

ADMINISTRATIVE ORDERNo. 24

Series of 2022

SUBJECT: ADDENDUM TO ADMINISTRATIVE ORDER NO. 16, SERIES OF 2019 OR THE MANUAL OF DELEGATION AND DELINEATION OF AUTHORITY

In the exigency of service and in order to ensure consistency in the rules to be followed in the issuance and approval of appointments covering the different employment status as stipulated in the Civil Service Commission Omnibus Rules on Appointments and Other Human Resource Actions (CSC ORAOHRA) e.g. Permanent, Temporary, Substitute, Coterminous, Contractual, and Casual, with consideration to the various position levels in the Department, the following is hereby prescribed under Personnel/Human Resource Matters, Item I, page 8 to read as follows:

I. PERSONNEL/HUMAN RESOURCE MATTERS**A. ORIGINAL, PROMOTION, TRANSFER, REAPPOINTMENT, REEMPLOYMENT****1. Appointments to Third Level Positions**

Evaluation/Assessment	Recommending Authority	Approving Authority
Third Level Promotion and Selection Board (PSB)	Secretary	President

2. Permanent, Temporary, and Substitute Appointments (First & Second Level)

	Position	Recommending Authority	Approving Authority	
CO	Social Welfare Attache	EXECOM	Secretary	
	Division Chief	CO-HRMPSB	Secretary	
	Below Division Chief (SG 23 and below)	CO-HRMPSB	Undersecretary in-charge of human resource management/development	
FO	Division Chief	FO-HRMPSB ¹	Secretary	
	Below Division Chief (SG 23 and below)	FO-HRMPSB	If FO is CSC-Accredited	Regional Director/OIC-Regional Director ²

¹ For the FO Division Chief position, a Special HRMPSB chaired by the Regional Director shall be constituted/created to facilitate the hiring process, deliberation and appointment preparation.

² The Special Order must indicate the authority to sign appointments for SG 23 and below positions

			if FO is NOT CSC-Accredited	Undersecretary in-charge of human resource management/development
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3. Contractual and Casual Appointments (First & Second Level)


	Position	Recommending Authority	Approving Authority	
CO	Division Chief	Undersecretary Concerned	Secretary	
	Below Division Chief (SG 23 and below)	Undersecretary Concerned	Undersecretary in-charge of human resource management/development	
FO	Division Chief	Regional Director	Secretary	
	Below Division Chief (SG 23 and below)	Assistant Regional Director in-charge of human resource management/development	if FO is CSC-Accredited	Regional Director/OIC-Regional Director
			if FO is NOT CSC-Accredited	Undersecretary in-charge of human resource management/development

4. Coterminous Appointments (First & Second Level)

Recommending Authority	Approving Authority
Head of OBS/Official concerned	Secretary


This order takes effect immediately.

Issued in Quezon City, Metro Manila.


ERWIN T. TULFO
 Secretary

Date: 12 SEP 2022

Certified True Copy


Ramil R. Egamino
 Administrative Officer V
 Records and Archives Mgt. Division

14 SEP 2022