

APPENDIX A- 3

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

MUNICIPALITIES

Mandatory

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Department Head II (Municipal Accountant)	25	2	Bachelor's degree in Commerce/Business Administration major in Accounting	3 years of experience in treasury or accounting service	None required	RA 1080, as amended, (CPA)	Sec. 474, RA No. 7160
Municipal Government Department Head I (Municipal Accountant)	24						
Municipal Government Department Head II (Municipal Assessor)	25	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. 472, RA No. 7160, as amended by RA No. 9646; CSC MC No. 20, s. 2012, as amended by CSC Resolution No. 1201367
Municipal Government Department Head I (Municipal Assessor)	24						

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE																	
Municipal Government Department Head II (Municipal Budget Officer)	25	2	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	3 years of experience in government budgeting or in any related field	None required	Career Service Professional/ Second Level Eligibility	Sec. 475, RA No. 7160																	
Municipal Government Department Head I (Municipal Budget Officer)	24							Municipal Government Department Head II (Municipal Civil Registrar)	25	2	Bachelor's degree	3 years of experience in civil registry work	None required	Career Service Professional/ Second Level Eligibility	Sec. 479, RA No. 7160	Municipal Government Department Head I (Municipal Civil Registrar)	24		Municipal Government Department Head II (Municipal Cooperatives Officer)	25	2	Bachelor's degree preferably in Cooperatives, Business Administration with special training in cooperatives or any related course from a recognized college or university	3 years of experience in cooperatives organization and management	None required
Municipal Government Department Head II (Municipal Civil Registrar)	25	2	Bachelor's degree	3 years of experience in civil registry work	None required	Career Service Professional/ Second Level Eligibility	Sec. 479, RA No. 7160																	
Municipal Government Department Head I (Municipal Civil Registrar)	24							Municipal Government Department Head II (Municipal Cooperatives Officer)	25	2	Bachelor's degree preferably in Cooperatives, Business Administration with special training in cooperatives or any related course from a recognized college or university	3 years of experience in cooperatives organization and management	None required	Career Service Professional/ Second Level Eligibility	Sec. 487, RA No. 7160, as amended RA No. 11535	Municipal Government Department Head I (Municipal Cooperatives Officer)	24							
Municipal Government Department Head II (Municipal Cooperatives Officer)	25	2	Bachelor's degree preferably in Cooperatives, Business Administration with special training in cooperatives or any related course from a recognized college or university	3 years of experience in cooperatives organization and management	None required	Career Service Professional/ Second Level Eligibility	Sec. 487, RA No. 7160, as amended RA No. 11535																	
Municipal Government Department Head I (Municipal Cooperatives Officer)	24																							

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Department Head II (Municipal Engineer)	25	2	Bachelor's degree in Civil Engineering	3 years of experience in the practice of civil engineering	None required	RA 1080, as amended, (Civil Engineer)	Sec. 477, RA No. 7160
Municipal Government Department Head I (Municipal Engineer)	24						
Municipal Government Department Head II (Municipal Health Officer)	25	2	Doctor of Medicine	3 years of experience as medical practitioner	None required	RA 1080, as amended, (Physician)	Sec. 478, RA No. 7160
Municipal Government Department Head I (Municipal Health Officer)	24						
Municipal Government Department Head II (Municipal Planning and Development Coordinator)	25	2	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	3 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
Municipal Government Department Head I (Municipal Planning and Development Coordinator)	24						

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Department Head II (Municipal Treasurer)	25	2	Bachelor's degree preferably in Commerce, Public Administration or Law	3 years of experience in treasury or accounting service	None required	Career Service Professional/ Second Level Eligibility	Sec. 470, RA No. 7160
Municipal Government Department Head I (Municipal Treasurer)	24						
Municipal Government Department Head II (Secretary to the Sanggunian)	25	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
Municipal Government Department Head I (Secretary to the Sanggunian)	24						

Optional

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Department Head II (Municipal Administrator)	25	2	Bachelor's degree preferably in Public Administration, Law or any related course	3 years of experience in management and administration work	None required	Career Service Professional/ Second Level Eligibility	Sec. 480, RA No. 7160
Municipal Government Department Head I (Municipal Administrator)	24						
Municipal Government Department Head II (Municipal Agriculturist)	25	2	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	3 years of acquired experience in agriculture or in a related field	None	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
Municipal Government Department Head I (Municipal Agriculturist)	24						
Municipal Government Department Head II (Municipal Architect)	25	2	Bachelor's degree in Architecture	3 years of experience in architectural work	None required	RA 1080, as amended, (Architect)	Sec. 485, RA No. 7160

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Department Head I (Municipal Architect)	24						
Municipal Government Department Head II (Municipal Environment and Natural Resources Officer)	25	2	Bachelor's degree preferably in Environment, Forestry, Agriculture or any related course	3 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
Municipal Government Department Head I (Municipal Environment and Natural Resources Officer)	24						
Municipal Government Department Head II (Municipal General Services Officer)	25	2	Bachelor's degree in Public Administration, Business Administration	3 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
Municipal Government Department Head I (Municipal General Services Officer)	24						

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Department Head II (Municipal Information Officer)	25	2	Bachelor's degree preferably in Journalism, Mass Communication or any related course	1 year 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
Municipal Government Department Head I (Municipal Information Officer)	24						
Municipal Government Department Head II (Municipal Legal Officer)	25	2	Bachelor of Laws or Juris Doctor	3 years of experience in the practice of law	None required	RA 1080, as amended, (Attorney)	Sec. 481, RA No. 7160
Municipal Government Department Head I (Municipal Legal Officer)	24						
Municipal Government Department Head II (Municipal Population Officer)	25	2	Bachelor's degree with specialized training in population development from a recognized college or university	3 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
Municipal Government Department Head I (Municipal Population Officer)	24						

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Department Head II (Municipal Social Welfare and Development Officer)	25	2	Bachelor's degree in Social Work	3 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
Municipal Government Department Head I (Municipal Social Welfare and Development Officer)	24						
Municipal Government Department Head II (Municipal Veterinarian)	25	2	Doctor of Veterinary Medicine	1 year of experience in the practice of veterinary medicine	None required	RA 1080, as amended, (Veterinarian)	Sec. 489, RA No. 7160
Municipal Government Department Head I (Municipal Veterinarian)	24						
Municipal Government Assistant Department Head II (Assistant Municipal Assessor)	23	2	Bachelor's degree preferably Civil or Mechanical Engineering, Commerce or any other related course	1 year of experience in real property assessment work or in any related field	None	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

POSITION	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	REFERENCE
Municipal Government Assistant Department Head I (Assistant Municipal Assessor)	22						