

30-DAY MANDATORY SUBMISSION OF APPOINTMENTS FOR APPROVAL RECKONED FROM ITS DATE OF ISSUANCE

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The following guidelines should be strictly complied with in the submission of appointments to the Civil Service Regional/Field Offices:

1. An appointment shall be submitted to the proper Civil Service Regional/Field Office for approval within 30 days from the date of issuance thereof, which date shall be that appearing on the face of the appointment.
2. In no case shall an appointment take effect earlier than the date of its issuance.
3. Appointment submitted to the CSRO/CSFO beyond the said 30-day period shall be deemed ineffective and declared to have lapsed, in which case, it shall be disapproved based on the same ground.
4. Any reconsideration from the said disapproval of appointment may be granted only on acceptable and reasonable justifications, and effectivity thereof shall be reckoned from the date of its issuance if the appointee had assumed the duties of said position on the same day. Otherwise, it shall be reckoned from the date of actual assumption by the appointee.
5. The appointing authority shall be liable for the salaries of the appointee whose appointment has been disapproved on grounds that it is ineffective or has lapsed.

For strict compliance.

Adopted: 26 Mar. 1992

(SGD.) PATRICIA A. STO. TOMAS
Chairman

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