



MC No. 46, s. 1993

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 : Policies on Qualification Standards

This Memorandum Circular amends, supersedes and modifies all Circulars pertaining to Qualification Standards which are inconsistent with the provisions hereof.

The Qualification Standards Manual for positions in the Civil Service is hereby established pursuant to Book V of Executive Order No. 292.

The following are the policies on Qualification Standards:

1. The qualification standards prescribed in the Manual are the minimum and basic requirements of the position. Agencies, however, are not precluded from establishing higher standards for positions if deemed necessary. Where higher standards are established by an agency, these standards shall be the operative standards for said agency;
2. Experience and training requirements shall not be required for appointment to entrance positions in any agency;
3. In determining the relevance of the education and experience requirements, reference shall be made to the duties and responsibilities attached to the positions and the occupational groupings where they belong;

4. Assistant positions, except Legal Assistants, Executive Assistants, Assistant Professors and other positions which the Commission may determine are considered first level positions which shall require completion of two (2) years studies in college or completion of vocational/technical/trade course, as the case may be;
5. RA 1080 eligibility shall be required only for appointments to positions which need the passing of BAR or Board examinations. For example, only Accountant positions shall require a CPA (RA 1080) eligibility, except when the qualification standards of the agency so require;
6. Eligibilities resulting from the Police Examinations, including PO1 Entrance Examination and PO3 Entrance Examination, given by the NAPOLCOM are considered appropriate for appointment to first level positions in government. Eligibility resulting from the INP Entrance Examination (now renamed as Police Officer Entrance Examination) is likewise appropriate for appointment to first level positions.
7. Experience, training and eligibility shall not be required for Confidential/Personal Staff positions whose terms of office are coterminous with those of the officials they serve. The educational requirements for said positions shall be as follows:

Second Level: Bachelor's degree

First Level : (Adm./Support Positions)
Completion of two years
studies in college/
vocational/technical/trade
course

(Trades/Crafts/Laborers)
Must be able to read and
write

8. Contractuals and casuals shall have to comply with all the qualification standards except eligibility; and

9. If the position title is not listed in any of the Occupational Services in the Qualification Standards Manual, the duties attached to the position should be made parallel to any comparable and functionally-related position therein. When a comparable position has been identified, the approved qualification standards for that position may be used.

Agencies need not submit to the Commission the qualification standards for positions already listed in this Qualification Standards Manual. However, qualification standards for newly created positions not in this list should be submitted to the Civil Service Regional Office for review and approval. The approval shall be in accordance with the minimum requisites prescribed by the Commission as contained in the Manual.

This Memorandum Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation.


PATRICIA A. STO. TOMAS
Chairman

28 October 1993

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