



MC No. 31 s, 1997

MEMORANDUM CIRCULAR

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

SUBJECT : Approved Qualification Standards for the Positions of Systems Analyst, Instructional Designer, Writer-Editor and Procurement Officer B

Pursuant to CSC Resolution Nos. 97-4552, 97-4553 and 974565 all dated December 2, 1997, the Commission has approved the Qualification Standards of the following positions:

	<u>POSITION TITLE</u>	<u>RESOLUTION NO.</u>
1.	SYSTEMS ANALYST - SG-14	97-4552
	Education :	Bachelor's degree relevant to the job
	Experience :	1 year of relevant experience
	Training :	4 hours of relevant training
	Eligibility :	Career Service (Professional) Second Level Eligibility

2. **INSTRUCTIONAL DESIGNER - SG-18** **97-4553**

Education : Bachelor's degree relevant to the job
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : None required

3. **WRITER-EDITOR - SG-17** **97-4553**

Education : Bachelor's degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : None required

4. **PROCUREMENT OFFICER B - SG-15** **97-4565**

Education : Bachelor's degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

Please be guided accordingly.


CORAZON ALMA G. DE LEON
Chairman