



MC No. 16, 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 : Amendment to Item No. 4 of CSC MC No. 3, s. 2001
(Publication Requirement)

In CSC Resolution No. 051257 dated September 13, 2005, this Commission has adopted the amendment to Item 4 of CSC MC No. 03, s. 2001, the pertinent portion of which reads as follows:

"4. Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted for at least ten (10) calendar days for national government agencies and for at least 15 calendar days for local government units. Other appropriate modes of publications shall be considered.

Filling of vacant positions in the national government agencies (NGAs), government-owned-or-controlled corporations (GOCCs), and state universities and colleges (SUCs) shall be made after ten (10) calendar days from their publications; and in the local government units (LGUs) it shall be made after fifteen (15) calendar days from their publication.

The publication of a particular vacant position shall be valid until filled but not to extend beyond six (6) months reckoned from the date the vacant position was published.

In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.

Should no appointment be issued within the nine (9)-month period, the agency has to cause the re-publication of the vacant position."



KARINA CONSTANTINO-DAVID
Chairman

14 September 2005

NLA/FMA/jane/mc3-item4-mc

Republic of the Philippines
CIVIL SERVICE COMMISSION



PUBLICATION REQUIREMENT

Re: Validity of Period of Publication

X ----- X

RESOLUTION NO. 051257

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 26, Chapter 5, Title I (A) of the Administrative Code of 1987, provides that all personnel actions shall be in accordance with such rules, standards and regulations as may be promulgated by the Commission;

WHEREAS, the Commission has issued CSC MC No. 3, s. 2001, Item No. 4 of which prescribes compliance with the publication requirement as provided for by RA No. 7041;

WHEREAS, said item provides that the publication of a particular vacant position shall be valid until filled but not to extend beyond six (6) months reckoned from the date the vacant position was published;

WHEREAS, there is a need to clarify the issue of compliance with said requirement for situations wherein the process for selection and appointment started within the aforesaid six (6) month period but the vacancy was filled after;

NOW, THEREFORE, the Commission resolves to amend Item No. 4 of CSC MC No. 3, s. 2001 to read as follows:

Certified True Copy:


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

"4. Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted for at least ten (10) calendar days for **national government agencies and for at least 15 calendar days for local government units**. Other appropriate modes of publications shall be considered.

Filling of vacant positions in the national government agencies (NGAs), government-owned-or-controlled corporations (GOCCs), and state universities and colleges (SUCs) shall be made after ten (10) calendar days from their publications; and in the local government units (LGUs) it shall be made after fifteen (15) calendar days from their publication.

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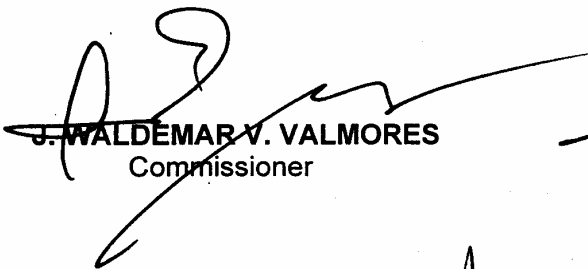
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Quezon City SEP 13 2005



KARINA CONSTANTINO-DAVID
Chairman



J. WALDEMAR V. VALMORES
Commissioner



CÉSAR D. BUENAFLORES
Commissioner

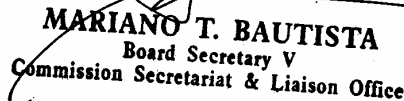
Attested by:



REBECCA A. FERNANDEZ
Director IV

NLA/FMA/jane/mc3-item4-res

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