



The New Rules of the
COMMISSION ON APPOINTMENTS
and
Rules of the
Standing Committees

(As Adopted on 07 March 2017)



Republic of the Philippines
Commission on Appointments

The New Rules of the
COMMISSION ON APPOINTMENTS

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THE NEW RULES OF THE COMMISSION ON APPOINTMENTS

**CHAPTER I
STATEMENT OF POLICY**

The Commission on Appointments hereby declares as its policy that the powers vested in it by the Constitution shall be discharged with only one impelling motive, which is the efficient and harmonious functioning of the government.

Cognizant of the fact that the power of appointment is vested in the President of the Philippines, and that the President, in the exercise of that power, had carefully considered the fitness and qualifications of nominees or appointees, the Commission on Appointments shall accord the nomination or appointment weight and respect, to the end that all doubts should be resolved in favor of approval or confirmation. On the other hand, the Commission, being part of our republican system of checks and balances, shall act as a restraint against abuse of the appointing authority, to the end that the power of disapproval should be exercised to protect and enhance the public interest.

**CHAPTER II
ORGANIZATION**

SECTION 1. COMPOSITION OF THE COMMISSION ON APPOINTMENTS. Within thirty (30) days after both Houses of Congress shall have organized themselves with the election of the Senate President and the Speaker of the House of Representatives, the Commission on Appointments shall be constituted. It shall be composed of twelve (12) Senators and twelve (12) members of the House of Representatives, elected by each House on the basis of proportional representation from the political parties and parties or organizations registered under the party-list system represented therein.

SECTION 2. CHAIRMAN OF THE COMMISSION.

The President of the Senate shall be the *ex officio* Chairman of the Commission on Appointments. During his absence or temporary disability, the Vice Chairman shall preside over the meetings of the Commission. In the absence or temporary disability of both the Chairman and the Vice Chairman, the Commission members present and constituting a quorum shall designate a temporary Chairman from among themselves.

SECTION 3. DUTIES OF THE CHAIRMAN.

The Chairman of the Commission on Appointments shall have the following duties:

- a. to issue calls for the meetings of the Commission;
- b. to preside at the meetings of the Commission;
- c. to preserve order and decorum during the session and, for that purpose, to take such appropriate measures as may be necessary or as the Commission may direct;
- d. to pass upon all questions of order, but from his decision, any member may appeal to the Commission; and,
- e. to execute decisions, orders, and resolutions approved by the Commission.

SECTION 4. VICE CHAIRMAN AND OTHER OFFICERS.

Immediately after their election, or as soon as practicable thereafter, the members of the Commission on Appointments shall meet at the call of the Chairman and proceed to elect from among themselves a Vice Chairman, who shall be a member of the House of Representatives; a Majority Floor Leader, who shall be from the House with the greater number of members in the majority party or ruling coalition in the Commission; an Assistant Majority Floor Leader, who shall be from the House with the lesser number of members in the majority party or ruling coalition in the Commission; another Assistant Majority Floor Leader, who may come from either House, as the majority party or ruling

coalition may determine; a Minority Floor Leader and two (2) Assistant Minority Floor Leaders, who shall be elected by the members of the minority party or parties from both Houses in the Commission, all of whom shall be *ex officio* members of all the Standing Committees of the Commission. They shall also elect the Chairmen, the Vice Chairmen and the members of the Standing Committees.

The Secretary of the Commission and the Sergeant-At-Arms shall likewise be elected by members of the Commission and shall serve until their successors shall have been duly elected and qualified.

Such other personnel, as may be necessary for the proper functioning of the Commission, shall be appointed by the Chairman of the Commission.

SECTION 5. STANDING COMMITTEES. There shall be twenty-three (23) Standing Committees of the Commission on Appointments, to wit:

1. COMMITTEE ON FOREIGN AFFAIRS: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Foreign Affairs, submitted by the President of the Philippines for confirmation or approval;

2. COMMITTEE ON NATIONAL DEFENSE: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of National Defense, and all appointments to the Armed Forces of the Philippines, submitted by the President of the Philippines for confirmation or approval;

3. COMMITTEE ON FINANCE: Composed of seventeen (17) members, to which shall be referred all nominations or

appointments to the Department of Finance, submitted by the President of the Philippines for confirmation or approval;

4. COMMITTEE ON BUDGET AND MANAGEMENT: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Budget and Management, submitted by the President of the Philippines for confirmation or approval;

5. COMMITTEE ON JUSTICE AND JUDICIAL AND BAR COUNCIL: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Justice and the regular members of the Judicial and Bar Council, submitted by the President of the Philippines for confirmation or approval;

6. COMMITTEE ON AGRICULTURE: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Agriculture, submitted by the President of the Philippines for confirmation or approval;

7. COMMITTEE ON PUBLIC WORKS AND HIGHWAYS: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Public Works and Highways, submitted by the President of the Philippines for confirmation or approval;

8. COMMITTEE ON EDUCATION: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Education, submitted by the President of the Philippines for confirmation or approval;

9. COMMITTEE ON LABOR, EMPLOYMENT AND SOCIAL WELFARE: Composed of seventeen (17) members,

to which shall be referred all nominations or appointments to the Department of Labor and Employment and the Department of Social Welfare and Development, submitted by the President of the Philippines for confirmation or approval;

10. COMMITTEE ON HEALTH: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Health, submitted by the President of the Philippines for confirmation or approval;

11. COMMITTEE ON TRADE AND INDUSTRY: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Trade and Industry, submitted by the President of the Philippines for confirmation or approval;

12. COMMITTEE ON TOURISM AND ECONOMIC DEVELOPMENT: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Tourism and the National Economic Development Authority, submitted by the President of the Philippines for confirmation or approval;

13. COMMITTEE ON ENVIRONMENT AND NATURAL RESOURCES: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Environment and Natural Resources, submitted by the President of the Philippines for confirmation or approval;

14. COMMITTEE ON SCIENCE AND TECHNOLOGY: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Science and Technology, submitted by the President of the Philippines for confirmation or approval;

15.COMMITTEE ON THE INTERIOR AND LOCAL GOVERNMENT: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of the Interior and Local Government, submitted by the President of the Philippines for confirmation or approval;

16.COMMITTEE ON CONSTITUTIONAL COMMISSIONS AND OFFICES: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Commission on Elections, the Commission on Audit, and the Civil Service Commission, submitted by the President of the Philippines for confirmation or approval;

17.COMMITTEE ON TRANSPORTATION AND COMMUNICATIONS: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Transportation and the Department of Information and Communications Technology, submitted by the President of the Philippines for confirmation or approval;

18.COMMITTEE ON AGRARIAN REFORM: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Department of Agrarian Reform, submitted by the President of the Philippines for confirmation or approval;

19.COMMITTEE ON THE EXECUTIVE SECRETARY AND PRESIDENTIAL COMMUNICATIONS OFFICES OF THE OFFICE OF THE PRESIDENT: Composed of seventeen (17) members, to which shall be referred all nominations or appointments to the Office of the Executive Secretary and the Presidential Communications Secretary, submitted by the President of the Philippines for confirmation or approval;

20.COMMITTEE ON ENERGY: Composed of seventeen (17) members, to which shall be referred all nominations or

appointments to the Department of Energy, submitted by the President of the Philippines for confirmation or approval;

21.COMMITTEE ON ACCOUNTS: Composed of nine (9) members, to which shall be referred all matters dealing with the approval of any disbursements of the funds of the Commission, including the contingent expense fund thereof, and the verification and adjustment of accounts for personal services, maintenance and other operating expenses;

22.COMMITTEE ON RULES AND RESOLUTIONS: Composed of nine (9) members, to which shall be referred all matters affecting the rules of the Commission and its Standing Committees and resolutions submitted for the consideration of the Commission. It shall be headed by the Majority Floor Leader as the ex-officio Chairman; and,

23.COMMITTEE ON ETHICS: Composed of nine (9) members, to which shall be submitted all questions of the ethical conduct, privileges, and violations of the Rules of the Commission by members and personnel of the Commission.

SECTION 6. DUTIES OF THE SECRETARY. The Secretary of the Commission on Appointments shall serve at the pleasure of the Commission, shall have his office in such place as may be designated, and shall have the following duties:

a. Under the direction of the Chairman, to see to it that the orders and resolutions of the Commission on Appointments are duly performed and complied with;

b. To draft the minutes of the meeting of the Commission on Appointments, which shall contain a clear and succinct statement of whatever took place or was agreed upon thereat;

c. To certify, under his signature and the seal of the Commission, the resolutions and orders of the Commission;

d. To publish in two (2) newspapers of general circulation or publicize in broadcast media immediately upon receipt of all initial nominations or appointments submitted by the President;

e. To execute a certification upon compliance with his duty mentioned in the preceding paragraph and to serve said certification on the Chairman of the Standing Committees concerned;

f. To attend the meetings of the Commission, as well as, the meetings of the Standing Committees;

g. To issue calls for the meeting of the Commission, as well as, those of the Standing Committees under the direction of the Chairman concerned; and,

h. To perform such other duties which the Commission or its Chairman may direct.

SECTION 7. DUTIES OF THE SERGEANT-AT-ARMS.

The Sergeant-At-Arms shall have the following duties:

a. To attend all meetings of the Commission;

b. To maintain order under the direction of the Chairman; and,

c. To execute all commands of the Commission and all processes issued by authority thereof when directed by the Chairman or the Secretary.

SECTION 8. ACTING SECRETARY AND ACTING SERGEANT-AT-ARMS. In the absence or incapacity of the

Secretary, the Chairman may designate any of the deputy secretaries of the Commission as Acting Secretary. In the absence or incapacity of the Sergeant-At-Arms, the Chairman may designate any employee of the Commission as acting Sergeant-At-Arms.

SECTION 9. SEAL OF THE COMMISSION. The Seal of the Commission on Appointments shall be circular in form and shall contain, on its upper part, the words "COMMISSION ON APPOINTMENTS"; in the center, the coat of arms of the Republic of the Philippines; and, at the bottom, the words "CONGRESS OF THE PHILIPPINES".

CHAPTER III MEETINGS OF THE COMMISSION

SECTION 10. PLACE OF MEETING AND QUORUM. The Commission shall meet at either the session hall of the Senate or the House of Representatives upon the call of the Chairman, or at such other place as the Commission may designate. The presence of at least thirteen (13) members is necessary to constitute a quorum: Provided, however, that at least four (4) of the members constituting the quorum should come from either House. Provided, further, that the presence of the Chairman shall be considered in determining the existence of a quorum. There shall be a regular meeting of the Commission every Wednesday and on the last two (2) days of each session of Congress, unless otherwise decided by the Commission or the Chairman.

SECTION 11. PUBLIC MEETING; EXCEPTION. All meetings of the Commission on Appointments shall be public unless the Commission determines that a particular nomination or appointment or such other business be considered in Executive Session upon motion of a member, duly seconded and approved by a majority of the members present, there being a quorum.

CHAPTER IV EXECUTIVE SESSIONS

SECTION 12. EXECUTIVE SESSIONS. During Executive Sessions, the session chamber shall be cleared of all persons and staff except the Secretary, the Sergeant-At-Arms, and such other officers as may be authorized by the Chairman. All such officers shall be sworn to secrecy.

The rule of secrecy over all matters taken up in Executive Sessions shall be maintained by the members of the Commission, the Secretary, staff members, and all other personnel of the Commission. This rule of secrecy as to the whole or any part of the proceedings, or any matter taken up in closed session, may be lifted only by a majority of the members, a quorum being present, on motion duly made and seconded; Provided, that any member of the Commission may make public his vote in Executive Session.

SECTION 13. DOCUMENTS OF A CONFIDENTIAL CHARACTER. Confidential documents, including communications sent to the Commission by the President of the Philippines upon request of the Commission, shall be kept secret by all the members and the officers. All remarks, votes, and proceedings thereon shall also be kept secret until the Commission, through a resolution, take off in whole or in part the injunction of secrecy. The same rule of secrecy shall apply to all other documents, submitted to the Commission or any of its Standing Committees, of a confidential character as determined by the Chairman of the Commission or of the Standing Committee concerned.

SECTION 14. VIOLATION OF SECRECY AND THE RULES. Any member, officer, or employee of the Commission who shall disclose the secret or confidential business or proceedings of the Commission or the Standing Committees,

or shall violate any other provision of these Rules, shall be dealt with by the Commission in a manner it deems fit including expulsion from the body, by a two-thirds vote of all the members thereof, if the violation is committed by a member; and dismissal from the service of the Commission, and to punishment for contempt, if the violation is committed by an officer or employee.

SECTION 15. REQUISITE VOTE OF THE COMMISSION. The Commission shall rule on all nominations or appointments brought before it by a majority vote of all its members. Only members present shall be entitled to vote. The *ex officio* Chairman shall not vote except to break a tie. All other matters shall be decided by a majority vote of the members present constituting a quorum.

CHAPTER V ACTION ON REFERRAL OF NOMINATIONS OR APPOINTMENTS

SECTION 16. REFERRAL OF NOMINATIONS OR APPOINTMENTS TO COMMITTEES; EXCEPTION. All nominations or appointments submitted to the Commission on Appointments for confirmation or approval shall, upon receipt thereof, be directly and immediately referred by the Chairman to the appropriate Standing Committees. The Standing Committee concerned may begin consideration of the nomination or appointment after receipt of the referral.

The Commission, on petition of not less than ten (10) members may, however, directly consider a nomination or appointment and, thereupon, vote on it after the lapse of ten (10) days from the date of referral. It may also directly consider a nomination or appointment and, thereupon, vote on it before the lapse of the ten (10) day period, on petition of at least thirteen (13) members.

SECTION 17. UNACTED OR BY-PASSED NOMINATIONS OR APPOINTMENTS RETURNED TO THE PRESIDENT. Nominations or appointments submitted by the President of the Philippines which are not finally acted upon or by-passed at the close of the session of Congress shall be returned to the President and, unless new nominations or appointments are made, shall not again be considered by the Commission.

SECTION 18. RECONSIDERATION OF RESOLUTION OF THE COMMISSION. Resolution of the Commission on any nomination or appointment may be reconsidered on written motion by any member who voted with the majority or the prevailing side presented to the Chairman not later than one (1) day after the approval of the resolution: Provided, that said motion for reconsideration be taken up on the next plenary session of the Commission. If the majority of the members present approves such motion for reconsideration, the nomination or appointment shall be reopened and submitted anew to the Commission. A motion to reconsider the vote on any nomination or appointment may, however, be laid on the table and which decision shall be considered as a final disposition of such motion for reconsideration.

A motion to reconsider, however, is not in order if filed during the last plenary session of the Commission prior to an adjournment of Congress.

SECTION 19. SUSPENSION OF NOTICE TO THE PRESIDENT DURING THE PERIOD OF RECONSIDERATION. Notice of confirmation or disapproval of a nomination or an appointment shall not be sent to the President of the Philippines before the expiration of the period for its reconsideration or while motion for reconsideration is pending.

SECTION 20. SUSPENSION OF CONSIDERATION OF NOMINATIONS OR APPOINTMENTS. Any member may move for the suspension of action by the Commission on any nomination or appointment favorably recommended by a Standing Committee and the Chairman shall suspend the consideration of said nomination or appointment: Provided, that, such suspension may be taken up on the next succeeding session of the Commission; Provided, further, that this section shall not apply to nominations or appointments taken up by the Commission during the last session prior to a *sine die* adjournment of Congress and as provided under Section 25 of the Rules.

SECTION 21. AUTHORITY TO INVITE OR SUBPOENA WITNESSES. The Commission or any of its Standing Committees may invite or subpoena (*duces tecum* and *ad testificandum*) a person to testify on any matter or case pending before it. In plenary sessions of the Commission on Appointments and, in meetings and hearings conducted by the Standing Committees, in connection with complaints filed against the confirmation of pending nominations or appointments, the Secretary may avail of the services of the Stenographers Division of the Senate, the House of Representatives, or both. In case of failure of the nominee, appointee, or witness to attend, the Chairman, upon proof thereof may issue a warrant to the Sergeant-At-Arms to arrest the nominee, appointee, or witness and bring him before the Commission.

SECTION 22. OPPOSITION MUST BE UNDER OATH. No opposition or complaint filed by a non-member of the Commission to a nomination or appointment shall be considered by the Commission unless it be in writing, under oath, and presented to the Standing Committee concerned before the said committee has made its final recommendation, and under no circumstance will it be entertained thereafter;

Provided, that, on the ground of fraud, accident, mistake, excusable neglect, or newly discovered evidence, an opposition may be considered prior to final confirmation of the nomination or appointment.

SECTION 23. **VOTING.** Voting by the Commission on any nomination or appointment submitted for confirmation shall be by *viva voce*; except, upon request of any member, the voting shall be nominal, or by ballot during caucus.

CHAPTER VI MANDATORY REQUIREMENTS FOR ALL NOMINEES OR APPOINTEES

SECTION 24. **INFORMATION OR DOCUMENTS REQUIRED OF NOMINEES OR APPOINTEES.** The nominee or appointee in coordination with the office to which he is appointed, shall submit papers or documents containing the following data within thirty (30) days which shall only be extendible for another fifteen (15) days for justifiable reasons as may be determined by the Commission, from receipt of the notice coming from the Commission for the submission of the documentary requirements mentioned herein:

a. family background;

b. curriculum vitae stating the academic qualification; special training and technical qualifications; previous experience; record of positions held; government positions presently occupied, starting salary, per diems, allowance, or other emoluments derived therefrom other than the position subject for confirmation.

All nominees or appointees shall likewise submit the following papers and documents:

a. Disclosure, under oath, of kinship with any appointive or elective official in the Government, including government-owned or controlled corporations, occupying positions down to the directorship level, within the fourth degree of consanguinity or affinity;

b. Copies of Income Tax Returns for the four (4) immediately preceding fiscal years;

c. Verified Statement of Assets, Liabilities, and Net Worth (SALN) for the four (4) immediately preceding fiscal years, including those of his spouse, if the nominee or appointee is in the government service; or verified statements of net worth for the four (4) immediately preceding fiscal years, if the nominee or appointee comes from the private sector;

d. Disclosure of business, financial, personal, and professional connections and interests for the four (4) immediately preceding fiscal years, including those of his spouse and unmarried children under eighteen (18) years of age living in his household;

e. Clearances under oath by the heads of the National Bureau of Investigation, the Bureau of Internal Revenue, and such other concerned agencies, as may be required by the nature of the position he is nominated or appointed to;

f. A medical certificate issued by a duly licensed physician containing information about the nominee or appointee's physical and mental conditions; and,

g. Statement under oath whether the nominee or appointee has any pending criminal or administrative case against him.

If the nominee or appointee is in the Armed Forces of the Philippines:

a. Statement of number in the lineal roster;

b. If the nominee or appointee is promoted over Senior officers, statement or certificate of justification from superior officer why such senior officers were by-passed.

If the nominee or appointee is in the Department of Foreign Affairs:

a. Statement of whether the nominee or appointee is in line for promotion;

b. If nominated or appointed over others who are of higher rank, statement of justification from higher officer of the nominee or appointee.

The Secretary of the Commission shall furnish every member of the Commission with a copy of each of the *curriculum vitae* of the nominee or appointee containing all the information called for in the preceding paragraph.

Failure to substantially comply with the submission of the documentary requirements upon the expiration of the forty-five (45) day extended period shall be a ground for the rejection of the nomination or appointment.

Upon notification of the Standing Committee concerned that the nominee or appointee has failed to submit the documentary requirements, said committee shall recommend to the Committee on Rules and Resolution the rejection of the nomination or appointment. The Committee on Rules and Resolution shall report this to the Commission in plenary session which shall formally reject the nomination or appointment.

The Standing Committee concerned may commence consideration of the nomination or appointment whether or not the nominee or appointee has complied with the submission of documentary requirements; Provided, that, it shall not recommend for confirmation any nomination or appointment until after the nominee or appointee has fully complied with the documentary requirements.

SECTION 25. BY-PASSED NOMINATION OR APPOINTMENT. A nomination or appointment which has been by-passed three (3) times shall be reported out by the Standing Committee concerned to the Commission for its appropriate action in the next plenary session; Provided, that, no member shall be allowed to invoke Section 20 in this regard.

SECTION 26. AMENDMENTS. These Rules and any part hereof may be amended upon the vote of majority of the members of the Commission: Provided, that, any proposed amendment shall be put in writing and each member furnished with a copy thereof at least one (1) day before it is brought up for consideration.

SECTION 27. RULES OF THE HOUSE AND SENATE SUPPLEMENTARY TO RULES OF THE COMMISSION. The Rules of either the Senate or the House of Representatives shall have a suppletory character in cases where nothing is provided for in these Rules. The precedents of the former Commission on Appointments under the 1935 Constitution in the matter of confirmation and rejection of appointments submitted to by the Chief Executive are hereby made applicable to the proceedings of the Commission, insofar as they do not contravene the provisions of the present Rules.

SECTION 28. EFFECTIVITY. These Rules shall take effect fifteen (15) days from the date of publication in two (2) newspapers of general circulation.



**Republic of the Philippines
Commission on Appointments**

Rules of the
Standing Committees

RULES OF THE STANDING COMMITTEES

By virtue of Article VI, Section 18 of the Constitution of the Philippines, the following Rules are hereby adopted for the Standing Committees.

ARTICLE I STATEMENT OF POLICY

The Standing Committees of the Commission on Appointments, aware of the demands of public service, in the discharge of their duties, shall act expeditiously but judiciously, promptly but with circumspection.

In the task of evaluating presidential appointees or nominees, the Committee Members shall be guided by no consideration other than that of the integrity, competence, and fitness of the nominees or appointees.

ARTICLE II JURISDICTION

SECTION 1. JURISDICTION. The appropriate Standing Committee shall have jurisdiction over all nominations or appointments referred to it by the Chairman, except, when the Commission, on petition of not less than ten (10) or thirteen (13) members, as the case may be, in accordance with Section 16 of the Rules of the Commission on Appointments, directly considers a nomination or appointment and votes upon it.

SECTION 2. PUBLICATION. All initial nominations or appointments submitted by the President to the Commission shall, upon receipt thereof, be immediately published in two (2) newspapers of general circulation or publicized in broadcast media. A certification, to the effect that the nominations or appointments have been published in the manner provided

above, shall be executed and signed by the Secretary of the Commission and shall be served on the Chairman of the appropriate Committee before the Committee meeting called to consider the nomination.

SECTION 3. COMMITTEE CONSIDERATION. The Standing Committee concerned shall commence consideration of any nomination or appointment only after the lapse of one (1) week from the date of publication as required in Section 2 above in the order that the nominees/appointees have submitted the complete documentary requirements as provided in Section 24 of the Rules of the Commission: Provided, that for purposes of the plenary session, the order of precedence in the confirmation of the nominations or appointments of military or foreign service officers shall be on the basis of rank.

No opposition or objection shall cause the automatic deferment of a nomination or appointment unless the deferment has been approved by the Standing Committee concerned.

ARTICLE III OFFICERS OF THE COMMITTEES

SECTION 1. PRINCIPAL OFFICERS. The Chairman of each Committee, elected by the Commission, shall be the Chief Executive thereof and the Presiding Officer of all its meetings and public hearings with all the powers and duties inherent in said office.

SECTION 2. VICE CHAIRMEN. Each Committee shall have one (1) Vice Chairman except the Committee on National Defense, which shall have seven (7) Vice Chairmen; the Committee on Foreign Affairs, which shall have seven (7) Vice Chairmen; the Committee on Public Works and Highways

which shall have two (2) Vice Chairmen; and the Committee on Rules and Resolutions which shall have three (3) Vice Chairmen.

ARTICLE IV MEETINGS OF THE COMMITTEES

SECTION 1. **MEETINGS AND NOTICES.** Each Committee shall hold meetings, on such days, times, and places as may be determined by the Chairman or by at least one-third (1/3) of the members of each Committee in coordination with the Committee on Rules and Resolutions while Congress is in session or during any voluntary recess. Notice, together with the agenda of such meeting, shall be given at least one (1) day in advance to every member of the Committee.

SECTION 2. **QUORUM.** A majority of all the members of each Committee shall constitute a quorum to do business. However, *ex officio* members present may be considered in determining the existence of a quorum.

SECTION 3. **REPRESENTATIVES IN PUBLIC HEARINGS.** A Commission member may be represented by his duly authorized representative in any Committee hearing. The representative, however, cannot participate in the deliberation therein. If he has any question or manifestation, the same should be addressed verbally or in writing to the Chairman of the Committee.

SECTION 4. **PRE-REQUISITE MEETING.** The Standing Committee concerned shall conduct at least one (1) meeting before it can recommend to the Commission the approval or disapproval of a nomination or appointment.

ARTICLE V RECOMMENDATIONS OF THE COMMITTEES

SECTION 1. **APPROVAL OF COMMITTEE RECOMMENDATIONS.** All Committee recommendations relative to any nomination or appointment, brought to it for consideration, shall be reached after deliberation and discussion by the members of the Committee. All recommendations shall be made in the form of a resolution or a motion, either verbally or in writing, and approved by a majority of the members of the Committee. Members of the Commission who are not *ex officio* or regular members of the Committee may participate, without the right to vote, in the deliberations and discussions of the Committee.

ARTICLE VI INVESTIGATION OF THE COMMITTEES

SECTION 1. **INITIATION OF INVESTIGATIONS.** On its own initiative or at the instance of any member, each Committee may initiate an inquiry on any nomination or appointment submitted by the President of the Philippines.

The rights of persons appearing in, or affected by, such inquiries shall be respected.

SECTION 2. **QUORUM AT PUBLIC HEARINGS.** The presence of the Chairman or Vice-Chairman, and at least two (2) members, provided that all of whom must not come from the same House, shall be sufficient only for the purpose of conducting public hearings.

SECTION 3. **OPPOSITIONS OR COMPLAINTS.** No opposition or complaint filed by a non-member of the Commission to a nomination or appointment shall be considered by the Committee unless it be in writing, under

oath and presented to it before the said Committee has made its final recommendation. The oppositor or complainant shall be duly notified of the date when his opposition or complaint will be considered.

SECTION 4. ANONYMOUS LETTERS AND COMPLAINTS. Anonymous letters, unsubstantiated complaints, unverified reports, and those not complying with the requirement of the preceding section, shall not be considered by the Committee and shall neither prejudice nor prevent any favorable recommendation reached by the Committee. However, the same may be the basis of interpellation or inquiry during the hearings of the Committee.

SECTION 5. EXECUTIVE SESSIONS. A Standing Committee may go into executive session whenever the security of the state or public interest so requires or whenever the integrity of the nominee or appointee may be unnecessarily and unduly prejudiced.

SECTION 6. SUBPOENA AD TESTIFICANDUM AND DUCES TECUM.

a. Each Committee may issue a subpoena requiring a nominee, appointee, or witness to testify at its hearing, to give testimony by deposition, or to bring books, documents, or other things under his control;

b. The subpoena shall be signed under the seal of the Commission by the Chairman of the Committee issuing it;

c. The subpoena shall state the subject matter under inquiry and the name of the nominee, appointee, or witness whose attendance is required. In case of a subpoena *duces tecum*, the books, documents, or things to be produced shall be particularly described;

d. The subpoena shall be served through the Sergeant-At-Arms of the Commission, who shall exhibit the original and deliver a copy thereof to the person named therein.

SECTION 7. COMPULSORY PROCESS. In case of failure of the nominee, appointee, or witness to attend, the Chairman of the Committee issuing the subpoena, upon proof of service thereof, may issue a warrant to the Sergeant-At-Arms of the Commission to arrest the nominee, appointee, or witness and bring him before the Committee.

SECTION 8. EXAMINATION OF WITNESS.

a. The testimony of a nominee, appointee, or witness before each Committee shall be taken under oath or affirmation;

b. Questions directed to a nominee, appointee, or witness may be propounded by any member of each Committee and of the Commission;

c. A nominee, appointee, or witness, by himself or through counsel, may ask the Presiding Officer for a ruling on objections to questions propounded to him or to the production of documents or things required by a subpoena *duces tecum*.

SECTION 9. CONTEMPT.

a. Any person guilty of any misbehavior, obstruction or interruption of the proceedings of a Committee, including gross disrespect to the members thereof, or of failure, without adequate reason, to appear pursuant to a subpoena shall be deemed in contempt of the Committee and of the Commission, for which reason, he may be ordered by the Chairman to be arrested and detained by the Sergeant-At-Arms of the

Commission for such period not exceeding ten (10) days, as the Commission may direct;

b. Refusal of a nominee, appointee, or witness to be sworn or to answer questions propounded to him in a Committee meeting or to produce documents pursuant to subpoena *duces tecum* shall likewise constitute contempt of the Committee and of the Commission;

c. A report on the detention of any person for contempt shall be submitted without delay to the Committee and the Commission.

SECTION 10. WITHHOLDING OR CONCEALING OF INFORMATION OR GIVING FALSE TESTIMONY. The Commission may initiate the filing of the corresponding criminal complaint against a witness who, knowingly or willfully, withholds or conceals information or gives false testimony during hearings or meetings of the Standing Committees.

ARTICLE VII COMMITTEE DOCUMENTS

SECTION 1. CONTROL OF DOCUMENTS. No document shall be copied, withdrawn, or taken from the Office of the Secretary of the Commission without the permission of the Chairman of the Committee concerned.

SECTION 2. RULE OF SECRECY. The rule of secrecy and confidentiality of all matters taken up in Executive Session shall be observed.

ARTICLE VIII AMENDMENTS AND EFFECTIVITY

SECTION 1. AMENDMENTS. These Rules may be amended by a motion filed at least one (1) day before its consideration and approved by a majority of the members of the Commission.

SECTION 2. EFFECTIVITY. These Rules shall take effect fifteen (15) days from the date of publication in two (2) newspapers of general circulation.

Adopted,

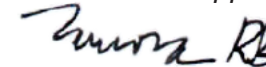


RODOLFO T. ALBANO III

Majority Floor Leader

Chairman, Committee on Rules and Resolutions

Commission on Appointments



RONALDO B. ZAMORA

Vice Chairman

Commission on Appointments



AQUILINO "KOKO" PIMENTEL III

Chairman

Commission on Appointments

The New Rules of the Commission on Appointments and its Standing Committees was adopted on 07 March 2017.



HECTOR A. VILLACORTA

Secretary

Commission on Appointments