassification in the NGAs and GOCCs shall be approved by the DBM and GCG, respectively.⁶⁷

In LGUs, no reclassification shall be allowed except when the position is actually vacant.⁶⁸

Sec. 12. Adjustments or movements of human resource without need of issuance of an appointment. Adjustments or movements of human resource which do not involve changes in position title, rank, or status shall not require the issuance of an appointment, **provided that the existing appointment is not station-specific**. A notice of such change or movement shall be issued to the employee by the appointing authority. A copy thereof shall be kept in the employee's 201 File and another copy shall be submitted to the CSC FO concerned for record purposes.

These adjustments or movements of human resource include the following:

- a. **Change in item number** – the adjustment or shifting of item number of a position per agency Plantilla of Personnel, **provided that the existing appointment is not station-specific**.
- b. **Salary adjustment** – the change in salary as a result of increase in pay levels or upgrading of positions which does not involve a change in qualification requirements.⁶⁹

⁶⁷ Sec. 91 of the General Provisions Fiscal Year 2025

⁶⁸ Section 325 (f) of RA No. 7160.

⁶⁹ Section 28, Chapter 5, Subtitle A, Title I, Book V of the Revised Administrative Code of 1987 (Executive Order No. 292).

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- c. **Step increment** – the increase in salary from step to step within the salary grade allocation of the official or employee's position in recognition of meritorious performance based on a Performance Management System approved by the CSC and/or through length of service.⁷⁰ A Notice of Step Increment (NOSI) is issued by the heads of agencies for this purpose.
- d. **Reinstatement (to the same position or item)** – the restoration, as a result of a decision, of a person to a career position from which he or she, through no delinquency or misconduct, has been separated. The employee has a vested right to his or her former item, hence, he or she is deemed not to have left the service and therefore has no gap in the service. He or she shall be entitled to payment of back salaries including allowances and all benefits, which would have accrued if he or she has not been separated from service, **pursuant to the relevant provision/s of the 2025 RACCS or any future amendment thereto.** A copy of the decision shall be furnished to the CSC RO or CSC FO concerned for record purposes.

When an appointment had been issued to fill the position pending the appeal of the separated employee, the reinstatement of the latter results in the operationalization of the colatilla described in Section 7.a.10.b and thus the separation from service of the person appointed pending appeal.

- e. **Demotion as a result of a disciplinary action** – the adjustment of the salary of an employee to the next lower salary grade, with the same salary step. A notice of salary adjustment shall be issued.

Illustrative Example:

A Notice of Salary Adjustment shall be issued to the demoted employee adjusting his or her salary as Administrative Officer II from SG 11, Step 2 to SG 10, Step 2.

- f. **Retention in positions marked as Coterminous with the Incumbent (CTI) Due to Rationalization or Reorganization of the agency - In case of rationalization or reorganization of an agency, the following conditions shall apply:**
 - 1. **An employee holding a permanent appointment to a position marked as CTI in the plantilla as a result of the agency rationalization or reorganization shall retain his or her permanent status.**
 - 2. **The position marked as CTI shall be deemed automatically abolished once the position is vacated through promotion, transfer, retirement, resignation, or death of the incumbent.**

⁷⁰ CSC and DBM Joint Circular No. 1, s. 2012 dated 03 September 2012, re: Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service.

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Sec. 13. Other Human Resource Actions Requiring Issuance of an Office Order.⁷¹ The following human resource actions, which will not require the issuance of an appointment, shall nevertheless require an Office Order issued by the appointing officer or authority:

- a. Reassignment — movement of an employee across the organizational structure within the same department or agency, **made in the interest or exigency of public service**,⁷² which does not involve a reduction in rank, status, or salary.

Reassignment shall be governed by the following:

1. Reassignment of an employee with a station-specific place of work indicated in his or her appointment within the geographical location⁷³ of the agency shall be allowed only for a maximum period of one (1) year. After one (1) year, the employee must automatically return to his or her original post/assignment without needing any order for restoration or revocation of the reassignment order.

If a reassigned employee is restored to his or her original post or assignment pursuant to a CSC decision, he or she cannot be reassigned again within one (1) year from the date of restoration. If this rule is violated, the appointing officer or authority or the authorized official responsible for the reassignment may be cited for indirect contempt by the CSC, as provided in the relevant provision of the 2025 RACCS or any future amendment thereto.

An appointment is considered station-specific when: (a) the particular office or station where the position is located is specifically indicated on the appointment paper; or (b) the position title already specifies the station, such as Human Resource Management Officer, Accountant, Budget Officer, Assessor, Social Welfare and Development Officer, and other positions with organizational unit or station-specific functions. These position titles are considered station-specific even if the place of assignment is not indicated on the appointment paper.

2. If an appointment is not station-specific, the one (1) year maximum period of reassignment within the geographical location of the agency shall not apply. However, the employee concerned may request for a recall of the reassignment citing reasons for his or her return to his or her original station. The reassignment may also be revoked or recalled by the appointing officer or authority or be declared not valid by the CSC or a competent court, on appeal.
3. **A reassignment shall be invalid if it is not made in the interest or exigency of public service or if it constitutes constructive**

⁷¹ The definition of Office Order is in the Glossary of Terms (Appendix A).

⁷² Refers to a situation where service is urgently needed and where any delay in its execution and delivery will adversely affect the outcome of the service to clients and its effective and efficient delivery.

⁷³ The definition of Geographical Location is in the Glossary of Terms (Appendix A).

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dismissal. Constructive dismissal exists when the employee is made to work under unreasonable, humiliating, or demeaning circumstances which render continued work impossible due to factors such as geographic relocation, financial dislocation, or performance of duties and responsibilities which are inconsistent with those attached to the position.

Constructive dismissal may occur even if the employee has not formally resigned and even if there is no diminution or reduction in rank, status, or salary. In such cases, the employee is deemed to have been illegally dismissed.

Reassignment that constitutes constructive dismissal may be any of the following:

- i. Reassignment of an employee to perform duties and responsibilities inconsistent with the duties and responsibilities of his/her position such as from a position of dignity to a more servile or menial job;
- ii. Reassignment to an office not in the existing organizational structure;
- iii. Reassignment to an existing office but the employee is not given any definite set of duties and responsibilities;
- iv. Reassignment that will cause significant financial dislocation or will cause difficulty or hardship on the part of the employee because of geographic location; or
- v. Reassignment that is done indiscriminately or whimsically because the law is not intended as a convenient shield for the appointing/disciplining officer to harass or oppress a subordinate on the pretext of advancing and promoting public interest such as reassignment of employees twice within a year, or reassignment of career service officials and employees with valid appointments during change of administration of elective and appointive officials.
- vi. **Other analogous instances or situations.**

A claim of constructive dismissal must be sufficiently established.⁷⁴

4. The employee may file an appeal on the reassignment order within fifteen (15) days upon receipt thereof through a formal grievance mechanism to be established by the agency. If unresolved at the

⁷⁴ Yangson vs. DepEd, GR No. 200170, 03 June 2019, citing Nieves vs. Blanco, GR No. 190422, 19 June 2012, and Andrade vs. Court of Appeals, GR No. 127932, 07 December 2001.

agency level, the employee may elevate the appeal to the CSC RO with jurisdiction. Pending appeal, the reassignment shall not be executory **except for employees who, by the nature of their appointment or function, are directly involved in the maintenance of peace and order, and the protection of life, property, or security unless covered by a provision of a special law to the contrary.**⁷⁵

5. Reassignment of public health workers, public social workers, public school teachers, and all other professions covered by special laws shall be governed by their respective laws. However, the rules herein mentioned shall be applied suppletorily.
 6. **Licensed professionals, such as but not limited to medical and social workers, who hold administrative and other positions in the government, may be reassigned to perform additional duties aligned to their profession, in the exigency of service, for the duration of a state of national emergency to augment the workforce in government facilities where their services are necessary.**
 7. **Qualified officials and employees in the career service may be reassigned to stations or posts near their residences or home provinces if within the region, during a state of national emergency.**
- b. **Detail** — temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status, or salary.

Detail shall be governed by the following rules:

1. The detailed employee shall receive his or her salary only from his or her parent department or agency.
2. Detail without consent shall be allowed only for a period of one (1) year **and is non-renewable.**
3. Detail with consent shall be allowed for a maximum period of three (3) years. The extension or renewal of the detail shall be discretionary on the part of the parent agency.
4. Detail from one department or agency to another shall be covered by an agreement manifesting the arrangement between the agency heads that it shall not result in reduction in rank, status, or salary of the employee, the duration of the detail, duties to be assigned to the employee, and responsibilities of the parent agency and receiving agency.

⁷⁵ CSC vs. Pacheco, GR No. 178021, 25 January 2012.

5. **The employee may appeal the detail order to the Commission or CSC RO with jurisdiction within fifteen (15) days upon receipt of the order if he or she believes that there is no justification for the detail. Pending appeal, the detail order shall remain executory unless otherwise ordered by the Commission or the CSC RO concerned.**

The decision of the said CSC RO may be further appealed to the Commission within fifteen (15) days from its receipt.

6. During the period of the detail, the parent agency relinquishes administrative supervision and control over the detailed employee to the receiving agency. In this regard, the receiving agency has the following responsibilities: to monitor the punctuality and attendance of the employee, approve requests for leave, evaluate the employee's performance, grant the authority to travel, and exercise other acts necessary to effectively supervise the employee; provided, a report on said matters is submitted to the parent agency for record purposes.⁷⁶
7. The detailed employee shall be designated by the receiving agency to a position whose duties are comparable to his or her position in the parent agency. However, he or she shall not be designated to a position exercising control or supervision over regular and career employees of the receiving agency.
8. Prior to the effectivity of the detail, the parent agency shall furnish a certification of the available sick and vacation leave credits of the detailed employee to the receiving agency. In the event the receiving agency approves the requests for leave by the detailed employee, a copy of the same shall be submitted to the parent agency.
9. The authority to discipline the detailed employee is still vested in the appointing officer or authority of the parent agency where he or she belongs. As used herein, the authority to discipline includes the determination of the existence of a *prima facie* case against the detailed employee, issuance of a formal charge, issuance of the order of preventive suspension if the case so warrants, conduct of formal investigation, and rendering of the decision on the administrative case.

With respect to the administrative case arising from acts done by the employee in the receiving agency, said agency shall have the right to initiate or file a complaint against the detailed employee subject to the **relevant provision/s of the 2025 RACCS or any future amendment thereto.**

10. All human resource actions and movements, including monetization of leave credits, concerning the detailed employee, shall still be under the

⁷⁶ The receiving agency may conduct a performance evaluation. In case of validated poor or unsatisfactory performance of the detailed employee, the receiving agency shall inform the parent agency for appropriate action.

jurisdiction of the parent agency notwithstanding that the employee is detailed in another agency.

- c. **Designation** — movement that involves an imposition of additional and/or greater responsibility to be performed by a public official or employee which is temporary and can be terminated anytime at the pleasure of the appointing officer or authority. Designation may involve the performance of the duties of another position⁷⁷ on a concurrent capacity or on full-time basis.

A designation in an Acting capacity entails not only the exercise of the ministerial functions attached to the position but also the exercise of discretion since the person designated is deemed to be the incumbent of the position.⁷⁸

Officials designated as Officer-in-Charge (OIC) enjoy limited powers which are confined to functions of administration and ensuring that the office continues its usual activities. The OIC may not be deemed to possess the power to appoint employees as the same involves the exercise of discretion which is beyond the power of an OIC, unless the designation order issued by the proper appointing officer or authority expressly includes the power to issue appointment.⁷⁹

Designation shall be governed by the following rules:

1. Officials or employees to be designated should hold permanent appointments to career positions.
2. **Designees shall meet the QS of the positions to which they are designated.**
3. Designees can only be designated to positions within the level they are currently occupying. Employees holding first level positions cannot be designated to perform the duties of second level positions especially those involving supervisory and executive or managerial functions except in meritorious cases as determined by the CSC RO upon request for exemption by the agency concerned, such as **for purposes of initially setting up the agency's structure and human resources, during a calamity, and duly established exigency of the service.** Division Chiefs may be designated to perform the duties of second level executive or managerial or third level positions.
4. For positions with incumbents who temporarily cannot perform the duties of the position (due to vacation or sick leave, study leave, scholarship, maternity leave, special assignments), the effectivity of designation should be synchronized with the absence of the incumbent, unless earlier revoked or recalled by the appointing officer or authority. However, the

⁷⁷ Designation as officers or members of Committees such as BAC, HRMPSB, and PMT are not subject to this rule.

⁷⁸ CSC Resolution No. 000778 (Vitriolo, Julito D., re: Query; Position Title; Nomenclature Distinction between Acting and OIC) promulgated on 24 March 2000.

⁷⁹ *Ibid.*

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designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) **renewals**.

5. **For positions without incumbents, a designation may be made only for a maximum of one (1) year. However, in the exigency of service, the designation of employees may be renewed but not to exceed two (2) renewals.**

An employee whose designation has been renewed twice shall no longer be allowed to be designated to the same position.

6. Designations shall be made through an Office Order issued by the appointing officer or authority concerned.
7. Designees cannot be granted the salaries of the positions they are being designated to. However, allowances that go with the performance of the functions such as the Representation and Transportation Allowance or Extraordinary and Miscellaneous Expenses may be granted as provided under the provisions of the General Appropriations Act (GAA) or appropriation ordinance of the respective local sanggunian; provided, the grant of the same is specifically stated in the designation order.
8. **The employee may appeal the designation order within fifteen (15) days upon receipt thereof to the CSC RO with jurisdiction, if he or she believes there is no justification for the designation. Pending appeal, the designation order shall be executory. The decision of the CSC RO may be further appealed to the Commission within fifteen (15) days from receipt thereof.**
9. **Agency HRMOs shall submit to the CSC FO concerned every semester of each year the Report on Designation Orders Issued (CS Form No. 12, Series 2025)⁸⁰ in electronic copy via official electronic mail digitally signed by the agency head to ensure compliance with the herein rules.**
10. **The CSC FO shall submit a consolidated report of the designations to the CSC RO every semester. The report should include all the designations made within its jurisdiction, ensuring transparency and adherence to the guidelines.**
11. **The official or employee who issued and/or caused the issuance of a designation in violation of these rules shall be subject to administrative sanction as may be warranted under the 2025 RACCS or any future amendment thereto. The CSC RO concerned shall inform the agency, in writing, of the violation of the rules in designation. The appointing officer or authority must issue a written notification to the designee to immediately cease from performing the duties associated with the invalid designation and revert to his**

⁸⁰ Refer to Annex S.

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or her original position and responsibilities, copy furnished the CSC RO through the CSC FO concerned.

Any experience gained from an invalid designation shall not be credited as relevant experience for purposes of appointment. However, the actions performed by the designee shall remain valid to protect the public and third parties who relied on those actions in good faith.

RULE V PROBATIONARY PERIOD

Sec. 14. Appointees in the career service with permanent status of appointment shall undergo a probationary period for a thorough assessment of their performance and character. The duration of probationary period is generally six (6) months unless the position requires a different period.

Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the PDF. **Under this Rule, an appointee undergoing probation shall be referred to as “probationer.”**

The probationary period shall cover the following employees:

- a. **Those who are issued original appointments under permanent status in the career service;**
- b. Non-career service employees who are reappointed or reemployed to a career position under permanent status;
- c. **Temporary appointees who are reappointed under permanent appointment status in the career service (change of status to permanent);**
- d. Those who are reemployed under permanent status;
- e. First-time appointees to closed career positions (faculty and academic staff in SUCs or LUCs, Scientist), unless otherwise provided under the agency Charter;
- f. Appointees to teaching positions under provisional status shall undergo a probationary period of not less than one (1) year from the date of the original provisional appointment;⁸¹
- g. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended, shall be under probation for a period of one (1) year; and
- h. Appointees whose positions require probationary period as may be provided by law.

⁸¹ Section 4, RA No. 4670 (Magna Carta for Public School Teachers).

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The agency shall include a notation on the face of the appointment paper, before the space for CSC Action or CSC Resolution granting the accreditation to the agency, that the appointee is under probation reckoned from the date of assumption to duty of the position.

The following employees shall be exempted from undergoing probationary period:

- a. Teachers who, prior to issuance of permanent appointments, have acquired adequate training and professional preparation in any school recognized by the government, and possess the appropriate civil service eligibility pursuant to Section 4 of RA No. 4670;
- b. First-time appointees to closed career positions in SUCs, and scientific and research institutions if so provided under their agency Charters; and
- c. Appointees to positions exempted from the probationary period as may be provided by law.

A probationer may be considered for promotion provided that he or she has obtained a Very Satisfactory performance rating after evaluation in the first three (3) months or six (6) months of probation, as applicable. The period of probation shall be completed even after promotion, however, the assessment of the individual's performance and character shall be based on the duties and responsibilities of the new position. The HRMO shall inform the HRMPSB of the probationer's rating in relation to his or her appointment or promotion.

Sec. 15. To facilitate the review and monitoring of a probationer's performance, the performance targets and work output standards of a probationer shall be set, agreed upon, and duly signed by the probationer, the immediate supervisor (rater), and the head of agency within five (5) days upon the appointee's assumption to duty.

The probationer's performance during the probationary period shall be reviewed as follows:

- a. The immediate supervisor (rater) shall regularly gather feedback on the probationer's performance, and conduct feedback sessions to determine appropriate interventions to improve the probationer's performance;
- b. The performance appraisal or evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months, depending on the duration of the probationary period, as required by the position;
- c. The performance review shall be conducted within ten (10) days before the end of every rating period during the probationary period;

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Illustrative Examples:




Employee A	
Date of appointment:	03 July 2025
Assumption to duty:	10 July 2025
Probationary period:	6 months
Duration:	10 July 2025 - 09 January 2026
Setting of performance targets:	10 July 2025 - 17 July 2025
Performance periods:	
1st to 3rd month:	10 July 2025 - 09 October 2025
Evaluation period:	23 September 2025 - 30 September 2025
4th to 6th month:	10 October 2025 - 09 January 2026
Evaluation period:	16 December 2025 - 26 December 2025

Employee B	
Date of appointment:	19 August 2025
Assumption to duty:	20 August 2025
Probationary period:	12 months
Duration:	20 August 2025 – 19 August 2026
Setting of performance targets:	20 August 2025 – 27 August 2025
Performance periods:	
1st to 6th month:	20 August 2025 - 19 February 2026
Evaluation period:	30 January 2026 - 09 February 2026
7th to 12th month:	20 February 2026- 19 August 2027
Evaluation period:	26 July 2027- 04 August 2027

- d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the agency Strategic Performance Management System and may include competency (knowledge, skills, and attitude), and job-related critical incidents, such as habitual tardiness and continuous absence from work;
- e. The performance evaluation report shall be reviewed and certified by the agency Performance Management Team (PMT) or any duly constituted review committee; and
- f. The probationer shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/or recommendation for the continuity of the permanent appointment of the probationer. Corresponding copies shall be included in the 201 File of the probationer.

Sec. 16. The services of the probationer can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth (6th) month or depending on the duration of the probationary period as required by the position.

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Unsatisfactory conduct or behavior refers to the failure of the probationer to observe propriety in his or her acts, behavior and human or public relations, and to irregular punctuality and attendance while performing his or her duties and responsibilities during the probationary period. This may include cases of neglect of duty, misconduct, insubordination, habitual tardiness, and absenteeism.

On the other hand, want of capacity shall refer to the failure of the probationer during the probationary period to perform the duties and responsibilities based on standards of work outputs agreed upon and reflected in the duly signed performance targets despite the developmental intervention provided by the immediate supervisor.

The probationer shall be issued a notice of termination of service by the appointing officer or authority within fifteen (15) days immediately after it was proven that he or she demonstrated unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth (6th) month or depending on the duration of the probationary period. Such notice shall state, among other things, the reasons for the termination of service⁸² and shall be supported by at least two (2) of the following:

1. Performance Evaluation Report;
2. Report of the immediate supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the probationer; or
3. Other valid documents that may support the notice of termination of service.

The notice of termination of service shall be executory after fifteen (15) days from receipt by the probationer. The same may be appealed to the CSC RO concerned, within fifteen (15) days from receipt of notice but shall be executory pending appeal. A copy of the Notice of Termination of Service shall be included in the 201 File of the probationer and furnished to the CSC FO concerned for recording in the probationer's service card.

If no Notice of Termination of Service is given by the appointing officer or authority to the probationer before the expiration of the probationary period as indicated on the appointment paper, the probationer becomes a regular employee of the agency concerned.

RULE VI EFFECTIVITY AND SUBMISSION OF APPOINTMENTS

Sec. 17. An appointment issued in accordance with pertinent laws and rules shall take effect immediately on the date it was signed by the appointing officer or authority. The date of signing shall be indicated below the signature of the appointing officer or authority in the appointment form.

As a general rule, the date of the appointment shall not fall on a Saturday, Sunday, or holiday, except in cases where the date of issuance is specifically provided in a special law such as in the appointment of personal and confidential staff of

⁸² Land Bank of the Philippines vs. Paden, GR No. 157607, 07 July 2009.

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Constitutional officials and elective officials and where the service should not constitute a gap such as in reappointment.

Employees whose agency's work arrangement is in shifting schedule for 24 hours in 7 days, may be issued appointments that fall on a Saturday, Sunday, or holiday.

Illustrative Examples:

Appointment of personal and confidential staff of reelected officials may be issued on the 1st day of July, even if it falls on a Saturday or Sunday.

Appointment of a public health worker or personnel serving 24/7 operations may be issued on a date that falls on a Saturday, Sunday, or holiday.

If the appointee has taken his or her oath of office and assumed the duties of the position, he or she shall be entitled to receive his or her salary at once without awaiting the approval or validation of his or her appointment by the CSC. The appointment shall remain effective until disapproved or invalidated by the CSC. In no case shall an appointment take effect earlier than the date it was signed except in cases authorized by law.⁸³

No official or employee shall be required to assume the duties and responsibilities of the position without being furnished with a copy of his or her appointment by the HRMO after it is signed by the appointing officer or authority. The appointee shall acknowledge receipt of the appointment by signing on the acknowledgment portion at the back of the appointment form.

In times of state of calamities, disasters, pandemic, and other similar occurrences, as declared by proper authorities, the administration of oath of office may be done virtually such as through video conferencing, provided that the appointee was furnished a copy of his or her appointment through email and that he or she acknowledged receipt of the appointment by affixing his or her electronic or digital signature, if possible, or through email or Short Message Service. The determination of whether an appointee should assume office or report during such circumstances shall be made on a case-to-case basis, considering the nature of the position and whether physical presence is required. The agency shall exercise discretion in accordance with the prevailing conditions and the guidelines set forth by relevant authorities.

The appointment of officials or employees under official travel, leave of absence, training, or scholarship grant may be immediately issued during the said period. Said appointees may be allowed to take their oath of office through online or electronic means and assume the duties and responsibilities of the

⁸³ Examples are those appointments issued in cases of absorption of human resources of agencies which transitioned from being private entity to government agency such as the Local Water Districts and the Duty Free Philippines Corporation and for special meritorious promotion of Special Action Force personnel involved in Mamasapano encounter where appointments took effect on the date the act was done.

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position except those under leave of absence who can only assume their duties upon reporting back to duty.

Sec. 18. In the case of LGUs, the appointment issued by the appointing officer or authority to a department head position requires the concurrence of the majority⁸⁴ of all the members of the local sanggunian. The appointing officer or authority shall submit the appointment to the local sanggunian for concurrence within seven (7) calendar days upon issuance. Failure to submit the appointment to the sanggunian within the prescribed period may render the person/s responsible administratively liable.

If the sanggunian fails to decide on the appointment submitted for concurrence within fifteen (15) calendar days from the date of submission, said appointment shall be deemed concurred, pursuant to Sections 443 (d), 454 (d), and 463 (d) of RA No. 7160. Any action of the local sanggunian made beyond the fifteen (15)-day period shall no longer have any legal effect on the appointment, which shall be deemed validly concurred with by operation of law.

The effectivity date of the appointment shall be the date of the signing of the appointing officer or authority which shall end the moment the local sanggunian rejects or disapproves it. The services rendered after the date of receipt of the notice of rejection or disapproval shall not be considered government service and the payment of salaries shall be the liability of the appointing officer or authority.

In case the appointment is not submitted to the local sanggunian for concurrence and the same is later on disapproved or invalidated by the CSC, the appointment shall not be considered effective from the date of issuance **and the services rendered shall not be credited as government service. Any salaries received by the appointee prior to such disapproval or invalidation shall be deemed unauthorized, and the appointing officer or authority shall be held liable for the payment thereof. However, for purposes of protecting the validity of official transactions and in the interest of the transacting public, the appointee may be considered a *de facto* officer. As such, the acts performed while in office generally retain their validity and effect.**

Sec. 19. An appointment shall be submitted to the CSC. For appointments issued by regulated agencies, the original (i.e., agency copy) and at least two (2) certified true copies (i.e., employee copy and CSC copy) shall be submitted within thirty (30) calendar days from the date of issuance. In case of appointments issued by accredited or deregulated agencies, the RAI together with **the certified true copy (i.e., CSC copy)** of appointments issued during the month and the required attachments shall be submitted on or before the 30th day of the succeeding month.

The delay in the submission of appointment or RAI to the CSC FO or CSC RO shall not be taken against the appointee. The effective date of appointment shall not be adjusted based on the delay; thus, the original date of appointment shall be retained. However, the responsible official/s who caused the delay in the submission

⁸⁴ Refer to Appendix A.

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or non-submission of the appointment may be held administratively liable for neglect of duty.⁸⁵

Furthermore, the delay in the submission or non-submission of RAI may be reflected by the CSC Field Director concerned as a critical incident in the Agency Capability Evaluation Card (ACEC)⁸⁶ and may result in the revocation of the accredited or deregulated status of the agency.

The appointee, whose appointment was submitted to the CSC beyond the prescribed 30-day period, shall be entitled to the payment of salary from the government immediately following the effectivity of the appointment and assumption to duty. The services rendered by the appointee shall be credited as government service.

Sec. 20. An appointment issued by the appointing officer or authority may be cancelled if the appointee does not assume office or report within thirty (30) calendar days from receipt of the written notice of the appointment. **A notice of cancellation of appointment shall be issued to the appointee, copy furnished the CSC within five (5) days from such cancellation.**

The position is automatically deemed vacant upon cancellation of the appointment by the appointing officer or authority without the need for an approval or declaration by the CSC. The appointing officer or authority may order the republication and reposting of the vacant position pursuant to RA No. 7041 or may select anew from among the remaining top-ranking candidates for the position. **The second option may be exercised by the appointing officer or authority within ten (10) calendar days from the date of cancellation of the appointment and even after the 9-month validity period of the publication without the need for republication and reposting. This, however, shall be allowed only once.**

If the second choice for the appointment fails to assume office after 30 calendar days from receipt of written notice of appointment, the appointing officer shall order the re-publication of the vacant position.

The appointments of officials or employees who are on official leave of absence, study leave, scholarship leave, or official trainings and can assume their duties only upon reporting back to duty, shall be exempt from this provision.

If the appointee is not allowed to assume office by the appointing officer or authority or other officials concerned after his or her receipt of the appointment, or submission thereof to the CSC for approval, the official/s or employee/s who caused the non-assumption of the appointee shall be held administratively liable therefor.

Sec. 21. In the case of temporary appointment, the twelve-month period of its effectivity shall be reckoned from the date of **effectivity as provided in Section 17 regardless of the date the appointee actually assumed office.**

⁸⁵ Obiasca vs. Basallote, GR No. 176707, 17 February, 2010.

⁸⁶ The ACEC shall be updated regularly by the CSC Field Directors pursuant to CSC MC No. 3, s. 2012.

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Sec. 22. The services rendered by any person who was required to assume the duties and responsibilities of any position without an appointment having been issued by the appointing officer or authority shall not be credited as **government service** and the payment of salaries and other benefits shall be the personal liability of the person who made him or her assume office.

Sec. 23. The date of the actual assumption of duties of the appointee, as indicated in the Certification of Assumption to Duty (CS Form No. 4, Revised 2025), shall be the basis for the payment of his or her salary and determination of service rendered in government. This shall be submitted to the CSC FO concerned for proper notation in the service card of the appointee.

The date of assumption to duty of a transferee marks his or her first working day in the new agency. The days prior thereto, during weekends and/or declared non-working holidays, shall be deemed to be part of his or her service record at the previous agency.

Illustrative Examples:

- a) *A transfer appointment was issued on 11 July 2025. Employee's last working day in the previous agency was on 11 August 2025 (Monday). Date of assumption to duty in the new agency was on 14 August 2025 (Thursday). The payment of salary in the new agency shall be reckoned on the day of the assumption, which was on 14 August 2025. The service record should likewise reflect 14 August 2025 as the first day in the new agency. The service record in the previous agency should reflect 13 August 2025 (Wednesday) as the last day of service prior to transfer.*
- b) *A promotional appointment (Transfer incidental to promotion) was issued on 08 March 2026. The employee's last working day in the previous agency was on 08 April 2026 (Wednesday). The employee assumed the duties of his or her position on 11 April 2026 (Saturday) after the Day of Valor holiday on 09 April 2026 (Thursday) and on 10 April (Friday). The payment of salary to the new position shall be reckoned on the day of the assumption. The service record in the new agency should likewise reflect 11 April 2026 as the first day of service to the position to which he or she was promoted. The service record in the previous agency should reflect 10 April 2026 (Friday) as the last day of service prior to transfer incidental to promotion.*

**RULE VII
PUBLICATION AND POSTING OF VACANT POSITIONS**

Sec. 24. Vacant positions in the career service, including vacant executive or managerial positions in the second level that are authorized to be filled, together with their corresponding QS and plantilla item numbers, shall be published by **agencies through the CSC Bulletin of Vacant Positions (CSC Job Portal)**. Agencies may also choose to supplement this publication by using additional modes such as through the agency website, local and/or national newspapers, or job search

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websites. These vacancies shall also be posted in at least three (3) conspicuous places for a period of at least ten (10) calendar days for NGAs, SUCs, and GOCCs with original charters in accordance with RA No. 7041 and its implementing guidelines, and not less than fifteen (15) calendar days for LGUs pursuant to Section 80(a), Title Three, Book I of RA No. 7160.

In publishing vacant positions for division chief and executive/managerial positions, the agencies must make a definite determination based on the duties and responsibilities of the position as indicated in the PDF whether a position is classified under any one of the following:

- (a) Positions that do not involve practice of profession or are not covered by Bar/board laws;**
- (b) Positions that involve the practice of profession or are covered by Bar/board laws or belong to the same occupational group where practice of profession is required or preferred; or**
- (c) Highly Technical/highly specialized positions.**

The determination shall be binding on the agencies and the appropriate QS to be published⁸⁷ which will be used to ascertain whether the appointee meets the qualification requirements of the position, including training as provided in Sections 68, 69, and 70 hereof, shall be that which corresponds to the published classification.

Sec. 25. All agencies shall submit a list of their vacant positions authorized to be filled and their corresponding QS⁸⁸ **and other requirements (competency, area of specialization, and residency requirements in case of LGUs) as may be prescribed by law or by the agency,** and plantilla item numbers (CS Form No. 9, Revised 2025)⁸⁹ in electronic and printed copies to the CSC FO concerned. The printed copy shall be posted by the CSC FO in its bulletin board. The electronic copy shall be forwarded to the CSC RO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government **in the CSC Job Portal.**

Sec. 26. Agencies may publish vacant positions through other modes such as through the agency website, newspaper (local and/or national), and other job search websites. The reckoning date of publication **pursuant to Sections 24 and 25** will be the publication or republication date, regardless of the mode, as certified by the HRMO; Provided, that a request for publication of vacant position/s has been filed at the CSC FO on the same day of publication in the agency website or newspaper or other job search websites.

Any incorrect information in the publication of vacant positions shall be a ground for the disapproval or invalidation of appointments except in cases where there are

⁸⁷ Refer to Annex U.

⁸⁸ The CSC RO confirmation letter on the QS adoption shall be submitted as a supporting document to the request for publication, if applicable.

⁸⁹ Refer to Annex P.







errors in spelling or lack of parenthetical title or such other errors that do not in any way tend to deter any qualified applicant from applying.

Agencies are also required to provide their active contact details such as email address, telephone, and/or mobile numbers for interested parties' use, otherwise said publication request shall be returned for compliance.

Sec. 27. The following positions are exempt from the publication and posting requirements:

- a. **Primarily confidential and other coterminous positions;**
- b. Policy-determining;
- c. Highly technical which includes the faculty and academic staff of state or local colleges and universities, and scientific and technical positions in scientific and research institutions with established merit systems;
- d. **Other non-career positions such as fixed term, contractual, and casual identified under Section 9, Subtitle A, Title I, Book V of Executive Order (EO) No. 292;**
- e. Reappointment of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996,⁹⁰ as amended;
- f. Reappointment of those appointed on temporary status for Medical Officer or Specialist positions pursuant to Presidential Decree (PD) No. 1424, Further Amending RA No. 1243, As Amended by RA No. 2251, otherwise known as the "*Hospital Residency Law*";
- g. Those to be filled by existing regular employees in the agency in case of reorganization or rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional or field offices.
- h. **Reappointment of those appointed on provisional status for DepEd teaching positions pursuant to Sec. 8 of RA No. 10533;⁹¹**
- i. **Positions created as incentive and reward to Lingkod Bayan and Dangal ng Bayan awardees; and**
- j. **Positions exempted by special laws.**

⁹⁰ Classification of positions where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance.

⁹¹ CSC Resolution No. 1801278 dated 20 November 2018.

Sec. 28. The QS of the parenthetical title should be used in the publication of vacant generic positions.

Illustrative example:

Administrative Aide III (Driver I) SG-3

<i>Education</i>	:	<i>Elementary School Graduate</i>
<i>Experience</i>	:	<i>None Required</i>
<i>Training</i>	:	<i>None Required</i>
<i>Eligibility</i>	:	<i>Driver's License (CSC MC No. 11, s.1996, as amended, Category IV)</i>

Sec. 29. All positions occupied by holders of temporary appointments shall be continuously published in the CSC Bulletin of Vacant Positions or **CSC Job Portal** and posted in three (3) conspicuous places in the agency until filled by permanent appointees, **except those positions cited under Items e and f of Section 27 hereof.**

Sec. 30. The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published.

Should no appointment be issued within the nine (9)-month period, the agency has to cause the re-publication and re-posting of the vacant position, **except those falling under the succeeding paragraph.**

In times of state of natural and human-induced calamities, disasters, pandemic, and other similar occurrences as declared by proper authorities where there is limited mobility and/or onsite work, the nine (9)-month validity period of publication shall be extended for the same period of suspension of onsite work. If the vacant position is not filled-up within the said extension, the agency shall cause its re-publication and posting.

Any appointment proven to be issued beyond the nine (9)-month validity period of its publication shall be subject to disapproval or invalidation or to recall of approval or validation except in cases where the appointing officer or authority selects another person from the remaining top-ranking candidates for the position under the provisions of Section 20, second paragraph, hereof.

Sec. 31. Anticipated vacancies may be published in case of retirement, resignation, or transfer. **The publication should not be earlier than one hundred eighty (180) days prior to the effective date of retirement, resignation, or transfer and shall be in accordance with the publication and posting requirements as provided in Sections 24, 25, and 26 hereof.**

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RULE VIII QUALIFICATION STANDARDS

Part I. General Policies

Sec. 32. The QS are the minimum and basic requirements for positions in the government in terms of education, training, experience, civil service eligibility, physical fitness, and other qualities required for successful performance of the duties of the position. These shall serve as the basic guide in the selection of the employees and in the evaluation of appointments to all positions in the government.

The establishment, administration, and maintenance of QS shall be the responsibility of the department or agency, with the assistance and approval of the CSC.

Agencies are encouraged to set specific or higher standards for their positions, including the required competencies. These standards shall be submitted to the Commission for approval, and once approved, the agency shall uniformly and consistently adopt these in the selection and appointment of employees. The approved QS shall be used by the CSC in the attestation of appointments of the agency concerned.

Agencies that are authorized by their charters to establish their own QS shall do so in accordance with the CSC's guidelines. Their QS shall be submitted for confirmation or notation of the CSC.

Sec. 33. QS shall be established for all positions in the IOS, Position Titles, and Salary Grades or positions subsequently created and approved in accordance with existing laws, policies, rules, and regulations. **Agencies need not submit to the CSC for approval the QS for service-wide positions already listed in the CSC QS Manual, unless modification/s thereon will be adopted.**

QS which have been established and approved by the CSC for positions in a particular sector may be adopted for the same position titles by agencies in the same or other government sectors without the need for prior approval of the CSC. **However, agencies shall provide a written notification to the CSC RO concerned of their decision to adopt such QS. The CSC RO shall send a confirmation letter to the agency concerned for their QS adoption, copy furnished the CSC CO for records and reference purposes.**

Sec. 34. All agency positions should be included in the approved QS Manual of the agency concerned, or if unique to the agency, should have a QS approved or confirmed⁹² by the CSC.

An appointment to a position without an approved or confirmed QS by the CSC, as the case may be, shall be disapproved or invalidated.

⁹² Agencies with specific provision in their Charters or special laws exempting them from existing law, rules, and regulations on QS shall likewise submit their QS to the CSC for confirmation or notation.

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Sec. 35. QS for certain positions that are prescribed by a special law, such as the Foreign Service Act (RA No. 7157), the PNP Act (RA No. 8551), the BFP or BJMP Act (RA No. 9263, as amended by RA No. 9592), and the Local Government Code of 1991 (RA No. 7160), shall prevail. However, in instances when any of the education, training, experience, or civil service eligibility requirement is not provided under the law, the lacking requirement/s shall be proposed and submitted by the agency concerned to the CSC for approval.

For department head and assistant department head positions in LGUs, the following rules on QS shall apply:

- a. The QS for department head and assistant department head positions found in RA No. 7160, bearing the generic and parenthetical position titles, shall be those prescribed in the said law.⁹³**
- b. The higher QS for department head and assistant department head positions found in RA No. 7160, which were set by the LGUs and approved by the CSC, shall remain in force unless the agency opts to revert to the QS prescribed in the said law. In such case, the LGU shall request the CSC for adoption of QS prescribed under RA No. 7160 prior to the publication of a vacant position. A letter confirmation from the CSC shall be issued for records and reference purposes.⁹⁴**
- c. The QS for department head and assistant department head positions created under special laws, whether bearing specific or generic position titles [e.g., Provincial Government Department Head (Provincial Disaster Risk Reduction and Management Officer), City Government Department Head I (City Tourism Officer), Municipal Government Assistant Department Head (Municipal Disability Affairs Officer)] shall be those prescribed in the special laws. In case the special law does not provide a specific requirement (training, experience, etc.) for the position, the guidelines issued by the CSC — whether solely or jointly with other agencies — shall apply in so far as that QS requirement is concerned.⁹⁵**
- d. The QS for department head and assistant department head positions created by the local sanggunian through an Ordinance which are not included in RA No. 7160 or other special laws may be those approved by the CSC through a Resolution. LGUs may adopt the QS for department head and assistant department head positions which have been established and previously approved by the CSC without need for prior approval. However, a letter confirmation from the CSC shall be secured for records and**

⁹³ Refer to Appendices C-1, C-2, and C-3.

⁹⁴ Refer to Appendix D.

⁹⁵ Refer to Appendices E-1, E-2, and E-3.

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reference purposes.

The QS found in the CSC QS Manual may be used for department head and assistant department head positions by LGUs without a previously approved QS by the CSC or when RA No. 7160 or other special laws do not provide a QS therefor.⁹⁶

For department head and assistant department head positions with duties involving the practice of profession regulated by the Philippine Bar or Board or special laws, the appropriate education and eligibility requirements (Bar or Board) as provided in the law shall be complied with.

Sec. 36. Appointees to career service positions must meet the education, training, experience, eligibility, and competency requirements prescribed in the QS manual or CSC-approved agency QS for their positions at the time of the issuance of the appointment.

In no case shall substitution for deficiency in education, experience, training, or eligibility requirement be allowed except for circumstances provided in Sections 51 to 56 herein.

Sec. 37. QS for positions, which may include competencies (knowledge, skills, and attitudes), shall be established based on the set of duties and responsibilities indicated in the PDF, which the DBM or the GCG used in the classification and salary grade allocation of the position.

Sec. 38. Appointees to **fixed-term**, casual, contractual, and coterminous positions that are not primarily confidential in nature must meet the education, training, and experience requirements of the positions as proposed by the respective agency heads and approved by the CSC. Pending the submission and approval of the agency QS, the qualification requirements provided under the CSC QS Manual shall be used as bases in the attestation of these non-career appointments.

Eligibility is not required for appointment to **fixed-term**, casual, contractual, and coterminous positions but preference should be given to a civil service eligible. However, if the duties of the position involve the practice of a profession regulated by the Philippine Bar or Board or special laws, and/or require licenses such as those required for positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, the corresponding professional license and/or certificate of registration shall be required.

Sec. 39. Appointees to primarily confidential or personal staff positions are exempt from the qualification requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar or Board laws and/or require licenses such as those required for positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, and those specifically required by a special law, such as the positions of Provincial/City/Municipal Administrator, Information Officer, and Legal

⁹⁶ Refer to Appendices F-1 and F-2.

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Officer required under specific provisions of the RA No. 7160 to have “first grade civil service eligibility” or its equivalent and RA No. 1080 (Bar) eligibility, respectively.

Sec. 40. Incumbents of positions under permanent status who are reappointed to the same or comparable positions⁹⁷ during reorganization, recategorization, or other similar events are considered as having met the QS for the position.

Sec. 41. In determining the QS for division chief and executive or managerial positions, the relevant education, experience, training, eligibility, and leadership competencies **based on the approved set of duties and responsibilities indicated in the PDF** shall be the primary considerations.

Sec. 42. An agency which requests approval of QS for particular position/s shall **submit the following requirements in electronic copies to the CSC Central Office (CO) thru official electronic mail:**

- a. Endorsement letter by the Agency Head or authorized representative;
- b. Organizational and Functional Chart of the Office or unit where the position/s belong/s as approved by the DBM or GCG or Sanggunian;
- c. Plantilla of Positions or Staffing Pattern approved by the DBM or GCG or Sanggunian;
- d. Statement of duties and responsibilities of the position indicated in the PDF certified by the Agency HRMO;
- e. If the position is newly created:
 - i. Letter of approval by the DBM for NGAs, SUCs, and GOCCs under DBM's jurisdiction; or
 - ii. Board Resolution and Memorandum Order by the GCG for GOCCs with original charters covered by RA No. 10149; or
 - iii. Sanggunian Ordinance approving the creation of position for LGUs; and
- f. Proposed QS.

Part II. On Education

Sec. 43. Education refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the PDF (DBM-CSC Form No. 1, Revised 2017)⁹⁸ of the position to be filled.

⁹⁷ Item 1 of CSC MC No. 3, s. 2014 dated 06 February 2014 clarified that “Comparable position is determined based not solely on salary grade but also on the duties and responsibilities of the positions and level of position in the organizational structure or plantilla of the agency. Positions may be considered to be comparable if they belong to the same occupational grouping and the duties and responsibilities of the positions are similar and/or related to each other.”

⁹⁸ Refer to Annex A.



Sec. 44. Certificates of completion of non-formal education issued by the DepEd shall be considered valid documents for appointment to positions requiring completion of elementary or high school education; provided, that the other requirements of the positions are met.

Sec. 45. For one to meet the two years studies in college requirement in the QS Manual, one must have earned from a CHED-recognized institution at least 72 academic units leading to a degree or has completed a relevant two-year collegiate or technical course.

Sec. 46. Certificates issued by the schools deputized by the CHED showing completion of a bachelor's degree under the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)⁹⁹ shall be considered valid documents for meeting the education requirement for positions requiring completion of a bachelor's degree.

Sec. 47. Certifications issued by the schools deputized by the CHED showing completion of at least 72 academic units leading to a degree under the ETEEAP shall be considered valid documents for meeting the education requirement for positions requiring completion of two (2) years studies in college.

Sec. 48. A certification issued by the CHED that a one-year diploma post-graduate course acquired from foreign or local institutions is equivalent to a master's degree shall be considered appropriate for meeting the education requirement for appointment to division chief and executive/managerial position.

Sec. 49. A certification issued by the CHED that a degree obtained from foreign schools is equivalent to a bachelor's or master's degree shall be considered a valid document for meeting the education requirement for positions requiring completion of a bachelor's or master's degree, respectively.

Sec. 50. To meet the relevant bachelor's degree requirement for the position, the appointee must have completed from a CHED-recognized college or university a bachelor's degree whose curriculum either includes, or is supplemented by, twelve (12) academic units of the subject or course obtained either in a bachelor's or master's degree, which will enable the candidate to successfully perform the duties and responsibilities of the position to be filled in the PDF.

For education requirement which does not indicate the specific bachelor's degree program, the relevancy of the degree program will be based on the set of duties and responsibilities as shown in the PDF of the position.

To meet the specific bachelor's degree requirement for the position, the allied courses shall be those indicated in the corresponding CHED Memorandum Order prescribing the policies, standards, and guidelines for the specified bachelor's degree program.

⁹⁹ Executive Order No. 330 dated 10 May 1996.

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In cases of amendment of QS, the bachelor's degree of incumbent employees, which is deemed relevant to their respective positions and is aligned with those within the same occupational service prior to the amendment of the QS, shall be considered appropriate for the subject positions except in cases where the responsibilities of the positions involve the practice of a profession regulated by bar or board laws.

Sec. 51. A graduate of the relevant master's degree or Certificate in Leadership and Management (C-Pro) from the CSC shall be considered to have met the master's degree requirement for purposes of meeting the relevant education requirement for division chief and executive or managerial positions **except in the LGUs as provided in RA No. 7160.**¹⁰⁰

Sec. 52. Completion of the degrees of Bachelor of Laws or Juris Doctor and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to division chief and executive or managerial positions or other positions requiring a master's degree, the duties of which do not involve practice of profession covered by bar or board laws.

Sec. 53. RA No. 1080 eligibles shall be exempt from the master's degree requirement when seeking appointment to division chief and executive or managerial positions, **provided that their licensed profession is directly relevant to the duties and responsibilities of the position.**

To determine whether the duties and responsibilities of a position involve the practice of a profession or belong to the same occupational group or functionally related positions, the PDF, professionalization law, and the DBM IOS shall serve as references. The duties and responsibilities of the position as indicated in the PDF should be covered by the scope of practice as provided in the professionalization law as well as in the description of the occupational service and group to which the position belongs.

In cases where the position's duties and functions are multidisciplinary in nature, the preceding paragraph shall not apply.

Illustrative Examples:

- a. ***A licensed civil engineer shall be exempt from the master's degree for a division chief position directly responsible for overseeing civil engineering projects and programs as indicated in the PDF such as conduct of daily site inspection based on the approved plans and specifications with the standard construction guidelines, among others.***

¹⁰⁰ Article II (The Treasurer), Article III (The Assessor), Article IV (The Accountant), Article V (The Budget Officer), Article VI (The Planning and Development Coordinator), Article VII (The Engineer), Article VIII (The Health Officer), Article IX (The Civil Registrar), Article X (The Administrator), Article XI (The Legal Officer), Article XII (The Agriculturist), Article XIII (The Social Welfare and Development Officer), Article XIV (The Environment and Natural Resources Officer), Article XV (The Architect), Article XVI (The Information Officer), Article XVII (The Cooperatives Officer), Article XVIII (The Population Officer), Article XIX (The Veterinarian), and Article XX (The General Services Officer).

- b. A licensed mechanical engineer shall be required a master's degree for a division chief position in the General Services Division which is in-charge of supply and property management and transportation services as shown in the PDF.***
- c. A licensed certified public accountant (CPA) shall be required a master's degree for a division chief position in the Financial and Administrative Division with multidisciplinary functions that include personnel administration, accounting services, and general services.***

Sec. 54. Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall likewise be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.

Sec. 55. Those who have been allowed to register and are issued certificate of registration or valid professional license of a specific board law shall be considered as having met the educational requirements for appointments to positions covered by the corresponding board law or other functionally related positions that do not involve the practice of other professions covered by bar or board laws.

Sec. 56. Those who were allowed to take and passed the Qualifying Career Service Professional and Subprofessional examinations on or before 29 November 1992 shall be considered as having met the education requirement for appointment to corresponding level of position not covered by bar or board laws.

Part III. On Experience

Sec. 57. Experience refers to the **skills and knowledge gained or acquired by an individual in** previous or current employment in either the government or private sector, whether full-time or part-time, which would enable him or her to perform the duties of the position to be filled as provided in the PDF. **In evaluating full-time and part-time work experience, the actual work hours rendered per week should be, as far as practicable, considered. Experience must be relevant and material to the duties and functions of the position.**

- a. Relevant experience – refers to appropriate knowledge or skill acquired from previous or current employment which has significant closeness and functional relationship with the duties attached to the position to be filled, as certified by the HRMO, immediate supervisor, or authorized officials of the previous or current employer. Alternatively, the proof of relevant experience may include work samples or signed performance evaluations of the individual, among others.**
- b. Specialized experience - refers to a distinct line of knowledge or skill which is specifically required of the position.**

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- c. **Managerial experience** - refers to knowledge or skills involving leadership, functional guidance, and supervision over people, resource, and/or policy, and exercising functions such as planning, organizing, directing, coordinating, controlling, and overseeing the activities of an organization, a unit thereof, or of a group.

Sec. 58. Relevant or **specialized** experience acquired through a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement may be considered for meeting the experience requirement.

Sec. 59. Relevant or **specialized** experience acquired through volunteer work, on full time basis, as certified by the HRMO or authorized officials of the agency or organization where the experience was acquired, may be considered for meeting the experience requirement.

Sec. 60. Experience in first level positions may be considered for meeting the experience requirement of second level positions when acquired in the same occupational group or functionally-related positions.

Sec. 61. Relevant or **specialized** experience acquired through a designation, covered by an Office or Memorandum Order, **compliant with Section 13 (c) hereof**, may be considered for meeting the experience requirement.

Part IV. On Training

Sec. 62. Training refers to formal or non-formal training courses and Human Resource Development (HRD) interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan or Career Development Plan. These trainings or learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan or Coaching and Mentoring Program approved by the agency head, and certificates issued by the HRMO or authorized official from the government or private sector.

Sec. 63. Continuous learning and development shall be espoused by the CSC. Agency heads shall ensure that each employee undergoes at least one (1) planned HRD intervention during the year.¹⁰¹ A minimum of forty (40) hours supervisory or management training or learning and development intervention per year based on the Learning and Development Plan of the agency should be provided by the agency to incumbents of supervisory and managerial positions.

Sec. 64. Training may be acquired from any of the following institutions:

- a. Any CSC-accredited learning and development institution;¹⁰²
- b. Government training institutions;

¹⁰¹ Item (e), Section 7, Rule VIII, Omnibus Rules Implementing Book V of Executive Order No. 292.

¹⁰² List of CSC accredited training institutions which offer HROD and/or Leadership programs is posted at the CSC website.

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- c. Non-accredited private training institutions offering trainings of highly technical or specialized nature;
- d. Local training institutions that are internationally acclaimed for meeting global standards of excellence in training;
- e. Institutions recognized by the CHED as Center of Excellence (COE) or Development (COD);
- f. Foreign institutions that offer training for scholarship purposes or for personal advancement of participants; or
- g. Other institutions that partner with the CSC in building capabilities of civil servants.

Sec. 65. Training acquired from any of the aforementioned institutions must be relevant to the position to be filled and aligned with the strategy map or development goal of the institution or organization.

Sec. 66. Agency-initiated training or learning and development intervention shall be considered for purposes of meeting the training requirement of positions.

Attendance at annual agency planning sessions or workshops or conferences as a requirement for operations and/or services rendered as facilitator or resource person in seminars or workshops or trainings shall not be considered for the purpose of meeting the training requirements.

In order for the CSC ROs and/or FOs to be guided in assessing the in-house trainings attended by appointees, agencies are highly encouraged to specify in the certificates whether the same is classified as foundation courses, technical and/or specialized, general, supervisory, or leadership or managerial. The CSC RO or FO, however, is not precluded from reclassifying the training based on the course outline required to be submitted by the training facility.

Sec. 67. The training or learning and development interventions required for division chief and comparable positions shall be 40 hours of supervisory or management learning and development intervention/s.¹⁰³

Sec. 68. The training required for executive/managerial positions in the second level that do not involve practice of profession or do not belong to the same occupational group where practice of profession is required or preferred shall be 120 hours of supervisory or management learning and development intervention/s.¹⁰⁴

Management training includes courses, workshops, seminars, and other learning and development interventions that develop and/or enhance knowledge, skills, and attitude to enable successful performance of management functions such as planning, organizing, directing, controlling, coordinating, and overseeing the activities of an organization, a unit thereof, or a group. It is intended to develop or

¹⁰³ CSC MC No. 19, s. 2019, re: Revised Policies on Training or Learning and Development for Division Chief and Executive or Managerial Positions in Government.

¹⁰⁴ *Ibid.*

enhance leadership competencies¹⁰⁵ to prepare managers for managing people and work.

The five (5)-year recency requirement on training for division chief and executive/managerial positions is dispensed with. This shall be applied retroactively from 2 September 2019 to all pending cases on appointments to division chiefs or executive/managerial positions which were disapproved or invalidated on the basis of not meeting the required training of the positions due to the five (5)-year recency requirement on training.

Sec. 69. For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, continuing education in their professions is essential. Thus, the Mandatory Continuing Legal Education (MCLE) for Bar passers, the Continuing Professional Education or Development (CPE or CPD) for licensed professionals, or trainings relevant to practice of profession must constitute at least 40 hours of technical training, while management trainings or learning and development interventions must be at least 80 hours.¹⁰⁶

Illustrative Examples:

a) Director IV (SG-28) of Office for Legal Affairs

Training Requirement: at least 40 hours of MCLE and at least 80 hours of management training

b) Director III (SG-27) of Accounting Department

Training Requirement: at least 40 hours of CPE for Accountants or technical training on Accountancy and at least 80 hours of management training or learning and development interventions

Sec. 70. Executive/managerial positions in the second level with duties and responsibilities which are highly-specialized in nature as shown in their PDF or JD require trainings which are highly technical and/or highly-specialized. They must therefore possess at least 80 hours of technical training and at least 40 hours of management training or learning and development interventions.¹⁰⁷

Illustrative Examples:

a. Director III (Chief Information Technology Officer) (SG-27)

Training Requirement: at least 80 hours training in systems development life cycles, i.e., CMMI and ITIL standards, IT Resources Management Administration and other

¹⁰⁵ Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High Performing Organization.

¹⁰⁶ CSC MC No. 19, s. 2019, re: Revised Policies on Training or Learning and Development for Division Chief and Executive or Managerial Positions in Government.

¹⁰⁷ *Ibid.*



related information and telecommunications training, and at least 40 hours of relevant supervisory or managerial training or learning and development intervention.

b. Department Manager III for Media Affairs Department (4NM)

Training Requirement: at least 80 hours of technical training relevant to mass communication and at least 40 hours of relevant supervisory or managerial training or learning and development intervention

Sec. 71. Agencies shall adopt the provisions of Sections 69 and 70 to executive/managerial positions in the second level with duties and responsibilities involving practice of profession or which belong to the same occupational group where practice of profession is required or preferred or those considered highly-specialized in nature, without the need for approval by the CSC.

Part V. On Eligibility

Sec. 72. Eligibility refers to the result of passing a merit and fitness test which may be determined as far as practicable by **appropriate** examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the CSC, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the PRC-conducted board examinations, the SC-conducted bar examinations, or the CESB-conducted CES examinations.

Sec. 73. First level eligibilities are appropriate for appointment to positions in the first level. They do not **satisfy the requirements of positions governed** by bar or board or special laws, and other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

Sec. 74. Second level eligibilities are appropriate for appointment to positions in the second and first level. They do not **satisfy the requirements of positions governed** by bar or board or special laws, and other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

Sec. 75. The appropriate RA No. 1080 eligibilities shall be required for positions the duties of which involve the practice of their corresponding licensed profession.

Sec. 76. Eligibilities resulting from passing the bar or board examinations which require completion of at least a bachelor's degree shall be considered appropriate to first and second level positions not covered by bar or board or special laws and/or those that require other special eligibilities as may be

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determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

Illustrative Examples:

- ***RA No. 1080 (CPA) eligibility shall be appropriate for appointment to Accountant positions or other first and second level positions not covered by board laws or that do not require other licenses.***
- ***RA No. 1080 (Social Worker) eligibility shall be appropriate for appointment to Social Worker positions or other first and second level positions not covered by board laws or that do not require other licenses.***
- ***RA No. 1080 (Professional Teacher) eligibility shall be appropriate for appointment to Teacher positions or other first and second level positions not covered by board laws or that do not require other licenses.***

Sec. 77. Eligibilities resulting from passing the board examinations which require completion of less than a bachelor's degree shall be considered appropriate for appointments to first level positions not covered by board or special laws and/or those that require other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

Illustrative Examples:

- ***RA No. 1080 (Certified Plant Mechanic) eligibility shall be appropriate for appointment to Engineering Assistant positions with duties related to mechanical engineering.***
- ***RA No. 1080 (Dental Hygienist) eligibility shall be appropriate for appointment to Human Resource Management Assistant positions but not to Medical Laboratory Technician positions, which are covered by another board law.***

Sec. 78. Eligibilities resulting from passing the specialized examinations conducted by the CSC, or by departments or agencies with the assistance of or in coordination with the CSC, shall be applicable only to the positions for which the specific examinations have been given, to other functionally related positions, and to other positions as may be determined by the CSC.

Illustrative Examples:

- a. ***The Firefighter eligibility issued based on CSC Resolution No. 143, s. 1975, as amended by CSC Resolution No. 707, s. 1977, shall be appropriate for appointment to Firefighter positions found in any government agency.***

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- b. The Fire Officer Eligibility (FOE), granted by the CSC for passing its specialized examination, shall be considered as a second level eligibility appropriate for appointment to second level ranks in the fire protection service and to other functionally related positions like the Fire Marshall position.***
- c. The Police Officer Eligibility (POE) resulting from passing the Police Officer examination conducted by the CSC on 5 July 1998 until 20 May 2001 shall be appropriate for appointment to non-uniformed positions in the PNP and to other first and second level positions in the government not covered by special laws provided that appointees thereto meet the other requirements of the position.¹⁰⁸***

Sec. 79. Eligibilities granted after one year of Very Satisfactory actual work performance under temporary status for positions listed under Category II of CSC MC No. 11, s. 1996, as amended, shall only be appropriate for appointment to highly skilled positions within the same occupational group or functionally-related positions.

Sec. 80. The following rules shall apply to re-categorized skilled positions:¹⁰⁹

- a. Incumbents of re-categorized skilled positions under permanent status, who possess higher eligibilities, such as PRC professional license, which are relevant or functionally related to the skilled positions, shall be considered to have met the eligibility requirement for the said positions.**
- b. Incumbents of re-categorized skilled positions under permanent status, who possess Career Service Professional or Subprofessional eligibility instead of the required skills eligibility, shall be considered to have met the eligibility requirement for the skilled positions.**
- c. Incumbents of skilled positions appointed under permanent status at the time of re-categorization shall be considered as having met the new QS for the position.**
- d. The new QS of the re-categorized skilled positions shall apply to subsequent appointees if the skilled positions are vacant at the time of re-categorization.¹¹⁰**

Eligibilities issued under Category I (SCEP) of CSC MC No. 11, s. 1996, as amended, shall continue to be appropriate for permanent appointment to corresponding positions re-categorized under Category II and other functionally-related positions without undergoing one (1) year employment under temporary status, provided the other requirements are met.

¹⁰⁸ CSC MC No. 16, s. 2000 dated 11 July 2000 re: Appropriateness of the Police Officer Eligibility for Appointment to First and Second Level Positions.

¹⁰⁹ CSC MC No. 06, s. 2020 dated 04 March 2020 re: Policies on Qualification Standards for Re-categorized Skilled Positions.

¹¹⁰ Effectivity date of CSC MC No. 10, s. 2013, is 16 April 2013.

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Sec. 81. Licenses issued by authorized government agencies shall be required for appointment to positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

Sec. 82. Passing the NAPOLCOM examinations shall be considered as an eligibility appropriate only for appointment to uniformed personnel positions in the PNP, unless otherwise provided by law.

Sec. 83. Passing the 13th Shari'a Bar Examinations held in January 2014 and the Shari'a Bar Examinations conducted thereafter shall be considered as an eligibility appropriate for appointment to first and second level positions, except for positions covered by bar or board or special laws and/or those that require other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.¹¹¹

Passing the Shari'a Bar Examinations held prior to the 13th Shari'a Bar Examinations shall be considered as appropriate for appointment to first level positions, except for positions covered by board or special laws and/or those that require other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.¹¹²

For purposes of appointment, passers of the Shari'a Bar Examinations shall be required to submit an authenticated copy of their Certificate of Membership in the Shari'a Bar issued by the Supreme Court.

RULE IX

AGENCY MERIT SELECTION PLAN AND

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

Sec. 84. The Merit Selection Plan (MSP) shall cover positions in the first and second level and shall include original, **promotion, and other nature of appointments**, and other related human resource actions.

Sec. 85. There shall be equal opportunity and non-discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation, provided they meet the minimum requirements of the position in accordance with the merit and fitness principle.

Sec. 86. Each agency may constitute two (2) HRMPSBs – one for the first and second level positions and another for second level executive/managerial positions.

¹¹¹ Supreme Court Bar Matter (BM) No. 2409 dated 29 November 2011 on the approved Proposal to Amend the 20 September 1983 Supreme Court *En Banc* Resolution to Disqualify Graduates of Islamic Secondary Schools from Qualifying to Take the Shari'a Bar Examinations.

¹¹² *Ibid.*



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An agency may establish special HRMPSB for specialized and highly technical positions or different sets of HRMPSB for its own purpose, but the same should be provided in the Agency MSP to be submitted to the CSC RO concerned for approval.

Sec. 87. The HRMPSB shall assist the appointing officer or authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MSP. **As such, the HRMPSB shall perform the following functions and responsibilities:**

- a. Follow strictly the process on the selection of candidates for appointment in the government service;
- b. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority or officer will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report shall not only specify whether the candidates meet the QS of the position but also include observations and comments on the candidate's competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidates' preference of assignment, if applicable, should be mentioned in the report;
- c. Ensure that all deliberations are properly documented and maintained for inspection and audit by the CSC; and
- d. Provide information about the individual rating of the applicant upon written request.

Sec. 88. The appointing officer or authority shall be guided by the report of the HRMPSB's assessment of candidates. **The HRMPSB shall provide a list of candidates including the top five (5) candidates deemed most qualified for appointment. However, the appointing authority is not precluded from choosing other qualified candidates not included in the top five (5) based on the former's sound discretion.**

Sec. 89. The appointing officer or authority may appoint an applicant, who is ranked higher than those occupying positions deemed next-in-rank to the vacant position to be filled, based on the assessment of qualifications or competence evidenced by the comparative ranking.

Sec. 90. The HRMPSB shall be composed of the following:

MEMBERS OF THE BOARD	FIRST and SECOND LEVEL POSITIONS		EXECUTIVE/MANAGERIAL POSITIONS	
	NGAs or SUCs or GOCCs	LGUs	NGAs or SUCs or GOCCs	LGUs
Chairperson	a. Highest official in-charge of human resource management or his or	a.1. The LCE, or his or her authorized representative;	a. Undersecretary or Vice-President or its equivalent, or his or	a.1 The LCE, or his or her authorized representative;

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	her authorized representative	a.2. Vice Governor or Vice Mayor or his or her authorized representative, if the vacant position is in his or her Office or in the Office of the Sanggunian	her authorized representative	a.2 Vice Governor or Vice Mayor or his or her authorized representative, if the vacant position is in his or her Office or in the Office of the Sanggunian
Members	b. Head of organizational unit where vacancy exists, or his or her designated alternate	b. Head of organizational unit where vacancy exists, or his or her designated alternate	b. Assistant Secretary or its equivalent, or his or her authorized representative or designated alternate	b. Two (2) Department Heads, one of which is preferably the HRM Department Head or equivalent or their designated alternates
	c. HRMO or the career service employee directly responsible for recruitment, selection and placement, or his or her designated alternate	c. HRMO or the career service employee directly responsible for recruitment, selection and placement, or his or her designated alternate	c. Director for Administration or his or her authorized representative or designated alternate	
	d. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency	d. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency		

The highest official in-charge of the human resource management shall be the official directly supervising the human resource management of the agency, e.g., Assistant Secretary or Director for Administration or Human Resource for NGAs.

The HRMO is the officer or official in-charge of the recruitment, selection, and placement.

In case there is no accredited employees' association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

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The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years.

The agency head shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSC RO and CSC FO should be furnished with a copy of the Office Order.

For LGUs, the HRMPSB members shall be determined through a Resolution of the sanggunian concerned pursuant to Section 80 (c) of RA No. 7160. A copy of said Sanggunian Resolution together with a copy of the Order issued by the LCE shall be submitted to the CSC RO or CSC FO concerned for records and reference purposes.

Sec. 91. The agency head shall, as far as practicable, ensure equal opportunity for **all individuals, regardless of gender**, to be represented in the HRMPSB for all levels of positions.

Sec. 92. The membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced. The HRMPSB members must be duly designated and their names posted in the agency bulletin board. Any change in the composition of the HRMPSB should be reported to the CSC RO or FO concerned.

For LGUs, the same composition should be followed. In no instance should the HRMPSB be composed entirely of the members of the local Sanggunian.

Sec. 93. The HRM Office or Unit shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze the results of structured background investigation for second level, supervisory, and executive/managerial positions.

The HRMO, as member of the HRMPSB, shall not act as secretariat to the HRMPSB. For agencies with only one appointed or designated HRMO, the agency head shall designate an employee from other units to act as the secretariat.

Sec. 94. The HRMPSB members including alternate representatives shall undergo orientation and workshop on the agency selection or promotion process and CSC policies on appointments.

Sec. 95. The HRMPSB shall be represented by at least the majority of its members as provided in Sections 90 or 92 herein, as applicable during the deliberation of candidates for appointment.¹¹³

¹¹³ Ex officio members of the HRMPSB shall be considered in determining the quorum and shall have voting rights consistent with the rules governing the constitution of the HRMPSB of the agency concerned.

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Sec. 96. In no case shall an appointment to career position be issued to a candidate who has not undergone deliberation and screening by the HRMPSB unless exempt by law or as determined by the CSC.

The HRMPSB deliberation may commence only after the lapse of ten (10) calendar days for NGAs, GOCCs with original charters, and SUCs (for their administrative and support staff), or fifteen (15) calendar days for LGUs, from the starting date of posting and publication of vacant positions, provided that the screening of all qualified applicants based on the CSC-approved agency MSP shall have been completed. An appointment issued in violation of these rules shall be disapproved or invalidated.

Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:

- a. Substitute appointment due to its short duration and emergency nature;
- b. Appointment of faculty members and academic staff of SUCs and LUCs who belong to the closed career service;¹¹⁴
- c. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his or her performance rating is at least Very Satisfactory for two (2) rating periods;
- d. Appointments to casual, contractual, coterminous, and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292; and
- e. **Special promotions based on awards and/or acts of conspicuous courage and gallantry under special laws and relevant CSC resolutions.**

Sec. 97. An employee should have obtained at least Very Satisfactory performance rating in the **last rating period available** prior to the assessment or screening for promotion or transfer.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

¹¹⁴ The Merit System for Faculty Members of SUCs and LUCs, duly approved by their respective Governing Board and submitted to the CSC Regional Office concerned, shall provide the procedure for recruitment, selection, and appointment for faculty positions. The SUC or LUC shall create a Faculty Selection Board pursuant to CSC MC No. 19, s. 2005.

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Sec. 98. Agencies shall not fill up vacancies resulting from promotion until the promotional appointments have been approved or validated by the CSC, except in the following cases:

- a. Agencies are conferred with PRIME-HRM Bronze or Silver or Gold award;**
- b. The positions to be filled are involved in providing essential services in times of state of calamities, disasters, pandemic, and other similar occurrences, as declared by proper authorities provided that the recruitment, selection, and placement processes pursuant to their CSC-approved Agency MSP and internal guidelines are complied with; and**
- c. Meritorious cases, as may be authorized by the CSC.**

Sec. 99. To facilitate review and evaluation of appointments, all agencies are required to submit their System of Ranking Positions (SRP) to the CSC ROs or FOs for the determination of the hierarchy of positions and staffing pattern in the agency and for reference purposes.

Sec. 100. An employee may be promoted to a position that is within three (3) salary grades, pay, or job grades higher than the employee's present position.

All promotional appointments beyond the three-(3) salary grade limitation shall be disapproved or invalidated, except when such appointment falls within the purview of any of the following instances:

- a. The position occupied by the person is next-in-rank to the vacant position as identified in the MSP and the SRP of the agency, taking into consideration the following:**
 - i. Organizational Structure: The vacant position is the immediate higher rank within the employee's department.**
 - ii. Classification and Functional Relationship of Positions: The vacant position involves similar duties and responsibilities, with increased complexity or leadership responsibilities that align with the progression in the employee's career.**
 - iii. Geographical Location: The duties and responsibilities of the position align with the agency's geographical considerations.**
- b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.**
- c. The vacant position is difficult to fill, such as Accountant, Medical Officer or Specialist, Attorney, or Information Technology Officer or Computer Programmer positions.**

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- d. The vacant position is unique and/or highly specialized, such as Actuarial or Airways Communicator positions.
- e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
 - i. Educational achievements
 - ii. Highly specialized trainings
 - iii. Relevant work experience
 - iv. Consistent high performance rating or ranking
- f. The vacant position belongs to the closed career system, i.e., those that are scientific or highly technical in nature, including the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.
- g. Other meritorious cases, such as:
 - when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
 - when the next-in-rank position, as identified in the agency SRP, is vacant
 - when the next-in-rank employee/s is or are not qualified
 - when the qualified next-in-rank employees did not apply

Such meritorious cases shall be evaluated by the HRMPSB to ensure unbiased decision-making.

Agencies shall submit a written justification in relation to any of the above-mentioned exceptions together with the promotional appointment paper. Otherwise, the accountable officer shall be held administratively liable for neglect of duty.

Sec. 101. The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:

- a. Transfer incidental to promotion provided that the appointee was subjected to deep selection and the transfer is consistent with the agency's workforce planning
- b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
- c. Reappointment from career to non-career position
- d. Reemployment
- e. Reclassification of position

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Sec. 102. All government agencies shall submit their Agency MSP to the CSC RO concerned, which shall take effect immediately upon its approval. All subsequent amendments shall take effect immediately upon approval by the CSC RO concerned.

Failure to submit the Agency MSP or its subsequent amendments may result in disciplinary action against the official or employee responsible for the non-submission thereof.¹¹⁵

Sec. 103. The Agency MSP signed by the head of the agency shall be considered as a valid contract binding among the head of agency, the employees, and the CSC. As such, non-compliance by the agency with the policies and procedures provided therein shall be considered as a ground for disapproval or invalidation of appointment. The same can be a ground for administrative disciplinary action against the official or employee who caused the violation.

RULE X CERTAIN MODES OF SEPARATION - DOCUMENTS REQUIRED FOR RECORD PURPOSES

Sec. 104. Resignation. Resignation is an act of an official or employee by which he or she voluntarily relinquishes in writing his or her position effective on a specific date which shall not be less than thirty (30) days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing officer or authority. To constitute a complete and operative resignation of an official or employee, there must be a written intention to relinquish the office, the acceptance by the appointing officer or authority, and a written notice of such acceptance duly served to the official or employee concerned.¹¹⁶

Resignation shall be governed by the following rules:

- a. An official or employee is deemed to have tendered his or her resignation upon receipt by the appointing officer or authority of the former's written resignation.
- b. Pending receipt by the official or employee of the action taken by the appointing officer or authority on the resignation, the official or employee shall remain in office and retain all the powers, duties, and responsibilities appurtenant thereto.
- c. The appointing officer or authority shall act on the notice of resignation within 30 days from receipt thereof. In case the resignation of the official or employee remains unacted upon for 30 days from receipt of the formal letter of resignation by the appointing officer or authority, it shall be deemed complete and operative on the specified date of effectivity or 30 days from submission thereof, in cases where the effectivity date is not specified. It is understood, however, that the required clearance from money, property,

¹¹⁵ CSC Resolution No. 1701077 dated 03 July 2017, re: 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS).

¹¹⁶ DTI vs. Singun, GR No. 149356, 14 March 2008.

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and work-related accountabilities shall be secured by the official or employee before or immediately after the date of effectivity of resignation.

- d. In the interest of service, however, the appointing officer or authority may set a date of effectivity of the resignation, which shall, in no case, be earlier than the date specified in the letter of resignation or 30 days from submission thereof.
- e. The acceptance of resignation is mandatory. The appointing officer or authority may suspend the effectivity date of resignation despite its initial written notice of acceptance due to any of the following reasons:
 - i. When the country is at war or when any other national or local emergency has been declared by the appropriate authority; and
 - ii. When it is necessary to prevent loss of life or property or in case of imminent danger to public safety due to an actual or impending emergency caused by serious accidents, fire, flood, typhoon, earthquake, epidemic, or other disaster or calamity.

A resignation previously suspended due to any of the abovementioned reasons shall nonetheless be effective 30 days after the circumstances causing the previous suspension have ceased as certified by the appropriate authority or the appointing officer or authority.

- f. If the last day of the period given to the appointing officer or authority to act and furnish copy of the written action on the tendered resignation falls on a holiday or non-working day, copy of the written action shall be furnished the official or employee concerned on the next working day immediately following a holiday or non-working day.
- g. Until the resignation is accepted, the tender of resignation is revocable. The official or employee concerned may withdraw the tender of resignation any time prior to receipt of the notice of acceptance of the resignation from the appointing officer or authority or before the lapse of the 30-day period given for the latter to act on the resignation, whichever comes first.
- h. Once the resignation is deemed complete and operative, the withdrawal thereof shall not automatically restore the employee to his or her former position.
- i. The following documents shall be submitted to the CSC FO concerned within thirty (30) calendar days from the date of the effectivity of the resignation, for record purposes:
 - 1. the voluntary written notice of the employee informing the appointing officer or authority that he or she is relinquishing his or her position and the effectivity date of said resignation;

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2. the acceptance of resignation in writing by the agency head or appointing officer or authority which shall indicate the date of effectivity of the resignation; and
 3. the proof of notice of the acceptance of resignation to the employee.
- j. **Except when provided by law, a resignation may not be denied on account of the pendency of a case/s against the resigning employee.**

Sec. 105. Dismissal. Dismissal is the termination or the act of being discharged from employment or service for cause. It is the definite severance of an officer or employee from government service made by the agency or office, the CSC, the Office of the Ombudsman, or regular courts.

For record purposes, the agency HRMO shall submit a Report on Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR), together with a certified true copy of the decision rendered where the penalty of dismissal was imposed which has become **executory**, to the CSC FO concerned within thirty (30) calendar days from the date of such decision. **The agency HRMO shall likewise notify the CSC in writing of an executory decision on appeal which reverses, removes, or nullifies the penalty of dismissal. The CSC CO shall remove the name of the employee from the DIBAR within fifteen (15) days from receipt of the notice.**

Sec. 106. Other Modes. For other modes of separation such as dropping from the rolls, termination or expiration of temporary, coterminous, contractual, or casual appointment, retirement, or death, a copy of the order of dropping from the rolls or notice of separation signed by the appointing officer or authority stating the date of such separation, or the death certificate shall be submitted by the HRMO to the CSC FO concerned within thirty (30) calendar days from the date of the effectivity of the dropping from the rolls, date of separation, or death for record purposes.

RULE XI

DISAPPROVAL or INVALIDATION AND RECALL OF APPROVAL or VALIDATION OF APPOINTMENTS

Sec. 107. An appointment shall be disapproved or invalidated due to any of the following grounds:

- a. **Temporary appointment issued to a person who meets all the qualification requirements of the position except appointees to Medical Officer or Specialist positions undergoing residency or fellowship training. (Sec. 9.b.7)**
- b. **An appointment to a position issued without a QS approved or confirmed by the CSC. (Sec. 34)**
- c. **The appointee does not meet the QS for the position. (Sec. 36)**

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- d. **An appointment has been issued where the HRMPSB deliberation commenced before the required period of publication pursuant to RA Nos. 7041 and 7160 is complied with. (Sec. 96)**
- e. The appointment has been issued in violation of the CSC-approved MSP of the agency. **(Sec. 103)**
- f. **An appointment has been issued in favor of a relative of the appointing or recommending officer or authority, or of the chief of the bureau or office or of the person exercising immediate supervision over the appointee. (Sec. 126)**
- g. The appointee has been dismissed for cause as enumerated in the 2025 RACCS or any future amendment thereto or has been found guilty of a crime where perpetual or temporary disqualification from appointment is attached to the penalty thereof, unless an executive clemency has been granted. **(Sec. 128)**
- h. The contractual or casual appointment has been issued to fill a vacant position in the plantilla of personnel or the contractual or casual appointee performs the duties and responsibilities of the vacant position. **(Sec. 133)**
- i. The appointee has intentionally made a false statement of any material fact or has practiced or attempted to practice any deception or fraud in connection with his or her appointment.
- j. The appointment has been issued in violation of existing civil service laws, the Board or Bar laws, Local Government Code of 1991 (RA No. 7160), Publication Law (RA No. 7041), the Omnibus Election Code (BP Blg. 881, as amended), or other pertinent laws.
- k. The appointment has been submitted to the CSC RO or FO concerned with incomplete required documents, and the agency failed to submit the required documents within the prescribed period of fifteen (15) calendar days from receipt of CSC RO or FO notification **about the incomplete submission.**
- l. The temporary appointment to Medical Officer or Specialist position has been issued beyond the allowable residency period.¹¹⁷ **Certification stating the period of completion of residency shall be submitted with the temporary appointment.**

Extension beyond the residency period may be allowed by the concerned CSC RO subject to justification based on existing circumstances **such as ongoing critical medical projects or exigency of the service due to national health emergency.**

Sec. 108. When an appointment is disapproved or invalidated, the services of the appointee shall be terminated after fifteen (15) days from receipt of the letter or

¹¹⁷ PD No. 1424 (Hospital Residency Law), Further Amending RA No. 1243, as amended by RA No. 2251, otherwise known as the Hospital Residency Law.

decision disapproving or invalidating the appointment, unless a motion for reconsideration or appeal is seasonably filed.

In cases where the temporary appointment has been renewed or extended and the decision disapproving or invalidating the appointment is received during the period of the renewed or extended appointment, the appointee may only be considered a **de facto officer** for the entire period covered by the renewed or extended appointment, subject to the one (1)-year limitation of the temporary appointment or for the duration of the casual appointment, as applicable.

Services rendered by an appointee as a **de facto officer** shall be considered valid and binding with respect to the public and third parties who relied in good faith on such services.

Sec. 109. In order for the appointee to be considered as *de facto* officer, the following elements must concur:

- a. There must be a *de jure* office. – The position is under an existing and legally recognized division, office, organization, Plantilla of Position or Staffing Pattern.
- b. There must be color of right or general acquiescence by the public. – It must be derived from an election or appointment, however irregular or informal, so that the incumbent is not a mere volunteer. The appointee only assumed the duties and responsibilities of the position because he or she was issued his or her appointment paper.
- c. **There must be actual physical possession of the office.**¹¹⁸ – The appointee has the presumption that the appointment issued to him or her is compliant with civil service laws and rules.

Illustrative Example:

Agency A published a vacant Chief Administrative Officer position (de jure office) with an outdated QS. Employee A was issued an appointment to the said position (color of right) and assumed the duties and responsibilities thereof (actual physical possession of an office). However, the CSC FO disapproved the appointment for not meeting the new QS.

The period within which the appointee discharges the actual duties and responsibilities of the Chief Administrative Officer until the disapproval becomes final, as determined by the Commission, shall be credited as government service. The appointee is considered a de facto officer.

Sec. 110. The appointing authority or officer shall be personally liable for the payment of salaries of an appointee after the CSC has finally disapproved or

¹¹⁸ Requirement of possession of good faith has been removed pursuant to Arroyo vs. CA and Brito (GR No. 202860 dated 10 April 2019).

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invalidated the appointment issued in violation of law if bad faith¹¹⁹ can be attributed to the appointing authority or officer.

For purposes of this section, a "violation of law" shall include but is not limited to the following enumerated instances:

- a. Appointment of an individual who does not meet the minimum qualification standards for the position (Section 22 (1), Chapter V of EO 292)
- b. Appointment in violation of the nepotism rule (Section 59, Book V of EO 292)
- c. Appointment in excess of the authorized staffing pattern or budgetary allocation (Government Appropriations Act).

In making a determination of good faith and bad faith, the following factors, among others, shall be considered:

- **Dishonest Purpose:** Bad faith denotes a dishonest purpose, moral deviation, and a conscious commission of a wrong.
- **Breach of Duty:** It includes a breach of known duty through some motive or interest or ill will that partakes of the nature of fraud.
- **Question of Intention:** Bad faith is a question of intention, which can be inferred from one's conduct and/or contemporaneous statements.
- **Nature of Wrongdoing:** Bad faith does not simply connote bad judgment or negligence but imports a dishonest purpose or moral obliquity and conscious wrongdoing.

These factors shall be used to ascertain whether the appointing authority or officer acted with bad faith in issuing the appointment.

Sec. 111. If the appointment, regardless of the status, is disapproved or invalidated but subsequently appealed, the same is nevertheless considered effective until the disapproval or invalidation is affirmed by the CSC RO or the Commission. However, the pendency of the appeal on disapproved or invalidated temporary, contractual, and casual appointments shall not extend the period of effectivity thereof as provided for in the appointment forms.

In case an appointment is disapproved or invalidated on grounds that constitute a violation of pertinent laws as provided in Section 107(j) hereof but was subsequently appealed, the appointee may continue to render services during the pendency of the appeal. Services rendered during this period shall be considered government service upon grant of the appeal. For appeal on disapproved or invalidated appointments that do not constitute violation of laws, the services rendered by the appointee during the pendency of the appeal shall be considered government service.

¹¹⁹ The definition of Bad Faith is in the Glossary of Terms (Appendix A).



A Decision or Resolution of the CSC RO or the Commission on the appeal from the disapproval/invalidation of appointment shall become final and executory after fifteen (15) days from receipt thereof and no motion for reconsideration, appeal, or petition for review has been filed.¹²⁰

If an appeal on a disapproved or invalidated appointment is granted by the CSC RO or by the Commission, the dispositive portion of the CSC RO or Commission Resolution shall state that the actual services rendered by the appointee are deemed included in his or her service record. **To eliminate requests for accreditation of service falling under this provision, the dispositive portion of the CSC RO or Commission Resolution should state that the actual services rendered by the appointee are deemed included in his or her service record without the need to file a request for accreditation of service.**

Sec. 112. An employee whose promotional appointment (within the agency) is disapproved or invalidated shall be reverted to his or her former position.

The appointee (from outside the agency), who is issued an appointment by agencies exempt from Section 98 hereof to a vacant position resulting from issuance of a promotional appointment, shall be considered resigned from the date of finality of the disapproval or invalidation of the promotional appointment.

Sec. 113. All appointments issued after an election up to June 30 by an outgoing elective appointing officer or authority shall be disapproved or invalidated unless all the following requisites relative to their issuance are met:

- a. The appointee meets the approved minimum QS or QS required under special law, if any, for the position to which he or she was appointed;
- b. The appointee has undergone the HRMPSB screening prior to the election ban. In this case, the appointing officer or authority or agency shall submit the minutes of the HRMPSB meetings and the evaluation report of the applicants;
- c. There is an urgent need for the issuance of the appointment/s so as not to prejudice public service or endanger public safety; and
- d. Civil service laws, rules and regulations, and special laws, if any, on the issuance of appointments are followed.

To be valid, appointments issued in a holdover capacity shall be valid if, in addition to the above requirements, the following conditions are met:

- i. **The appointing officer or authority has a fixed term and continues to serve beyond such term until his or her successor is appointed/elected and has qualified; and**

¹²⁰ Sections 114 and 115, 2017 RACCS or any future amendment thereto.



- ii. **The appointment is made to avoid prejudice to public service, public safety, to fill a critical position, or to ensure the continuous and effective delivery of government service.**

Sec. 114. All appointments issued after a presidential election up to June 30 by an appointive appointing officer or authority coterminous with the President shall be disapproved or invalidated, unless all the requisites as provided in Section 113 hereof relative to their issuance are met.

The reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended, shall be exempt from the provision of this and the immediately preceding Section.

Sec. 115. The issuance of mass appointments of more than twenty (20) appointments may be allowed provided the conditions in Sections 113 and 114 hereof, as the case may be, are followed.

Sec. 116. If in the exigency of the service, the outgoing appointing officer or authority, whether elective or appointive, opts to reappoint temporary, casual, and/or contractual employees or appoint or reappoint substitute teachers, during reorganization, etc., after the elections or before June 30 of an election year, prior authority must be obtained from the concerned CSC RO; otherwise, such appointments shall be disapproved or invalidated.

Such authority shall be granted on the basis of a validated need to fill the positions immediately in order not to prejudice public service and/or endanger public safety.

Sec. 117. Notwithstanding the initial approval or validation of an appointment, the same may be recalled by the CSC on any of the following grounds:

- a. Non-compliance with the procedures or criteria provided in CSC-approved agency MSP;
- b. Failure to pass through the agency's HRMPSB; and
- c. Violation of existing civil service laws, rules, and regulations.

Only a qualified next-in-rank official or employee may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements.

A qualified next-in-rank employee shall have the right to appeal initially to the head of agency, then to the CSC RO, and then to the CSC CO.

A protest may be filed within fifteen (15) days from the announcement and/or posting of appointments subject of protest.

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RULE XII PROHIBITIONS

Sec. 118. No appointive official and employee shall hold any other office or employment in the government unless otherwise allowed by law or by the primary functions of his or her position.

Sec. 119. No elective official shall be eligible for appointment or designation in any capacity to any public office or position during his or her tenure.¹²¹

Sec. 120. No elective or appointive public officer or employee shall receive additional, double, or indirect compensation, unless specifically authorized by law, nor accept without the consent of Congress, any present, emolument, office, or title of any kind from any foreign government.

Pensions and gratuities shall not be considered as additional, double, or indirect compensation.

Sec. 121. A person who lost in an election, except Barangay election, shall not be eligible for appointment or reemployment to any office in the government or GOCC within one (1) year following such election.

Sec. 122. A person holding a public appointive office or position, including active members of the armed forces, shall be considered *ipso facto* resigned from his or her office upon filing of the certificate of candidacy. **The effective resignation of those covered by this Section shall not be affected by the subsequent withdrawal, denial or cancellation of the certificate of candidacy, or disqualification of the candidate.** He or she must vacate the same at the start of the day of the filing of the certificate of candidacy with the COMELEC. This prohibition extends to private citizens appointed as board members in public offices representing the private sector.

Sec. 123. An employee who resigned from the government service during the three (3)-month period before any election to promote the candidacy of another shall not be reemployed during the six (6)-month period following such election.

Sec. 124. No detail or reassignment shall be made within three (3) months before any election unless with the permission of the COMELEC.

Sec. 125. No officer or employee in the civil service, including the members of the armed forces, shall engage directly or indirectly in any partisan political activity or take part in any election except to vote, nor shall he or she use his or her official authority or influence to coerce the political activity of any person or body.

Nothing herein shall be understood to prevent any official or employee from expressing his or her views on current political problems or issues, or from mentioning the name of candidates for public office whom he or she supports. Public officers and employees holding political offices may take part in political

¹²¹ Section 7, Chapter 8 of the 1987 Philippine Constitution.

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and electoral activities but it shall be unlawful for them to solicit contributions from their subordinates or subject them to any of the acts prohibited in the Omnibus Election Code.

Sec. 126. No appointment in the **career and non-career service** in the national government or any branch or instrumentality thereof, including GOCCs with original charters, and LGUs shall be made in favor of a relative of the appointing or recommending officer or authority, or of the chief of the bureau or office, or of the person exercising immediate supervision over the appointee.

Unless otherwise provided by law, the word “relative” shall include the members of the immediate family and those related, either of consanguinity or of affinity, within the third degree of the appointing or recommending authority, Chief of the Bureau or Office, or Immediate Supervisor. In respect of appointment in the career service of LGUs, the term “relative” likewise includes those related, either of consanguinity or of affinity, in the fourth civil degree¹²² of the appointing or recommending authority.

Relationship by affinity subsists even after the death of the spouse of the appointing or recommending authority, or of the chief of the bureau or office, or of the person exercising immediate supervision over the appointee for as long as there are children from the marriage. For purposes of this Section, a common-law relationship shall be considered equivalent to a marital relationship.¹²³

Illustration:

Nepotism in Government

	<i>Career Service</i>	<i>Non-Career Service</i>
<i>NGAs</i>	<i>3rd civil degree of consanguinity or affinity of Appointing Authority, Recommending Authority, Chief of the Bureau or Office, or Immediate Supervisor</i>	<i>3rd civil degree of consanguinity or affinity of Appointing Authority, Recommending Authority, Chief of the Bureau or Office, or Immediate Supervisor</i>
<i>GOCCs with Original Charters</i>	<i>3rd civil degree of consanguinity or affinity of Appointing Authority, Recommending Authority, Chief of the Bureau or Office, or Immediate Supervisor</i>	<i>3rd civil degree of consanguinity or affinity of Appointing Authority, Recommending Authority, Chief of the Bureau or Office, or Immediate Supervisor</i>
<i>LGUs</i>	<i>3rd civil degree of consanguinity or affinity of Chief of the Bureau or Office or Immediate Supervisor</i>	<i>3rd civil degree of consanguinity or affinity of Chief of the Bureau or Office or Immediate Supervisor</i>

¹²² RA No. 7160.

¹²³ CSC Resolution No. 1600362 dated 08 April 2016.

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	<i>4th civil degree of consanguinity or affinity of Appointing Authority or Recommending authority</i>	
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The following are exempted from the operation of the rules on nepotism:

- a. persons employed in a confidential capacity;
- b. teachers;¹²⁴
- c. physicians;
- d. members of the Armed Forces of the Philippines;
- e. science and technology personnel under RA No. 8439;¹²⁵ and
- f. other positions as may be provided by law.

The nepotism rule covers all kinds of appointments whether original, promotion, transfer, and reemployment regardless of status, including casual, and contractual. This rule shall also apply to designation.

Sec. 127. The appointing officer or authority shall not withdraw or revoke an appointment already accepted by the appointee. Such appointment shall remain in full force and effect until disapproved or invalidated by the CSC. However, in case an appointment is void from the beginning due to fraud on the part of the appointee or because it was issued in violation of law, the proper appointing officer or authority may request the CSC for its withdrawal or revocation; Provided, that if a protest on the appointment is filed, the Rules on Protest under the 2025 RACCS or any future amendment thereto shall apply.

Sec. 128. No person who has been dismissed or perpetually excluded or disqualified from government service shall be appointed or reemployed unless **the President** has granted **his or her request for the removal of Administrative Penalties or Disabilities**.

Sec. 129. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

Sec. 130. No person who has reached the compulsory retirement age of 65 years can be appointed to any position in the government, except to a primarily confidential position and position with fixed term pursuant to a law.

A person appointed to a primarily confidential position or position with fixed-term who reaches the age of 65 shall continue to render service until the expiry date of his or her appointment or term or until his or her services are earlier terminated. **Services rendered under such appointments shall be considered as government service.**

¹²⁴ As provided in Section 2 of RA No. 4670, the term "teacher" shall mean all persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counsellors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges, and universities operated by the Government or its political subdivisions; but shall not include school nurses, school physicians, school dentists, and other school employees.

¹²⁵ The List of S & T Positions exempted from the rules on nepotism is appended to Resolution No. 04-0860 dated 28 July 2004 and disseminated in CSC MC No. 15, s. 2004 (Reiteration of the Exemption of Scientific and Technology Personnel from the Rules on Nepotism) dated 29 July 2004.

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The services rendered by an official or employee who has reached the age of 65 without completing the fifteen (15) years of service required under the GSIS Law but is subsequently reappointed or reemployed to a primarily confidential position shall be considered as government service for the purpose of fulfilling such requirement.

Sec. 131. A government official or employee who will reach the compulsory retirement age of 65 years may be allowed to extend his or her services beyond said retirement age.

The extension of service (EOS) shall be governed by the following:

1. Extension Based on Exigency of Service

- a. The request for EOS based on exigency of service of a permanent official or employee who will reach the compulsory retirement age of 65 years may be allowed for up to six (6) months and in meritorious circumstances may be extended for another period of up to six (6) months.

The request for extension shall be made by the Head of Office and filed with and received by the CSC Central Office not later than three (3) months prior to, **but in no case be more than six (6) months before**, the date of the official or employee's compulsory retirement **except in cases of request for second extension which shall be filed not later than one (1) month prior to the end of the first extension**. Services rendered during the period of extension shall no longer be included in the computation of the length of service for purposes of retirement benefits.

For purposes of computing the period for filing requests for extension, a month shall refer to a calendar month.

Illustrative Examples:

1. Application within 3 to 6 months before compulsory retirement:

Compulsory Retirement Date: 31 December 2025

Earliest Date to File (6 months before): not earlier than 30 June 2025

Latest Date to File (3 months before): not later than 30 September 2025

2. Application for a second extension:

First Extension End Date: 30 June 2025

Latest Date to File for Second Extension (1 month before): 31 May 2025

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- b. The head of agency shall establish the necessity of the service, including but not limited to the following:
1. Completion of a program or a project, such as in the case of personnel under the research and development sector, provided that the research project is within the priority Research and Development programs of the government and is identified as a strategic priority of the agency; or any activities that may have impact on agency program implementation, e.g., computerization program.
 2. Deployment in services that have impact on national security and safety, or when any other national or local emergency has been declared by the appropriate authority.
 3. The incumbent is the only expert available to the agency to undertake a highly technical function.
 4. During the transition period to ensure the proper turn-over of program or project implementation by training or orienting the successor.
 5. Other analogous conditions as may be determined by the CSC.

2. Extension for Completion of 15 Years in Government Service

For request for EOS for purposes of completing the fifteen (15) years of service required under the GSIS Law, **a maximum period of three (3) years may be allowed.** Services rendered during the period of extension shall be credited as part of government service for purposes of retirement. Apart from the head of agency, the official or employee concerned may also file the request of EOS.

Request for EOS for purposes of completing the fifteen (15) years of service shall be granted to government employees irrespective of the status of appointment, including those who have optionally retired from the government service with entitlements to retirement benefits but were re-employed in the government.

For casual and contractual government employees, the EOS granted shall be valid only if the appointing authority renews the retiree's appointment corresponding to the period of the EOS granted, subject to existing civil service rules.

In cases wherein the retiree lacks more than three (3) years to complete the service and if the retiree had been previously employed in the



private sector, the retiree may avail the benefits under RA No. 7699,¹²⁶ which recognizes prior service in the private sector and allows such to be added or tacked in to the employee's government service to enable him or her to complete the fifteen (15)-year government service requirement under the GSIS Law.

A request for the EOS for the purpose of completing the fifteen (15) years of service of an official or employee who has incurred a leave of absence without pay for any reason other than illness for more than one (1) year shall not be allowed.

3. Completion of 3-Year Service for Separation Pay

- a. A government official or employee who will reach the compulsory retirement age of 65 years but has less than three (3) years of service required for the payment of separation benefits under the GSIS Law may be allowed an EOS, equivalent to the period needed for such completion, provided that the extension shall not exceed six (6) months.
- b. The request for an EOS under this category must be filed by the concerned employee through the appointing officer or authority and submitted to the CSC for approval.
- c. Services rendered during the extension period shall be credited as part of government service for purposes of computing separation benefits under the GSIS Law.
- d. This provision applies irrespective of the employee's appointment status, subject to compliance with the required documentary and procedural requirements.
- e. The request for EOS for the completion of the 3-Year Service for Separation Pay shall include a Certification from the GSIS on the Total Length of Service (TLS) of the employee. This certification will ensure that the service rendered during the extension period will fulfill the requirements for the payment of separation benefits under the GSIS Law.

In case of future modifications, the Certification may be submitted in such other form as may be prescribed by the CSC in coordination with the GSIS.

¹²⁶ An Act Instituting Limited Portability Scheme in the Social Security Insurance System by Totalizing the Workers' Creditable Services or Contributions in Each of the Systems, also known as the Portability Law.

4. General Provisions Applicable to the Three (3) Categories

- a. The only basis for Heads of Offices to allow an employee to continue rendering service after his or her 65th birthday is a CSC Resolution granting the request for extension. In the absence of such Resolution, the said employee shall not be authorized to perform the duties of the position, otherwise his or her salaries shall be the liability of the official responsible for the continued service of the employee.
- b. During the period of extension, the employee on service extension shall be entitled to salaries and salary increases, allowances, and other remunerations that are normally considered part and parcel of an employee's compensation package subject to the existing regulations on the grant thereof, except step increments. The employee shall also be entitled to such commensurate vacation and sick leaves, provided that the same are not commutative and not cumulative.
- c. **Officials and employees who were granted EOS are covered by the principle of accountability and may be administratively charged for violation of civil service laws and rules.**⁶⁵
- d. The request for EOS shall be submitted to the CSC with the following documents:
 - i. Request for EOS signed by the head of office or appointing officer or authority or the employee in case of extension to complete 3-year or the 15-year service required under the GSIS Law, containing the justifications for the request;
 - ii. Certification by a licensed private or government physician that the employee subject of the request is still mentally and physically fit to perform the duties and functions of his or her position. The certification must be issued within six (6) months from retirement date;
 - iii. Certified true copy of the employee's Certificate of Live Birth;¹²⁷
 - iv. Clearance of no pending administrative case issued by the CSC, the Office of the Ombudsman, and the agency concerned, **which must have been obtained not earlier than six (6) months prior to the date of retirement or anticipated end of the extension period;**
 - v. Service record of the employee, if the purpose of the extension is to complete the 15-year service requirement under the GSIS law;
 - vi. Certification from the GSIS on the TLS of the employee for those who are completing the 15-year service requirement;

¹²⁷ Issued by the Philippine Statistics Authority or Certificate of Birth Registration issued and certified by the Civil Registrar.

- vii. Certified true copy of the updated Plantilla of Personnel issued by the agency HRMO for request on the ground of exigency only;
- viii. Proof of payment of the filing fee;
- ix. **Contact information of the head of office, the HRMO, and the employee concerned; and**
- x. **Additional document/s that may be required by the CSC in specific circumstances.**

5. EOS of Scientists

EOS of Scientists shall be governed by Section 3 of RA No. 11312¹²⁸ and its implementing rules and regulations.

Scientists refer to conferred Scientists under the Scientific Career System and Associate and Assistant Scientists as Science and Technology personnel doing research.

Except in extraordinarily meritorious grounds to be determined by the Commission, only requests with complete documentary requirements, which are filed within the prescribed period, shall be received by and considered filed with the CSC.

Requests may be filed through official electronic mail, subject to the transmittal of the original hard copies of the documentary requirements. For requests that are filed through snail or registered mail, the date of mailing shall be considered the date of filing.

Sec. 132. Unless allowed by the CSC in meritorious cases, heads of oversight agencies and their staff are prohibited from transferring or being appointed to any position in the department or agency or office or LGU which their unit is assigned or designated to oversee within one (1) year after the termination of such assignment or designation.

Sec. 133. No person appointed to a position in the non-career service shall perform the duties properly belonging to any position in the career service.

Sec. 134. No consultant, detailed employee, contractual, casual, and other non-career employees shall be designated to a position exercising control or supervision over regular and career employees, except as may be provided by law.

Sec. 135. No institutional or individual contract of service employees shall be made to perform functions pertaining to regular positions or be designated to positions exercising control or supervision over regular and career employees.

¹²⁸ An Act Strengthening the Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in the Government, Amending for the Purpose Republic Act No. 8439.

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Sec. 136. No discrimination shall be exercised, threatened, or promised against or in favor of any person examined or to be examined or employed by reason of his or her political or religious opinions or affiliations, sex, sexual orientation and gender identity, civil status, age, disability, or ethnicity.

Sec. 137. No changes in designation or nomenclature of positions resulting in promotion or demotion in rank or increase or decrease in compensation shall be allowed in LGUs, except when the position is actually vacant.

Sec. 138. No officer or employee, whether in a permanent or regular capacity, temporary, casual, or hold-over, shall engage directly or indirectly in any private business or practice of profession. Exemptions may be allowed, subject to the limitations provided under RA No. 6713 and other special laws. Provided, further, that the following requirements or conditions are met:

- a. Written permission from the head of agency must be secured and renewed annually;
- b. Time devoted outside of office hours shall neither impair in any way the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions; and
- c. Government facilities, equipment, and supplies shall not be used while engaged in private business or practice of profession.

Sec. 139. A person with dual citizenship shall not be appointed in the government unless he or she renounces his or her foreign citizenship pursuant to the provisions of RA No. 9225.¹²⁹ The performance of acts that amount to the recantation or repudiation of the renunciation of foreign citizenship, such as the continued use of a foreign passport subsequent to the renunciation, shall render one ineligible for appointment or continued employment in the government service.

The renunciation of foreign citizenship enunciated under RA No. 9225 applies only to those with dual allegiance, i.e., dual citizen whose foreign citizenship was acquired through naturalization or at their own volition.

This rule¹³⁰ shall not apply to Filipino citizens whose foreign citizenship were acquired in the following instances:

- a. by birth through the *jus soli* principle ("right of soil" or citizenship by virtue of just being born in the nation's territory);
- b. **derivative naturalization (citizenship given to minors through the naturalization of parents);**
- c. **through adoption of Filipino minors by alien adoptive parent/s provided that the alien adoptive parents complied with the provisions of the laws on adoption;¹³¹ and**

¹²⁹ Item 3, Section 5, RA No. 9225 (Citizenship Retention and Re-acquisition Act of 2003).

¹³⁰ CSC MC No. 23, s. 2016, as clarified by CSC MC No. 8, s. 2017.

¹³¹ Article III and IV of RA No. 8552, Domestic Adoption Act of 1998 dated 25 February 1998 or Article III of RA No. 8043, Inter-Country Adoption Act of 1995 dated 07 June 1995.

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- d. **by marriage of a Filipino to a foreign citizen if by the laws of the latter's country, the former is subsequently considered a citizen thereof by reason of marriage, unless by the former's act or omission, he or she is deemed to have renounced Philippine citizenship.**

Sec. 140. The right to be appointed to any public office in the Philippines cannot be exercised by, or be extended to, those who are candidates for or are occupying any public office in another country of which they are naturalized citizens and/or are in active service as commissioned or non-commissioned officers in the armed forces of another country of which they are naturalized citizens.¹³²

RULE XIII

RESPONSIBILITIES OF THE HUMAN RESOURCE MANAGEMENT OFFICER

Sec. 141. The HRMO or the duly authorized employee in charge of human resource management shall:

Particulars	Regulated Agencies	Accredited or Deregulated Agencies
a. Submit to the CSC FO concerned within the first quarter of the year the agency's updated Personal Services Itemization or Plantilla of Personnel.	✓	✓
b. Submit the list of vacant positions authorized to be filled and their corresponding QS and plantilla item numbers using the Request for Publication of Vacant Positions Form (CS Form No. 9, Revised 2025) in electronic and printed copies to the CSC FO. The HRMO shall ensure the accuracy of information provided in the request for publication pursuant to Section 25 hereof including active contact details (such as email address and mobile or phone numbers) of the agency.	✓	✓
c. Review thoroughly and check the veracity, authenticity, and completeness of all the requirements and supporting papers in connection with all cases of appointments before submitting the same to the CSC FO.	✓	✓
d. The HRMO shall also ensure that the PDS (CS Form No. 212, Revised 2025), with		

¹³² Item 5, Section 5, RA No. 9225 (Citizenship Retention and Re-acquisition Act of 2003).

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Particulars	Regulated Agencies	Accredited or Deregulated Agencies
WES of the appointee is updated and accomplished properly and completely. To monitor any change in the employee's profile, the PDS shall be updated on an annual basis.	✓	✓
e. Sign the following certifications at the back of the appointment:		
i. Certification as to completeness and authenticity of requirements; and	✓	✓
ii. Certification that the vacant position to be filled has been published and posted in the CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and assessment was done by the HRMPSB ten (10) days or fifteen (15) days, in the case of LGUs, after publication.	✓	✓
f. Ensure that the Chairperson of the HRMPSB or the Placement Committee has signed the certification at the back of the appointment, whenever applicable. The HRMO or the duly authorized employee directly responsible for recruitment, selection, and placement shall be a regular member of the HRMPSB.	✓	✓
g. Ensure that the appointment for department head position in the LGU is submitted within seven (7) calendar days upon issuance by the appointing officer or authority to the local sanggunian for concurrence.	✓	✓
h. The HRMO shall also ensure that a copy of the Sanggunian Resolution concurring or a certification signed by the Sanggunian Secretary on the failure of the Sanggunian to decide on the appointment submission for concurrence, as the case may be, shall be attached to the appointment for department head positions in the LGUs.	✓	✓

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Particulars	Regulated Agencies	Accredited or Deregulated Agencies
i. Furnish appointee with a photocopy of his or her appointment (appointee's copy) for submission to the CSC, ensuring that the appointee signs on the acknowledgment portion of the appointment.	✓	✓
j. Submit appointments (one [1] original and two [2] certified true copies) with supporting documents in the prescribed ATAF (CS Form No. 1, Revised 2025) indicating the names of the appointees, their position, status, and nature of appointment and the corresponding date of issuance, within 30 calendar days from issuance thereof.	✓	
k. Submit RAI (CS Form No. 2, Revised 2025), certified true copy of appointments (CSC copy) with supporting documents on or before the 30th day of the succeeding month.		✓
l. Transmit to the appointee the certified true copy of his or her appointment acted upon by the CSC	✓	
m. Transmit to the appointee a copy of the RAI indicating the action of the CSC FO concerned on the appointment. Record the action of the CSC FO at the Notation portion of the Agency and Appointee's copy of appointment.		✓ ✓
n. Submit to the CSC, through the CSC FO concerned within the prescribed period, the required reports (electronic and hard copy) such as DIBAR (CS Form No. 8, Revised 2017), Report on Designations Issued (CS Form No. 12, Series 2025), summary list of employees' performance rating, and such other reports as may be required by the CSC.	✓	✓
o. Post in three (3) conspicuous places in the agency a notice announcing the		

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Particulars	Regulated Agencies	Accredited or Deregulated Agencies
appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days.	✓	✓
p. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.	✓	✓
q. Submit to the CSC FO a copy of the Panunumpa sa Katungkulan (SS <i>Porma Blg. 32, Narebisa 2025</i>) within 30 days from the date of assumption of the appointee.	✓	✓
r. Submit to the CSC FO a copy of the Certification of Assumption to Duty (CS Form No. 4, Revised 2025) within 30 days from the date of assumption of the appointee.	✓	✓
s. Ensure the conduct of orientation and workshop of the HRMPSB members including alternate representatives on the agency selection or promotion process and CSC policies on appointments.	✓	✓
t. Ensure the establishment and maintenance of the agency Human Resource Management Database which will be the basis of all the reports to be submitted by his or her agency to the CSC.	✓	✓
u. Ensure the establishment, maintenance, and disposal of agency's employees 201 or 120 files pursuant to the guidelines of CSC MC No. 8, s. 2007 and CSC MC No. 1, s. 2011.	✓	✓
v. Ensure the renewal of professional licenses of appointees to positions involving practice of profession regulated by bar or board law.	✓	✓
w. Perform all other functions as may be provided by law.	✓	✓

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Sec. 142. Failure of the HRMO or the duly authorized employee in charge of human resource management to perform any of the above responsibilities shall be a ground for administrative disciplinary action for neglect of duty which the head of agency or the CSC can initiate.

RULE XIV TRANSITORY PROVISIONS

Sec. 143. The revised 2025 forms prescribed herein shall be used immediately upon effectivity of these Rules. However, agencies with old forms printed in bulk may still use the said forms until 31 December 2025.

Sec. 144. Appointments issued using the old forms starting 01 January 2026 shall be returned for resubmission in the new prescribed form within fifteen (15) days from receipt thereof.

Failure to resubmit the appointment/s within the specified period shall be a ground for disapproval or invalidation thereof.

RULE XV REPEALING CLAUSE

Sec. 145. The following CSC issuances are hereby repealed:

- CSC Memorandum Circular No. 34, s. 1997 (Requirement for Pre-Employment Mental, Physical-Medical Examinations)
- CSC Memorandum Circular No. 40, s. 1998 (Revised Omnibus Rules on Appointments and Other Personnel Actions)
- CSC Memorandum Circular No. 15, s. 1999 (Additional Provisions and Amendments to CSC Memorandum Circular No. 40, s. 1998)
- CSC Memorandum Circular No. 20, s. 2002 (Revised Policies on Temporary Appointments and Publication of Vacant Positions)
- CSC Memorandum Circular No. 21, s. 2002 (Policies on Detail)
- CSC Memorandum Circular No. 12, s. 2003 (Revised Policies on Qualification Standards)
- CSC Memorandum Circular No. 02, s. 2005 (Revised Rules on Reassignment)
- CSC Memorandum Circular No. 03, s. 2005 (Rules on Probationary Period for Permanent Appointment in the Career Service)
- CSC Memorandum Circular No. 04, s. 2005 dated 21 January 2005 (Amendment to Policy No. 12 of CSC MC No. 3, s. 2001 and Clarification of the Functions and Responsibilities of the Personnel Selection Board)
- CSC Memorandum Circular No. 06, s. 2005 (Guidelines on Designation)
- CSC Memorandum Circular No. 16, s. 2005 (Amendment to Item No. 4 of CSC MC No. 3, s. 2001 on Publication Requirement)

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- CSC Memorandum Circular No. 02, s. 2007 (Amendment on the Policy on the Effectivity of Appointments of Department Heads in Local Government Units)
- CSC Memorandum Circular No. 11, s. 2007 (Publication of Vacant Third Level Positions in the Government)
- CSC Memorandum Circular No. 28, s. 2009 (New Guidelines in the Processing of Appointments Issued in Violation of RA 7041 (An Act Requiring Regular Publication of Existing Vacant Positions in Government Office))
- CSC Memorandum Circular No. 10, s. 2011 (Revised Rules on Appointments Issued by Outgoing Elective and Appointive Officials)
- CSC Decision No. 120091 dated 01 February 2012 (National Commission on Muslim Filipinos Re: Request to Grant Second Level Eligibility to Shari'ah Lawyers)
- CSC Memorandum Circular No. 21, s. 2013 (Qualification Standards on Training)
- CSC Memorandum Circular No. 25, s. 2014 (Recording of Services Rendered in the Government; Amendment to CSC Resolution No. 062179 dated 06 December 2006)
- **CSC Memorandum Circular No. 18, s. 2016 (Policy Guidelines on Three-Salary Grade Limitation on Promotion)**
- **CSC Memorandum Circular No. 24, s. 2017 (2017 Omnibus Rules on Appointments and Other Human Resource Actions)**
- CSC Memorandum Circular No. 25, s. 2017 (Status of Appointments to Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) Where There is Dearth of Holders of Master's Degree in Specific Fields) - Partial Repeal
- **CSC Memorandum Circular No. 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018)**
- **CSC Memorandum Circular No. 04, s. 2019 (Clarification on the Education Requirement for Division Chief and Comparable Positions with Salary Grade 23 and Below)**
- **CSC Memorandum Circular No. 21, s. 2020 (Guidelines on the Request for Extension of Service)**
- **CSC Memorandum Circular No. 03, s. 2023 (Amendment to Section 4 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended)**

All other existing policies which are inconsistent with these Rules are deemed repealed or modified accordingly.

RULE XVI SEPARABILITY CLAUSE

Sec. 146. If any provision of these Rules or the application of such provision to any person or circumstance is declared invalid, the remainder of the Rules or the application of such provision to other persons or circumstances shall not be affected by such declaration.




RULE XVII EFFECTIVITY

Sec. 147. The 2025 Omnibus Rules on Appointments and Other Human Resource Actions shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in a newspaper of general circulation.

Sec. 148. These Rules shall have retroactive effect insofar as the same do not prejudice or impair vested or acquired rights in accordance with existing laws and rules.


Quezon City.


ATTY. MARILYN B. YAP
Chairperson


ATTY. RYAN ALVIN R. ACOSTA
Commissioner


ATTY. LUIS MEINRADO C. PAÑGULAYAN, CESO I
Commissioner

Attested by:


KATHERINE LIMARE-DELMORO
Director IV
Commission Secretariat and Liaison Office