

FREQUENTLY ASKED QUESTIONS

1. Who are the presidential appointees covered by the Memorandum?

All presidential appointees in the executive department **appointed before 01 February 2023**:

- a. Non-career officials or those serving at the pleasure of the President and those appointed with a term. Those whose terms of office have already expired (i.e., serving in a hold-over capacity) are considered as serving at the pleasure of the President;
- b. Permanent appointees; and
- c. Temporary appointees or those appointed in acting capacity.

2. What agencies are covered by the Executive Department?

- a. National Government Agencies and their attached agencies, bureaus and offices;
- b. Government-Owned or -Controlled Corporations (GOCC) including Government Financial Institutions, Government Instrumentalities with Corporate Powers, Government Corporate Entities, Economic Zone Authorities, and Research Institutions;
- c. State Universities and Colleges (SUC); and
- d. Other Offices attached to the Office of the President (OP)

3. Who are not covered by the Memorandum?

- a. Presidential appointees in the Judiciary, the Judicial and Bar Council, and the Legal Education Board;
- b. Presidential appointees in Constitutional Commissions (Commission on Elections, Commission on Audit, and Civil Service Commission [CSC]);
- c. Presidential appointees in the Office of the Ombudsman;
- d. Presidential appointees in local government units in case of permanent vacancies as provided under Section 45 of Republic Act No. 7160, s.1991¹

As of 08 February 2024, upon the directive of the Executive Secretary, the following are not covered by the Memorandum since their documents were earlier submitted and have been evaluated by the Presidential Management Staff (PMS):

- a. Presidential appointees appointed from 01 February 2023 up to present;
- b. Presidential Appointees whose appointments were confirmed by the Commission on Appointments;
- c. Cabinet Secretaries and other officials with the rank of Secretary; and
- d. Career Executive Service Officers I, II, III, IV, V, and VI.

4. What are the documentary requirements for submission by covered individuals?

- a. Updated Personal Data Sheet (usually submitted to the Human Resources [HR] Department at the start of the year);
- b. Clearances issued within the last 12 months by the following agencies:
 - i. CSC
 - ii. National Bureau of Investigation
 - iii. Office of the Ombudsman – *may be submitted on or before 31 July 2024*
 - iv. Sandiganbayan

¹ Local Government Code of 1991.

5. Can we submit an omnibus clearance?

Yes, an omnibus clearance (a single certificate issued for multiple individuals) issued by clearing agencies may be submitted by the Head of Agency² or the Head of the HR/ Personnel Office of the Agency.

6. I am a presidential appointee covered by the Memorandum. Do I have to submit the original copies of the clearances?

Photocopies of the clearances may be accepted.

7. Do I submit directly to the PMS?

No. The Head of Agency or the Head of the HR / Personnel Office of the Agency should submit the clearances of all presidential appointees under his/her agency.

8. I need more time to secure the clearances. Can I submit beyond the deadline?

Since the Head of Agency or the Head of the HR / Personnel Office of the Agency will compile and transmit the requirements to the PMS, they may submit in batches up to 15 April 2024. The clearance from the Office of the Ombudsman may be submitted until 31 July 2024.

9. I have recently submitted my clearances to the OP for purposes of appointment / reappointment. Do I have to submit again?

If clearances, whether original or photocopies, were submitted to the OP for appointment / reappointment, the Head of Agency or the Head of the HR / Personnel Office of the Agency may note the date and the OP tracking code for such submission in the transmittal to the PMS.

10. Where do we send the documentary requirements?

The Head of Agency or the Head of the HR / Personnel Office of the Agency may send the physical documents to:

Presidential Management Staff
Arlegui Street, San Miguel, Manila

Alternatively, they may send the e-copies of the documents via email to: op.appointments@pms.gov.ph.

For other questions or concerns, please contact the PMS-President's Personnel Group Secretariat through op.appointments@pms.gov.ph, +632 8876 8450 loc. 1018 / 1067 / 3003, or +632 8736 3922.

² Refers to the head of the department, bureau, agency, instrumentality, GOCC or SUC. For example, the documents of the presidential appointees of the Land Registration Authority (LRA) must be submitted by the LRA Administrator or the LRA HR Head, and not by the Department of Justice (DOJ) as its supervising agency.