

Guidelines on appointments

IN line with the national policy to decentralize agency operations, Budget Commissioner Jaime Laya and Civil Service Commissioner Jacobo Clave recently agreed to streamline the processing of regional appointments. Some problems have cropped up due to the system of the regional appointee filling out two position forms, one for the Wage and Positions Classifications Office (WAPCO) and one for the Civil Service Commission (CSC). The two officials noted that "the continued use of separate forms for essentially the same purpose opens the possibility for an employee to describe his duties and responsibilities depending on the purpose he wants to achieve."

To prevent this possibility, Laya and Clave agreed to simply require the regional appointees to fill out just one position form, the BC-CSC Form No. 1 "which shall be used henceforth by all agencies for classification of positions and for other personnel action needed by the CSC in connection with the processing of appointments." Of course, this move will also save the regional government employees the trouble of filling out several copies of another form.

More significantly, the two officials decided to give more powers to the regional officials in the approbation of appointments. The Joint BC-CSC Memorandum Circular No. 1 issued last June 25 read in part: "Vital to the effectiveness of this decentralization of agency operations is the delegation of authority to agency regional heads to enable them to carry out with reasonable speed essential public services at the regional executive, however, the Memorandum Circular prescribed the following guidelines:

- 1) The WAPCO shall check, review and verify agency plantilla of personnel and certify the same to the effect that the item number, classification title, and salary range indicated for each position therein conform to WAPCO records.
- 2) The WAPCO shall furnish the Civil Service Commission, the Civil Service Commission Regional Office involved and the agency concerned a copy each of the WAPCO-certified agency plantilla of personnel, which shall be used by them as the sole official basis for processing proposed appointments to positions in the region involved.
- 3) The agencies shall furnish their respective regional directors an authenticated copy of the plantilla of personnel duly certified by WAPCO.
- 4) The WAPCO shall likewise certify to the Civil Service Commission, the Civil Service Commission Regional Office concerned, and the agency and its regional office involved, changes in the WAPCO-certified agency plantilla of personnel that may subsequently be approved, such as allocation of new positions not yet previously classified and changed in title and/or salary range of positions resulting from duly approved reclassification or reevaluation, through an appropriate Record of Allocation List Change (RALC).
- 5) The Civil Service Commission, the agency and the regional offices involved shall, upon receipt of the RALC from WAPCO, promptly reflect in their respective copy of the agency plantilla the required change(s).
- 6) The Civil Service Commission and agency regional director, through their respective personnel officer in the region, shall keep their official copy of the plantilla of personnel current and



action appointments to positions not yet duly classified by WAPCO with a proviso that the appointments should be re-submitted within thirty (30) days from receipt thereof by the appointing officer; otherwise, the appointment shall become ineffective 30 days thereafter.

10) A duly approved change in title of a position that has become effective as a result of reclassification or reevaluation, must require the submission of a new regular appointment for approval by the Civil Service Commission. Agency regional directors must see to it that the required regular appointments covering change in title of positions of regional office personnel are promptly prepared and submitted to the Civil Service Regional Office for approval.

11) Only proposed appointments which are not clearly covered by existing rules of precedents that may be encountered in the region shall be forwarded to WAPCO, Budget Commission, Manila (if classification and compensation questions are involved), or to the Civil Service Commission (if questions of eligibility and qualifications are involved), for appropriate action.

12) Approval of appointments of regional office personnel shall be final at the Civil Service Commission Regional Office.

13) The Civil Service Commission and the WAPCO shall from time to time conduct joint audit of personnel practices at the regional level to determine compliance with duly issued rules and regulations on position classification and salary administration by agency regional offices.

14) This Joint Memorandum Circular shall be effective as soon as the WAPCO of the Budget Commission shall have furnished the Civil Service Commission and the agencies concerned copies of the WAPCO-certified agency plantilla of personnel as of January 1, 1976.

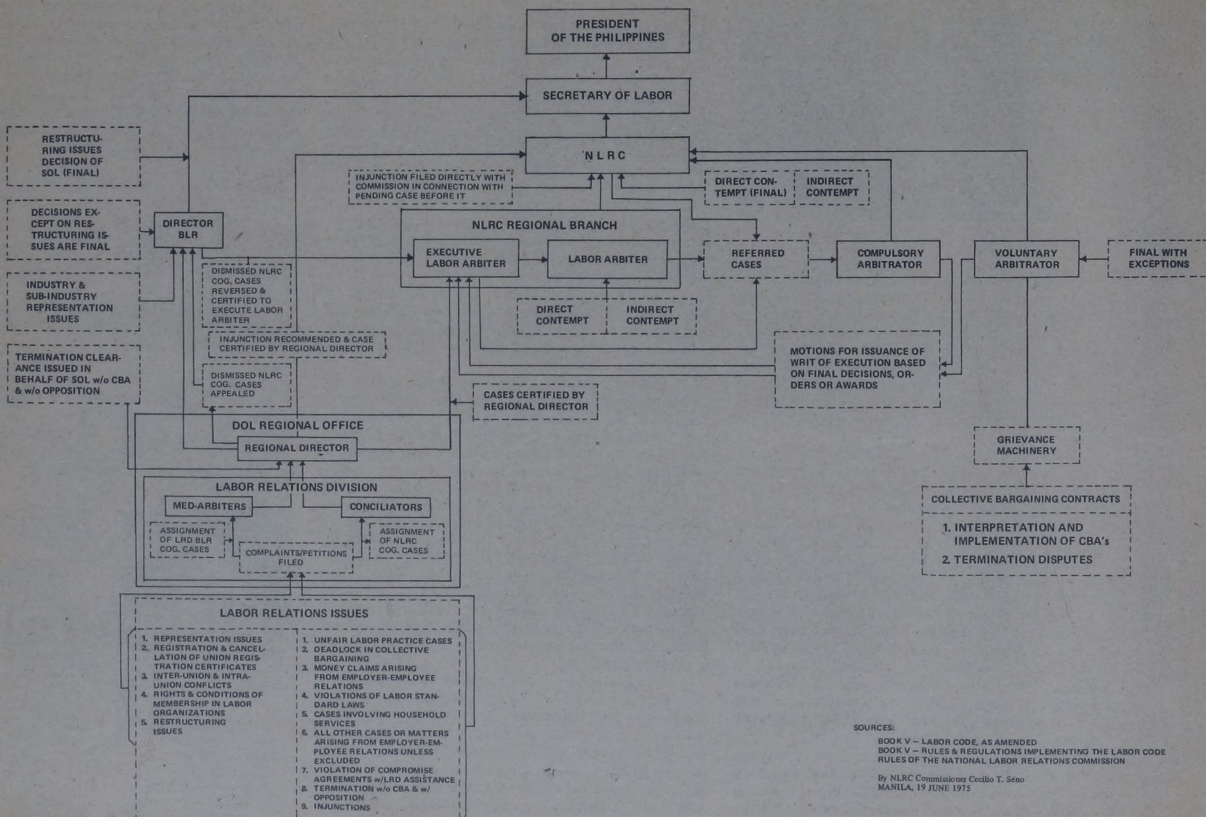
up-to-date, by reflecting therein all duly approved changes certified by WAPCO through the RALC.

7) The personnel officer in the region shall prepare for the approval of the Regional Director appointments of regional office employees covered by the delegated authority. After signature by the Regional Director, the proposed appointments shall be forwarded to the Civil Service Commission Regional Director for approval.

8) The Civil Service Commission Regional Director shall see to it that appointments submitted to him for approval conform with the WAPCO-certified agency plantilla of personnel including duly approved changes in said agency plantilla, as to item number, classification, salary range, authorized salary, as well as allowable salary for the proposed appointees based on existing law, rules, regulations and Circulars.

9) The Civil Service Commission Regional Director shall return without

THE STRUCTURES FOR SETTling LABOR DISPUTES



SOURCES:
 BOOK V - LABOR CODE, AS AMENDED
 BOOK V - RULES & REGULATIONS IMPLEMENTING THE LABOR CODE
 RULES OF THE NATIONAL LABOR RELATIONS COMMISSION
 By NLR Commission's Cecilio T. Sano
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