NATIONAL ADMINISTRATIVE REGISTER · JULY 31, 1991

MANDATORY SUBMISSION OF QUALIFICATION STANDARDS AS A PREREQUISITE BEFORE APPROVAL OF APPOINTMENTS

CSC MEMORANDUM CIRCULAR NO. 32, July 31, 1991

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The Civil Service Commission, being the central personnel agency of the government, is tasked, among others, to promulgate standards and guidelines for the civil service and take appropriate action in all appointment and other personnel matters in the Civil Service. As guides in the issuance of appointments and in the adjudication of contested appointments, Qualification Standards have to be established or formulated by the department or agency concerned subject to the approval by the Civil Service Commission.

Pursuant to CSC Resolution No. 91-914 dated July 30, 1991, the Commission hereby promulgates the following in connection with the submission of Qualification Standard to the CSC, thus:

1. Departments, bureaus, and agencies in the national or local government including government-owned or controlled corporations with original charters which do not have an approved Qualification Standard for all positions in their respective offices shall submit the same to the CSC for approval within one (1) month from date hereof;

2. After the expiration of said period, the CSC shall disapprove appointments issued by departments/agencies which do not have approved Qualification Standards;

3. All heads of department/agencies shall ensure compliance with the approved Qualification Standards prescribed for positions in the issuance of appointments and in the resolution of protest cases;

4. The Qualification Standard prescribed for a particular position shall be accessible to the public in compliance with the policy on transparency as provided in RA 6713 and RA 7041.

This Memorandum Circular shall take effect immediately.

Adopted: 31 July 1991

(Sgd.) PATRICIA A. STO. TOMAS
Chairman

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