

CHECKLIST OF REQUIREMENTS IN THE PREPARATION/PROCESSING OF APPOINTMENTS

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It has been noted that a number of appointments are being returned to the appointing authorities due to non-observance of certain procedures or deficiency in supporting papers or requirements. This has resulted in delays in acting on appointments. Moreover, this has often caused misunderstanding between the personnel of this Commission and the transacting public.

To facilitate action on appointments and to effect economy in operations by saving valuable manpowers, the Commission pursuant to Rule V of the Omnibus Rules Implementing Book V of Executive Order No. 292 has prepared the attached list (see below) of requirements which if not complied with will result in the outright disapproval of the appointments.

Please be guided accordingly.

Adopted: 6 Aug. 1992

(SGD.) PATRICIA A. STO. TOMAS

Chairman

Checklist of Requirements in the Preparation/
Processing of Appointments

A. Appointments submitted to the Civil Service Regional/Field Office should meet the following requirements listed below. Non-compliance of such requirements shall be a ground for disapproval of said appointments.

YES

NO

1. Has the appointment been submitted to CSC within thirty (30) days from date of issuance (the date appearing on the face of the appointment?)
2. Has the position to be filled been published in a newspaper of general circulation pursuant to RA 7041?
3. Does the agency have an approved qualification standards?
4. Has the appointee been screened/evaluated/ recommended by the Personnel Selection Board?

5. Does the agency have an approved Position Allocation List (PAL)?

5.1 If yes, is the position of the appointee included in the approved PAL?

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