

**[ CSC MEMORANDUM CIRCULAR NO. 25 S. 1992,  
June 16, 1992 ]**

**MANDATORY REQUIREMENT FOR ASSUMPTION TO DUTY**

Pursuant to CSC Resolution No. 92-781 dated June 16, 1992, the Civil Service Commission hereby adopts the following policies on the mandatory requirement for assumption to duty of officials and employees in the civil service:

1. No official or employee shall require any person to render service without furnishing him a copy of his appointment issued and signed by the appointing authority. The appointee must acknowledge receipt of said appointment by signing on the face of the duplicate copy of the appointment.
2. All officers and employees are hereby enjoined not to assume the duties and responsibilities of any position without being furnished a copy of their appointment duly issued and signed by the appointing authority concerned.
3. The services rendered by any person who was required to assume the duties and responsibilities of any position without an appointment having been issued by the appointing authority shall not be recognized nor credited by the Commission.
4. Failure on the part of the appointing authorities to comply with the provision of the first paragraph hereof shall render them personally liable for the salaries that would accrue to the appointee pursuant to Section 65, Chapter 10, Subtitle A, Title I, Book V of E.O. 292.
5. Any person who is issued an appointment and is required to assume the duties of the position must be paid his salaries even before approval of his appointment by the proper Regional/Field Offices of the Commission effective upon assumption to duty.
6. Any violation hereof shall constitute a ground for administrative disciplinary action.

This Circular shall take effect immediately.

Adopted: 16 June 1992

(SGD.) SAMILO N. BARLONGAY  
*Acting Chairman*

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