



**Amendment to Section 4 of the
2017 Omnibus Rules on Appointments
and Other Human Resource Actions,
as amended**

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Number : 2300248

Promulgated : 25 April 2023

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 the Civil Service Law 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 its mandate, the CSC promulgated Resolution No. 1701009 dated 16 June 2017, which was published in the Philippine Star on 2 August 2017, took effect on 18 August 2017, and circularized through CSC Memorandum Circular No. 24, s. 2017, otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA);

Bawat Kawani, Lingkod Bayani

WHEREAS, the 2017 ORAOHRA was revised through CSC Resolution No. 1800692 promulgated on 3 July 2018 to ensure that the provisions therein are in accordance with other administrative issuances and pertinent laws;

WHEREAS, in the implementation of the 2017 ORAOHRA, as amended, particularly on the requirement to submit an original copy of the authenticated civil service eligibility as provided in Section 4 (d) thereof, the CSC has received an influx of inquiries and requests from Human Resource Management Officers (HRMOs) of various agencies and applicants to government positions due to difficulty in securing the authenticated copy of the certificate of civil service eligibility from the CSC and other duly authorized government agencies conducting examinations;

WHEREAS, the CSC, through the collaboration of the Examination, Recruitment, and Placement Office, the Human Resource Policies and Standards Office, and the Integrated Records Management Office, designed and developed the Civil Service Eligibility Verification System (CSEVS), an online system that will facilitate verification of civil service eligibility. The CSEVS has two subcomponents: the iCSEVS intended for internal verifiers of eligibilities in the CSC and the eCSEVS for use of the agency HRMOs and the public. The system testing of the CSEVS for internal and external users yielded positive results indicating its systems reliability, high level of accuracy, and wide-range of accessibility;

WHEREAS, the CSEVS along with other online verification systems of the Professional Regulation Commission (PRC) and Supreme Court of the Philippines (SC) shall be utilized by the CSC Regional Offices (ROs), Field Offices (FOs) and the agency HRMOs to facilitate appointments preparation and processing;

WHEREAS, the CSC, in addition to the above strategies, shall pursue data sharing with the National Police Commission, Maritime Industry Authority, Land Transportation Office, Civil Aviation Authority of the Philippines, National Telecommunication Commission, and the Philippine National Police, to enable authorized officials and employees of CSC ROs and FOs to verify online the eligibilities and licenses attached to the appointment forms submitted by the agencies; and

WHEREAS, in view of the foregoing developments, the CSC saw the need to amend Section 4 of the 2017 ORAOHRA, as amended, to adapt to the requirements for digitalization of government processes and to fulfill the emerging needs of the stakeholders of the CSC in the new normal;

Four handwritten signatures in blue ink are located at the bottom right of the page. From left to right, they appear to be: a stylized signature starting with 'K', a signature starting with 'M', a signature starting with 'A', and a signature starting with 'K'.

WHEREFORE, the CSC **RESOLVES** to **AMEND Section 4** of the **2017 ORAOHRA**, as amended by CSC Resolution No. 1800692, which shall now read as follows:

**RULE II
 REQUIREMENTS FOR REGULAR APPOINTMENTS**

Sec. 4. Common Requirements. The common requirements for regular appointments to be submitted by regulated and accredited/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/ Deregulated Agencies</i>
I. Permanent, Temporary, Coterminous, Fixed Term, Contractual, Substitute, and Provisional Appointments		
a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru 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 2018)	✓	
2. Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2018). The RAI shall also serve as the ATAF.		✓
b. 3 original copies of Appointment Form (CS Form No. 33-A, Revised 2018) – employee copy, CSC copy, and agency copy OR Original CSC copy of appointment/s issued (CS Form No. 33-B, Revised 2018)	✓	✓
c. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet, except for reappointment (renewal) to temporary, contractual, substitute, and provisional appointments	✓	✓
d. Proof of Eligibility- report of rating/license/ certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's [PRC]'s Licensure	✓	✓

Particulars	Regulated Agencies	Accredited/ Deregulated Agencies
<p>Examination and Registration Information System¹ [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List²) for original appointment, promotion, transfer, reappointment (change of status to permanent), or reemployment:</p> <ul style="list-style-type: none"> i. Certificate of Eligibility/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)/ Civil Aviation Authority of the Philippines (CAAP)/Land Transportation Office (LTO)/ Philippine National Police (PNP). 		
<p>e. Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017)</p>	✓	✓
<p>f. Oath of Office (CS Form No. 32, Revised 2018)³</p>	✓	✓
<p>g. Certification of Assumption to Duty (CS Form No. 4, Revised 2018)⁴</p>	✓	✓

¹ <https://online.prc.gov.ph/Verification>

² <https://sc.judiciary.gov.ph/lawlist/>

³ To be submitted within the 30-day period from the date of oath of office of appointee.

⁴ To be submitted within 30 days from the date of assumption of appointee.

Particulars	Regulated Agencies	Accredited/ Deregulated Agencies
II. Casual Appointments		
a. E-file stored in CD/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of the following:		
1. ATAF (CS Form No. 1, Revised 2018)	✓	
2. RAI (Form No. 2, Revised 2018). The RAI shall also serve as the ATAF		✓
b. 3 original copies of Plantilla of Casual Appointments (CS Form No. 34-A or C, Revised 2018 or CS Form No. 34-E or F, Series 2018) - employee copy, CSC copy, and agency copy OR Original CSC copy of Plantilla of Casual Appointments (CS Form No. 34-B or D, Revised 2018 or CS Form No. 34-E or F, Series 2018)	✓	✓
c. PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet – only for original appointment, reemployment, and reappointment (except renewal)	✓	✓
d. Proof of Eligibility- report of rating/license/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 PRC's LERIS, 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 ii. Valid license issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP	✓	✓

The CSC **RESOLVES FURTHER** that copies of the aforementioned documents shall be included in the employee's 201 files kept and maintained in the agency.

The CSC **RESOLVES FURTHERMORE** that the Civil Service eligibilities submitted by agencies that have been previously verified by the CSC ROs and FOs in support of appointments shall not require another verification.

The CSC **RESOLVES FINALLY** that all other existing policies which are inconsistent with this amended policy are deemed modified accordingly.

This Resolution shall take effect after fifteen (15) days from the date of its publication in a newspaper of general circulation or the Official Gazette.

Quezon City.


ATTY. KARLO A. B. NOGRALES
Chairperson


ATTY. AILEEN LOURDES A. LIZADA
Commissioner


ATTY. RYAN ALVIN R. ACOSTA
Commissioner

Attested by:

KATHERINE LIMARE-DELMORO
Director IV
Commission Secretariat and Liaison Office