



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

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MEMORANDUM CIRCULAR
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On: Additional Policy Guidelines
on the Placement of Personnel

More than 90 percent of the DAR's permanent and temporary employees have already been approved for placement by the Placement Committee, as reported by Secretary Philip Ella Juico to the Executive Secretary on 19 September 1988.

It has been observed, however, that some regions have too many personnel approved for certain positions while other regions have left some of these positions vacant.

For example, Regions III and IV have more qualified personnel for the position of Municipal Agrarian Reform Officer (MARO) than they have slots available, while the Cordillera Autonomous Region (CAR) and many other regions still have vacancies.

Further, questions have been raised about the preparation of appointments and effectivity dates.

In view of these, the following additional guidelines are hereby promulgated:

A. Placement of Personnel

1. Vacancies for the positions of CARPO, MARO, SARPO, ARPO and ART shall be ascertained by the Placement Committee in coordination with the Regional Placement Committees.

2. Regional Offices are required to secure clearance from the Placement Committee Chairman, Undersecretary Jesli A. Lapus, before filling any of these five positions.

3. The Regional Placement Committees shall provide the Placement Committee Chairman a list of all those CARPO, MARO and SARPO candidates who passed the PARO or MARO examinations and are willing to be reassigned to other regions.

This willingness must be expressed in writing. Their preferred regional deployment should also be stated for consideration by the Placement Committee but the Placement Committee is not bound to place them in the region of their choice.

The deadline for these submissions is 30 November 1988.

4. The deployment of CARPOs, MARO, and SARPOs shall be decided on by the Regional Director concerned in coordination with the Undersecretary and Assistant Secretaries for Field Operations.

5. The deployment of ARTs shall be decided on by the PAROs concerned in coordination with the Regional Director, subject to the guidelines that may be issued by the Field Operations Office.

6. Qualified candidates transferring from one region to another will compete for the vacant positions with qualified casuals, contractuels and outsiders. In other words, recommendations and selections must be based on qualifications and experience.

7. New examinations for MARO applicants, whether employed by the DAR at present or not, will be held. The schedule will be announced later. Those who took the examinations previously are ineligible.

8. As a general rule, all outsiders applying for DAR positions should undertake the Pre-Service Training (PST) following the format prepared by the BARIE. Pre-screening by testing or interviews is encouraged so that not more than five persons per vacancy are allowed to take the PST.

B. Preparation of Appointments

All appointments in the DAR, except for Presidential Appointees, shall be prepared by the Administrative Service, which shall be assisted by Regional Personnel Officers and/or Staffs.

C. Effectivity Dates of Appointment

Section (h) of PD 807 states:

An appointment takes effect immediately upon issue of the appointing authority if the appointee assumes his duty immediately, and remains effective until it is disapproved by the Civil Service Commission, if this should take place, without prejudice to the liability of the appointing authority for appointment issued in violation of existing laws or rules.

The Department of Budget and Management released funds to cover the new plantilla for the DAR's reorganization effective 20 January 1988.

Hence, all appointments shall be effective as follows:

1. To be effective as of 20 January 1988:

a. All incumbents - whether permanent, temporary, casual or contractual employees - whose approved placements and appointments are similar to those they held as of 20 January 1988. (Example: Former incumbent Team Leader, now appointed MARO.)

b. All permanent and temporary employees designated to higher positions and performing duties and handling responsibilities of these positions, on or before 20 January 1988, whose approved placements and appointments are similar to their designations. (Example: Former incumbent SARPO, designated Chief ARS, now appointed Chief ARS.)

c. All incumbent casual and contractual employees whose contracts of service, as of 20 January 1988, specified positions similar to those to which they were appointed, provided they were actually performing functions similar to those of their new appointment. (Examples: Former Contractual-Executive Assistant, now appointed Sr. Executive Assistant I; former Casual-Staff Assistant, now appointed Supervising ARS; former Casual-Skilled Laborer-Programmer, now appointed Computer Programmer.)

2. To be effective upon assumption to duty: All new applicants and/or transferees from other government agencies approved for placement and appointed by the Secretary.

Certifications and/or other documents attesting to the date of effectivity of the appointment, issued by Heads of Offices, Bureau Directors, Regional Directors or Service Chiefs, shall be required. The certifying official shall be responsible for the veracity of the date of effectivity of appointment stated in the certification.

All other orders, memoranda and/or circulars inconsistent herewith are hereby revoked.

This Memorandum Order takes effect immediately.


PHILIP ELLA JUICO
Secretary