

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**



MC No. 03, s. 1999

**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 :** Approved Qualification Standards of Certain Positions at the Philippine Ports Authority, Livelihood Corporation, Manila International Airport Authority, Supreme Court of the Philippines, Air Transportation Office, Bureau of Non-Formal Education, and Cottage Industry Technology Center

Pursuant to its Resolution Nos. 98-2184 dated August 18, 1998, 982183 dated August 18, 1998, 982430 dated September 17, 1998, 982526 dated September 28, 1998, 982701 dated October 12, 1998, 982697 dated October 12, 1998, 982847 dated November 3, 1998, 983025 dated November 20, 1998 and 983153 dated December 18, 1998, the Civil Service Commission has approved the qualification standards of the following positions of the agencies herein specified:

<b>POSITION</b>	<b>AGENCY</b>	<b>RES. NO.</b>
<b>MANAGEMENT SYSTEMS DESIGN SPECIALIST A (SG-19)</b>	<b>Philippine Ports Authority</b>	<b>98-2184</b>

Education : Bachelor's degree relevant to the job  
Experience : 2 years of relevant experience  
Training : 8 hours of relevant training  
Eligibility : Career Service Professional  
Second Level Eligibility

<b>POSITION</b>	<b>AGENCY</b>	<b>RES. NO.</b>
<b>FOOD PROCESSING TECHNOLOGIST II (SG-15)</b>  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	<b>Livelihood Corporation</b>	<b>98-2183</b>
<b>SENIOR INDUSTRIAL SECURITY GUARD (SG-10)</b>  Education : Completion of 2 years studies in college Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service Subprofessional First Level Eligibility	<b>Manila International International Airport Authority</b>	<b>98-2430</b>
<b>MARKETING SPECIALIST (SG-18)</b>  Education : Bachelor's degree Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service Professional Second Level Eligibility	<b>Philippine Ports Ports Authority</b>	<b>98-2526</b>
<b>PHILIPPINE JUDICIAL ACADEMY DEPUTY EXECUTIVE SECRETARY (SG-28)</b>  Education : Bachelor of Laws Experience : 5 years of relevant experience Training : 32 hours of relevant training Eligibility : RA 1080 (BAR)	<b>Supreme Court of the Philippines</b>	<b>98-2701</b>

POSITION	AGENCY	RES. NO.
<p><b>SUPERVISING AVIATION SAFETY REGULATION OFFICER (SG-22) (Air Carrier Operations Section)</b></p>	<p><b>Air Transportation Office</b></p>	<p><b>98-2697</b></p>
<p>Education : Bachelor 's degree relevant to the job</p> <p>Experience : 3 years of relevant experience</p> <p>Training : 16 hours of relevant training</p> <p>Eligibility : Airline Transport Pilot or Flight Operations Officer License (MC No. 11, s. 96-Category IV)</p>		
<p><b>SENIOR AVIATION SAFETY REGULATION OFFICER (SG-18) (Air Carrier Operations Section)</b></p>		
<p>Education : Bachelor 's degree relevant to the job</p> <p>Experience : 2 years of relevant experience</p> <p>Training : 8 hours of relevant training</p> <p>Eligibility : Airline Transport Pilot or Flight Operations Officer License (MC No. 11, s. 96-Category IV).</p>		
<p><b>AVIATION SAFETY REGULATION OFFICER II (SG-15) (Air Carrier Operations Section)</b></p>		
<p>Education : Bachelor 's degree relevant to the job</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : Commercial Pilot or Instrument Rating or Flight Instructor's License for single and multi-engine aircraft (MC No. 11, s. 96-Category IV)</p>		

POSITION	AGENCY	RES. NO.
<b>AVIATION SAFETY REGULATION OFFICER I (SG-11) (Air Carrier Operations Section)</b>	<b>Air Transportation Office</b>	<b>98-2697</b>
Education : Bachelor 's degree relevant to the job Experience : None required Training : None required Eligibility : Commercial Pilot or Instrument Rating or Flight Instructor's License for single and multi-engine aircraft (MC No. 11, s. 96-Category IV)		
<b>SUPERVISING AVIATION SAFETY REGULATION OFFICER (SG-22) (Airworthiness Section)</b>		
Education : Bachelor 's degree relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Airframe and Powerplant Mechanic License (MC No. 11, s. 96-Category IV)		
<b>SENIOR AVIATION SAFETY REGULATION OFFICER (SG-18) (Airworthiness Section)</b>		
Education : Bachelor 's degree relevant to the job Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Airframe and Powerplant Mechanic License (MC No. 11, s. 96-Category IV)		



<b>POSITION</b>	<b>AGENCY</b>	<b>RES. NO.</b>
<b>SUPERVISING AIRWAYS COMMUNICATOR (SG-22)</b>	<b>Air Transportation Office</b>	<b>98-2847</b>
Education : Bachelor's degree relevant to the job Experience : 3 years of relevant experience Training : Basic Airways Communications Course Eligibility : Civil Service Professional or Any Appropriate Second Level Eligibility		
<b>SENIOR AIRWAYS COMMUNICATOR (SG-19)</b>	<b>Air Transportation Office</b>	<b>99-0045</b>
Education : Bachelor's degree relevant to the job Experience : 2 years of relevant experience Training : Basic Airways Communications Course Eligibility : Civil Service Professional or Any Appropriate Second Level Eligibility		
<b>AIRWAYS COMMUNICATOR II (SG-18)</b>	<b>Air Transportation Office</b>	<b>98-2847</b>
Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : Basic Airways Communications Course Eligibility : Civil Service Professional or Any Appropriate Second Level Eligibility		
<b>AIRWAYS COMMUNICATOR I (SG-17)</b>		
Education : Bachelor's degree relevant to the job Experience : None required Training : Basic Airways Communications Course Eligibility : Civil Service Professional or Any Appropriate Second Level Eligibility		

POSITION	AGENCY	RES. NO.
<b>NONFORMAL EDUCATION DISTRICT COORDINATOR (SG-13) (Contractual)</b>	<b>Bureau of Nonformal Education</b>	<b>98-3025</b>

Education : Bachelor's degree relevant to the job  
(Preferably a bonafide resident of the  
municipality as certified by the  
Barangay Chairman)

Experience : None required

Training : None required

Eligibility : None required

<b>TRADE INDUSTRY DEVELOPMENT SPECIALIST II (SG-15)</b>	<b>Cottage Industry Technology Center</b>	<b>98-3153</b>
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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

**TRADE INDUSTRY  
DEVELOPMENT SPECIALIST I  
(SG-11)**

Education : Bachelor's degree relevant to the job


Experience : None required

Training : None required

Eligibility : Career Service Professional  
Second Level Eligibility

Please be guided accordingly.

  
CORAZON ALMA G. DELEON  
Chairman

  
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15 February 1999  
AsCom-R