



MC No. 06, s. 2005

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS;
GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS; AND STATE UNIVERSITIES AND
COLLEGES

SUBJECT : Guidelines on Designation

In its Resolution No. 050157 dated February 7, 2005, the Commission has adopted the following guidelines on Designation in the civil service:

- A. Employees to be designated should hold permanent appointments to career positions.
- B. Designees can only be designated to positions within the level they are currently occupying. However, Division Chiefs may be designated to perform the duties of third level positions.

First level personnel cannot be designated to perform the duties of second level positions.
- C. For positions with incumbents who temporarily cannot perform the duties of the position (vacation or sick leave, study leave, scholarship, maternity leave, special assignments), the designations should be synchronized with the absence of the incumbent provided that in no case shall a designation exceed one (1) year.
- D. For positions without incumbents, a designation may be made only for a maximum of one (1) year.
- E. Designations shall be made through an office order issued by the Head of Agency or the Head of Office concerned.

- F. Designees cannot be granted the salaries of the positions they are being designated to, except allowances that go with performance of the functions, such as RATA.

These guidelines supplement Section 6(e), Rule III of CSC Memorandum Circular No. 40, s. 1998 as amended by CSC Memorandum Circular No. 15, s. 1999.



KARINA CONSTANTINO-DAVID
Chairman

15 February 2005

NLA/FMA/jane/mb1:mc-designation



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

100 Years of Service;
Civil Service at its Best,

Mamamayan Muna

Re: **Rules on Designation**

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RESOLUTION NO. 050157

WHEREAS, Section 2 (2), Article IX-B of the 1987 Constitution, provides that appointments in the civil service shall be made only according to merit and fitness;

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

WHEREAS, Section 12 (3), Chapter 3, Title I (A), Book V of the Administrative Code of 1987, provides that the Commission shall promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Section 12 (14), Chapter 3, Title I (A), Book V of the Administrative Code of 1987, provides that the Commission shall take appropriate action on all appointments and other personnel matters in the Civil Service;

WHEREAS, Section 6 (9), Rule III of the Revised Rules on Appointments and Other Personnel Actions (CSC MC No. 40, s. 1998) as amended by CSC MC No. 15, s. 1999 defines Designation as merely an imposition of additional duties to be performed by a public official which is temporary and can be terminated anytime;

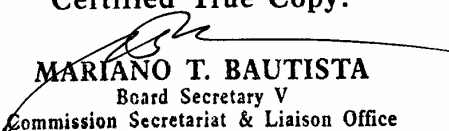
WHEREAS, numerous protests and controversies continue to arise relative to the designation of unqualified personnel and the extended duration of such designations;

WHEREAS, to prevent the circumvention of Civil Service Law and Rules, there is a need to further define the parameters of Designation as a personnel action;

NOW, THEREFORE, the Commission resolves to adopt the following guidelines to govern Designations in the civil service:

- A. Employees to be designated should hold permanent appointments to career service positions.

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MARIANO T. BAUTISTA
Board Secretary V
Commission Secretariat & Liaison Office

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B. Designees can only be designated to positions within the level they are currently occupying. However, Division Chiefs may be designated to perform the duties of third level positions.

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C. For positions with incumbents who temporarily cannot perform the duties of the position (vacation or sick leave, study leave, scholarship, maternity leave, special assignments), the designations should be synchronized with the absence of the incumbent provided that in no case shall a designation exceed one (1) year.

D. For positions without incumbents, a designation may be made only for a maximum of one (1) year.


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F. Designees cannot be granted the salaries of the positions they are being designated to, except allowances that go with performance of the functions such as RATA

These guidelines supplement Section 6(e), Rule III of CSC Memorandum Circular No. 40, s. 1998 as amended by CSC Memorandum Circular No. 15, s. 1999.

Quezon City, FEB 07 2005


KARINA CONSTANTINO-DAVID
Chairman



J. WALDEMAR V. VALMORES
Commissioner

Attested by:


REBECCA A. FERNANDEZ
Director IV

NLA/FMA/jane/bj18:designation

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MARIANO T. BAUTISTA
Board Secretary V
Commission Secretariat & Liaison Office