



MC No. 11, s. 2007

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL COMMISSIONS;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL
GOVERNMENT; GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Publication of Vacant Third Level Positions in the Government

Republic Act (RA) No. 7041, entitled "An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefor, and For Other Purposes" aims to promote efficiency in the allocation of personnel in the civil service, as well as transparency and equal opportunities in the recruitment and hiring of new personnel. Section 6 of R.A. No. 7041, mandates the Civil Service Commission (CSC) to issue rules and regulations necessary for the effective implementation of the said Act.

In the past, as provided under Section 1(5), Rule IX of the Omnibus Rules on Appointment and Other Personnel Actions (CSC MC No. 40, s. 1998, as amended) and Policy No. 5 of CSC Memorandum Circular No. 3, s. 2001 (Revised Policies on Merit Promotion Plan) dated January 26, 2001, third level positions and/or positions in the Career Executive Service are exempted from the publication requirement. However, the Commission has observed that the Bulletin of Vacant Positions published by the Civil Service Commission Regional Offices (CSCROs) is ineffective in terms of attracting potential applicants, particularly for third level positions.

In view thereof, and to ensure that information about vacant positions in government, especially third level positions, gets to potential applicants, the CSC issued Resolution No. 070630 dated April 4, 2007 adopting the following policies on the dissemination of vacant third level positions in the government:

1. Vacant third level positions in government agencies, which are authorized to be filled, shall be published; publication shall include the qualification standards for each position.
2. For purposes of Item No. 1, all government entities concerned are required to submit to the CSC Central Office (CSC-CO), specifically to the Examination, Recruitment and Placement Office (ERPO), a list of vacant third level positions authorized to be filled.
3. The requirement to publish vacant third level positions under R.A. No. 7041 shall be deemed complied with **only** if the said positions are published by the **CSC-ERPO**.
4. The list of vacant third level positions received by ERPO shall be published in a newspaper of general circulation every two months, and posted in the CSC web and Phil-JobNet.

Vacancies will remain posted in the CSC web for a period of six (6) months or until filled up, whichever comes earlier.

5. Third level positions occupied by holders of temporary appointments shall also be submitted to the ERPO for publication.
6. The expenses to be incurred in the CSC publication of vacant third level positions shall be borne by the Commission.
7. Government agencies are not precluded from taking steps to disseminate information pertaining to their respective vacancies in third level positions, pursuant to RA No. 7041, but they are nonetheless required to submit their vacancies to CSC-ERPO.

They may continue to submit their vacancies to the CSCROs for posting in the Bulletin of Vacant Positions. However, submission of vacancies to CSC-ERPO for publication is a **must**.

To implement the abovementioned policies, all government agencies concerned are required to observe the following procedures:

1. A list of vacant third level positions¹ authorized to be filled shall be submitted to CSC-ERPO not later than the 10th day of every month (RA No. 7041) for publication in the CSC website, DOLE website and The Philippine Star.
2. Reports on vacancies shall be done using the MS Excel file format², with the following required information:

Date of Preparation
Name of Agency
Agency Address
Email Address
Position Title
Plantilla Item No.
Salary/Job Grade
Annual Salary
Qualification Standards (education³ training³, experience³, eligibility)
Place of Assignment
Name of Contact Person
Position Title of Contact Person
Telephone Number of Contact Person

3. Submit the list of vacant third level positions to CSC-ERPO via email to: jobs@csc.gov.ph. In the absence of internet connection, submit the list in diskette addressed to:

Examination, Recruitment and Placement Office (ERPO)
Civil Service Commission
Constitution Hills, Diliman
1126 Quezon City

¹ for purposes of these policies, vacant third level positions shall include those positions occupied by temporary incumbents

² see attached sample report

³ give specific fields of specialization

4. The CSC shall publish the **Summary of Vacant Third Level Positions** by sector and by positions in **The Philippine Star** on the 3rd Sunday of every other month (3rd Sunday) beginning July 15, 2007.

For the initial publication scheduled on July 15, 2007, agencies shall submit their list of third level vacant positions to CSC-ERPO on or before July 10, 2007.

For the succeeding publications, the said list of third level vacant positions including those with incumbents of temporary appointments should be received by CSC-ERPO on or before August 10, 2007 and the 10th day of every month thereafter.

5. The list of vacancies with the corresponding qualification standards shall be posted in the CSC website: www.csc.gov.ph and the website of the Bureau of Local Employment (BLE), Department of Labor and Employment (DOLE): <http://phil-jobnet.dole.gov.ph>. Vacancies shall be posted in the CSC website five (5) working days after receipt at CSC-ERPO and shall remain posted for a period of six (6) months or until filled, whichever comes earlier.

Agencies will receive through email the consolidated list of vacancies at the same time that the list is published in the newspaper.

In the issuance of appointment for third level positions, the agency HRMO should certify at the back of the appointment paper the date the CSC has published the vacant position in the CSC website. For reference and monitoring purposes, the corresponding publication code shall be indicated in the certification. Non-compliance with the publication requirement under CSC Resolution No. 070630 **shall cause the disapproval of the appointment and subject the officials concerned to Penalties under Section 4 of RA 7041.**

If any provision of these policies or its application to any person or circumstance is declared invalid, such declaration shall not affect the other provisions of this Memorandum Circular.

CSC Resolution No. 070630⁴ dated April 4, 2007 explicitly amends Section 1(5), Rule IX of the Omnibus Rules on Appointments and Other Personnel Actions (CSC MC No. 40, s. 1998), and Policy No. 5 of CSC Memorandum Circular No. 3, s. 2001 (Revised Policies on Merit Promotion Plan) dated January 26, 2001.


KARINA CONSTANTINO-DAVID
Chairman

26 June , 2007

⁴Published on May 10, 2007 in The Manila Times and took effect on May 26, 2007

Instructions :

Use ONLY the CSC prescribed MS Excel form. Data should be supplied on all items with no abbreviations.

Failure to comply in any of the Instructions would mean rejection for publication.

1. Date of preparation : Date of preparation formatted as "Month Day, Year" (e.g. *June 22, 2007*)
2. Name of Agency : Do not abbreviate, write full name of agency (e.g. *Civil Service Commission*)
3. Agency Address : Complete address of agency (e.g. *Constitution Hills, Batasan Pambansa Complex, Diliman, 1126 Quezon City*)
4. Email Address : Email address of agency to be used for publication/inquiries on vacant third level positions (e.g. *jobs@csc.gov.ph*)
5. Telephone Number : Telephone number of contact person responsible for this data
6. Name of Contact Person : Name of contact person responsible for this data
7. Position Title of Contact Person : Position title of contact person responsible for this data
8. No. (a) : Sequential number of entries in this form
9. Position Title (b) : Indicate the complete position title (e.g. *Assistant Commissioner*)
10. Plantilla Item No. (c) : Write the plantilla item no. (e.g. *CSCOMB-ACOM-19-2005*)
11. Salary Grade (d) : Write the Salary Grade (e.g. *SG-29*)
12. Annual Salary (e) : Indicate the Annual Salary, do not indicate the peso "Php" sign (e.g. *303,996.00*)
13. Education (f) : Identify SPECIFIC Educational Attainment separated by semicolon ";" (e.g. *Bachelor of Laws; Master in National Security Administration*)
14. Training (g) : Identify SPECIFIC Training Requirements separated by semicolon ";" (e.g. *Executive Management Course; SALDIWA*)
15. Experience (h) : Identify SPECIFIC Experience Requirements separated by semicolon ";" (e.g. *10 years in the practice of Law; 5 years as Director IV*)
16. Eligibility (i) : Identify SPECIFIC Eligibility Requirements separated by semicolon ";" (e.g. *CSE;CES;CEOE*)
17. Place of Assignment (j) : Details of Place of Assignment (e.g. *Regional Office No. IX, Cabatangan, Zamboanga City*)

Note : Please download the prescribed MS Excel Form from <http://www.csc.gov.ph> or contact the CSC Field Office to get a copy.