Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
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UNNUMBERED MEMORANDUM

To: : All Public Schools District Supervisors/In-Charge
All Elementary and Secondary School Heads

From : **ANTHONY H. LIOBET, CESO VI**
Asst. Schools Division Superintendent
OIC-SDS

Date : **September 26, 2017**

Subject : **POLICY UPDATE ON THE ISSUANCE OF APPOINTMENTS**

The Civil Service Commission on June 16, 2017 has promulgated CSC Resolution 1701009 or otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions.

Pursuant to Rule II, Section 4(d) of the said resolution, the common requirements for regular appointments shall now include the **original authenticated certificate of eligibility/rating/license** of the appointee which may be from the Professional Regulations Commission, Civil Service Commission or any of the regulating agencies tasked to the issuance of certain eligibilities specific to the appointee.

Thus, appointees from August 17, 2017 onwards including the teachers who recently processed their documents for reclassification shall be required to submit the required authenticated documents prior to the issuance of appointments.

It is also to reiterate that pertinent documents relative to the issuance of appointments as indicated in the appointment checklist given to probable appointees should be complete upon submission to this office or shall otherwise be considered as a form of non-compliance and shall not be accepted. Therefore, **only appointees with complete documents** shall be issued an appointment.

For eligibilities concerning the Professional Regulations Commission, their office at the 3rd floor of Robinsons Mall, Bacolod City may cater to the authentication of licenses and examination ratings.

Immediate dissemination of this memorandum is hereby directed.