

UNIVERSITY OF THE PHILIPINES MANILA  
*The Health Sciences Center*  
8<sup>TH</sup> Floor, PGH Compound, Taft Avenue, Manila

OFFICE OF THE CHANCELLOR

7 March 2022

MEMORANDUM NO. CCDP – 2022 - 064

TO : Deans, Directors, Heads of Units and Offices  
Attention: Administrative Officers/Designated Staff

SUBJECT : Appointments of Administrative Staff

This is a reminder about the provision of the 2017 Omnibus Rules on Appointments and other Human Resource Action (ORAOHRA), revised on July 2018 (CSC MCNo. 14s, 2018), to wit:

*“No employee shall be required to assume the duties and responsibilities of the position without being furnished with a copy of his/her appointment.”*

In this regard, please submit to the Human Resource Development Office (HRDO), your unit recommendation with basic papers (BP) of those who will be reappointed/renewed, thirty (30) days prior to the expiration of their appointments. This will give the HRDO ample time to process the renewal and avoid gap in service of the appointee.

The following requirements must be attached to the recommendation for submission to the Civil Service Commission (CSC):

1. Personal Data Sheet (PDS) with Work Experience Sheet (WES), 2 copies
2. Position Description Form (FDF), 2 copies
3. Assumption to Duty, 2 copies
4. Oath of Office, 2 copies

For guidance and strict compliance.

  
CARMENCITA D. PADILLA, MD, MAHPS  
Professor and Chancellor 