



MC No. 15, s. 1997

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL GOVERNMENT AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Amendment No. 4 of Annexes B and C of CSC MC No. 11, s. 1996

Pursuant to CSC Resolution No. 97-2965 dated June 10, 1997, the list of positions under Annexes B and C of CSC MC No. 11, s. 1996 has been amended to include the following positions with the corresponding eligibilities :

| | <i>POSITION TITLE</i> | <i>ELIGIBILITY</i> |
|----|--------------------------------------|--|
| 1. | CATEGORY II | |
| | Office Equipment Mechanic Foreman | Equipment Technician (MC 11, s. 1996 - Cat. II) |
| | Office Equipment Mechanic A | |
| 2. | CATEGORY III | |
| | Office Equipment Mechanic B | None required (MC 11, s. 1996 - Cat. III) |

Please be guided accordingly.


CORAZON ALMA G. DE LEON
Chairman

19 June 1997
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Qualification Standards

re: Amendment No. 4 of Annexes B and C of CSC MC No. 11, s. 1996
x-----x

RESOLUTION NO. 972965

WHEREAS, the Civil Service Commission, pursuant to Resolution No. 96-4906 dated August 5, 1996 classified the various positions in government which require skills not measurable by paper and pencil examination into Category I, Category II and Category III;

WHEREAS, based on the duties and responsibilities of the positions covered by Category I and II, the Commission also identified the required eligibilities for said positions including the manner by which the eligibilities can be obtained;

WHEREAS, a review of the duties and responsibilities attached to Office Equipment Mechanic Foreman and Office Equipment Mechanic A and B positions submitted by the Metropolitan Waterworks and Sewerage System reveals that they are primarily involved in the repair of office machines and equipment and implement preventive maintenance program for all office machines and equipment;

WHEREAS, in view of their duties and responsibilities, the Commission classified the abovementioned positions under Category II, and III, Annexes B and C of MC 11, s. 1996, wherein the required eligibility can be obtained after completing one (1) year of satisfactory work performance;

NOW, THEREFORE, the Commission hereby **RESOLVES** to amend Categories II, and III, Annexes B and C of MC No. 11, s. 1996 to include the following positions with the corresponding eligibilities:

| | POSITION TITLE | ELIGIBILITY |
|----|--------------------------------------|--|
| 1. | CATEGORY II | |
| | Office Equipment Mechanic Foreman | Equipment Technician (MC 11, s. 1996 - Cat. II) |

Office Equipment
Mechanic A

Equipment Technician
(MC 11, s. 1996 - Cat. II)

2. **CATEGORY III**


Office Equipment
Mechanic B

None required
(MC 11, s. 1996 - Cat. III)

THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.

Quezon City **JUN 10 1997**


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERESTAIN, JR.
Commissioner

Attested by:


CARMENCITA GISELLE E.B. BRINGAS
Board Secretary VI