



MC No. 06, s. 2020

MEMORANDUM CIRCULAR

TO : 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 : Policies on Qualification Standards for Re-categorized Skilled Positions

Pursuant to CSC Resolution No. 2000130 promulgated on 27 January 2020, the Commission adopts the following policies on specific cases involving changes in qualification requirements owing to the re-categorization of skilled positions:

1. Incumbents of re-categorized skilled positions under permanent status, who possess higher eligibilities, such as PRC professional license, which are relevant or functionally related to the skilled positions, shall be considered to have met the eligibility requirement for the said positions.
2. Incumbents of re-categorized skilled positions under permanent status, who possess Career Service Professional or Subprofessional eligibility instead of the required skills eligibility, shall be considered to have met the eligibility requirement for the skilled positions.
3. Incumbents of skilled positions appointed under permanent status at the time of re-categorization shall be considered as having met the new QS for the position.
4. The new QS of the re-categorized skilled positions shall apply to subsequent appointees if the skilled positions are vacant at the time of re-categorization.

All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

CSC Resolution No. 2000130 shall take effect on March 8, 2020 or fifteen (15) days from its publication in the Philippine Star on February 21, 2020.


ALICIA dela ROSA – BALA
Chairperson



4 MAR 2020

Bawat Kawani, Lingkod Bayani



QUALIFICATION STANDARDS

Re: Policies on QS for Re-categorized Skilled Positions

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Number : 2000130

Promulgated : 27 JAN 2020

RESOLUTION

WHEREAS, Section 2 (2), Article IX (B) of the 1987 Philippine Constitution mandates the Civil Service Commission, as the central personnel agency of the Government, to ensure that all appointments in the civil service are made only according to merit and fitness to be determined, as far as practicable, by competitive examination;

WHEREAS, Section 12 (1), Chapter III, Title I, Book V of E.O. No. 292, states that the CSC shall administer and enforce the constitutional and statutory provisions on the merit system for all levels and ranks in the civil service;

WHEREAS, Section 22 (1), Chapter V of E.O. No. 292, states that “A *qualification standard expresses the minimum requirements for a class of positions in terms of education, training and experience, civil service eligibility, physical fitness, and other qualities required for successful performance. The degree of qualifications of an officer or employee shall be determined by the appointing authority on the basis of the qualification standard for the particular position*”;

WHEREAS, the Commission, in CSC Memorandum Circular (MC) No. 11, s. 1996¹, as amended, had adopted four (4) classifications of positions which require skills not measurable by paper and pencil examination as follows: Category I – trades and crafts positions covered by the Skills Certificate Equivalency Program (SCEP) of the Technical Education and Skills Development Authority (TESDA); Category II – positions requiring eligibilities which can be obtained after completing one (1) year of very satisfactory actual work performance under temporary status; Category III – positions which require no eligibility in view of the duties and responsibilities attached thereto; and Category IV – positions which, for purposes of permanent appointment, shall require appointees to possess the appropriate licenses and meet the requirement of the positions;

¹ Pursuant to CSC Resolution No. 964906 (Repeal of MC No. 42, s. 1993) dated August 5, 1996.

WHEREAS, in the CSC-approved 1997 Qualification Standards Manual, the following positions under Category I and Category II of MC No. 11, s. 1996, as amended, have two-pronged eligibility requirement, Career Service Professional or Subprofessional and/or Category I and II eligibility:

CS Subprofessional/Category I or II	CS Professional/Category I or II
Accounting Machine Operator I, II and III	Chief Shrine Curator
Artist Illustrator I, II, and III	Museum Curator II
Artist Illustrator A, B and C	Senior Computer Operator
Auxiliary Machine Operator I, II, III and IV	Senior Computer Operator I, II and III
Broadcast Operations Technician II and III	Senior Shrine Curator
Cartographer I, II, III, IV and V	Shrine Curator II
Cartographer B and A	Supervising Computer Operator
Computer Operator	Supervising Computer Operator I and II
Computer Operator I, II, III and IV	Supervising Shrine Curator
Data Controller	
Data Controller I, II, III and IV	
Data Encoder	
Data Encoder I, II, III, and IV	
Data Encoder-Controller	
Data Entry Machine Operator I, II, III and IV	
Draftsman I, II, III and IV	
Draftsman A and B	
Electronics and Communications Equipment Technician II, III and IV	
Electronics Communications Systems Operator A and B	
Illustrator I and II	
Laboratory Inspector II and III	
Laboratory Technician II and III	
Laboratory Technician B and A	
Metals Technologist I, II, III, IV and V	
Museum Technician II	
Philatelic Artist I and II	
Photo Editor II	
Photo Journalist II	
Principal Draftsman A and B	
Senior Cartographer A and B	
Senior Data Encoder	
Senior Data Encoder-Controller	
Senior Draftsman	

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CS Subprofessional/Category I or II	CS Professional/Category I or II
Senior Electronics Communications Systems Technician	
Senior Laboratory Technician	
Supervising Artist-Illustrator	
Supervising Data Controller	
Supervising Data Encoder-Controller	
Supervising Draftsman	
Supervising Electronics Communications System Operator	
Supervising Electronics Communications Systems Technician	
Weather Facilities Technician II and III	
Weather Observer II, III and IV	

WHEREAS, in CSC MC No. 3, s. 2008² dated February 7, 2008, the Commission adopted further amendments to CSC MC No. 11, s. 1996 such as the revision of the schedule of skills tests and eligibilities belonging to Category I under the SCEP (attached list marked as "Annex A"); reclassification of 124 positions from Category I to Category II (attached list marked as "Annex B"); reclassification of 11 positions from Category I to Category III (attached list marked as "Annex C"); and exclusion of 47 positions under the management and information system group from Category I and required Career Service Professional/Subprofessional eligibility for appointment thereto (attached list marked as "Annex D");

WHEREAS, in CSC MC No. 6, s. 2010³ dated March 26, 2010, the Commission amended its policy wherein the Data Encoder eligibility shall continue to be appropriate for thirty six (36) information technology (IT) positions in the government;

WHEREAS, in CSC MC No. 10, s. 2013⁴ dated April 16, 2013, the positions and corresponding appropriate eligibilities listed under Category I of CSC MC No. 11, s. 1996, as revised, were re-categorized under Category II where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance;

WHEREAS, there are appointees to trades and crafts positions who possess higher eligibilities, such as professional license issued by the Professional Regulation Commission (PRC), and are able to perform the skills needed of the subject position in view of the basic subjects/courses included in the bachelor's degree program;

² CSC Resolution No. 072244 dated December 4, 2007 on the Grant of Eligibility; Revised Schedule of Skills Tests and Civil Service Eligibilities; Skills Certificate Equivalency Program (SCEP).

³ CSC Resolution No. 100319 dated February 24, 2010 re: Amendment to MC No. 3, s. 2008.

⁴ Pursuant to CSC Resolution No. 1202124 dated November 27, 2012.

161

WHEREAS, there are appointees under permanent status to skilled positions which were re-categorized under Category II, who possess Career Service Professional or Subprofessional eligibility instead of the skills eligibility and whose promotional appointments were disapproved/invalidated for lack of appropriate eligibility;

WHEREAS, the disapproval/invalidation of such promotional appointment appears unfair or unjust if the appointee has been performing the functions of the skilled position under permanent status for a period of time on the basis of his/her Career Service (Professional)/Second Level eligibility;

WHEREAS, Section 73, Part V, Rule VIII of the 2017 ORAOHRA, as amended, provides that *“Second level eligibilities are appropriate for appointment to positions in the second and first level. They do not apply to those covered by bar/board/special laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended”*;

WHEREAS, Section 78, Part V, Rule VIII of the 2017 ORAOHRA, as amended, states that *“Eligibilities granted after one year of Very Satisfactory actual work performance under temporary status for positions listed under Category II of CSC MC No. 11, s. 1996, as amended, shall only be appropriate for appointment to highly skilled positions within the same occupational group or functionally related positions”*;

WHEREAS, there is a need to clarify the application of existing policies to specific cases involving appointment to re-categorized skilled positions to ensure that qualified and deserving personnel are considered for recruitment or promotion thereto;

WHEREFORE, in view of the foregoing, the Commission **RESOLVES** to **ADOPT** the following policies on specific cases involving changes in qualification requirements owing to the re-categorization of skilled positions:

1. Incumbents of re-categorized skilled positions under permanent status, who possess higher eligibilities, such as PRC professional license, which are relevant or functionally related to the skilled positions, shall be considered to have met the eligibility requirement for the said positions.
2. Incumbents of re-categorized skilled positions under permanent status, who possess Career Service Professional or Subprofessional eligibility instead of the required skills eligibility, shall be considered to have met the eligibility requirement for the skilled positions.
3. Incumbents of skilled positions appointed under permanent status at the time of re-categorization shall be considered as having met the new QS for the position.

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4. The new QS of the re-categorized skilled positions shall apply to subsequent appointees if the skilled positions are vacant at the time of re-categorization.

All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

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

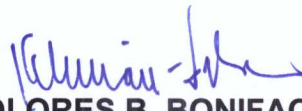
Quezon City.


ALICIA dela ROSA - BALA
Chairperson


LEOPOLDO ROBERTO W. VALDEROSA, JR.
Commissioner


AILEEN LOURDES A. LIZADA
Commissioner

Attested by:


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