

## APPENDIX A- 2

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

### CITIES

#### Mandatory

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
City Government Department Head III (City Accountant)	27*	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
City Government Department Head II (City Accountant)	26						
City Government Department Head I (City Accountant)	25						
City Government Department Head III (City Administrator)	27*	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
City Government Department Head II (City Administrator)	26						
City Government Department Head I (City Administrator)	25						

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
City Government Department Head III (City Assessor)	27*	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
City Government Department Head II (City Assessor)	26						
City Government Department Head I (City Assessor)	25						
City Government Department Head III (City Budget Officer)	27*	2	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	5 years of experience in government budgeting or any rated field	None required	Career Service Professional/ Second Level Eligibility	Sec. 475, RA No. 7160
City Government Department Head II (City Budget Officer)	26						
City Government Department Head I (City Budget Officer)	25						
City Government Department Head III (City Civil Registrar)	27*	2	Bachelor's degree	5 years of experience in civil registry work	None required	Career Service Professional/ Second Level Eligibility	Sec. 479, RA No. 7160
City Government Department Head II (City Civil Registrar)	26						
City Government Department Head I (City Civil Registrar)	25						

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
City Government Department Head III (City Cooperatives Officer)	27*	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
City Government Department Head II (City Cooperatives Officer)	26						
City Government Department Head I (City Cooperatives Officer)	25						
City Government Department Head III (City Engineer)	27*	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
City Government Department Head II (City Engineer)	26						
City Government Department Head I (City Engineer)	25						
City Government Department Head III (City General Service Officer)	27*	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
City Government Department Head II (City General Service Officer)	26						

<b>POSITION</b>	<b>SALARY GRADE</b>	<b>LEVEL</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>	<b>REFERENCE</b>
City Government Department Head I (City General Service Officer)	25						
City Government Department Head III (City Health Officer)	27*	2	Doctor of Medicine	5 years of experience as medical practitioner	None required	RA 1080, as amended, (Physician)	Sec. 478, RA No. 7160
City Government Department Head II (City Health Officer)	26						
City Government Department Head I (City Health Officer)	25						
City Government Department Head III (City Legal Officer)	27*	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
City Government Department Head II (City Legal Officer)	26						
City Government Department Head I (City Legal Officer)	25						
City Government Department Head III (City Planning and Development Coordinator)	27*	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
City Government Department Head II (City Planning and	26						

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Development Coordinator)  City Government Department Head I (City Planning and Development Coordinator)	25						
City Government Department Head III (City Social Welfare and Development Officer)  City Government Department Head II (City Social Welfare and Development Officer)  City Government Department Head I (City Social Welfare and Development Officer)	27*  26  25	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
City Government Department Head III (City Treasurer)  City Government Department Head II (City Treasurer)  City Government Department Head I (City Treasurer)	27*  26  25	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
City Government Department Head III (City Veterinarian)	27*	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
City Government Department Head II (City Veterinarian)	26						
City Government Department Head I (City Veterinarian)	25						
City Government Department Head III (Secretary to the Sanggunian)	27*	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
City Government Department Head II (Secretary to the Sanggunian)	26						
City Government Department Head I (Secretary to the Sanggunian)	25						

\*Special Cities (Manila and Quezon City)

Optional

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
City Government Department Head III (City Agriculturist)	27	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, <b>and others</b> 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
City Government Department Head II (City Agriculturist)	26						
City Government Department Head I (City Agriculturist)	25						
City Government Department Head III (City Architect)	27	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
City Government Department Head II (City Architect)	26						
City Government Department Head I (City Architect)	25						
City Government Department Head III (City Environment and Natural Resources Officer)	27	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
City Government Department Head II (City Environment and Natural Resources Officer)	26						

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City Government Department Head I (City Environment and Natural Resources Officer)	25						
City Government Department Head III (City Information Officer)	27	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
City Government Department Head II (City Information Officer)	26						
City Government Department Head I (City Information Officer)	25						
City Government Department Head III (City Population Officer)	27	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
City Government Department Head II (City Population Officer)	26						
City Government Department Head I (City Population Officer)	25						



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City Government Assistant Department Head II (Assistant City 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 7160, as amended by RA No. 9646; CSC MC No. 20, s. 2012, as amended by CSC Resolution No. 1201367
City Government Assistant Department Head I (Assistant City Assessor)	23						
City Government Assistant Department Head II (Assistant City Treasurer)	24	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. 471, RA No. 7160
City Government Assistant Department Head I (Assistant City Treasurer)	23						