



**MC No. 10, s. 2005**

**MEMORANDUM CIRCULAR**

**T O :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Administrative Positions in the Administrative Services Group under the General Administrative Service of the Position Classification Plan

Pursuant to CSC Resolution No. 050320 dated March 8, 2005, the Civil Service Commission has approved the qualification standards of the administrative positions under the General Administrative Service of the Position Classification Plan as follows:

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Aide I	1	1	Must be able to read and write	None required	None required	None required
Administrative Aide II	2	1	Must be able to read and write/Elementary School Graduate	None required	None required	None required
Administrative Aide III	3	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/ trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

\* - For simple, routine, largely manual and repetitive work (ANNEX A)  
 \*\* - For mechanical/manipulation skills and coordination work (ANNEX B)  
 \*\*\* - For clerical/secretarial/stenographic work or for positions with small amount of clerical work(ANNEX C)

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Aide IV	4	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/ trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Aide V	5	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/ trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Aide VI	6	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/ trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant I	7	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/ trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

\* - For simple, routinary, largely manual and repetitive work (ANNEX A)

\*\* - For mechanical/manipulation skills and coordination work (ANNEX B)

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Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant II	8	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant III	9	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant IV	10	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	2 years of relevant experience	8 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant V	11	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	2 years of relevant experience	8 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

- \* - For simple, routinary, largely manual and repetitive work (ANNEX A)
- \*\* - For mechanical/manipulation skills and coordination work (ANNEX B)
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Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant VI	12	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	2 years of relevant experience	8 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant I	13	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	3 years of relevant experience	16 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant II	14	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	3 years of relevant experience	16 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant III	15	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	3 years of relevant experience	16 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

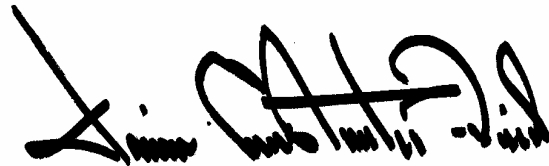
- \* - For simple, routine, largely manual and repetitive work (ANNEX A)
- \*\* - For mechanical/manipulation skills and coordination work (ANNEX B)
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Position Title	SG	Level	Education	Experience	Training	Eligibility
Senior Administrative Assistant IV	16	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 years of relevant experience	24 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant V	18	1	* Must be able to read and write/ Elementary School Graduate ** High School Graduate or Completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 years of relevant experience	24 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Officer I	10	2	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Administrative Officer II	11	2	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Administrative Officer III	14	2	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Administrative Officer IV	15	2	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Administrative Officer V	18	2	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Supervising Administrative Officer	22	2	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility

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Position Title	SG	Level	Education	Experience	Training	Eligibility
Chief Administrative Officer	24	2	Master's Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional)/ Second Level Eligibility

Please be guided accordingly.



**KARINA CONSTANTINO-DAVID**  
Chairperson

31 March, 2005

**ANNEX A - For simple, routinary, largely manual and repetitive work**

POSITION	SG	EDUCATION
Crafts and Trades Helper	1	Must be able to read and write
Laborer	1	Must be able to read and write
Utility Worker I(B)	1	Must be able to read and write
Laborer II	3	Must be able to read and write
Utility Worker II(A)	3	Must be able to read and write
Bookbinder I	2	Elementary School Graduate
Messenger	2	Elementary School Graduate
Reproduction Machine Operator I	2	Elementary School Graduate
Stitcher I	2	Elementary School Graduate
Carpenter I(B)	3	Elementary School Graduate
Driver I	3	Elementary School Graduate
Mason I (B)	3	Elementary School Graduate
Painter I(B)	3	Elementary School Graduate
Plumber I	3	Elementary School Graduate
Bookbinder II	4	Elementary School Graduate
Driver II	4	Elementary School Graduate
Reproduction Machine Operator II(B)	4	Elementary School Graduate
Stitcher II	4	Elementary School Graduate
Storekeeper I(D)	4	Elementary School Graduate
Carpenter II(A)	5	Elementary School Graduate
Chauffeur I (Res.# 974554)	5	Elementary School Graduate
Mason II (A)	5	Elementary School Graduate
Painter II(A)	5	Elementary School Graduate
Plumber II	5	Elementary School Graduate
Chauffeur II (Res.# 974554)	6	Elementary School Graduate
Utility Foreman	6	Elementary School Graduate
Bookbinder III	7	Elementary School Graduate
Chauffeur III (Res.# 974554)	7	Elementary School Graduate
Reproduction Machine Operator III(A)	7	Elementary School Graduate
Stitcher III	7	Elementary School Graduate
Chauffeur IV (Res.# 974554)	8	Elementary School Graduate
Bookbinder IV	10	Elementary School Graduate

**ANNEX B - For mechanical/manipulation skills and coordination work**

POSITION	SG	EDUCATION
Printing Machine Operator I	4	High School Graduate
Labor Foreman	6	High School Graduate
Printing Machine Operator II	6	High School Graduate
Labor General Foreman	8	High School Graduate
Painter Foreman	8	High School Graduate
Printing Foreman	9	High School Graduate
Printing Machine Operator III	9	High School Graduate
Painter General Foreman	10	High School Graduate
Printing Machine Operator IV	11	High School Graduate
Mechanical Plant Operator I	4	High School Graduate or Completion of relevant vocational/trade course
Mechanical Shop General Foreman	13	High School Graduate or Completion of relevant vocational/trade course
Mechanical Plant Operator II	6	High School Graduate or Completion of relevant vocational/trade course
Mechanical Plant Operator III	9	High School Graduate or Completion of relevant vocational/trade course
Mechanical Shop Foreman	11	High School Graduate or Completion of relevant vocational/trade course
Electrician I	4	High School Graduate or Completion of relevant vocational/trade course
Electrician II	6	High School Graduate or Completion of relevant vocational/trade course
Electrician Foreman	9	High School Graduate or Completion of relevant vocational/trade course
Electrician General Foreman	11	High School Graduate or Completion of relevant vocational/trade course
Photographer VI	18	High School Graduate or Completion of relevant vocational/trade course
Audio-Visual Equipment Operator I	3	High School Graduate or Completion of relevant vocational/trade course
Mechanic I	4	High School Graduate or Completion of relevant vocational/trade course
Audio-Visual Equipment Operator II	5	High School Graduate or Completion of relevant vocational/trade course
Photographer I	5	High School Graduate or Completion of relevant vocational/trade course
Audio-Visual Aids Technician I	6	High School Graduate or Completion of relevant vocational/trade course
Mechanic II	6	High School Graduate or Completion of relevant vocational/trade course
Microfilming Machine Operator I	6	High School Graduate or Completion of relevant vocational/trade course
Audio-Visual Equipment Operator III	7	High School Graduate or Completion of relevant vocational/trade course
Photographer II	7	High School Graduate or Completion of relevant vocational/trade course
Audio-Visual Aids Technician II	8	High School Graduate or Completion of relevant vocational/trade course
Mason Foreman	8	High School Graduate or Completion of relevant vocational/trade course
Microfilming Machine Operator II	8	High School Graduate or Completion of relevant vocational/trade course
Mechanic III	9	High School Graduate or Completion of relevant vocational/trade course
Audio-Visual Aids Technician III	10	High School Graduate or Completion of relevant vocational/trade course
Photographer III	10	High School Graduate or Completion of relevant vocational/trade course
Microfilming Machine Operator III	11	High School Graduate or Completion of relevant vocational/trade course
Photographer IV	12	High School Graduate or Completion of relevant vocational/trade course
Audio-Visual Aids Technician IV	14	High School Graduate or Completion of relevant vocational/trade course
Photographer V	15	High School Graduate or Completion of relevant vocational/trade course
Air-Conditioning Technician I	6	High School Graduate or Completion of relevant vocational/trade course
Air-Conditioning Technician II	8	High School Graduate or Completion of relevant vocational/trade course
Carpenter Foreman	8	High School Graduate or Completion of relevant vocational/trade course
Plumber Foreman	8	High School Graduate or Completion of relevant vocational/trade course
Carpenter General Foreman	10	High School Graduate or Completion of relevant vocational/trade course



**ANNEX C - For clerical/secretarial/stenographic work  
and for positions with small amount of clerical work**

POSITION	SG	EDUCATION
Clerk I	3	Completion of two years studies in College
Illustrator I	3	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Accounting Clerk I	4	Completion of two years studies in College
Budgeting Aide	4	Completion of two years studies in College
Buyer I	4	Completion of two years studies in College
Cash Clerk I	4	Completion of two years studies in College
Clerk II	4	Completion of two years studies in College
Fiscal Clerk I	4	Completion of two years studies in College
Human Resource Management Aide	4	Completion of two years studies in College
Stenographer I(C)	4	Completion of two years studies in College
Accounting Machine Operator I	5	Completion of two years studies in College
Illustrator II	5	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Accounting Clerk II	6	Completion of two years studies in College
Artist-Illustrator I(C)	6	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Buyer II	6	Completion of two years studies in College
Cash Clerk II	6	Completion of two years studies in College
Clerk III	6	Completion of two years studies in College
Disbursing Officer I	6	Completion of two years studies in College
Fiscal Clerk II	6	Completion of two years studies in College
Motor Pool Dispatcher	6	Completion of two years studies in College
Stenographer II(B)	6	Completion of two years studies in College
Storekeeper II(C)	6	Completion of two years studies in College
Accounting Machine Operator II	7	Completion of two years studies in College
Motorpool Supervisor I	7	Completion of two years studies in College
Secretary I(B)	7	Completion of two years studies in College
Stenographic Reporter I	7	Completion of two years studies in College
Accounting Clerk III (Res.# 990437)	8	Completion of two years studies in College
Administrative Assistant	8	Completion of two years studies in College
Artist-Illustrator II(B)	8	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Assistant Information Officer	8	Completion of two years studies in College
Assistant Registration Officer	8	Completion of two years studies in College
Bookkeeper	8	Completion of two years studies in College
Budgeting Assistant	8	Completion of two years studies in College
Cash Clerk III	8	Completion of two years studies in College
Clerk IV	8	Completion of two years studies in College
Disbursing Officer II	8	Completion of two years studies in College
Fiscal Clerk III	8	Completion of two years studies in College
Human Resource Management Assistant I	8	Completion of two years studies in College
Management and Audit Assistant	8	Completion of two years studies in College
Property Custodian	8	Completion of two years studies in College
Public Relations Assistant	8	Completion of two years studies in College
Buyer III	9	Completion of two years studies in College
Motorpool Supervisor II	9	Completion of two years studies in College

POSITION	SG	EDUCATION
Secretary II(A)	9	Completion of two years studies in College
Senior Bookkeeper	9	Completion of two years studies in College
Stenographer III(A)	9	Completion of two years studies in College
Stenographic Reporter II	9	Completion of two years studies in College
Storekeeper III(B)	9	Completion of two years studies in College
Accounting Machine Operator III	10	Completion of two years studies in College
Artist-Illustrator III(A)	11	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Buyer IV	11	Completion of two years studies in College
Private Secretary I	11	Completion of two years studies in College
Stenographic Reporter III	11	Completion of two years studies in College
Storekeeper IV(A)	11	Completion of two years studies in College
Buyer V	13	Completion of two years studies in College
Stenographic Reporter IV	13	Completion of two years studies in College
Private Secretary II	15	Completion of two years studies in College
Stenographer to the President	15	Completion of two years studies in College
Senior Stenographer to the Regional Governor	16	Completion of two years studies in College
Private Secretary III	18	Completion of two years studies in College
Senior Stenographer to the President	18	Completion of two years studies in College
Auxiliary Machine Operator I	4	Completion of two years studies in college or High School Graduate with relevant vocational/trade course
Communications Equipment Operator I	4	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Auxiliary Machine Operator II	6	Completion of two years studies in college or High School Graduate with relevant vocational/trade course
Communications Equipment Operator II	6	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Data Controller I	6	Completion of two years studies in College or High School graduate with relevant vocational/trade course
Data Entry Machine Operator I	6	Completion of two years studies in College or High School graduate with relevant vocational/trade course
Electronics and Communications Equipment Technician I	6	Completion of two years studies in College or High School graduate with relevant vocational/trade course
Computer Operator I	7	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Auxiliary Machine Operator III	8	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Data Controller II	8	Completion of two years studies in College or High School graduate with relevant vocational/trade course
Data Entry Machine Operator II	8	Completion of two years studies in College or High School graduate with relevant vocational/trade course
Electronics and Communications Equipment Technician II	8	Completion of two years studies in College or High School graduate with relevant vocational/trade course
Communications Equipment Operator (III)	9	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Computer Operator (II)	9	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Auxiliary Machine Operator IV	11	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Communications Equipment Operator IV	11	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Data Controller III	11	Completion of two years studies in College or High School graduate with relevant vocational/trade course

POSITION	SG	EDUCATION
Data Entry Machine Operator III	11	Completion of two years studies in College or High School graduate with relevant vocational/trade course
Electronics and Communications Equipment Technician III	11	Completion of two years studies in College or High School graduate with relevant vocational/trade course
Computer Operator III	12	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Communications Equipment Operator V	13	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Data Controller IV	13	Completion of two years studies in College or High School graduate with relevant vocational/trade course
Data Entry Machine Operator IV	13	Completion of two years studies in College or High School graduate with relevant vocational/trade course
Computer Operator IV	14	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Artist Illustrator IV (Res. # 001560)	15	Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Electronics and Communications Equipment Technician IV	15	Completion of two years studies in College or High School graduate with relevant vocational/trade course