



Serbisyo Sibil: Isang Daang Taong Paglilingkod

MC No. 19, s. 2001

**MEMORANDUM CIRCULAR**

**T O :** ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** *Guidelines for Conversion of Positions from Non-Career to Career*

Pursuant to CSC Resolution No. 011362 dated August 10, 2001, the Civil Service Commission hereby adopts the following guidelines for conversion of positions from non-career to career:

1. Only positions are converted from non-career to career;
2. Incumbents of converted non-career positions can be appointed to said positions only if they are qualified and such fact should be specified in the CSC resolution itself; and
3. The "vested right" principle should not be applied when positions are converted from non-career to career since it is contrary to the merit and fitness principle.

This Circular takes effect immediately.

**KARINA CONSTANTINO-DAVID**  
Chairman

14 August 2001



Serbisyo Sibil: Isang Daang Taong Paglilingkod

Re : Guidelines on the Conversion of  
Positions from Non-Career to Career

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RESOLUTION NO. 011362

**WHEREAS**, the Constitution and the Revised Administrative Code of 1987 mandate that the Civil Service Commission, as the central personnel agency of the Government, shall, among others, establish a career service and strengthen the merit system;

**WHEREAS**, in pursuance of this mandate, the Commission should strive for a bureaucracy staffed by competent, dedicated and highly professional civil servants;

**WHEREAS**, there have been continuing requests from various agencies seeking to convert non-career positions to career positions so as to attract highly qualified people with security of tenure;

**WHEREAS**, the Commission finds such requests conducive to bolstering the constitutional provision affording security of tenure to government employees;

**WHEREAS**, the Commission in numerous rulings has approved such conversions subject to the condition that the incumbents or would-be appointees to the converted positions meet all the qualification requirements for the position;

**WHEREAS**, it appears that different interpretations are being given to said rulings;

**WHEREFORE**, to clarify the matter, the Commission issues the following guidelines for conversions of positions from non-career to career:

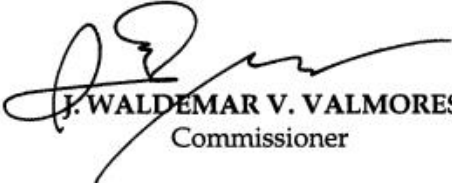
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Quezon City, AUG 10 2001.

  
KARINA CONSTANTINO-DAVID  
Chairman

  
JOSE F. ERESTAIN, JR.  
Commissioner

  
J. WALDEMAR V. VALMORES  
Commissioner

Attested by:

  
ARIEL G. RONQUILLO  
Director III