



MC No. 06, s. 2004

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT
UNITS; GOVERNMENT-OWNED AND CONTROLLED
CORPORATIONS; AND STATE UNIVERSITIES AND
COLLEGES

SUBJECT : Clarification on CSC Resolution No. 030962 dated
September 12, 2003 relative to the Revised Policies on
Qualification Standards

Pursuant to CSC Resolution No. 040193 dated February 24, 2004, the Civil Service Commission clarifies Policy 9, Part I and Policy No. 11, Part II of CSC Resolution No. 030962 dated September 12, 2003 on the Revised Policies on Qualification Standards, and adopts the following policies:

On Policy No. 9 of Part I

Reclassification may be allowed as an exemption from Policy 9, Part I of CSC Resolution No. 030962 only to:

- 1) Teachers occupying authorized position in the Personal Service Itemization (PSI) and in authorized special budgets who are holders of Equivalent Record Forms (ERFs) post-audited on or after January 1, 1977 (pursuant to Executive Order No. 500 as implemented by National Budget Circular No. 303 dated April 10, 1979), as follows:
 - a. Teaching Group – All positions under the Teachers Preparation Pay Schedule
 - b. School, College and University Librarian Group – School Librarian, Junior College Librarian, College Librarian I
- 2) Faculty members in state universities and colleges (SUCs) per National Compensation Circular No. 33 dated January 2, 1985 as amended by National Budget Circular No. 461 dated June 1, 1998,

which established a compensation and position classification plan for faculty positions in SUCs.

All cases of reclassification/upgrading, by virtue of a law and all other existing laws, including laws that will be enacted in the future, shall be exempted from this provision.

On Policy No. 11 of Part II

Those who were allowed to take the CS Professional and Subprofessional examinations on or before November 29, 1992 shall be considered as having met the education requirement for appointment to corresponding level of position not covered by bar/board laws.

This Memorandum Circular takes effect immediately.



KARINA CONSTANTINO-DAVID
Chairman

March 10, 2004

NLA/CAB/FCT/dcm:MC Re-Classification



Republic of the Philippines
Civil Service Commission
 Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;
 Civil Service at Its Best,
Mamamayan Muna

Re: Qualification Standards
 Clarification on CSC Resolution No. 030962
 dated September 12, 2003

RESOLUTION NO. 040193

WHEREAS, with the issuance of CSC Resolution No. 030962 (Revised Policies on Qualification Standards) dated September 12, 2003, the Commission has received various feedback and queries relative to Policy No. 9, Part I which provides that: *"There shall be no reclassification and/or upgrading of positions except when the position is actually vacant and its filling-in shall be subject to approved qualification standards"*, and also to Policy No. 11, Part II which provides that: *"Persons who were conferred first and second level civil service eligibilities when substitution of experience and training for deficiency in education was allowed (last Qualifying Examination was held on June 17, 1979) shall be considered having met the education requirement for appointment to the corresponding level of positions"*;

WHEREAS, National Budget Circular No. 303 dated April 10, 1979, which provides for the rules and procedures in the implementation of Executive Order No. 500 dated March 21, 1978, establishing a system of career progression and promotion for public school teachers. Identifies the teacher positions for reclassification to Master Teacher positions using the Equivalent Record Forms (ERFs);

WHEREAS, National Compensation Circular No. 33 dated January 2, 1985, as amended by National Budget Circular No. 461 dated June 1, 1998, establishes a compensation and position classification plan for faculty positions in state universities and colleges;

WHEREAS, for uniformity and proper interpretation, there is a need to clarify the above policies provided in said Resolution;

WHEREFORE, the Commission Resolved as it hereby Resolves that:

Reclassification may be allowed as an exemption from Policy 9, Part I of CSC Resolution No. 030962 only to:

- 1) Teachers occupying authorized position in the Personal Service Itemization (PSI) and in authorized special budgets who are holders of Equivalent Record Forms (ERFs) post-audited on or after January 1,

Certified True
 Chief, Personnel Specialist
JESUS B. WYCO
 Commissioner

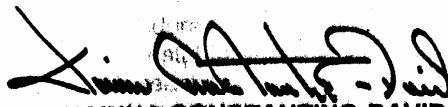
1977 (pursuant to Executive Order No. 500 as implemented by National Budget Circular No. 303 dated April 10, 1979), as follows:

- a. Teaching Group – All positions under the Teachers Preparation Pay Schedule
 - b. School, College and University Librarian Group – School Librarian, Junior College Librarian, College Librarian I
- 2) Faculty members in state universities and colleges (SUCs) per National Compensation Circular No. 33 dated January 2, 1985 as amended by National Budget Circular No. 461 dated June 1, 1998, which establishes a compensation and position classification plan for faculty positions in SUCs

All reclassification/upgrading, by virtue of a law and all other existing laws, including laws that will be enacted in the future, shall be exempted from this provision.

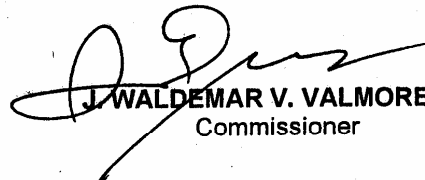
Further, those who were allowed to take the CS Professional and Subprofessional examinations on or before November 29, 1992 shall be considered as having met the education requirement for appointment to corresponding level of position not covered by bar/board laws.

Quezon City, FEB 24 2004



KARINA CONSTANTINO-DAVID
Chairman

VACANT
Commissioner



J. WALDEMAR V. VALMORES
Commissioner

Attested by:




REBECCA A. FERNANDEZ
Director IV

Commission Secretariat and Liaison Office

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Certified True Copy:



JESUS B. WYCO
Chief, Personnel Specialist
Commission Secretariat and Liaison Office