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PROHIBITING THE PRACTICE OF ISSUING JOB ORDERS IN HIRING CASUALS

CSC MEMORANDUM CIRCULAR NO. 46, November 14, 1990

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It has been observed that there are some offices hiring casual employees who are simply issued job orders. This practice has no legal basis.

Under Memorandum Circular No. 9, s. 1986 "x x x x appointments of casuals, emergency and seasonal personnel shall only be resorted to when their services are essential and necessary and the regular staff is insufficient to carry out the demands of the service". However, "x x x x casual appointments issued must be on plantilla appointment form".

In view thereof, and as reports reaching this Commission indicate that irregularities have been committed in the hiring of casuals through issuance of Job Orders, the discontinuance of such practice is enjoined.

Agencies found insisting on such practice shall be dealt with accordingly.

This Memorandum Circular shall take effect immediately.

Adopted: 14 Nov. 1990

(SGD.) PATRICIA A. STO. TOMAS

Chairman

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