

APPENDIX A - 1

Qualification Standards for Department Head and Assistant Department Head Positions
found in RA No. 7160, bearing the generic and parenthetical position titles

PROVINCES

Mandatory

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Provincial Government Department Head (Provincial Accountant)	26	2	Bachelor's degree in Commerce/Business Administration major in Accounting	5 years of experience in treasury or accounting service	None required	RA 1080, as amended, (CPA)	Sec. 474, RA No. 7160
Provincial Government Department Head (Provincial Administrator)	26	2	Bachelor's degree preferably in Public Administration, Law or any related course	5 years of experience in management and administration work	None required	Career Service Professional/ Second Level Eligibility	Sec. 480, RA No. 7160
Provincial Government Department Head (Provincial Agriculturist)	26	2	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	5 years of experience in agriculture or in a related field	None required	Relevant RA 1080, as amended, (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian, and others depending on the functions, duties and responsibilities as indicated in the Position Description Form)	Sec. 482, RA No. 7160, as amended by RA No. 8435 and CSC MC No. 1, s. 2013

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Provincial Government Department Head (Provincial Assessor)	26	2	Bachelor's degree preferably Civil or Mechanical Engineering, Commerce or any other related course	5 years of experience in real property assessment work or in any related field	None required	RA 1080, as amended, (Real Estate Appraiser)	Sec. 472, RA No. 7160, as amended by RA No. 9646; CSC MC No. 20, s. 2012, as amended by CSC Resolution No. 1201367
Provincial Government Department Head (Provincial Budget Officer)	26	2	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	5 years of experience in government budgeting or any related field	None required	Career Service Professional/ Second Level Eligibility	Sec. 475, RA No. 7160
Provincial Government Department Head (Provincial Cooperatives Development Officer)	26	2	Bachelor's degree preferably in Cooperatives, Business Administration with Special Training in cooperatives or any related course from a recognized college or university	5 years of experience in cooperatives organization and management	None required	Career Service Professional/ Second Level Eligibility	Sec. 487 RA No. 7160, as amended by RA No. 11535
Provincial Government Department Head (Provincial Engineer)	26	2	Bachelor's degree in Civil Engineering	5 years of experience in the practice of civil engineering	None required	RA 1080, as amended, (Civil Engineer)	Sec. 477, RA No. 7160
Provincial Government Department Head (Provincial General Services Officer)	26	2	Bachelor's degree in Public Administration, Business Administration and Management	5 years of experience in general services, including management of supply, property, solid waste disposal and general sanitation	None required	Career Service Professional/ Second Level Eligibility	Sec. 490, RA No. 7160

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Provincial Government Department Head (Provincial Health Officer)	26	2	Doctor of Medicine	5 years of experience as medical practitioner	None required	RA 1080, as amended, (Physician)	Sec. 478, RA No. 7160
Provincial Government Department Head (Provincial Legal Officer)	26	2	Bachelor of Laws or Juris Doctor	5 years of experience in the practice of law	None required	RA 1080, as amended, (Attorney)	Sec. 481, RA No. 7160
Provincial Government Department Head (Provincial Planning and Development Coordinator)	26	2	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	5 years of experience in development planning or in any related field	None required	RA 1080, as amended, (Environmental Planner)	Sec. 476, RA No. 7160, as amended by RA No. 10587, and MC No. 10, s. 2017
Provincial Government Department Head (Provincial Social Welfare and Development Officer)	26	2	Bachelor's degree in Social Work	5 years of experience in the practice of social work	None required	RA 1080, as amended, (Social Worker)	Sec. 483, RA No. 7160, as amended by RA No. 9433, and DSWD-DILG-CSC JMC No. 1, s. 2012
Provincial Government Department Head (Provincial Treasurer)	26	2	Bachelor's degree preferably in Commerce, Public Administration or Law	5 years of experience in treasury or accounting service	None required	Career Service Professional/ Second Level Eligibility	Sec. 470, RA No. 7160

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Provincial Government Department Head (Provincial Veterinarian)	26	2	Doctor of Veterinary Medicine	3 years of experience in the practice of veterinary medicine	None required	RA 1080, as amended, (Veterinarian)	Sec. 489, RA No. 7160
Provincial Government Department Head (Secretary to the Sanggunian)	26	2	Bachelor's degree preferably in law, commerce or public administration from a recognized college or university	None required	None required	Career Service Professional/ Second Level Eligibility	Sec. 469, RA No. 7160

Optional

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Provincial Government Department Head (Provincial Architect)	26	2	Bachelor's degree in Architecture	5 years of experience in architectural work	None required	RA 1080, as amended, (Architect)	Sec. 485, RA No. 7160
Provincial Government Department Head (Provincial Environment and Natural Resources Officer)	26	2	Bachelor's degree preferably in Environment, Forestry, Agriculture or any related course	5 years of experience in environmental and natural resources management, conservation and utilization	None required	Career Service Professional/ Second Level Eligibility	Sec. 484, RA No. 7160
Provincial Government Department Head (Provincial Information Officer)	26	2	Bachelor's degree preferably in Journalism, Mass Communication or any related course	3 years of experience in writing articles and research papers, or in writing for print, tv or broadcast media	None required	Career Service Professional/ Second Level Eligibility	Sec. 486, RA No. 7160
Provincial Government Department Head (Provincial Population Officer)	26	2	Bachelor's degree with specialized training in population development from a recognized college or university	5 years of experience in the implementation of programs on population development or responsible parenthood	None required	Career Service Professional/ Second Level Eligibility	Sec. 488, RA No. 7160

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Provincial Government Assistant Department Head (Assistant Provincial Assessor)	24	2	Bachelor's degree preferably Civil or Mechanical Engineering, Commerce or any other related course	3 years of experience in real property assessment work or in any related field	None required	RA 1080, as amended, (Real Estate Appraiser)	Sec. 473, RA No. 7160 as amended by RA No. 9646; CSC MC No. 20, s. 2012, as amended by CSC Resolution No. 1201367
Provincial Government Assistant Department Head (Assistant Provincial Treasurer)	24	2	Bachelor's degree preferably in commerce, public administration, or law	5 years of experience in the treasury or accounting service	None required	Career Service Professional/ Second Level Eligibility	Sec. 471, RA No. 7160