



MC No. 12, s. 2019

**MEMORANDUM CIRCULAR**

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

**SUBJECT : Amendment of the Training, Experience, and Eligibility Requirements for Administrative Aide V and VI Positions under CSC MC No. 10, s. 2005**

Pursuant to CSC Resolution No. 1900309 dated 25 March 2019, the Commission amends the existing qualification standards for the generic position titles of Administrative Aide V (SG 5) and Administrative Aide VI (SG 6), as follows:

Generic Position Title	Parenthetical Position Title	Education	Experience	Training	Eligibility
Administrative Aide V (SG 5)	Chauffeur I*	None required	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)
	Carpenter II	Elementary School Graduate	None required	None required	Carpenter (MC No. 10, s. 2013-Cat. II)
	Mason II	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)
	Painter II	Elementary School Graduate	None required	None required	Painter (MC No. 10, s. 2013-Cat. II)
	Plumber II	Elementary School Graduate	None required	None required	Plumber (MC No. 10, s. 2013-Cat. II)

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Generic Position Title	Parenthetical Position Title	Education	Experience	Training	Eligibility
Administrative Aide V (SG 5)	Audio-Visual Equipment Operator II	High School Graduate** or Completion of relevant vocational/ trade course	None required	None required	Audio-Visual Equipment Operator/ Technician (MC No. 10, s. 2013-Cat. II)
	Photographer I	High School Graduate** or Completion of relevant vocational/ trade course	None required	None required	Photographer (MC No. 10, s. 2013-Cat. II)
	Illustrator II	Completion of two years studies in college or High School Graduate** with relevant vocational/ trade course	None required	None required	Illustrator (MC No. 10, s. 2013-Cat. II)
	Accounting Machine Operator I	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility

\*See the Position Classification Plan (PCP)

\*\*This includes Graduates of High School under the old and new Curriculum (Senior High School)

Generic Position Title	Parenthetical Position Title	Education	Experience	Training	Eligibility
Administrative Aide VI (SG 6)	Chauffeur II	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)
	Utility Foreman	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)
	Microfilming Machine Operator I	High School Graduate** or Completion of relevant vocational/ trade course	None required	None required	Photographer (MC No. 10, s. 2013-Cat. II)

<b>Generic Position Title</b>	<b>Parenthetical Position Title</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
Administrative Aide VI (SG 6)	Electrician II	High School Graduate** or Completion of relevant vocational/ trade course	None required	None required	Electrician (MC No. 10, s. 2013-Cat. II)
	Labor Foreman	High School Graduate**	None required	None required	None required (MC No. 10, s. 2013-Cat. III)
	Air-Conditioning Technician I	High School Graduate** or Completion of relevant vocational/ trade course	None required	None required	Air-Conditioning/ Refrigeration Technician (MC No. 10, s. 2013-Cat. II)
	Mechanic II (less than 250 volts)	High School Graduate** or Completion of relevant vocational/ trade course	None required	None required	Mechanic (Automotive Servicing) (MC No. 10, s. 2013-Cat. II)
	Mechanical Plant Operator II (less than 50 hp)	High School Graduate** or Completion of relevant vocational/ trade course	None required	None required	Mechanical Equipment Operator (MC No. 10, s. 2013-Cat. II)
	Printing Machine Operator II	High School Graduate**	None required	None required	Printing Machine Operator (MC No. 10, s. 2013-Cat. II)
	Audio-Visual Aids Technician I	High School Graduate** or Completion of relevant vocational/ trade course	None required	None required	Audio-Visual Equipment Operator/ Technician (MC No. 10, s. 2013-Cat. II)

<b>Generic Position Title</b>	<b>Parenthetical Position Title</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
Administrative Aide VI (SG 6)	Auxiliary Machine Operator II	Completion of two years studies in college or High School Graduate** with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Data Entry Machine Operator I	Completion of two years studies in college or High School Graduate** with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Data Controller I	Completion of two years studies in college or High School Graduate** with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Communications Equipment Operator II	Completion of two years studies in college or High School Graduate** with relevant vocational/ trade course	None required	None required	Communications Equipment Operator (MC No. 10, s. 2013-Cat. II)
	Electronics and Communications Equipment Technician I	Completion of two years studies in college or High School Graduate** with relevant vocational/ trade course	None required	None required	Electronics Equipment Technician (MC No. 10, s. 2013-Cat.II)

\*\*This includes Graduate of High School under the old and new Curriculum (Senior High School)

Generic Position Title	Parenthetical Position Title	Education	Experience	Training	Eligibility
Administrative Aide VI (SG 6)	Artist Illustrator I	Completion of two years studies in college or High School Graduate** with relevant vocational/ trade course	None required	None required	Illustrator (MC No. 10, s. 2013-Cat. II)
	Clerk III	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Stenographer II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Buyer II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Storekeeper II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Accounting Clerk II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Fiscal Clerk	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Cash Clerk II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Disbursing Officer I	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Motor Pool Dispatcher	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility

\*\*This includes Graduates of High School under the old and new Curriculum (Senior High School)

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions.

This Memorandum Circular shall take effect fifteen (15) days after the date of publication of CSC Resolution No. 1900309\*.

  
ALICIA dela ROSA – BALA  
Chairperson



\*CSC Resolution No. 1900309 dated 25 March 2019 was published on May 11, 2019 in the Philippine Star.

04 JUL 2019



**QUALIFICATION STANDARDS**  
Re: Amendment of the Training, Experience, and Eligibility Requirements for Administrative Aide V and VI Positions under CSC MC No. 10, s. 2005

Number: 1900309  
Promulgated: 25 MAR 2019

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### RESOLUTION

**WHEREAS**, Section 3, Article IX-B of the 1987 Constitution provides that *“the Civil Service Commission as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity x x x. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, x x x”*;

**WHEREAS**, Section 12 (1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions on the merit system for all levels and ranks in the Civil Service;

**WHEREAS**, Section 12 (4), Chapter III, Title I (A), Book V of the Executive Order No. 292 provides that the Commission shall formulate policies and regulations for the administration, maintenance and implementation of position classification and compensation and set standards for the establishment, allocation and reallocation of pay scales, classes and positions;

**WHEREAS**, Section 4, Rule IV of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws provide that the Commission shall adopt qualification standards for service-wide positions in the first and second levels and shall review and update, whenever necessary, those already established;

**WHEREAS**, in the 1997 Revised Qualification Standards Manual, the QS for positions with salary grades 5 and 6, which are considered entry level positions, whose duties and responsibilities are generally done under immediate supervision, with detailed rules and procedures, and involve the performance of the simplest work, such as Store Keeper I, Clerk II, Budgeting Aide, Human Resource Management Aide, among others, do not require experience and training;

**WHEREAS**, in the 1997 Revised Qualification Standards Manual, the eligibility requirement for Artist Illustrator positions includes Career Service



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(Subprofessional), a written competitive examination which is not appropriate for skills positions;

**WHEREAS**, the Department of Budget and Management in its Budget Circular No. 2004-3 dated March 6, 2004, has modified the Administrative Services Group under the General Administrative Service of the Position Classification Plan by streamlining the numerous administrative classes into twenty four (24) classes only;

**WHEREAS**, the allocated positions for Administrative Aide V include Chauffeur I, Carpenter II, Mason II, Painter II, Plumber II, Audio-Visual Equipment Operator II, Photographer I, Illustrator II and Accounting Machine Operator I;

**WHEREAS**, the allocated positions for Administrative Aide VI include Chauffeur II, Utility Foreman, Microfilming Machine Operator I, Electrician II, Labor Foreman, Air-Conditioning Technician I, Mechanic II, Mechanical Plant Operator II, Printing Machine Operator II, Audio-Visual Aids Technician I, Auxiliary Machine Operator II, Data Entry Machine Operator I, Data Controller I, Communications Equipment Operator II, Electronics and Communications Equipment Technician I, Artist Illustrator I, Clerk III, Stenographer II, Buyer II, Storekeeper II, Accounting Clerk II, Fiscal Clerk II, Cash Clerk II, Disbursing Officer I and Motor Pool Dispatcher;

**WHEREAS**, in CSC Memorandum Circular No. 10, series of 2005, entitled "Administrative Positions in the Administrative Services Group under the General Administrative Service of the Position Classification Plan," the QS for Administrative Aide V (SG 5) and Administrative Aide VI (SG 6) inadvertently included 1 year of relevant experience and 4 hours of training, as follows:

Position	Education	Experience	Training	Eligibility
Administrative Aide V (SG 5)	* 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 or Career Service (Subprofessional)/ First Level Eligibility

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Position	Education	Experience	Training	Eligibility
Administrative Aide VI (SG 6)	* 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 or Career Service (Subprofessional)/ First Level Eligibility

\* For simple, routinary, largely manual and repetitive work

\*\* For mechanic/manipulation skills and coordination work

\*\*\* For clerical/secretarial/stenographic work or for positions with small amount of clerical work

**WHEREAS**, CSC MC No. 10, s. 2013 or the Revised Policies on the Grant of Eligibility under CSC MC No. 11, s. 1996, as amended, was issued on April 16, 2013;

**WHEREAS**, Item No. 1 of the said MC provides that *“the positions and corresponding appropriate eligibilities listed under Category I of CSC MC No. 11, s. 1996, as revised, shall be re-categorized under Category II where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual work performance”*,

**WHEREAS**, there is a need to amend the QS for Administrative Aide V (SG 5) and Administrative Aide VI (SG 6) positions to be consistent with the policies on the establishment of qualification standards and to ensure uniform application of the QS for the corresponding parenthetical position titles thereto;

**WHEREFORE**, the Commission **RESOLVES** to **AMEND** the qualification standards of the Administrative Aide V and Administrative Aide VI positions, as follows:

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Generic Position Title	Parenthetical Position Title	Education	Experience	Training	Eligibility
Administrative Aide V (SG 5)	Chauffeur I*	None required	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)
	Carpenter II	Elementary School Graduate	None required	None required	Carpenter (MC No. 10, s. 2013-Cat. II)
	Mason II	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)
	Painter II	Elementary School Graduate	None required	None required	Painter (MC No. 10, s. 2013-Cat. II)
	Plumber II	Elementary School Graduate	None required	None required	Plumber (MC No. 10, s. 2013-Cat. II)
	Audio-Visual Equipment Operator II	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Audio-Visual Equipment Operator/ Technician (MC No. 10, s. 2013-Cat. II)
	Photographer I	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Photographer (MC No. 10, s. 2013-Cat. II)
	Illustrator II	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Illustrator (MC No. 10, s. 2013-Cat. II)
	Accounting Machine Operator I	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility

\*See the Position Classification Plan (PCP)

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Generic Position Title	Parenthetical Position Title	Education	Experience	Training	Eligibility
Administrative Aide VI (SG 6)	Chauffeur II	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)
	Utility Foreman	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)
	Microfilming Machine Operator I	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Photographer (MC No. 10, s. 2013-Cat. II)
	Electrician II	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Electrician (MC No. 10, s. 2013-Cat. II)
	Labor Foreman	High School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)
Administrative Aide VI (SG 6)	Air-Conditioning Technician I	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Air-Conditioning/ Refrigeration Technician (MC No. 10, s. 2013-Cat. II)
	Mechanic II (less than 250 volts)	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanic (Automotive Servicing) (MC No. 10, s. 2013-Cat. II)
	Mechanical Plant Operator II (less than 50 hp)	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanical Equipment Operator (MC No. 10, s. 2013-Cat. II)
	Printing Machine Operator II	High School Graduate	None required	None required	Printing Machine Operator (MC No. 10, s. 2013-Cat. II)

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Generic Position Title	Parenthetical Position Title	Education	Experience	Training	Eligibility
Administrative Aide VI (SG 6)	Audio-Visual Aids Technician I	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Audio-Visual Equipment Operator/ Technician (MC No. 10, s. 2013-Cat. II)
	Auxiliary Machine Operator II	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Data Entry Machine Operator I	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Data Controller I	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Communications Equipment Operator II	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Communications Equipment Operator (MC No. 10, s. 2013-Cat. II)

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Generic Position Title	Parenthetical Position Title	Education	Experience	Training	Eligibility
Administrative Aide VI (SG 6)	Electronics and Communications Equipment Technician I	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Electronics Equipment Technician (MC No. 10, s. 2013-Cat.II)
	Artist Illustrator I	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Illustrator (MC No. 10, s. 2013-Cat. II)
	Clerk III	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Stenographer II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Buyer II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Storekeeper II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Accounting Clerk II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Fiscal Clerk II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility

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Generic Position Title	Parenthetical Position Title	Education	Experience	Training	Eligibility
Administrative Aide VI (SG 6)	Cash Clerk II	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Disbursing Officer I	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
	Motor Pool Dispatcher	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility

The Commission **FURTHER RESOLVES** that the approved qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions.

This Resolution shall take effect fifteen (15) days after publication in a newspaper of general circulation.


Quezon City.

  
**ALICIA dela ROSA - BALA**  
 Chairperson

  
**LEOPOLDO ROBERTO W. VALDEROSA, JR.**  
 Commissioner

  
**AILEEN LOURDES A. LIZADA**  
 Commissioner

Attested By:

  
**DOLORES B. BONIFACIO**  
 Director IV  
 Commission Secretariat and Liaison Office