



MC No. 03, s. 2023

**MEMORANDUM CIRCULAR**

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

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

Pursuant to **Resolution No. 2300248** promulgated on **25 April 2023**, the Civil Service Commission (CSC) adopts the following amendment to Section 4 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended:

**“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:*

<b>Particulars</b>	<b>Regulated Agencies</b>	<b>Accredited/ Deregulated Agencies</b>
<b>I. Permanent, Temporary, Coterminous, Fixed Term, Contractual, Substitute, and Provisional Appointments</b>		
a. <i>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:</i>		
1. <i>Appointment Transmittal and Action Form (ATAF) (CS Form No. 1, Revised 2018)</i>	✓	
2. <i>Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2018). The RAI shall also serve as the ATAF.</i>		✓

**Bawat Kawani, Lingkod Bayani**

<b>Particulars</b>	<b>Regulated Agencies</b>	<b>Accredited/ Deregulated Agencies</b>
<p>b. 3 original copies of the Appointment Form (CS Form No. 33-A, Revised 2018) – employee copy, CSC copy, and agency copy</p> <p>OR</p> <p>Original CSC copy of appointment/s issued (CS Form No. 33-B, Revised 2018)</p>	✓	✓
<p>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</p>	✓	✓
<p>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 Examination and Registration Information System<sup>1</sup> [LERIS], or Supreme Court of the Philippines [SC] Lawyer’s List<sup>2</sup>) for original appointment, promotion, transfer, reappointment (change of status to permanent), or reemployment:</p> <p>i. Certificate of Eligibility/Eligibility Card issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB);</p> <p>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</p>	✓	✓

<sup>1</sup> <https://online.prc.gov.ph/Verification>  
<sup>2</sup> <https://sc.judiciary.gov.ph/lawlist/>



<b>Particulars</b>	<b>Regulated Agencies</b>	<b>Accredited/ Deregulated Agencies</b>
<p>involve the practice of the profession;</p> <p>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 the practice of the profession; or</p> <p>iv. Valid license issued by authorized regulatory agencies such as the National Telecommunications Commission (NTC)/ Civil Aviation Authority of the Philippines (CAAP)/Land Transportation Office (LTO)/ Philippine National Police (PNP).</p>		
<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)<sup>3</sup></p>	✓	✓
<p>g. Certification of Assumption to Duty (CS Form No. 4, Revised 2018)<sup>4</sup></p>	✓	✓
<b>II. Casual Appointments</b>		
<p>a. E-file stored in CD/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of the following:</p>		
<p>1. ATAF (CS Form No. 1, Revised 2018)</p>	✓	
<p>2. RAI (Form No. 2, Revised 2018). The RAI shall also serve as the ATAF</p>		✓
<p>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</p> <p>OR</p>	✓	

<sup>3</sup> To be submitted within the 30-day period from the date of oath of office of appointee.  
<sup>4</sup> To be submitted within 30 days from the date of assumption of appointee.



<b>Particulars</b>	<b>Regulated Agencies</b>	<b>Accredited/ Deregulated Agencies</b>
<i>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)</i>		✓
c. <i>PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet – only for original appointment, reemployment, and reappointment (except renewal)</i>	✓	✓
d. <i>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>  <i>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</i>  <i>ii. Valid license issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP"</i>	✓	✓

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

In addition, 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.

Moreover, one of the components of the Civil Service Eligibility Verification System (CSEVS) as provided in Item I.d of Section 4 hereof is the External Online Verification of Civil Service Eligibilities (External OVE for brevity). This online facility allows agency Human Resource Management Officers (HRMOs) to check the integrity and veracity of the eligibility of an individual who passed a Civil Service examination or was granted eligibility under a special law or CSC issuance.

The External OVE intends to support the needs of agency HRMOs to verify the Civil Service eligibility records of selected applicants prior to the issuance of appointments. This would also allow the general public to verify and site/screen capture their CSC-issued eligibility/ies for their personal use.



The complete information regarding the system and its user guide could be accessed through the URL [ecsevs.csc.gov.ph](http://ecsevs.csc.gov.ph). The system shall be deployed on the CSC webpage on 03 July 2023.

CSC Resolution No. 2300248 dated 25 April 2023 was published in the Daily Tribune on 27 June 2023 and shall take effect on 12 July 2023.

**ATTY. KARLO A. B. NOGRALES**  
Chairperson

**04 July 2023**