NATIONAL ADMINISTRATIVE REGISTER · MAY 24, 1991

THE USE OF THE CERTIFICATION AND PLACEMENT BASELINE DATA FORM (CP FORM 1)

CSC MEMORANDUM CIRCULAR NO. 19, May 24, 1991

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Pursuant to Section 2, Rule IV (Certification) of the Civil Service Rules on Personnel Actions and Policies and for the purpose of providing our government with the necessary manpower requirements for more competent, and qualified personnel, this Commission enjoins all departments, bureaus, and agencies to accomplish the Certification and Placement Baseline Data Form (CP Form 1).

Henceforth, all agencies requesting certification of eligibles to vacant position/replace appointees with temporary appointments shall submit the duly accomplished CP Form No. 1 to:

> CSC Regional Directors/Provincial Heads
> Civil Service Commission Provincial and
> Field Officers concerned.

Compliance with this Memorandum Circular will take effect immediately.

Adopted: 24 May 1991

(SGD.) SAMILO N. BARLONGAY
Acting Chairman

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