

ANNEX C-1

QS for Department Head and Assistant Department Head positions created under Special laws

MUNICIPALITIES

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Department Head II (Agricultural and Biosystems Engineer)	25	2	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	3 years of experience in position involving management and supervision, 1 year of which is relevant to agricultural engineering or agricultural and biosystems engineering	None required	RA No. 1080, as amended (Agricultural and Biosystems Engineer)	RA No. 10915 DA-DBM-CSC-DILG JC No. 02, s. 2020
Municipal Government Department Head I (Agricultural and Biosystems Engineer)	24						
Municipal Government Department Head II (Disability Affairs Officer)	25	2	Bachelor's Degree	5 years in position/s involving management and supervision, 1 year of which is relevant to disability affairs	32 hours of training in management and supervision on disability affairs	Career Service Professional/ Second Level Eligibility	RA No. 10070 CSC MC No. 07 Series 2018
Municipal Government Department Head I (Disability Affairs Officer)	24	2	Bachelor's Degree	4 years in position/s involving management and supervision, 1 year of which is relevant to disability affairs	24 hours of training in management and supervision on disability affairs	Career Service Professional/ Second Level Eligibility	RA No. 10070 CSC MC No. 07 Series 2018

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Department Head II (Local Disaster Risk Reduction and Management Officer)	25	2	Bachelor's degree	5 years in position involving management and supervision, 1 years of which is relevant to Disaster Risk Reduction and Management	32 hours of training in management and supervision on Disaster Risk Reduction and Management	Career Service Professional/ Second Level Eligibility	RA No. 10121 NDRRMC-DILG-DBM-CSC No. 2014-1
Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	24	2	Bachelor's degree	4 years of relevant experience on Disaster Risk Reduction and Management	24 hours of relevant training on Disaster Risk Reduction and Management	Career Service Professional/ Second Level Eligibility	RA No. 10121 NDRRMC-DILG-DBM-CSC No. 2014-1
Municipal Government Department Head II (PESO Manager)	25	2	Bachelor's degree preferably in any of the following areas: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	3 years of supervisory/ management experience in program management relative to employment facilitation	None required	Career Service Professional/ Second Level Eligibility	RA No. 10691 CSC MC No. 20, s. 2019
Municipal Government Department Head I (Municipal PESO Manager)	24						
Municipal Government Department Head II (Tourism Officer)	25	2	Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields	5 years of work experience and involvement in the tourism industry either in the private sector or the government	Department of Tourism specific and mandatory training such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs; Seminar on	Career Service Professional/ Second Level Eligibility	RA No. 9593 CSC MC No. 4, s. 2018

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
					Disaster Risk Reduction and Management; Basic Tourism Statistics Training (BTST); Local Tourism Guidebook Orientation; and Seminar on Gender and Development Orientation		
Municipal Government Department Head I (Tourism Officer)	24	2	Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields	4 years of work experience and involvement in the tourism industry either in the private sector or the government	Department of Tourism specific and mandatory training such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs; Seminar on Disaster Risk Reduction and Management; Basic Tourism Statistics Training (BTST); Local Tourism Guidebook Orientation; and Seminar on Gender and Development Orientation	Career Service Professional/ Second Level Eligibility	RA No. 9593 CSC MC No. 4, s. 2018

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Assistant Department Head II (Agricultural and Biosystems Engineer)	23	2	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	3 years of experience in position involving management and supervision, 1 year of which is relevant to agricultural engineering or agricultural and biosystems engineering	None required	RA No. 1080, as amended (Agricultural and Biosystems Engineer)	RA No. 10915 DA-DBM-CSC-DILG JC No. 02, s. 2020
Municipal Government Assistant Department Head I (Agricultural and Biosystems Engineer)	22						
Municipal Government Assistant Department Head II (Disability Affairs Officer)	23	2	Bachelor's degree	3 years of relevant experience on disability affairs	16 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility	RA No. 10070 CSC MC No. 07 Series 2018
Municipal Government Assistant Department Head I (Disability Affairs Officer)	22						
Municipal Government Assistant Department Head II (Local Disaster Risk Reduction and Management Officer)	23	2	Bachelor's degree	3 years of relevant experience on Disaster Risk Reduction and Management	16 hours of relevant training on Disaster Risk Reduction and Management	Career Service Professional/ Second Level Eligibility	RA No. 10121 NDRRMC-DILG-DBM-CSC No. 2014-1

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Assistant Department Head I (Local Disaster Risk Reduction and Management Officer)	22						
Assistant Department Head II (Assistant PESO Manager)	23	2	Bachelor's degree preferably in any of the following areas: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	3 years of supervisory/ management experience in program management relative to employment facilitation	None required	Career Service Professional/ Second Level Eligibility	RA No. 10691 CSC MC No. 20, s. 2019
Municipal Government Assistant Department Head I (Assistant PESO Manager)	22						
Municipal Government Assistant Department Head II (Tourism Officer)	23	2	Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields	3 years of work experience and involvement in the tourism industry either in the private sector or the government	Department of Tourism specific and mandatory training such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs; Seminar on Disaster Risk Reduction and Management; Basic Tourism Statistics Training (BTST); Local Tourism Guidebook	Career Service Professional/ Second Level Eligibility	RA No. 9593 CSC MC No. 4, s. 2018
Municipal Government Assistant Department Head I (Tourism Officer)	22						

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
					Orientation; and Seminar on Gender and Development Orientation		