

# Bachelor of Science in Environmental Science



BAGONG PILIPINAS



AREA II

## SYSTEM-INPUTS AND PROCESSES

**S.2** | The institution has a policy on  
probationary status of employment.



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## Chapter 2. General Policies, Procedures and Guidelines

### 2.1 Recruitment and Employment Policy

#### 2.1.1 Effectivity of Appointment

*(Rule IV, CSC Revised Omnibus Rules on Appointments and Other Personal Actions)*

Sec. 1. An appointment issued in accordance with pertinent laws and rules shall take effect immediately upon its issuance by the appointing authority, and if the appointee has assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the approval of his/her appointment by the Commission. The appointment shall remain effective until disapproved by the Commission. In no case shall an appointment take effect earlier than the date of issuance.

Sec. 2. No appointment shall be made effective earlier than the date of issuance except in case of change of status in view of having acquired a valid certificate of registration, and valid professional license.

The date of effectivity of the appointment is the date of issuance of the permanent appointment, not the date the deficiency in qualification standards was met or where proof thereof was presented.

Sec. 3. In the case of temporary appointment, the twelve (12) months period of its effectivity shall be reckoned from the date of issuance of the appointment and not from the date the appointee assumes the duties of the position.

Sec. 4. No official or employee shall be required to assume duty without being furnished with a copy of his appointment after it was issued by the appointing authority. The appointee shall

*A Zamboanga State College of Marine Sciences and Technology faculty manual page detailing the recruitment and employment policy, including the effectiveness of temporary appointments.*



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