

Bachelor of Science in Environmental Science



BAGONG PILIPINAS



AREA II
Parameter D: RANK AND
TENURE

IMPLEMENTATION

I.6 | The probationary period or temporary status required before a permanent status is granted to the faculty is in accordance with civil Service and institutional policies and guidelines.



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1.1.2.4 The Selection Committee, through the HRMO, shall notify all applicants of the outcome of the preliminary evaluation, and submit the selection line-up to the HRSB for an "en banc" deliberation.

1.1.2.5 The HRSB, through the HRMO, shall submit the qualifying criteria evaluation report of all the applicants screened for approval of the College President.

1.1.2.6 The HRMO shall post the list of new appointees in appropriate Bulletin Boards after the issuance of the appointment.

1.1.2.7 The new faculty shall be on probation for four (4) semesters exclusive of summer. They may be terminated for a cause (i.e. want of capacity and unsatisfactory conduct in the performance of duty) anytime within the probationary period.

1.1.3 Types of Faculty Appointments

Regular faculty are those occupying PSIOP-listed (closed career) positions of the state college appointed to a faculty rank who are directly engaged in teaching, research, and extension services and income generating activities.

1.1.3.1 Permanent members shall occupy plantilla positions who meet all the qualifications stipulated in the merit system.

Temporary members are the first time appointee to a faculty position, who do not fully meet the qualifications stipulated in the Merit System employed to teach on a term basis

The policy on probation period and temporary status from the ZSCMST Faculty Manual (BOT Res No. 51, series of 2021).



acknowledge receipt of the appointment by signing on the duplicate and other copies of said appointment.

Sec. 5. 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 credited nor recognized by the Commission, and shall be the personal accountability of the person who made him assume office.

2.1.2 Probationary Period

(CSC MC No. 03, s. 2005)

Sec. 2. Definition of Terms

Probationary Period refers to the period of actual service following the issuance of a permanent appointment where the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

Sec. 3. Objectives of the Probationary Period.

The probationary period for permanent appointment in the career service shall have the following objectives:

- a.) to serve as an on-the -job assessment of new appointees' knowledge, skills, and attitudes necessary to perform the duties and responsibilities of the position as enumerated in the PDF, and specified in the approved performance targets and work output standards;
- b.) to provide the appointees with appropriate technical assistance through human resource interventions, such as training, coaching, mentoring, and other applicable

A Zamboanga State College of Marine Sciences and Technology document outlining the probationary period for permanent appointments, as per CSC MC No. 03, s. 2005.

interventions; and closely supervise and monitor their performance;

- c.) to monitor and assess the conduct of the appointees, and act appropriately on any incidence of unsatisfactory behavior; and
- d.) to determine whether the appointee shall continue to hold permanent appointment or be separated from the service within or at the end of the probationary period due to want of capacity or unsatisfactory conduct.

Sec. 4. Duration of the Probationary Period.

The probationary period shall be before six months, reckoned from the date of assumption to duty, except for the following:

- a.) teachers who are appointed on provisional status who shall undergo a period of probation for not less than one year from and after the date of provisional appointment, as provided under Sec. 4 of Republic Act 4670;
- b.) appointees to closed career positions which shall undergo a period of probation for more than six months, if so provided in their Agency Charters; and
- c.) those who are appointed to positions which require a probationary period of less than or more than six months, as may be provided by law.

Sec. 5. Coverage

The probationary period shall cover the following employees:

- a.) those who are issued original appointment under permanent status in the career service, and who meet all

the requirements of the positions including the civil service eligibility;

- b.) non-career service employees who are first-time appointees under permanent status in the career service;
- c.) holders of temporary appointments in the career service who, after meeting all the requirements of the positions, are issued permanent appointments;
- d.) those who are employed under permanent status;
- e.) first-time appointees to closed career positions, unless otherwise provided under the agency Charter; and
- f.) appointees whose positions require probationary period as may be provided by law.

A notation that the appointee is under probation for specified period shall be indicated in the appointments issued to those covered by these rules.

Sec. 6. Exemption

The following employees shall be exempted from these rules:

- a.) teachers who prior to issuance of regular permanent appointments, have acquired adequate professional trainings;
- b.) preparation in any school recognized by the government, and those who possesses on the appropriate civil service eligibility, pursuant to Section 4 of the Republic Act. 4670;
- c.) first time appointees to closed career positions in the state universities and colleges, and scientific and research



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 to be in order.

The position was published at N/A from N/A to N/A ,
 and posted in N/A from N/A to N/A ,
 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on July 8 , 2025.

EMMA A. SANTOS, MPM
OIC-Head, HRMO

Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on July 8, 2025.

On Notation that this Appointment is under Probation for Four (4) Academic terms.

RACHEL D. LAURiaga Ph.D.
Vice President for Academic Affairs
Chairperson, HRMPSB/Placement Committee

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of July, 2025			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
<input type="checkbox"/> Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			

Original Copy - for the Appointee Original Copy - for the Civil Service Commission Original Copy - for the Agency	Acknowledgement Received original/photocopy of appointment on _____ Appointee
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A CSC MC No. 24, s. 2017 certification for an appointment "under probation for four (4) academic terms" at an unspecified location, dated July 8, 2025.