



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
DepED, Division of Zambo. Norte
APR No: 30 2024
Date: _____ By: _____
RELEASED

Office of the Schools Division Superintendent

April 29, 2024

Division Memorandum
No. 245, s. 2024

**SIGNATURE OF APPOINTING OFFICER/AUTHORITY
CSC FORM 33-A REVISED 2018**

To: **PSDS
Chiefs of Office
Education Program Supervisors
Senior Education Program Specialists
Unit Section Heads
All Concerned**

1. Enclosed are the Civil Service Commission (CSC) Resolution No. 2301126 promulgated on December 7, 2023 and Memorandum Circular No. 05, s. 2024, Amendment to Section 7a.8 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) as amended, "*Signatory of the Appointing Officer/ Authority*", which is self-explanatory.
2. Noteworthy, may we invite your attention to paragraph no. 4, which states:

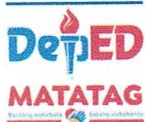
*"Appointing officers/authorities of agencies, including **HRMOs and Human Resource Merit Promotion and Selection Board (HRMPSB)** Chairpersons are allowed to affix their digital signatures/certificates or electronic signatures on copies of appointments."*
3. As mentioned, the HRMO and HRMPSB Chairperson are to affix their signatures on copies of appointments.
4. For information, guidance, observance, and compliance.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

Cc: All concerned

Encl: Civil Service Commission (CSC) Resolution No. 2301126
Memorandum Circular No. 05, s. 2024

Personnel / Form6/000 _____ / 04292024



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
Email: zn.division@deped.gov.ph Website: www.depedzn.net
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



MC No. 05, s. 2024

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment to Section 7a.8 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), as amended

Pursuant to **Civil Service Commission (CSC) Resolution No. 2301126** promulgated on **07 December 2023**, the CSC adopts the Amendment to Section 7a.8 of the 2017 ORAOHRA, as amended, as follows:

“8. *Signature of the Appointing Officer/Authority. The three (3) original copies of the appointment must be duly signed by the appointing officer/authority. The appointing officer/authority is the person or body authorized by law to issue appointments in the Philippine Civil Service.*

In case a law authorizes the delegation of the power to appoint and the appointing officer/authority opts to exercise such option, a copy of the Office/Board Resolution or Order stating such delegation shall be submitted to the concerned CSC FO.

In no case shall rubber-stamped signature or initial of the appointing officer/authority on the appointment be allowed.

Appointing officers/authorities of agencies, including the HRMOs and Human Resource Merit Promotion and Selection Board (HRMPSB) Chairpersons, are allowed to affix their digital signatures/certificates¹ or electronic signatures on copies of appointments. For electronic signatures, a certification by the head of the agency (CS Form No. 11, Series 2020) on the use of their electronic signatures, which shall also include the specimen signatures, shall be submitted to the CSC RO through the CSC FO concerned.

¹ Digital Certificate for use of digital signature is issued by the DICT.

Bawat Kawani, Lingkod Bayani

Agencies that will opt to use a digital certificate shall comply with the requirements set by the Department of Information and Communications Technology (DICT) in availing the Philippine National Public Key Infrastructure (PNPKI) service for the digital signatures/certificates of their officials and employees, and adopt internal rules to ensure that the electronic/digital signatures are secured and validated.”

CSC Resolution No. 2301126 dated 07 December 2023 was published in the Daily Tribune on 08 March 2024 and shall take effect retroactively on 01 January 2023.


ATTY. KARLO A. B. NOGRALES
Chairperson

20 March 2024



Amendment to Section 7a.8 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended
X-----X

Number: 2301126

Promulgated: 07 December 2023

RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central personnel agency of the Government, to *“establish a career service and adopt measures to promote morale, efficiency, integrity x x x. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks x x x”*;

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of Executive Order (EO) No. 292 (Administrative Code of 1987) provides that the CSC shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, Section 12 (14), Chapter 3, Title I (A), Book V of the same Code provides that the CSC shall take appropriate action on all appointments and other personnel matters in the Civil Service;

WHEREAS, Section 26, Chapter 5, Title I (A), Book V of the same Code provides, among other things, that *“all personnel actions shall be in accordance with such rules, standards, and regulations as may be promulgated by the Commission”*;

WHEREAS, in line with its mandate, the CSC promulgated CSC Resolution No. 1701009 dated 16 June 2017 which was published in the Philippine Star on 2 August 2017, took effect on 18 August 2017, and circularized through CSC Memorandum Circular (MC) No. 24, s. 2017, otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA);

WHEREAS, Section 7a.8 (Signature of the Appointing Officer/Authority), Rule III of the 2017 ORAOHRA, as amended, provides as follows:

- “8. *Signature of the Appointing Officer/Authority. The three (3) original copies of the appointment must be duly signed by the appointing officer/authority. The appointing officer/authority is the person or body authorized by law to make appointments in the Philippine Civil Service.*

In case the appointing officer/authority delegates the authority to issue appointments to a next-in-rank official in the same agency, as authorized by law, a copy of the Office/Board Resolution or Order for the said purpose shall be submitted to the CSC FO with jurisdiction.

Bawat Kawani, Lingkod Bayani

In no case shall digital/electronic or rubber-stamped signature of the appointing officer/authority on the appointment be allowed.

WHEREAS, the CSC, through Resolution No. 2000659, promulgated on 8 July 2020, and circularized through CSC MC No. 14, s. 2020, adopted the Interim Guidelines on Appointments and Other Human Resource Actions (IGAOHRA) for the Period of State of Calamity Due to COVID-19 Pandemic, which allows, among others, appointing officers/authorities, including the Human Resource Management Officers (HRMOs) and Chairpersons of Human Resource Merit Promotion and Selection Board (HRMPSB), to affix their electronic signatures on copies of appointments provided that a certification (CS Form No. 11, s. 2020) by the head of the agency on the use of their electronic signatures is submitted to the CSC Regional Office through the CSC Field Office concerned;

WHEREAS, Proclamation No. 929, s. 2020, issued on 16 March 2020, declaring a State of Calamity throughout the Philippines due to COVID-19 was intended to be valid for six (6) months, unless lifted or extended by the President. Thereafter, Proclamation No. 1021 dated 16 September 2020, Proclamation No. 1218, s. 2021 dated 10 September 2021, and Proclamation No. 57, s. 2022 dated 22 September 2022, were issued to further extend the State of Calamity until 31 December 2022. However, a Proclamation to further extend its effectivity was no longer issued. Thus, the effectivity of the CSC IGAOHRA that was made effective during the state of calamity also ceased;

WHEREAS, President Marcos, Jr. issued Proclamation No. 297, s. 2023 on 21 July 2023 that lifted the State of Public Health Emergency throughout the Philippines due to COVID-19 effective immediately;


WHEREAS, Section 7 of Republic Act No. 8792 or the "Electronic Commerce Act of 2000" provides that "*electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing ...*" and EO No. 810, s. 2009,¹ requires the use of digital signatures in e-government services; and

WHEREAS, there is a need to amend Section 7a.8, Rule III of the 2017 ORAOHRA, as amended, to align with the requirements for the digitalization of government processes and to fulfill the emerging needs of the stakeholders of the CSC in the new normal,

WHEREFORE, the CSC **RESOLVES** to **APPROVE** the following amendment to Section 7a.8 of the 2017 ORAOHRA, as amended:

- "8. *Signature of the Appointing Officer/Authority. The three (3) original copies of the appointment must be duly signed by the appointing officer/authority. The appointing officer/authority is the person or body authorized by law to issue appointments in the Philippine Civil Service.*

In case a law authorizes the delegation of the power to appoint and the appointing officer/authority opts to exercise such option, a copy of the Office/Board Resolution or Order stating such delegation shall be submitted to the concerned CSC FO.



¹ Institutionalizing the Certification Scheme for Digital Signatures and Directing the Application of Digital Signatures in E-Government Services.



In no case shall rubber-stamped signature or initial of the appointing officer/authority on the appointment be allowed.

Appointing officers/authorities of agencies, including the HRMOs and Human Resource Merit Promotion and Selection Board (HRMPSB) Chairpersons, are allowed to affix their digital signatures/certificates² or electronic signatures on copies of appointments. For electronic signatures, a certification by the head of the agency (CS Form No. 11, Series 2020) on the use of their electronic signatures, which shall also include the specimen signatures, shall be submitted to the CSC RO through the CSC FO concerned.

Agencies that will opt to use a digital certificate shall comply with the requirements set by the Department of Information and Communications Technology (DICT) in availing the Philippine National Public Key Infrastructure (PNPKI) service for the digital signatures/certificates of their officials and employees, and adopt internal rules to ensure that the electronic/digital signatures are secured and validated.”

The CSC **FURTHER RESOLVES** that all other existing policies which are inconsistent with this policy are deemed modified accordingly.

This Resolution shall be published in a newspaper of general circulation and shall take effect retroactively on 01 January 2023.

Quezon City



ATTY. KARLO A. B. NOGRALES
Chairperson

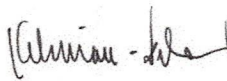


ATTY. AILEEN LOURDES A. LIZADA
Commissioner



ATTY. RYAN ALVIN R. ACOSTA
Commissioner

Attested by:



Digitally signed by KATHERINE
LIMARE-DELMORO
Date: 2023.12.07 19:10:01
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KATHERINE LIMARE-DELMORO
Director IV
Commission Secretariat and Liaison Office

/HRPSO/PSSD/JLT/SGA/jane

² Digital Certificate for use of digital signature is issued by the DICT.