



Updates from the Civil Service Commission: 2025 ORAOHRA and Rules on Leave

Atty. ARIEL G. RONQUILLO
Assistant Commissioner



2025 Omnibus Rules on Appointments and Other Human Resource Actions (2025 ORAOHRA)



2025 ORAOHRA Major Amendments



2025 ORAOHRA Major Amendments

- Amended the coverage and applicability of the 2025 ORAOHRA. (Section 3)

Section 3 – These rules shall apply to employees appointed to first and second level positions, including executive or managerial positions, who are not presidential appointees, in the career service and to those appointed to the non-career service.

These rules may be applied suppletorily to third level officials appointed by the President of the Philippines. However, agencies are advised to seek CSC guidance where necessary.”

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- Agencies are required to submit proof of eligibility- report of rating or license or certificate of admission to the bar or certificate of eligibility or eligibility card (original copy, authenticated copy, certified true copy, photocopy, or scanned copy) in lieu of the authenticated copy of certificate of eligibility. (Section 4.d)

Section 4. xxx

d. Proof of Eligibility - any one of the report of rating or license or certificate of admission to the Bar or certificate of eligibility or eligibility card [original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System(CSEVS), Licensure Examination and Registration Information System (LERIS) of the Professional Regulation Commission (PRC), or Supreme Court of the Philippines (SC) Lawyer's List] for original appointment, promotion, transfer, reappointment (change of status to permanent), or reemployment:

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- i. Certificate of Eligibility or Eligibility Card issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB);**

- ii. Valid professional license issued by the PRC, Certificate of Admission to the Bar issued by the SC, and License ID issued by the Maritime Industry Authority (MARINA) for positions that involve practice of profession;**

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- iii. Professional license or Certificate of Registration or Report of Rating issued by the PRC, Certificate of Admission to the Bar issued by the SC, or License ID issued by the MARINA for positions that do not involve practice of profession; or
- iv. Valid license issued by authorized regulatory agencies such as National Telecommunications Commission (NTC) or Civil Aviation Authority of the Philippines (CAAP) or Land Transportation Office (LTO) or Philippine National Police (PNP)”

2025 O

- The Oath of Office version (Panunumpa) 1988. The phrase inadvertently omitted

SS Porma Blg. 32
CS Form No. 32

Narebisa 2025
Revised 2025

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES

(Pangalan ng Ahensiya)
Name of Agency

PANUNUMPA SA KATUNGKULAN
OATH OF OFFICE

Ako si _____, ng _____, na
I, _____, _____, having
(Name of Appointee) (Address)

itinalaga bilang _____, ay taimtim na nanunumpa na tutuparin ko nang
been appointed to _____, hereby solemnly swear, that I will faithfully discharge
(Position)

buong husay at katapatan, sa abot ng aking kakayahan, ang mga katungkulang pinagtalagahan
to the best of my ability, the duties of my present position

sa akin at sa dapat gampanan sa iba pang pagkaraan nito'y gagampanan ko sa ilalim ng
and of all others that I may hereafter hold under the

Republika ng Pilipinas; na aking itataguyod at ipagtatanggol ang Saligang Batas ng Pilipinas;
Republic of the Philippines; to uphold and defend the Constitution,

na tunay na mananalig at tatalima ako rito; na susundin ko ang mga batas at mga kautusang
that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and

legal, at mga dekretong pinairal ng mga sadyang itinakdang maykapangyarihan ng Republika
decrees promulgated by the duly constituted authorities of the Republic

ng Pilipinas; at kusa kong babalikatin ang pananagutang ito nang walang ano mang pasubali
of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation

o hangaring umiwas.
or purpose of evasion.

KASIHAN NAWA AKO NG DIYOS.
SO HELP ME GOD.

(Lagda sa itaas ng pangalan ng hinirang)

Government ID: _____
Numero ng ID: _____
Araw ng Pagkakaloob: _____

Nilagdaan at pinanumpa sa harap ko ngayong ika ___ ng ___, 20___ sa
_____, Pilipinas.

(Lagda sa itaas ng pangalan at posisyon
ng opisyal na pinanumpa)

lments



translated to Filipino
ve Order No. 335, s.
stitution" which was

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- Submission of temporary appointment shall be accompanied by request for continuous publication of the position subject of the temporary appointment. Certification on the period of Medical Residency or Fellowship Training Program shall be submitted for temporary appointments to Medical Officer or Specialist positions. Certification issued by the Supreme Court or the Professional Regulation Commission for Bar or Board National Topnotchers (Top 10) shall be required for temporary appointments issued to Bar or Board National Topnotchers. (Section 5.k)

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Section 5. Specific Cases Where Additional Documents are Required. The submission of additional documents in support of the appointments in both Regulated and Accredited or Deregulated agencies are, required in the following cases:

xxx

k. Temporary Appointment - xxx

Certification issued by the appointing officer or authority stating the period of Medical Residency or Fellowship Training Program in lieu of the certification required for temporary appointments

Certification from the SC or PRC, in case of Bar or Board National Topnotchers (Top 10) in lieu of the certification required for temporary appointments

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- Incorporated the provisions of the IGAOHRA and other issuances on appointments after the promulgation of CSC MC No. 24, s. 2018 such as the use of digital or electronic signatures on appointments. (Section 7.a.8)

Section 7. The following procedures shall be strictly observed in the preparation of appointments for authorized positions found in the Plantilla of Personnel and lump sum appropriation for contractual employees:

xxx

- 8. Signature of the Appointing Officer or Authority. The original of the appointment form must be duly signed by the appointing officer or authority. The appointing officer or authority is the person or body authorized by law to issue appointments in the Philippine Civil Service. Copies thereof must be certified by the appropriate officer having custody of the original.**

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

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

Appointing officers or authorities of agencies, including the HRMOs and Human Resource Merit Promotion and Selection Board (HRMPSB) Chairpersons, are allowed to affix their digital signatures or certificates or electronic signatures on copies of appointments. For electronic signatures, a certification by the head of the agency (CS Form No. 11, Series 2025) 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.

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Agencies that 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 or certificates of their officials and employees, and are encouraged to adopt internal rules to ensure that the electronic or digital signatures are secured and validated.

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- Additional provision on the required colatilla on the face of the appointment. (Section 7.a.10)

Section 7. xxx

10. Colatilla. The appropriate notation shall be indicated on the face of the appointment paper before the space for CSC Action or CSC Resolution granting the accreditation to the agency which may include any or a combination of the following:

- a.** An appointment covered by probationary period shall include a colatilla indicating that the appointee is under probation for a specified period.
- b.** An appointment, which has been issued to fill the position of an employee with pending appeal of his or her dismissal or separation from the service, shall bear a colatilla stating that the appointment is subject to the outcome of the case.

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- c. A promotional appointment submitted by an agency exempted from Section 98 hereof shall include a colatilla stating that the appointee shall be reverted to his or her former position in case his or her appointment is disapproved or invalidated.**

- d. An appointment to a vacant position resulting from promotional appointment submitted by an agency exempted from Section 98 hereof shall bear a colatilla stating that the appointment is subject to the outcome of the CSC attestation of the promotional appointment.**

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- Provisions on temporary status of appointment are reformatted for coherence and clarity and to include additional circumstances when temporary appointment can be issued such as to Bar or Board National Topnotchers (Top 10).

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:

XXX

8. A temporary appointment may be issued to Bar or Board national topnotcher (Top 10) as certified by the SC or PRC, even in the absence of the required experience and training without the need for a certification of no qualified applicant, provided all other requirements are met.

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- Qualification requirements of positions subject of either substitute or fixed-term appointment are clarified. (Section 9.c & e.)

Section 9. xxx

- c. Substitute — an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent is on an approved leave of absence, under suspension, on scholarship grant, or secondment. This is effective only until the return of the regular incumbent.**

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Substitute appointment shall be governed by the following:

1. A substitute appointment is allowed only if the leave of absence of the incumbent is at least three (3) months, except in the case of teachers.
2. The reason for leave of absence of the incumbent shall be indicated on the second paragraph of the appointment paper.

Illustrative Example:

“The nature of this appointment is reappointment vice Juan dela Cruz, who is on sick leave from 01 July 2025 to 31 December 2025, with Plantilla Item No. 123, Page 1.”

3. A substitute appointee must meet the education, training, experience, and eligibility requirements of the position to which he or she is being appointed.
4. 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.

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Section 9. xxx

- e. **Fixed Term** – an appointment issued to a person with a specified term of office, subject to reappointment as provided by law, such as Chairperson and members of commissions and boards, SUC President, and Head of Agency appointed by the Board.

2025 ORAOHRA Major Amendments

- Coterminous appointments are categorized into coterminous (primarily confidential), coterminous with the lifespan of the agency and coterminous with the project. (Section 9.d)

Section 9. xxx

- d. **Coterminous** — an appointment issued to a person whose tenure is limited to a period specified by law, or whose continuity in the service is based on the trust and confidence of the appointing officer or authority or of the head coterminous appointments are:

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1. **Coterminous (Primarily Confidential) is classified as follows:**
 - a. **Coterminous with the appointing authority - an appointment is coexistent with the term or tenure of the appointing officer or authority, subject to his or her discretion or pleasure, as determined by law, or declared by the CSC to be primarily confidential in nature upon its finding that the duties and responsibilities of the position imply not only confidence in the aptitude of the appointees but primarily close intimacy which ensures freedom of discussion, delegation, and reporting without embarrassment or freedom from misgivings or betrayals of personal trust.**
 - b. **Coterminous with the head of office with fixed term - an appointment coexistent with the term or tenure of the head of the organizational unit with fixed term as provided by law or declared by the CSC, who is not the appointing officer or authority.**

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1. **Coterminous (Primarily Confidential) is classified as follows:**
 - a. **Coterminous with the appointing authority - an appointment is coexistent with the term or tenure of the appointing officer or authority, subject to his or her discretion or pleasure, as determined by law, or declared by the CSC to be primarily confidential in nature upon its finding that the duties and responsibilities of the position imply not only confidence in the aptitude of the appointees but primarily close intimacy which ensures freedom of discussion, delegation, and reporting without embarrassment or freedom from misgivings or betrayals of personal trust.**

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b. Coterminous with the head of office with fixed term - an appointment coexistent with the term or tenure of the head of the organizational unit with fixed term as provided by law or declared by the CSC, who is not the appointing officer or authority.

Appointees to coterminous (primarily confidential) positions are exempt from qualification requirements, except those positions (a) in which the qualification standards are provided by law; or (b) with duties involving the practice of a profession regulated by the Philippine Bar, Board, or by law which require appropriate licenses.

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2. **Coterminous with the Lifespan of the Agency – an appointment to a position which is co-existent with the lifespan of the agency in accordance with the law, executive issuance, or based on the agency’s staffing pattern as approved by the DBM or the GCG.**

Appointments to positions which are coterminous with the lifespan of the agency need not be renewed annually. The lifespan of the agency shall be indicated on the appointment. However, if the performance of the appointee is below Satisfactory, the appointing officer or authority may terminate the services of or replace the appointee after giving the latter a notice of at least thirty (30) days prior to the date of termination of the appointment.

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Illustrative Example:

The lifespan of the ABC Agency is up to 31 December 2025. The coterminous appointment shall be issued effective from the date of issuance until the end of the lifespan of the agency. The period of appointment shall be indicated on the face of the appointment form as follows:

Coterminous with the Lifespan of ABC Agency (14 February 2018 – 31 December 2025).

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- 3. Cotermious with the Project— an appointment to a position that is co-existent with the duration of a particular project for which purpose employment was made or subject to the availability of funds for the same. The duration of the project shall be indicated on the appointment.**

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- Reappointment (renewal) to contractual and casual appointments shall be submitted to the CSC for approval or validation and no longer for notation only. (Section 9.f & 9.g, last paragraph)

Section 9. xxx

f. Contractual – xxx

Reappointment (renewal) of contractual appointments to the same position or to another contractual position shall be submitted to the CSC FO concerned for approval or validation.

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Section 9. xxx

f. Casual – xxx

Reappointment (renewal) of casual appointments to the same position or to another casual position shall be submitted to the CSC FO concerned for approval or validation.

2025 ORAOHRA Major Amendments

- Explicit mention of “transfer incidental to promotion” in the provision on promotion. Added the provision on the period of disqualification from promotion due to an imposed penalty of demotion and suspension or fine. (Section 11.b)

Section 11. Nature of Appointment. The nature of appointment shall be as follows:

b. Promotion – xxx

An employee who is promoted to another agency shall notify the head of the department or agency in writing where he or she is employed at least thirty (30) days prior to his or her assumption to the position. It is understood that the employee who is promoted to another agency is cleared from all money, property, and work-related accountabilities. The physical movement arising therefrom shall be referred to as “transfer incidental to promotion.”

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An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension, or fine shall be disqualified for promotion, the duration of which shall be that provided in the relevant provision/s of the 2025 RACCS or any future amendment thereto.

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- Amended the provision on reappointment to enumerate the human resource actions that shall be considered reappointment. (Section 11.e)

Section 11. xxx

e. Reappointment – xxx

The following human resource actions shall be considered as reappointment:

- 1. The issuance of appointments from temporary to permanent in the same position, career to non-career or vice versa, and non-career to another non-career.**

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2. The renewal of temporary, contractual, and casual appointments, including subsequent appointments of provisional or substitute teachers and general substitute appointments.
3. The renewal of appointments of coterminous staff of reelected officials, or renewal of appointments of coterminous staff of officials whose term of office concluded but are subsequently absorbed or rehired by the succeeding official without a gap in service.

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- Included a provision that would explicitly mention instance of “transfer incidental to demotion.” (Section 11.g)

Section 11. xxx

g. Demotion – xxx

If the demotion is voluntary or at the instance of the employee, he or she shall notify the head of the department or agency in writing where he or she is employed at least thirty (30) days prior to his or her assumption to the new position. In addition, his or her salary shall be adjusted to the salary grade of the lower level position, but at the same salary step of his or her previous position. The physical movement arising therefrom shall be referred to as “transfer incidental to demotion.”

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- Pending its appeal, reassignment order shall not be executory except for employees who, by the nature of their appointment or function, are directly involved in the maintenance of peace and order, and the protection of life, property, or security unless covered by a special law to the contrary. (Section 13.a.4)

Section 13. Other Human Resource Actions Requiring Issuance of an Office Order. The following human resource actions, which will not require the issuance of an appointment, shall nevertheless require an Office Order issued by the appointing officer or authority:

a. Reassignment — xxx

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a. Reassignment — xxx

4. The employee may file an appeal on the reassignment order within fifteen (15) days upon receipt thereof through a formal grievance mechanism to be established by the agency. If unresolved at the agency level, the employee may elevate the appeal to the CSC RO with jurisdiction. Pending appeal, the reassignment shall not be executory except for employees who, by the nature of their appointment or function, are directly involved in the maintenance of peace and order, and the protection of life, property, or security unless covered by a provision of a special law to the contrary.

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- CSC ROs shall be delegated the authority to determine meritorious cases for agencies' requests to allow the designation of first level employees to second level positions involving supervisory or executive or managerial functions. (Section 13.c)

c. Designation — xxx

3. Designees can only be designated to positions within the level they are currently occupying. Employees holding first level positions cannot be designated to perform the duties of second level positions especially those involving supervisory and executive or managerial functions except in meritorious cases as determined by the CSC RO upon request for exemption by the agency concerned, such as for purposes of initially setting up the agency's structure and human resources, during a calamity, and duly established exigency of the service. Division Chiefs may be designated to perform the duties of second level executive or managerial or third level positions.

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- Designees should meet the qualification standards of the positions to which they are being designated. (Section 13.c)

c. Designation — xxx

- 2. Designees shall meet the QS of the positions to which they are designated.**

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- Employees under probationary period may be considered for promotion if they have been assessed with VS performance rating in their first three (3) or six (6) months of probation. (Section 14)

Sec. 14. Appointees in the career service with permanent status of appointment shall undergo a probationary period for a thorough assessment of their performance and character. The duration of probationary period is generally six (6) months unless the position requires a different period.

xxx

A probationer may be considered for promotion provided that he or she has obtained a Very Satisfactory performance rating after evaluation in the first three (3) months or six (6) months of probation, as applicable. The period of probation shall be completed even after promotion, however the assessment of the individual's performance and character shall be based on the duties and responsibilities of the new position. The HRMO shall inform the HRMPSB of the probationer's rating in relation to his or her appointment or promotion.

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- Employees whose work arrangement is in shifting schedule for 24 hours in 7 days can be issued appointments that may fall on a Saturday, Sunday or holiday. (Section 17)

Sec. 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 or authority. The date of signing shall be indicated below the signature of the appointing officer or authority in the appointment form.

XXX

2025 ORAOHRA **Major Amendments**

Employees whose agency's work arrangement is in shifting schedule for 24 hours in 7 days, may be issued appointments that fall on a Saturday, Sunday, or holiday.

Illustrative Examples:

Appointment of personal and confidential staff of reelected officials may be issued on the 1st day of July, even if it falls on a Saturday or Sunday.

Appointment of a public health worker or personnel serving 24/7 operations may be issued on a date that falls on a Saturday, Sunday, or holiday.

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- Added a provision to clarify that the service record of a transferee shall include the days immediately prior to the date of assumption in the new agency regardless whether working or non-working days. (Section 23)

Sec. 23. The date of the actual assumption of duties of the appointee, as indicated in the Certification of Assumption to Duty (CS Form No. 4, Revised 2025), shall be the basis for the payment of his or her salary and determination of service rendered in government. This shall be submitted to the CSC FO concerned for proper notation in the service card of the appointee.

The date of assumption to duty of a transferee marks his or her first working day in the new agency. The days prior thereto, during weekends and/or declared non-working holidays, shall be deemed to be part of his or her service record at the previous agency.

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Illustrative Examples:

a) A transfer appointment was issued on 11 July 2025. Employee's last working day in the previous agency was on 11 August 2025 (Monday). Date of assumption to duty in the new agency was on 14 August 2025 (Thursday). The payment of salary in the new agency shall be reckoned on the day of the assumption, which was on 14 August 2025. The service record should likewise reflect 14 August 2025 as the first day in the new agency. The service record in the previous agency should reflect 13 August 2025 (Wednesday) as the last day of service prior to transfer.

b) A promotional appointment (Transfer incidental to promotion) was issued on 08 March 2026. The employee's last working day in the previous agency was on 08 April 2026 (Wednesday). The employee assumed the duties of his or her position on 11 April 2026 (Saturday) after the Day of Valor holiday on 09 April 2026 (Thursday) and on 10 April (Friday). The payment of salary to the new position shall be reckoned on the day of the assumption. The service record in the new agency should likewise reflect 11 April 2026 as the first day of service to the promoted position. The service record in the previous agency should reflect 10 April 2026 (Friday) as the last day of service prior to transfer incidental to promotion.

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- Any incorrect information in the publication of vacant positions except errors in spelling or lack of parenthetical title shall be a ground for disapproval or invalidation of appointment. Active contact details of the agencies shall be required in the publication request submitted by agencies to CSC. (Section 26)

Sec. 26. Agencies may publish vacant positions through other modes such as through the agency website, newspaper (local and/or national), and other job search websites. The reckoning date of publication pursuant to Sections 24 and 25 will be the publication or republication date, regardless of the mode, as certified by the HRMO; Provided, that a request for publication of vacant position/s has been filed at the CSC FO on the same day of publication in the agency website or newspaper or other job search websites.

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Any incorrect information in the publication of vacant positions shall be a ground for the disapproval or invalidation of appointments except in cases where there are errors in spelling or lack of parenthetical title or such other errors that do not in any way tend to deter any qualified applicant from applying.

Agencies are also required to provide their active contact details such as email address, telephone, and/or mobile numbers for interested parties' use, otherwise said publication request shall be returned for compliance.

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- Anticipated vacancies can be published one hundred and eighty (180) days prior to retirement, resignation, or transfer of employee instead of the previous thirty (30) days. (Section 31)

Sec. 31. Anticipated vacancies may be published in case of retirement, resignation, or transfer. The publication should not be earlier than one hundred eighty (180) days prior to the effective date of retirement, resignation, or transfer and shall be in accordance with the publication and posting requirements as provided in Sections 24, 25, and 26 hereof.

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- Exemption from master's degree requirement of RA No. 1080 eligibles was further clarified through the additional provision and illustrative examples provided. (Section 53)

Sec. 53. RA No. 1080 eligibles shall be exempt from the master's degree requirement when seeking appointment to division chief and executive or managerial positions, provided that their licensed profession is directly relevant to the duties and responsibilities of the position.

To determine whether the duties and responsibilities of a position involve the practice of a profession or belong to the same occupational group or functionally related positions, the PDF, professionalization law, and the DBM IOS shall serve as references. The duties and responsibilities of the position as indicated in the PDF should be covered by the scope of practice as provided in the professionalization law as well as in the description of the occupational service and group to which the position belongs.

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In cases where the position's duties and functions are multidisciplinary in nature, the preceding paragraph shall not apply.

Illustrative Examples:

- a. A licensed civil engineer shall be exempt from the master's degree for a division chief position directly responsible for overseeing civil engineering projects and programs as indicated in the PDF such as conduct of daily site inspection based on the approved plans and specifications with the standard construction guidelines, among others.**

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- b. A licensed mechanical engineer shall be required a master's degree for a division chief position in the General Services Division which is in-charge of supply and property management and transportation services as shown in the PDF.**

- c. A licensed certified public accountant (CPA) shall be required a master's degree for a division chief position in the Financial and Administrative Division with multidisciplinary functions that include personnel administration, accounting services, and general services.**

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- Classification of experience qualification into relevant experience and specialized experience and providing their respective definitions. (Section 57) (new)

Sec. 57. Experience refers to the skills and knowledge gained or acquired by an individual in previous or current employment in either the government or private sector, whether full-time or part-time, which would enable him or her to perform the duties of the position to be filled as provided in the PDF. In evaluating full-time and part-time work experience, the actual work hours rendered per week should be, as far as practicable, considered. Experience must be relevant and material to the duties and functions of the position.

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- a. **Relevant experience – refers to appropriate knowledge or skill acquired from previous or current employment which has significant closeness and functional relationship with the duties attached to the position to be filled, as certified by the HRMO, immediate supervisor, or authorized officials of the previous or current employer. Alternatively, the proof of relevant experience may include work samples or signed performance evaluations of the individual, among others.**

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- b. Specialized experience - refers to a distinct line of knowledge or skill which is specifically required of the position.**

- c. Managerial experience - refers to knowledge or skills involving leadership, functional guidance, and supervision over people, resource, and/or policy, and exercising functions such as planning, organizing, directing, coordinating, controlling, and overseeing the activities of an organization, a unit thereof, or of a group.**

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- The definition of training for purposes of appointment is amended. (Section 62)

Sec. 62. Training refers to formal or non-formal training courses and Human Resource Development (HRD) interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan or Career Development Plan. These trainings or learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan or Coaching and Mentoring Program approved by the agency head, and certificates issued by the HRMO or authorized official from the government or private sector.

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- Applicability of eligibilities resulting from passing the board examinations is clarified and illustrative examples are added. (Sections 76 and 77)

Sec. 76. Eligibilities resulting from passing the bar or board examinations which require completion of at least a bachelor's degree shall be considered appropriate to first and second level positions not covered by bar or board or special laws and/or those that require other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

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Illustrative Examples:

- RA No. 1080 (CPA) eligibility shall be appropriate for appointment to Accountant positions or other first and second level positions not covered by board laws or that do not require other licenses.
- RA No. 1080 (Social Worker) eligibility shall be appropriate for appointment to Social Worker positions or other first and second level positions not covered by board laws or that do not require other licenses.
- RA No. 1080 (Professional Teacher) eligibility shall be appropriate for appointment to Teacher positions or other first and second level positions not covered by board laws or that do not require other licenses.

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Sec. 77. Eligibilities resulting from passing the board examinations which require completion of less than a bachelor's degree shall be considered appropriate for appointments to first level positions not covered by board or special laws and/or those that require other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

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Illustrative Examples:

- RA No. 1080 (Certified Plant Mechanic) eligibility shall be appropriate for appointment to Engineering Assistant positions with duties related to mechanical engineering.
- RA No. 1080 (Dental Hygienist) eligibility shall be appropriate for appointment to Human Resource Management Assistant positions but not to Medical Laboratory Technician positions, which are covered by another board law.

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- Incorporated policies on qualification standards for re-categorized skilled positions. (Section 80) (new)

Sec. 80. The following rules shall apply to re-categorized skilled positions:

- a. Incumbents of re-categorized skilled positions under permanent status, who possess higher eligibilities, such as PRC professional license, which are relevant or functionally related to the skilled positions, shall be considered to have met the eligibility requirement for the said positions.**

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- b. Incumbents of re-categorized skilled positions under permanent status, who possess Career Service Professional or Subprofessional eligibility instead of the required skills eligibility, shall be considered to have met the eligibility requirement for the skilled positions.**
- c. Incumbents of skilled positions appointed under permanent status at the time of re-categorization shall be considered as having met the new QS for the position.**
- d. The new QS of the re-categorized skilled positions shall apply to subsequent appointees if the skilled positions are vacant at the time of re-categorization.**

2025 ORAOHRA **Major Amendments**

Eligibilities issued under Category I (SCEP) of CSC MC No. 11, s. 1996, as amended, shall continue to be appropriate for permanent appointment to corresponding positions re-categorized under Category II and other functionally-related positions without undergoing one (1) year employment under temporary status, provided the other requirements are met.

2025 ORAOHRA Major Amendments

- Incorporated the functions and responsibilities of the HRMPSB. (Section 87) (new)

Sec. 87. The HRMPSB shall assist the appointing officer or authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MSP. As such, the HRMPSB shall perform the following functions and responsibilities:

- a. Follow strictly the process on the selection of candidates for appointment in the government service;**

2025 ORAOHRA Major Amendments

- b. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority or officer will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report shall not only specify whether the candidates meet the QS of the position but also include observations and comments on the candidate's competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidates' preference of assignment, if applicable, should be mentioned in the report;**
- c. Ensure that all deliberations are properly documented and maintained for inspection and audit by the CSC; and**
- d. Provide information about the individual rating of the applicant upon written request.**

2025 ORAOHRA Major Amendments

- Enumerated exemptions from Section 98 where agencies are not permitted to fill-up vacancies resulting from promotion until the promotional appointments have been acted upon by the CSC.

Sec. 98. Agencies shall not fill up vacancies resulting from promotion until the promotional appointments have been approved or validated by the CSC, except in the following cases:

- a. Agencies are conferred with PRIME-HRM Bronze or Silver or Gold award;**

2025 ORAOHRA **Major Amendments**

- b. The positions to be filled are involved in providing essential services in times of state of calamities, disasters, pandemic, and other similar occurrences, as declared by proper authorities provided that the recruitment, selection, and placement processes pursuant to their CSC-approved Agency MSP and internal guidelines are complied with; and**
- c. Meritorious cases, as may be authorized by the CSC.**

2025 ORAOHRA Major Amendments

- Included in Section 107 other grounds for disapproval or invalidation which are mentioned in other provisions and said provisions are indicated therein (Section 107)

Sec. 107. An appointment shall be disapproved or invalidated due to any of the following grounds:

- a. Temporary appointment issued to a person who meets all the qualification requirements of the position except appointees to Medical Officer or Specialist positions undergoing residency or fellowship training. (Sec.9.b.7)**
- b. An appointment to a position issued without a QS approved or confirmed by the CSC. (Sec. 34)**

2025 ORAOHRA **Major Amendments**

- c. The appointee does not meet the QS for the position. (Sec. 36)**
- d. An appointment has been issued where the HRMPSB deliberation commenced before the required period of publication pursuant to RA Nos. 7041 and 7160 is complied with. (Sec. 96)**
- e. The appointment has been issued in violation of the CSC-approved MSP of the agency. (Sec. 103)**
- f. An appointment has been issued in favor of a relative of the appointing or recommending officer or authority, or of the chief of the bureau or office or of the person exercising immediate supervision over the appointee. (Sec. 126)**

2025 ORAOHRA **Major Amendments**

- g. The appointee has been dismissed for cause as enumerated in the 2025 RACCS or any future amendment thereto or has been found guilty of a crime where perpetual or temporary disqualification from appointment is attached to the penalty thereof, unless an executive clemency has been granted. (Sec. 128)**
- h. The contractual or casual appointment has been issued to fill a vacant position in the plantilla of personnel or the contractual or casual appointee performs the duties and responsibilities of the vacant position. (Sec. 133)**
- i. The appointee has intentionally made a false statement of any material fact or has practiced or attempted to practice any deception or fraud in connection with his or her appointment.**

2025 ORAOHRA Major Amendments

- j. The appointment has been issued in violation of existing civil service laws, the Board or Bar laws, Local Government Code of 1991 (RA No. 7160), Publication Law (RA No. 7041), the Omnibus Election Code (BP Blg. 881, as amended), or other pertinent laws.**
- k. The appointment has been submitted to the CSC RO or FO concerned with incomplete required documents, and the agency failed to submit the required documents within the prescribed period of fifteen (15) calendar days from receipt of CSC RO or FO notification about the incomplete submission.**
- l. The temporary appointment to Medical Officer or Specialist position has been issued beyond the allowable residency period. Certification stating the period of completion of residency shall be submitted with the temporary appointment.**

2025 ORAOHRA **Major Amendments**

Extension beyond the residency period may be allowed by the concerned CSC RO subject to justification based on existing circumstances such as ongoing critical medical projects or exigency of the service due to national health emergency.

2025 ORAOHRA Major Amendments

- Reversion to former position of the employee whose promotional appointment is invalidated or disapproved shall apply only to promotion within the agency. The appointee (from outside of the agency), whose appointment is issued to the vacant position resulting from promotion and the promotional appointment had been disapproved or invalidated, shall be considered resigned. (Section 112)

Sec. 112. An employee whose promotional appointment (within the agency) is disapproved or invalidated shall be reverted to his or her former position.

The appointee (from outside the agency), who is issued an appointment by agencies exempt from Section 98 hereof to a vacant position resulting from issuance of a promotional appointment, shall be considered resigned from the date of finality of the disapproval or invalidation of the promotional appointment.

2025 ORAOHRA Major Amendments

- Amended the provision on the prohibition on nepotism to clarify its application on appointments in LGUs. Illustration was also incorporated. (Section 126)

Sec. 126. No appointment in the career and non-career service in the national government or any branch or instrumentality thereof, including GOCCs with original charters, and LGUs shall be made in favor of a relative of the appointing or recommending officer or authority, or of the chief of the bureau or office, or of the person exercising immediate supervision over the appointee.

Unless otherwise provided by law, the word “relative” shall include the members of the immediate family and those related, either of consanguinity or of affinity, within the third degree of the appointing or recommending authority, Chief of the Bureau or Office, or Immediate Supervisor. In respect of appointment in the career service of LGUs, the term “relative” also includes those related, either of consanguinity or of affinity, in the fourth civil degree of the appointing or recommending authority.

2025 ORAOHRA **Major Amendments**

Relationship by affinity subsists even after the death of the spouse of the appointing or recommending authority, or of the chief of the bureau or office, or of the person exercising immediate supervision over the appointee for as long as there are children from the marriage. For purposes of this Section, a common-law relationship shall be considered equivalent to a marital relationship

2025 ORAOHRA Major Amendments

Illustration:

Nepotism in Government

	Career Service	Non-Career Service
NGAs	3 rd civil degree of consanguinity or affinity of Appointing Authority, Recommending Authority, Chief of the Bureau or Office, or Immediate Supervisor	3 rd civil degree of consanguinity or affinity of Appointing Authority, Recommending Authority, Chief of the Bureau or Office, or Immediate Supervisor
GOCCs with Original Charters	3 rd civil degree of consanguinity or affinity of Appointing Authority, Recommending Authority, Chief of the Bureau or Office, or Immediate Supervisor	3 rd civil degree of consanguinity or affinity of Appointing Authority, Recommending Authority, Chief of the Bureau or Office, or Immediate Supervisor

2025 ORAOHRA Major Amendments

Illustration:

Nepotism in Government

	Career Service	Non-Career Service
LGUs	<p>3rd civil degree of consanguinity or affinity of Appointing Authority, Recommending Authority, Chief of the Bureau or Office, or Immediate Supervisor</p> <p>4th civil degree of consanguinity or affinity of Appointing Authority or Recommending Authority</p>	<p>3rd civil degree of consanguinity or affinity of Chief of the Bureau or Office, or Immediate Supervisor</p>

2025 ORAOHRA **Major Amendments**

The following are exempted from the operation of the rules on nepotism:

- a. persons employed in a confidential capacity;**
- b. teachers;**
- c. physicians;**
- d. members of the Armed Forces of the Philippines;**
- e. science and technology personnel under RA No. 8439; and**
- f. other positions as may be provided by law.**

The nepotism rule covers all kinds of appointments whether original, promotion, transfer, and reemployment regardless of status, including casual, and contractual. This rule shall also apply to designation.

2025 ORAOHRA Major Amendments

- Updated the provisions on extension of service pursuant to CSC MC No. 21, s. 2020, re: Guidelines on the Request for Extension of Service and added provisions for clarity. (Sec. 131)

Sec. 131. A government official or employee who will reach the compulsory retirement age of 65 years may be allowed to extend his or her services beyond said retirement age.

The extension of service (EOS) shall be governed by the following:

2025 ORAOHRA Major Amendments

1. Extension Based on Exigency of Service

- a. The request for EOS based on exigency of service of a permanent official or employee who will reach the compulsory retirement age of 65 years may be allowed for up to six (6) months and in meritorious circumstances may be extended for another period of up to six (6) months.

The request for extension shall be made by the Head of Office and filed with and received by the CSC Central Office not later than three (3) months prior to, but in no case be more than six (6) months before, the date of the official or employee's compulsory retirement except in cases of request for second extension which shall be filed not later than one (1) month prior to the end of the first extension. Services rendered during the period of extension shall no longer be included in the computation of the length of service for purposes of retirement benefits.

2025 ORAOHRA Major Amendments

Illustrative Examples:

1. Application within 3 to 6 months before compulsory retirement:

Compulsory Retirement Date: 31 December 2025

Earliest Date to File (6 months before): not earlier than 30 June 2025

Latest Date to File (3 months before): not later than 30 September 2025

2. Application for a second extension:

First Extension End Date: 30 June 2025

Latest Date to File for Second Extension (1 month before): 31 May 2025

2025 ORAOHRA **Major Amendments**

- b. The head of agency shall establish the necessity of the service, including but not limited to the following:**
 - 1. Completion of a program or a project, such as in the case of personnel under the research and development sector, provided that the research project is within the priority Research and Development programs of the government and is identified as a strategic priority of the agency; or any activities that may have impact on agency program implementation, e.g., computerization program.**

2025 ORAOHRA **Major Amendments**

2. Deployment in services that have impact on national security and safety, or when any other national or local emergency has been declared by the appropriate authority.
3. The incumbent is the only expert available to the agency to undertake a highly technical function.
4. During the transition period to ensure the proper turn-over of program or project implementation by training or orienting the successor.
5. Other analogous conditions as may be determined by the CSC.

2025 ORAOHRA **Major Amendments**

2. Extension for Completion of 15 Years in Government Service

For request for EOS for purposes of completing the fifteen (15) years of service required under the GSIS Law, a maximum period of three (3) years may be allowed. Services rendered during the period of extension shall be credited as part of government service for purposes of retirement. Apart from the head of agency, the official or employee concerned may also file the request of EOS.

Request for EOS for purposes of completing the fifteen (15) years of service shall be granted to government employees irrespective of the status of appointment, including those who have optionally retired from the government service with entitlements to retirement benefits but were re-employed in the government.

2025 ORAOHRA **Major Amendments**

For casual government employees, the EOS granted shall be valid only if the appointing authority renews the retiree's casual appointment corresponding to the period of the EOS granted, subject to existing civil service rules.

In cases wherein the retiree lacks more than three (3) years to complete the service and if the retiree had been previously employed in the private sector, the retiree may avail the benefits under RA No. 7699, which recognizes prior service in the private sector and allows such to be added or tacked in to the employee's government service to enable him or her to complete the fifteen (15)-year government service requirement under the GSIS Law.

2025 ORAOHRA **Major Amendments**

A request for the EOS for the purpose of completing the fifteen (15) years of service of an official or employee who has incurred a leave of absence without pay for any reason other than illness for more than one (1) year shall not be allowed.

2025 ORAOHRA **Major Amendments**

3. Completion of 3-Year Service for Separation Pay

- a. A government official or employee who will reach the compulsory retirement age of 65 years but has less than three (3) years of service required for the payment of separation benefits under the GSIS Law may be allowed an EOS, equivalent to the period needed for such completion, provided that the extension shall not exceed six (6) months.

2025 ORAOHRA **Major Amendments**

- b. The request for an EOS under this category must be filed by the concerned employee through the appointing officer or authority and submitted to the CSC for approval.**

- c. Services rendered during the extension period shall be credited as part of government service for purposes of computing separation benefits under the GSIS Law.**

- d. This provision applies irrespective of the employee's appointment status, subject to compliance with the required documentary and procedural requirements.**

2025 ORAOHRA Major Amendments

- e. The request for EOS for the completion of the 3-Year Service for Separation Pay shall include a Certification from the GSIS on the Total Length of Service (TLS) of the employee. This certification will ensure that the service rendered during the extension period will fulfill the requirements for the payment of separation benefits under the GSIS Law.

In case of future modifications, the Certification may be submitted in such other form as may be prescribed by the CSC in coordination with the GSIS.

2025 ORAOHRA Major Amendments

4. General Provisions Applicable to the Three (3) Categories

- a. The only basis for Heads of Offices to allow an employee to continue rendering service after his or her 65th birthday is a CSC Resolution granting the request for extension. In the absence of such Resolution, the said employee shall not be authorized to perform the duties of the position, otherwise his or her salaries shall be the liability of the official responsible for the continued service of the employee.
- b. During the period of extension, the employee on service extension shall be entitled to salaries and salary increases, allowances, and other remunerations that are normally considered part and parcel of an employee's compensation package subject to the existing regulations on the grant thereof, except step increments. The employee shall also be entitled to such commensurate vacation and sick leaves, provided that the same are not commutative and not cumulative.
- c. Officials and employees who were granted EOS are covered by the principle of accountability and may be administratively charged for violation of civil service laws and rules.

2025 ORAOHRA Major Amendments

- d. The request for EOS shall be submitted to the CSC with the following documents:
- i. Request for EOS signed by the head of office or appointing officer or authority or the employee in case of extension to complete 3-year or the 15-year service required under the GSIS Law, containing the justifications for the request;
 - ii. Certification by a licensed private or government physician that the employee subject of the request is still mentally and physically fit to perform the duties and functions of his or her position. The certification must be issued within six (6) months from retirement date;
 - iii. Certified true copy of the employee's Certificate of Live Birth;
 - iv. Clearance of no pending administrative case issued by the CSC, the Office of the Ombudsman, and the agency concerned, which must have been obtained not earlier than six (6) months prior to the date of retirement or anticipated end of the extension period.;

2025 ORAOHRA **Major Amendments**

- v. Service record of the employee, if the purpose of the extension is to complete the 15-year service requirement under the GSIS law;
- vi. Certification from the GSIS on the TLS of the employee for those who are completing the 15-year service requirement;
- vii. Certified true copy of the updated Plantilla of Personnel issued by the agency HRMO for request on the ground of exigency only;
- viii. Proof of payment of the filing fee;
- ix. Contact information of the head of office, the HRMO, and the employee concerned; and
- x. Additional document/s that may be required by the CSC in specific circumstances.

2025 ORAOHRA **Major Amendments**

Except in extraordinarily meritorious grounds to be determined by the Commission, only requests with complete documentary requirements, which are filed within the prescribed period, shall be received by and considered filed with the CSC.

Requests may be filed through official electronic mail, subject to the transmittal of the original hard copies of the documentary requirements to the Commission. For requests that are filed through snail or registered mail, the date of mailing shall be considered the date of filing.

2025 ORAOHRA Major Amendments

- Inclusion of clarification on the renunciation of foreign citizenship pursuant to CSC MC No. 4, s. 2022. (Section 139)

Sec. 139. A person with dual citizenship shall not be appointed in the government unless he or she renounces his or her foreign citizenship pursuant to the provisions of RA No. 9225. The performance of acts that amount to the recantation or repudiation of the renunciation of foreign citizenship, such as the continued use of a foreign passport subsequent to the renunciation, shall render one ineligible for appointment or continued employment in the government service.

The renunciation of foreign citizenship enunciated under RA No. 9225 applies only to those with dual allegiance, i.e., dual citizen whose foreign citizenship was acquired through naturalization or at their own volition.

2025 ORAOHRA Major Amendments

This rule shall not apply to Filipino citizens whose foreign citizenship were acquired in the following instances:

- a. by birth through the jus soli principle (“right of soil” or citizenship by virtue of just being born in the nation’s territory);
- b. derivative naturalization (citizenship given to minors through the naturalization of parents);
- c. through adoption of Filipino minors by alien adoptive parent/s provided that the alien adoptive parents complied with the provisions of the laws on adoption; and
- d. by marriage of a Filipino to a foreign citizen if by the laws of the latter’s country, the former is subsequently considered a citizen thereof by reason of marriage, unless by the former’s act or omission, he or she is deemed to have renounced Philippine citizenship.



RULES ON LEAVE



Government Office Hours:
*(Omnibus Rules Implementing
Book V, EO No.
292, Rule XVII, Section 2)*

- ❑ Each head of department or agency shall require a **daily record of attendance of all the officers and employees under him** including those serving in the field or on the water, **to be kept on the proper form** and, whenever possible, **registered on the bundy clock.**



Government Office Hours:
*(Omnibus Rules Implementing
Book V, EO No.
292, Rule XVII, Section 2)*

- ❑ Service **“in the field”** shall refer to service rendered outside the office proper and service **“on the water”** shall refer to service rendered on board a vessel which is the usual place of work.



Government Office Hours:
*(Omnibus Rules Implementing
Book V, EO No.
292, Rule XVII, Section 3)*

- ❑ Chiefs and Assistant Chiefs of agencies who are **appointed by the President, officers who rank higher than these chiefs** in the three branches of the government, and other presidential appointees **need not punch in the bundy clock, but attendance and all absences of such officers must be recorded.**



Government Office Hours:
*(Omnibus Rules Implementing
Book V, EO No.
292, Rule XVII, Section 4)*

- Falsification or irregularities in the keeping of time records** will render the guilty officer or employee **administratively liable without prejudice to criminal prosecution** as the circumstances warrant.



Government Office Hours:
*(Omnibus Rules Implementing
Book V, EO No.
292, Rule XVII, Section 5)*

- ❑ **Officers and employees of all departments and agencies** except those covered by the special laws **shall render not less than eight hours of work a day for five days a week** or a total of **forty hours a week**, exclusive of time for lunch.

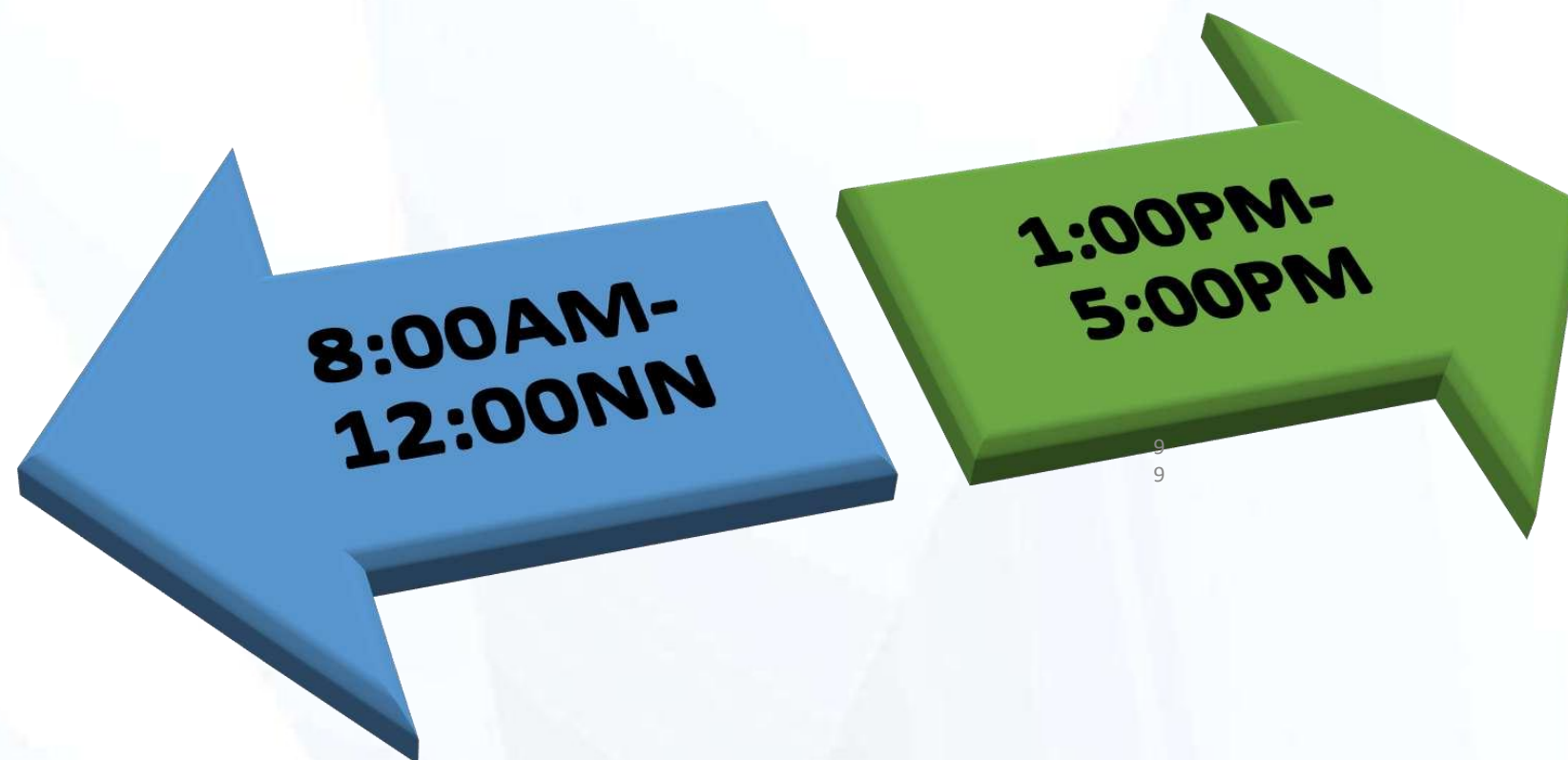


Government Office Hours:
*(Omnibus Rules Implementing
Book V, EO No.
292, Rule XVII, Section 5)*

- ❑ As a general rule, such hours shall be from **eight o'clock in the morning to twelve o'clock noon** and from **one o'clock to five o'clock in the afternoon** on all days except Saturdays, Sundays and Holidays.



Government Office Hours:
*(Omnibus Rules Implementing
Book V, EO No.
292, Rule XVII, Section 5)*





LEAVE OF ABSENCE

*(Omnibus Rules on Leave
Implementing Book V of Executive
Order No. 292)*



Leave of Absence

- A right** granted to **officials & employees not to report for work WITH or WITHOUT PAY,**
- for **one or more days,**
- with their **positions held for them until their return.**



PERSONS ENTITLED TO LEAVE PRIVILEGES

*(Omnibus Rules on Leave
Implementing Book V² of Executive
Order No. 292)*



Who Are Entitled to Leave

Benefits?

- Appointive Officials & Employees
(**Permanent, Temporary, Casual or Co-Terminous**) on full-time basis
- Employees on Part-Time Basis
- Employees on Rotation Basis
- Contractual Employees
- Local Elective Officials, pursuant to BP 337 & RA 7160 effective May 12, 1983
- Teachers Designated to Perform Non-Teaching Functions



Civil Service Commission Regional Office VIII

KINDS OF LEAVE: SICK LEAVE & VACATION LEAVE

*(Omnibus Rules on Leave
Implementing Book V of Executive
Order No. 292)*



Kinds of Leave

Vacation Leave

Granted for personal reasons, the approval of which is **contingent upon the necessities of the service**.

Sick Leave

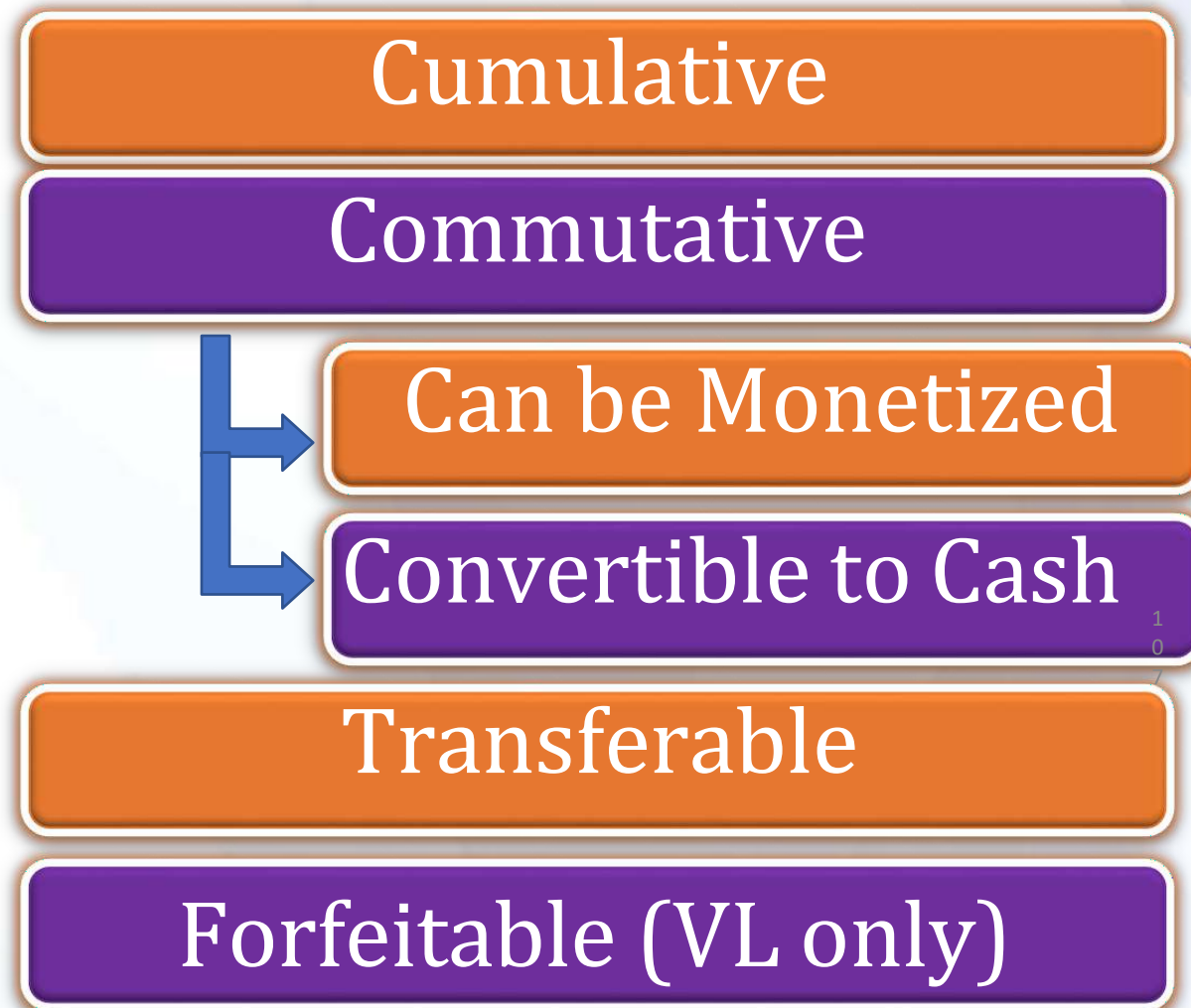
Granted only on account of sickness or disability on the part of the **employee or any member of his immediate family**.



CHARACTERISTICS OF SICK LEAVE & VACATION LEAVE

*(Omnibus Rules on¹ Leave
Implementing Book V of Executive
Order No. 292)*

Characteristics of Vacation Leave and Sick Leave





Commutation of VL and SL

Ordinary Commutation

Commutation upon
separation from the service



Monetization of Vacation Leave (VL) Credits

Allowed with 15 Days
Vacation Leave Balance

5 Days Retained After
Monetization

30 Days Maximum



Issue:

Whether Sec. 23 of the Omnibus Rules on Leave allows an employee to monetize his Sick Leave (SL) credits if he has no available Vacation Leave (VL) Credits.

Ruling:

As a general rule **what is allowed to be monetized are the accumulated Vacation Leave Credits**. Sec. 23, on the other hand, is an extraordinary measure to relieve an employee from financial difficulties that **may be allowed only for valid and justifiable reasons subject to the discretion of the agency head and availability of funds**.



Hence, Sec. 23 should be construed as an exception to the general rule under Sec. 22.

Consequently, for purposes of monetization, **Vacation Leave Credits must be exhausted first before sick leave credits may be used.**

In this regard, since Maslan's Vacation Leave Credits have already been exhausted, the monetization of fifty percent (50%) of her available 150 sick leave credits may be allowed in accordance with Sec. 23 of CSC Memo. Circular No. 41, s. 1998. [CSC Res. No. 00-0034, d. Jan. 5, 2000; Re: Belen T. Maslan]



- ❑ Monetization of leave credits is **exempted from income tax** (CSC MC No. 31 dated July 2, 1991; EO No. 291 dated September 27, 2000)



Transfer from one government agency to another

Options:

Commutation of Accumulated
Vacation Leave & Sick Leave

Transfer to New Agency



Forfeiture of Vacation Leave Credits

- Mandatory annual 5-Day Vacation Leave forfeited, if not taken during the year.



- ❑ Public officials and employees **ON EXTENDED SERVICE** are entitled to VL & SL credits subject to the following:

Non-Commutative

Non-Cumulative

EO 1077 dtd. Jan. 9, 1986
(mandatory leave) & other
laws and rules applicable



Issue:

Whether or not, in the event an employee is exonerated from the criminal charges against him, he may claim salary and other benefits for the duration of his detention, as well as earn leave credits.

Ruling:

NO. From all indications, detention in effect is equivalent to an indeterminate preventive suspension. Therefore, there is no basis for the payment of his salary corresponding to the period of his detention. **The doctrine on “No Work, No Pay” applies in this case.** Consequently, **he could not earn leave credits, considering that his services are suspended for such period.** [CSC Res. No. 991879, dated Aug. 23, 1999; Nelda Q. Norona]



Leave Computation

- Employees with irregular work schedule
 - ❖ **Excludes Off-Duty Days**

- Employees observing flexible working hours
 - ❖ **Number of hours required to be served for a day but not served** (core hours only)
 - ❖ **Compensatory service may be availed to offset non-attendance or undertimes**



Leave Computation

- ❑ Absence on a regular day with suspension of work
 - ❖ deduction equivalent to the time when official working hours start up to the time the suspension of work is announced
- ❑ For purpose of granting leave of absence
 - $\frac{1}{4}$ or more but less than $\frac{3}{4} = \frac{1}{2}$ day
 - $\frac{3}{4}$ or more = 1 day



Tardiness

Failure to arrive at a time set; lack of punctuality

Undertime

Working time that is less than the full time or the required minimum; usually **incurred by an officer or employee who leaves or quits from work ¹ earlier than the usual eight-hour work schedule** in a given working day.



Policy on Undertime (CSC MC No. 16, dated Aug 6, 2010)

- ❑ **Any officer or employee who incurs undertime**, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year **shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service**, as the case may be.



Policy on Half-Day Absence (CSC MC No. 17, dated Aug 6, 2010)

- Any officer or employee who is **absent in the morning is considered to be tardy** and is subject to the provisions on **Habitual Tardiness**; and
- Any officer or employee who is **absent in the afternoon is considered to have incurred undertime**, subject to the provisions on **Undertime**.



Habitual Tardiness

(Frequent Unauthorized Tardiness)

- ❑ Employee incurs tardiness **regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester** or at least **two (2) consecutive months** during the year.

1st Offense – Reprimand

1
2
2

2nd Offense – Suspension for 1 day to 30 days

3rd Offense – Dismissal



CSC Res. 00-1397, dated June 13, 2000
Parungao, Edelwina DG.

- ❑ **“Frequent Unauthorized Tardiness”** could either be **a grave offense** under Rule IV, Sec. 52, Par. (A), No. 17, Uniform Rules on Administrative Cases in the Civil Service, **or a light offense** under Rule IV, Sec. 52, Par. (C), No. 4, of the same Rules, **depending on its effects on the government service** as defined by the agency head.



Penalty

- ❑ Frequent Unauthorized Absences, or Tardiness in reporting for duty, loafing or frequent unauthorized absences from Duty during regular office hours

1st offense – Suspension

(6 mos. & 1 day to 1 year)

2nd offense – Dismissal



- ❑ Tardiness and undertime are **deducted from Vacation Leave Credits**, except if undertime is for health reasons supported by a medical certificate and application for leave.

- ❑ Employee **ON PROBATION**
 - ❖ may already avail of leave credits earned.
 - ❖ LWOP incurred extends completion of probationary period for the same number of days of such absence.



Civil Service Commission Regional Office VIII

FILING REQUIREMENTS

*(Omnibus Rules on Leave
Implementing Book V of Executive
Order No. 292)*



FILING REQUIREMENTS

- CS Form No. 6, Revised 1984
- When to file
 - VL - **5 days in advance**, whenever possible
 - SL - **immediately upon employee's return** (with Medical Certificate in excess of 5 days)
 - in advance, **scheduled medical examination or operation or advised to rest** in view of ill health



Approval of Leave Application

VL – discretionary on agency head

SL – mandatory provided proof of sickness/disability is attached

Period to Act on Leave Application

Within 5 working days after receipt
otherwise deemed approved



LEAVE OF ABSENCE WITHOUT PAY (LWOP)

*(Omnibus Rules on Leave
Implementing Book V of Executive
Order No. 292)*

November 24, 2021



Leave of Absence Without Pay (LWOP)

- Not allowed**, if with leave credits, **except in case of secondment.**
- 1 year**, maximum period allowable.
- Failure to report after expiration of 1 year LWOP, **automatically separated from service.**
- In excess of 1 month, **requires clearance of the head of agency.**



- ❑ aggregate of 15 days VLWOP **will not interrupt the continuity of 3-year service requirement** for the grant of step increment
 - ❖ in excess of 15 days, grant of step increment **delayed for the same number of days** on absence without pay

- ❑ Employees on approved leave of absence without pay **entitled to the grant of Productivity Incentive Bonus (PIB)** to an amount **PROPORTIONATE to actual services rendered** depending on their performance ratings



- ❑ Official or employee who incurred an **aggregate of not more than 50 days** authorized vacation leave without pay within the 10-year period shall be **considered as having rendered continuous service for purposes of granting the loyalty award.**

Those who incurred an **aggregate of not more than twenty five (25) days** authorized vacation leave without pay within the 5-year period may **qualify for the 5 year milestone loyalty award.**



Civil Service Commission Regional Office VIII

LUNA, Mayumi Juris A.
[CSC Res. No. 021264, d. Sept. 27, 2002]

Issue:

Whether an employee/official can go on vacation leave with or without pay at the same time accept a consultancy job in a project of another government agency or foreign institution here or abroad.

Ruling:

1. **Full-time consultancy job** of a government official or employee **is not allowable.**

1
3
3



2. An employee/officer may become a consultant of another agency, institution, local or foreign, or foreign government **under part-time status**, provided the following are present:
- a. It must **not violate the rule** against holding multiple positions;
 - b. He/She must **obtain permission or authority from his/her head of agency** as the same constitutes a limited private practice of profession;

- c. The private practice of profession **must not conflict or tend to conflict with his/her official functions** and the interest of the Republic of the Philippines; and
- d. It must **not affect the effective performance** of his/her duty.



3. An employee/officer may take a leave of absence, whether with pay or not, to accept a consultancy job, subject to the following rules:
 - a. leave of absence **must be contingent upon the needs of the service**, i.e., it must not adversely affect agency operations, thus, the grant of vacation leave shall be at the discretion of the head of the department/agency;
 - b. Leave without pay shall **not exceed one (1) year**;
 - c. Leave without pay shall **not be granted whenever an employee has leave with pay to his credit**; and



- d. It must **not violate** the rule against holding multiple positions;
- e. He/She **must obtain permission or authority from his/her head of agency** as the same constitutes a limited private practice of profession.
- f. The private practice of profession **must not conflict or tend to conflict with his/her official functions³₇** and the interest of the Republic of the Philippines.



ABSENCE WITHOUT OFFICIAL LEAVE (AWOL)

*(Omnibus Rules on Leave
Implementing Book V of Executive
Order No. 292)*

November 24, 2021



Absence Without Official Leave (AWOL)

- Not entitled to salary but **absence not deducted from accumulated leave credits**
- AWOL for 30 working days, **dropped from the rolls WITHOUT PRIOR NOTICE;**
- However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than 30 working days 3 times in a semester, such that a pattern is already apparent, **dropping from the rolls without prior notice** may likewise be justified [CSC MC No. 13, d. July 25, 2007]



If AWOL for less than 30 working days, written **RETURN-TO-WORK ORDER** to last known written address on record should be served

Failure to report, valid ground for dropping from the rolls.



Issue:

Whether or not an employee who had been arrested & detained in jail may be declared on AWOL.

Ruling:

No. His/her services are automatically suspended during the period of his/her detention, hence, there could be no basis to declare him on AWOL. [CSC Res. No. 991879, dated Aug. 23, 1999; Nelda Q. Norona]



TERMINAL LEAVE

*(Omnibus Rules on Leave
Implementing Book V of Executive
Order No. 292¹₂)*



Terminal Leave

- Applied by official or employee who **intends to sever his/her connection with his/her employer-agency.**

- Ombudsman clearance not required.**

- Claim for payment of TL benefits **must be brought within 10 years from time the right of action accrues** upon an obligation created by law

- Based on **highest monthly salary** received at any time during period of employment in the government service



Civil Service Commission Regional Office VIII

CIRCUMSTANCES AFFECTING LEAVE

*(Omnibus Rules on Leave
Implementing Book V of Executive
Order No. 292)*

November 24, 202



Specific Circumstances Affecting Leave

With PENDING administrative case

- ❖ NOT BARRED from enjoying leave privileges.
- ❖ If preventively suspended, the same will be deferred or interrupted in case of maternity or paternity leave is availed of.



Specific Circumstances Affecting Leave

☐ Effects of Decision in Administrative Case

- a) Dismissed from service
 - ❖ ENTITLED to terminal leave benefits
- b) Exonerated
 - ❖ ENTITLED to leave credits for the period he/she had been out of the service
 - ❖ mandatory leave NOT CHARGED against leave credits



Effect of Suspension on Entitlement to Step Increment

- ❑ The penalty of suspension imposed upon an official or employee is considered as **a gap in the service and has effectively interrupted the continuity of the three (3)-year service requirement** for the grant of step increment. However, the grant of step increment will only be delayed for the same number of days, which must not exceed three (3) months, that an official or employee was serving the penalty of suspension. *[CSC Res. 02-1564, d. Dec. 17, 2002; Traspadillo, John Marlon M.]*



Leave of Detailed Employee

- ❑ Since mother/parent agency relinquishes administrative supervision over detailed employee to the **receiving agency**, the latter **has responsibility to monitor punctuality & attendance of the employee, approve requests for leave, evaluate performance**, etc.
- ❑ Prior to effectivity of detail, **mother agency furnish a certification of the available sick & vacation leave credits** of detailed employee **to receiving agency**. Copy of approved request for leave submitted to the mother/parent agency.
- ❑ **Monetization of leave credits** of detailed employee still **under the jurisdiction of the mother/parent agency**.



OTHER KINDS OF LEAVE

*(Omnibus Rules on Leave
Implementing Book V of Executive
Order No. 292)*

November 24, 2021



Other Kinds of Leave

Maternity Leave

Paternity Leave

Rehabilitation Privilege

Special Leave Privileges

Study Leave

Teacher's Leave



Parental Leave to Solo Parents *(RA 8972; Solo Parents' Welfare Act of 2000)*

- Ten-Day Leave Under RA 9262
- *(Anti-Violence Against Women & Their
Children Act of 2004)*

- Special Leave Benefits for
Women Under RA 9710
- *(An Act Providing for the Magna Carta of
Women)*



OTHER KINDS OF LEAVE

*(Based on the Approved Laws,
Rules & Regulations of the
Government)*

November 24, 2021

Scope and Coverage

Maternity Leave



Female employees regardless of civil status, employment status, length of service, legitimacy of the child, and manner of child delivery.

- ❖ may include the **availment of the child's father or alternate caregiver** who are working **either in the public or private sector.**



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

Scope and Coverage

Paternity Leave



Married male employees for the **first four (4) child deliveries of the legitimate spouse/wife.**



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

Rule XVI

Sec. 11 Grant of Maternity Leave



- **105 days** for **live childbirth**
- Additional **15 days** for **solo parents** qualified under RA No. 8972
- **60 days** for **miscarriage, emergency termination of pregnancy (ETP) including stillbirth**
- **CS Form No. 6, Revised 2020** shall be used



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

Rule XVI

Sec. 11 Grant of Maternity Leave



- **Non-Cumulative** (*can not be accumulated*) and **Non-Commutative** (*non-convertible to cash*)
- **ML cannot be deferred**,^{1 5 6} but part of it may be availed on or before the actual delivery in a **continuous and uninterrupted manner**.

Rule XVI

Sec. 12 Extended Maternity Leave (NEW)



- An **option to extend the 105 days ML for live childbirth** for up to **30 days** with or without pay.
 - ❖ **If with pay** – charge to Sick Leave (SL) credits or to Vacation Leave (VL) if SL is exhausted.
 - ❖ **If without pay** – Not considered a gap in the service.

Rule XVI

Sec. 12 Extended Maternity Leave (NEW)



- Submit application at least forty-five (45) days before the end of the 105-day ML *(Due notice in writing)*
- Prior notice is not required for medical emergency cases, but subsequent notice shall be given to the authorized official

Rule XVI

Sec. 13 Frequency of the Grant of Maternity Leave



- Granted for **every instance of pregnancy**, regardless of frequency
- In case of **overlapping benefit claims**, the female employee shall be granted maternity benefits for the two contingencies in a **consecutive manner**.
- Shall be paid only **one ML benefit**, regardless of the number of offspring, **per child birth/delivery**.

Rule XVI

**Sec. 14 Tenure of Female Employee
Availing the Expanded Maternity Leave**
(NEW)



- The availment of maternity leave shall not be used as basis for the diminution or reduction in rank, status or salary of the female employee or termination of her employment.

***(Security of tenure and
non-discrimination clause)***



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

Rule XVI

Sec. 15 Maternity Leave After Termination of Employment



- ML with full pay if the childbirth, miscarriage or emergency termination of pregnancy occurs not more than fifteen (15) calendar days after the termination of employee's service.
- In case of illegal termination of employment, the prescriptive period of fifteen (15) calendar days shall not apply.



Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

Rule XVI

Sec. 15 Maternity Leave After Termination of Employment



Q: *My contract ended on 05 Nov. 2020. My estimated date of delivery is on 20 Nov. 2020. Am I entitled to ML?*

A: *Yes. You are entitled to 105 days ML with full pay provided that live childbirth occurred within the period of 06 to 20 Nov. 2020.*

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

Rule XVI

Sec. 16. Maternity Leave of Employee with Pending Administrative Case



Maternity leave benefits shall be enjoyed by the female employee **even if she has a pending administrative case.**

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

Rule XVI

Sec. 16. Maternity Leave of Employee with Pending Administrative Case



For female employee under **preventive suspension** or serving the **penalty of suspension**:

- ❖ She will be **allowed** to enjoy ML
- ❖ She shall be required to serve the unexpired portion of her suspension after ML

Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)

Rule XVI

Sec. 16. Maternity Leave of Employee with Pending Administrative Case



- She **cannot** enjoy ML if during childbirth, miscarriage or early termination of pregnancy a decision in an administrative case found her **guilty** with a penalty of **dismissal from the service has become final and executory.**



Adoption Leave

A female government employee, regardless of her civil status and employment status, and length of service who qualifies as an adoptive parent under R.A. No. 8552 or the “Domestic Adoption Act of 1998” and whose prospective adoptee is below seven (7) years of age as of placement, shall be qualified to avail **adoption leave of sixty (60) days with full pay**, which leave shall be enjoyed in a continuous and uninterrupted manner. If she is married, her legitimate spouse (government employee) can avail of adoption leave of seven (7) days with full pay which shall be enjoyed in a continuous or in an intermittent manner.

***Section 20 of the Omnibus Rules on Leave as Amended Pursuant to CSC MC No.5, s. 2021 dated April 28, 2021**



Adoption Leave

A single male government employee, regardless of employment status and length of service who qualifies as an adoptive parent under R.A. No. 8552 and whose adoptee is below seven (7) years of age as of placement, shall be entitled to **adoption leave of sixty (60) days with full pay, which leave shall be enjoyed in a continuous and uninterrupted manner. The same privilege may also be enjoyed by a married male employee with an unemployed (wife) spouse.**

***Section 20 of the Omnibus Rules on Leave as Amended Pursuant to CSC MC No.5, s. 2021 dated April 28, 2021**



Adoption Leave

Adoption leave shall provide an opportunity for the prospective adoptee and the adoptive parent/s to develop bonding similar to that between a child and his/her biological parents.

Application for adoption leave shall be filed using Civil Service (CS) Form No. 6, Revised 2020, and accompanied by an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD), if the leave will be availed of before the grant of petition for adoption

If adoption leave is availed after the grant of the petition for adoption, the application for leave shall be accompanied by the authenticated copies of the Decree of Adoption issued by the proper court.”

***Section 20 of the Omnibus Rules on Leave as Amended Pursuant to CSC MC No.5, s. 2021 dated April 28, 2021**

THANK YOU!

