

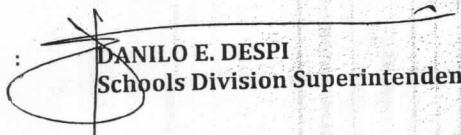


RELEASED

DIVISION MEMORANDUM  
OSDS-Per-DM-001

DepEd, Division Office of Catanduanes  
RECORDS SECTION  
Date: JAN 09 2020  
Time: 5:08 PM  
Initial/Signature: [Signature]

TO: : School Heads and Administrative Officers of Implementing Units

FROM: :  **DANILO E. DESPI**  
Schools Division Superintendent

SUBJECT: : **FORMS TO BE USED IN ACCOMPLISHING PLANTILLA OF CASUAL APPOINTMENTS**

DATE: : **Januray 9, 2020**

In connection with the submission of Plantilla of Casual Appointments to Civil Service Commission, it is advised to input the complete data of appointee and use the correct forms in the report. The forms that will be used are as follows:

**1. Original Appointment**

- a. CS Form No. 1, Revised 2018 (Appointment Transmittal and Action Form)
- b. **CS Form No. 34- A**
- c. PDS (CS Form No. 212, Revised 2017)
- d. Original copy of the authenticated certificate of eligibility/rating license (for positions requiring licenses e.g. Security Guards)

**2. Reemployment/Reappointment**

- a. CS Form No. 1, Revised 2018 (Appointment Transmittal and Action Form)
- b. **CS Form No. 34 - E**

CS Form No. 1, Revised 2018 (Appointment Transmittal and Action Form) will be accomplished in **2 copies (CSC Copy and SDO Copy)**. **CS Form No. 34- A / 34 - E** will be accomplished in **3 copies (CSC Copy, SDO Copy, School Copy)**. The electronic file will be sent thru email at [christinelouise.deleon@deped.gov.ph](mailto:christinelouise.deleon@deped.gov.ph). These forms will be certified by Marichelle B. Llave, Administrative Officer IV (SDO - Personnel Section) with the countersign of the School Head/Administrative Officer of the School. Please refer to 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 page 4-5. Implementing units without casual employees may disregard this.

For information, guidance and compliance.

Republic of the Philippines

For  
National Government Agencies/ Government-Owned or  
Controlled Corporations/State Universities and Colleges

(Stamp of Date of Receipt)

(Name of Agency)

**PLANTILLA OF CASUAL APPOINTMENTS  
(REAPPOINTMENT-RENEWAL)**

Department/Office: \_\_\_\_\_  
Source of Funds: \_\_\_\_\_

- INSTRUCTIONS:**
- (1) Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments.
  - (2) Indicate 'NOTHING FOLLOWS' on the row following the name of the last appointee on the last page of the Plantilla.
  - (3) Provide proper pagination (Page n of n page/s).

	NAME OF APPOINTEE/S			POSITION TITLE (Do not abbreviate)	EQUIVALENT SALARY/ JOB/ PAY GRADE	DAILY WAGE	PERIOD OF EMPLOYMENT		ACKNOWLEDGEMENT OF APPOINTEE		
	Last Name	First Name	Name Extension (Jr/Ill)				Middle Name	From (mm/dd/yyyy)	To (mm/dd/yyyy)	Signature	Date Received
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

The above-named personnel are hereby hired/appointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no longer available or the project has already been completed/finished or their performance are below par.

CERTIFICATION

This is to certify that all requirements and supporting papers pursuant to CSC  
MC No. 24, s. 2017, as amended, have been complied with, reviewed and  
found in order.

APPOINTING OFFICER / AUTHORITY

CSC NOTATION

HRMO

CSC Official

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

For Regulated  
National Government Agencies/ Government-  
Owned or Controlled Corporations/State  
Universities and Colleges  
  
(Stamp of Date of Receipt)

Republic of the Philippines

(Name of Agency)

PLANTILLA OF CASUAL APPOINTMENTS

Department/Office: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

INSTRUCTIONS:

- (1) Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments.
- (2) Indicate **NOTHING FOR LOWS** on the row following the name of the last appointee on the last page of the Plantilla.
- (3) Provide proper pagination (Page n of n pages).

1	NAME OF APPOINTEE/S			EQUIVALENT SALARY/ JOB/ PAY GRADE	PERIOD OF EMPLOYMENT	NATURE OF APPOINTMENT (Original/ Reappointment/ Reemployment)	ACKNOWLEDGEMENT OF APPOINTEE		CSCFO ACTION	
	Last Name	First Name	Name Extension (Jr/III)				Middle Name	Signature	Date Received	A-Approved D-Disapproved
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

The above-named personnel are hereby hired/reappointed as casuals at the rate of compensation stated opposite their names for the period indicated. It is understood that such employment will cease automatically at the end of the period stated unless renewed. Any or all of them may be laid-off any time before the expiration of the employment period when their services are no longer needed or funds are no longer available or the project has already been completed/finished or their performance are below par.

CERTIFICATION

APPOINTING OFFICER / AUTHORITY

This is to certify that all requirements and supporting papers pursuant to CSC MC No. 24-s. 2017, as amended, have been complied with, reviewed and found in order.

Date: \_\_\_\_\_  
HRMO

Date: \_\_\_\_\_  
CSC Official