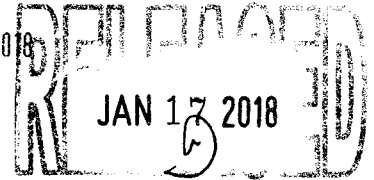


REGIONAL MEMORANDUM
024.2018

Date:

JAN 17 2018



DEPED-CAR Time: _____

**Reiteration of Section 17 Rule VI, and Section 9 Rule IV of the CSC
2017 Rules on Appointments and Other Human Resource Actions**

To: Schools Division Superintendents
School Heads
All others concerned

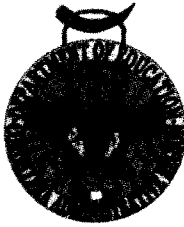
1. This Office has been receiving complaints and reports that the salaries of substitute and permanent teachers are delayed, some even for months;
2. Upon inquiry, it was discovered that some Divisions do not release the salary of teachers upon appointment because they wait for the confirmation of the Civil Service Commission;
3. To prevent future similar complaints, this Office reminds and reiterates the following provisions of the Civil Service Commission **2017 Omnibus Rules on Appointments and Other Human Resource Actions**, to wit:

Rule VI

Effectivity and Submission of Appointments

Section 17. An appointment issued in accordance with pertinent laws and rules shall take effect immediately on the date it was signed by the appointing officer/authority. The date of signing shall be indicated below the signature of the appointing officer/authority in the appointment form.

If the appointee has taken his/her oath of office and assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the approval/validation of his/her appointment by the Commission. The appointment shall remain effective until disapproved/invalidated by the Commission...



Rule IV

Employment Status, Nature of Appointment and other Human Resource Actions


Section 9. Employment Status. The employment status in the civil service shall be determined by the appointment issued, which can be any of the following :

c. Substitute

A person who is issued a substitute appointment to a position whose duties involve practice of a profession covered by Bar/Board or special laws shall be required to possess the appropriate professional license. ***The substitute appointee shall be entitled to the salaries and benefits attached to the position except for those benefits requiring longer period of service for the availment thereof.***

4. Accordingly, prior to the submission of the Schools Division Offices of the CSC attested appointments with its supporting documents of its newly hired employees to the Regional Payroll Services Unit (RPSU) for incorporation in the regular payroll, all Schools Division Offices should promptly and regularly pay the salaries of their newly hired employees upon appointment and assumption of duties;
5. Independent Schools shall also promptly and regularly pay their newly hired employees upon appointment, and assumption of duties without waiting for the CSC attestation;
6. All substitute appointees should also be regularly and promptly paid of their salaries upon appointment and assumption of duties;
7. Any violation of the above provisions shall be dealt with accordingly.

For information and ***strict*** compliance.


MAY B. ECLAR, Ph.D., CESO V
 Officer-In-Charge
 Office of the Regional Director

References: CSC MC Circular No. 24, s 2017
 CSC MC Circular No. 40, s 1998