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MEMORANDUM

FOR : All Regional Executive Directors  
All Bureau and Line Directors  
Heads of Attached Agencies

FROM : The Director  
Administrative Service

SUBJECT : **CSC MEMORANDUM CIRCULAR NO. 06, SERIES OF  
2005 ON THE GUIDELINES ON DESIGNATION**

DATE : March 31, 2005

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We are furnishing you herewith, a copy of CSC Memorandum Circular No. 06, series of 2005 on the Guidelines on the Designation of personnel in the civil service.

For your information and guidance.

  
**RAMON M. EZPELETA, CESO IV**

*Memo 106*



MC No. 06, s. 2005

### MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;  
DEPARTMENTS, BUREAUS AND AGENCIES OF THE  
NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS;  
GOVERNMENT-OWNED OR CONTROLLED  
CORPORATIONS; AND STATE UNIVERSITIES AND  
COLLEGES

SUBJECT : Guidelines on Designation

In its Resolution No. 050157 dated February 7, 2005, the Commission has adopted the following guidelines on Designation in the civil service:

- A. Employees to be designated should hold permanent appointments to career positions.
- B. Designees can only be designated to positions within the level they are currently occupying. However, Division Chiefs may be designated to perform the duties of third level positions.  
  
First level personnel cannot be designated to perform the duties of second level positions.
- C. For positions with incumbents who temporarily cannot perform the duties of the position (vacation or sick leave, study leave, scholarship, maternity leave, special assignments), the designations should be synchronized with the absence of the incumbent provided that in no case shall a designation exceed one (1) year.
- D. For positions without incumbents, a designation may be made only for a maximum of one (1) year.
- E. Designations shall be made through an office order issued by the Head of Agency or the Head of Office concerned.

F. Designees cannot be granted the salaries of the positions they are being designated to, except allowances that go with performance of the functions, such as RATA.

These guidelines supplement Section 6(e), Rule III of CSC Memorandum Circular No. 40, s. 1998 as amended by CSC Memorandum Circular No. 15, s. 1999.



KARINA CONSTANTINO-DAVID  
Chairman

15 February 2005

NLA/FMA/jane/mb1.mc-designation