



MC No. 3, s. 2022

## 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 : Amendment on the Salary Grade of Respiratory Therapist I Position**

In CSC Resolution No. 2000290 promulgated on 11 February 2020 (Amendment of the Qualification Standards for the Respiratory Therapist I, II, and III Positions), which was disseminated through CSC Memorandum Circular (MC) No. 20, s. 2020, the Commission approved the amended qualification standards for Respiratory Therapist I position, as follows:

Position Title	Education	Experience	Training	Eligibility
Respiratory Therapist I (SG-11)	Bachelor of Science in Respiratory Therapy	None Required	None Required	RA 1080 (Respiratory Therapist)

However, based on the Department of Budget and Management (DBM) Budget Circular No. 2018-4 dated October 16, 2018<sup>1</sup>, the salary grade (SG) of the Respiratory Therapist I position is SG-10.

There is a need to rectify the salary grade of the Respiratory Therapist I position as reflected in CSC Resolution No. 2000290 from SG-11 to SG-10 to conform to the DBM's IOS, particularly those appointments issued to the subject position which bears SG-11 and were approved by the CSC FOs.

Therefore, the Commission through CSC Resolution No. 2100915 dated 19 November 2021 resolves to amend the salary grade for Respiratory Therapist I position as reflected in CSC Resolution No. 2000290 **from SG-11 to SG-10** to conform to the Index of Occupational Service, Position Titles and Salary Grades under DBM Budget Circular No. 2018-4.

<sup>1</sup> Index of Occupational Services, Occupational Groups, Classes and Salary Grades, CY 2018 Edition.

The agency head through the Human Resource Management Officer shall issue a Notice of Change of Salary Grade to affected employees, a copy of which shall be kept in their 201 files and another copy to be submitted to the CSC FO concerned for record purposes.

This Memorandum Circular shall take effect after fifteen (15) days from the date of publication of CSC Resolution No. 2100915 in the Daily Tribune on January 7, 2022.



**ALICIA dela ROSA – BALA**  
Chairperson

**31 January 2022**