



MC No. 05, s. 2024

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 7a.8 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), as amended

Pursuant to **Civil Service Commission (CSC) Resolution No. 2301126** promulgated on **07 December 2023**, the CSC adopts the Amendment to Section 7a.8 of the 2017 ORAOHRA, as amended, as follows:

“8. *Signature of the Appointing Officer/Authority. The three (3) original copies of the appointment must be duly signed by the appointing officer/authority. The appointing officer/authority is the person or body authorized by law to issue appointments in the Philippine Civil Service.*

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

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

Appointing officers/authorities of agencies, including the HRMOs and Human Resource Merit Promotion and Selection Board (HRMPSB) Chairpersons, are allowed to affix their digital signatures/certificates¹ or electronic signatures on copies of appointments. For electronic signatures, a certification by the head of the agency (CS Form No. 11, Series 2020) 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.

¹ Digital Certificate for use of digital signature is issued by the DICT.

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Agencies that will 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/certificates of their officials and employees, and adopt internal rules to ensure that the electronic/digital signatures are secured and validated.”

CSC Resolution No. 2301126 dated 07 December 2023 was published in the Daily Tribune on 08 March 2024 and shall take effect retroactively on 01 January 2023.



ATTY. KARLO A. B. NOGRALES
Chairperson

20 March 2024