

Republika ng Pilipinas
(Republic of the Philippines)
KAGAJAPAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

November 22, 1977

DEPARTMENT MEMORANDUM
No. 257, s. 1977

GUIDELINES IN MAKING APPOINTMENTS TO TRADES AND CRAFTS
POSITIONS AND THE PHASING OUT OF TESTIMONIAL
EXAMINATIONS FOR SUCH POSITIONS

To:

Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents
Vocational Schools Superintendents/
Administrators/Principals

1. Inclosed is a copy of Memorandum Circular No. 10, s. 1977, of the Acting Chairman, Civil Service Commission, on the subject "New Procedures to Determine Merit and Fitness for Trades and Crafts Positions and the Phasing Out of Testimonial Examinations for Such Positions," which is self-explanatory.
2. It is desired that appointments to trades and crafts positions be made in accordance with the procedure stated in the inclosed Memorandum Circular.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

Incl.:

As stated

Reference:

None

Allotment: 1-2-3---(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS & OFFICES
RULES & REGULATIONS

(Inclosure to Department Memorandum No. 257, s. 1977)

Republic of the Philippines
CIVIL SERVICE COMMISSION
Manila

MC #10, s. 1977

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES
AND AGENCIES OF THE NATIONAL AND LOCAL
GOVERNMENTS, INCLUDING GOVERNMENT-OWNED
AND CONTROLLED CORPORATIONS

SUBJECT : New Procedure to Determine Merit and Fitness
for Trades and Crafts Positions and the Phasing
Out of Testimonial Examinations for Such
Positions

In line with the objective of the Commission to re-structure its policies and provide more facilitative service, it has adopted a new procedure for evaluating an individual's capability for government employment for the purpose of granting him civil service eligibility.

Consistent with the provision of Section 2, paragraph 2, Civil Service Rule 1, of the Rules on Personnel Actions and Policies, the holding of testimonial examinations for the trades and crafts group in the first level of the career service, shall be phased out effective six (6) months from the date of this Memorandum Circular.

Any person appointed to a position in this group may, instead, be initially issued a temporary appointment, provided that he meets the other requirements for appointment to the position. If the appointing authority believes that the appointee has continuously rendered satisfactory service during the period of his temporary appointment, he may renew the appointment, propose the same for change of status from temporary to permanent, and submit it to this Commission for approval.

It is understood that eligibility shall be granted only upon proper certification of the appointing authority of the completion of such satisfactory service. The performance ratings of the appointee for the two (2) rating

periods during his temporary appointment shall be submitted together with the said certification and the appointment papers to this Commission.

As a guide to appointing authorities, the length of service requirement for each position under the trades and crafts group is indicated in the attached list. Other positions may be added to the list as may be determined by the Commission.

Persons possessing civil service eligibilities for trades and crafts positions who are presently not employed in the government service must avail themselves of such eligibilities within five (5) years from the date they acquired such eligibilities; otherwise, these shall lapse.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

(SGD.) JACOB C. CLAVE
Acting Chairman

June 8, 1977

Republic of the Philippines
CIVIL SERVICE COMMISSION
M a n i l a

A N N O U N C E M E N T

TESTIMONIAL EXAMINATIONS

The Civil Service Commission announces that the receipt of applications for the testimonial examinations for the Trades and Crafts positions that are currently open will be closed on August 1, 1977 to conform with the provision of Section 2, paragraph 2, Civil Service Rule 1, of the Rules on Personnel Actions and Policies.

(SGD.) JACOBO C. CLAVE
Acting Chairman

Issued, July 29, 1977

QUALIFICATION REQUIREMENTS FOR TRADES AND CRAFTS AND OTHER
POSITIONS

EDUCATION

- Schedule A - Must be able to interpret simple verbal instructions
- Schedule B - Completion of an elementary school course or must know how to read, write and account and be able to interpret verbal or written instructions of normal complexity
- Schedule C - Completion of a secondary school course
- Schedule D - Completion of a relevant vocational course

EXPERIENCE

One year of satisfactory experience in the position

Substitution Allowed:

1. Education and relevant experience in excess of the minimum requirements shall be used interchangeably to offset deficiencies on a year for year basis.

2. Where completion of a vocational course is required, deficiency may be offset by:

- a. 1 year of relevant experience
- b. One hundred hours consisting of one or more relevant training courses or seminars

ELIGIBILITY

Eligibility shall be granted after at least one year of satisfactory performance in the position to which one has been appointed.

POSITION	SCHEDULE				ELIGIBILITY
	A	B	C	D	
Addressograph & Grapho- type Operator		X			Printer
Aircraft Carpenter		X			Carpenter
Aircraft Carpenter Foreman		X			Carpenter
Audio Visual Equipment Operator			X		Audio Visual Equip- ment Operator
Audio Visual Equipment Operator Supervisor			X		Audio Visual Equip- ment Operator
Automotive Bodybuilder				X	Automotive Body- builder
Automotive Shop Foreman				X	Mechanic (Auto- motive)
Bag Weaver	X				Weaver (Bag)
Bag Weaver Foreman		X			Weaver (Bag)
Baker	X				Baker
Blacksmith	X				Blacksmith
Blacksmith Shop Foreman		X			Blacksmith
Blueprint Machine Operator			X		Duplicating Equip- ment Operator
Boatbuilder		X			Carpenter
Boatbuilder Foreman		X			Carpenter
Boatswain				X	Boatswain
Bookbinder		X			Bookbinder
Bridge Construction Capataz		X			Construction/ Maintenance Man
Bridge Construction Foreman		X			Construction/ Maintenance Man
Bridge Maintenance Foreman		X			Construction/ Maintenance Man
Bucket Dredge Leverman			X		Dredge Leverman
Building Constaction Capataz		X			Construction/ Maintenance Man
Building Constaction Foreman		X			Construction/ Maintenance Man

<u>POSITION</u>	<u>SCHEMATIC</u>				<u>ELIGIBILITY</u>
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	
Electrician				x	Electrician
Electrotype Finisher		x			Printer
Electrotype Moulder		x			Printer
Electrotype Machine Operator		x			Printer
Film Plate Printer		x			Printer
Fire Alarm Repairman				x	Fire Alarm Repairman
Flower Maker	x				Flower Maker
Flower Maker Foreman		x			Flower Maker
Forklift Operator		x			Heavy Equipment Operator
Foundry Foreman		x			Foundryman
Foundryman	x				Foundryman
Contry Crane Operator		x			Heavy Equipment Operator
General Construction Foreman			x		Construction/Maintenance Man
General Highway Construction Foreman			x		Construction/Maintenance Man
General Highway Maintenance Foreman			x		Construction/Maintenance Man
Glass Cutter	x				Glass Cutter
Glass Plate Printer				x	Glass Plate Printer
Grader and Roller Operator		x			Heavy Equipment Operator
Hand Compositor		x			Printer
Hand Embroiderer	x				Hand Embroiderer
Hand Embroiderer Foreman		x			Hand Embroiderer
Handicraft Foreman		x			Handicraft Model Maker
Handicraft Model Maker		x			Handicraft Model Maker
Heavy Equipment Operator		x			Heavy Equipment Operator
Highway Construction Capstaz		x			Construction/Maintenance Man

POSITION	SCHEDULE				ELIGIBILITY
	A	B	C	D	
Highway Construction Foreman		x			Construction/Maintenance Man
Highway Maintenance Capataz		x			Construction/Maintenance Man
Highway Maintenance Foreman		x			Construction/Maintenance Man
Hoist Operator		x			Heavy Equipment Operator
Horizontal Boring Machine Operator				x	Mechinist
Imposer		x			Printer
Labor Capataz		x			Construction/Maintenance Man
Labor Screman		x			Construction/Maintenance Man
Light Equipment Operator		x			Light Equipment Operator
Limb and Brace Maker		x			Limb and Brace Maker
Linotype Operator		x			Printer
Litho-Photoengraving Cameraman				x	Photographer
Locksmith	x				Locksmith
Locomotive Bench Fitter	x				Railway Mechanic
Locomotive Bench Fitter Foreman		x			Railway Mechanic
Locomotive Bodybuilder		x			Railway Bodybuilder
Locomotive Diesel Mechanic				x	Railway Mechanic
Locomotive Driver		x			Railway Driver
Locomotive Overhaul Foreman		x			Railway Mechanic
Loom Weaver	x				Weaver (Loom)
Loom Weaver Foreman		x			Weaver (Loom)
Machine Embroiderer				x	Machine Embroiderer
Machine Embroiderer Foreman				x	Machine Embroiderer
Machine Lath Operator				x	Machinist

<u>POSITION</u>	<u>SCHEDULE</u>				<u>ELIGIBILITY</u>
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	
Machine Planer Operator				x	Machinist
Machine Power Hacksaw Operator				x	Machinist
Machine Shop Foreman				x	Machinist
Machine Rapid Drill Operator				x	Machinist
Machine Shaper Operator				x	Machinist
Machinist				x	Machinist
Make-up Artist				x	Make-up Artist
Maker-up		x			Printer
Marble Engraver		x			Marble Engraver
Marble Worker Foreman		x			Marble Worker
Marine Engineman				x	Marine Engineman
Marine Engine Foreman				x	Marine Engineman
Mason		x			Mason
Mason Foreman		x			Mason
Masonry Construction Capataz			x		Mason
Masonry Construction Foreman			x		Mason
Mechanic (Air Condition/Refrigeration) less than 50 horsepower				x	Mechanic (Air Condition/Refrigeration)
Mechanic (Automotive)				x	Mechanic (Automotive)
Mechanic (Office Equipment)				x	Mechanic (Office Equipment)
Mechanic (Printing)				x	Mechanic (Printing)
Mechanic (Textile Machine)				x	Mechanic (Textile Machine)
Mechanical Plant Operator - less than 50 horsepower				x	Mechanical Plant Operator
Microfile Photographic Machine Operator				x	Photographer
Microphotographer				x	Photographer
Monotype Caster			x		Printer
Monotype Keyboard Operator			x		Printer

POSITION	SCHEDULE				ELIGIBILITY
	A	B	C	D	
Motion Picture Soundman			x		Audio Visual Equipment Operator
Motion Picture Cameraman				x	Audio Visual Equipment Operator
Motor Rewinder	x				Shop Electrician
Moulder	x				Moulder
Multilith Operator		x			Duplicating Equipment Operator
Offset Press Operator		x			Printer
Orthopedic Brace Operator Supervisor			x		Limb & Brace Maker
Overhead Crane Operator		x			Heavy Equipment Operator
Painter	x				Painter
Painter Foreman	x				Painter
Pattern Maker (Garments)				x	Pattern Maker (Garments)
Pattern Maker (Metal)				x	Pattern Maker (Metal)
Pattern Maker (Wood)				x	Pattern Maker (Wood)
Photo and Hand Engraving Designer		x			Photoengraver
Photoengraving Etcher		x			Photoengraver
Photoengraving Finisher		x			Photoengraver
Photographer				x	Photographer
Photographic Machine Operator				x	Photographer
Photolithographic Layout Man				x	Photolithographic Layout Man
Photolithographic Retoucher				x	Photolithographic Layout Man
Pipefitter		x			Pipefitter
Pipeline Dredge Leveeman			x		Dredge Leveeman
Pile Driver Operator		x			Heavy Equipment Operator
Pile Driver Foreman		x			Heavy Equipment Operator

POSITION	SCHEDULE				ELIGIBILITY
	A	B	C	D	
Plate and Die Engraver		x			Plate Metal Worker
Plate Layout Man		x			Plate Metal Worker
Plate Machine Operator	x				Plate Metal Worker
Plate Metal Worker	x				Plate Metal Worker
Plate Metal Foreman		x			Plate Metal Worker
Plate Printer	x				Printer
Platen Press Operator		x			Printer
Power Switchboard Operator		x			Electrician
Power Switch Repairman				x	Electrician
Pressman		x			Printer
Press Roller Maker		x			Printer
Press Roller Maker Foreman		x			Printer
Primer Operator		x			Ammunition Worker
Primer Foreman			x		Ammunition Worker
Primer General Foreman			x		Ammunition Worker
Printing Press Machine Operator		x			Printer
Printing Press Feeder	x				Printer
Printing Press Feeder Foreman		x			Printer
Printing Shop Foreman			x		Printer
Propellant Operator		x			Ammunition Worker
Propellant Foreman			x		Ammunition Worker
Propellant General Foreman			x		Ammunition Worker
Pump Operator		x			Pump Operator
Pump Operator Foreman		x			Pump Operator
Quartermaster			x		Quartermaster
Railway Brake Fitter		x			Railway Mechanic
Railway Brake Fitter Foreman		x			Railway Mechanic
Railway Bridgeman		x			Railway Bridgeman
Railway Bridge Foreman			x		Railway Bridgeman
Railway Car Bench Fitter		x			Railway Mechanic
Railway Car Bench Fitter Foreman		x			Railway Mechanic
Railway Car and Truck Fitter		x			Railway Mechanic
Railway Car and Truck Fitter Foreman		x			Railway Mechanic

<u>POSITION</u>	<u>SCHEDULE</u>				<u>ELIGIBILITY</u>
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	
Railway Car and Wagon Fitter		x			Railway Mechanic
Railway Car and Wagon Fitter Foreman		x			Railway Mechanic
Railway Motorman			x		Railway Driver
Railway Switchman/Switchcender	x				Railway Yard Brakeman
Rattan Weaver	x				Weaver (Rattan)
Rattan Weaver Foreman		x			Weaver (Rattan)
Riveter	x				Riveter
Riveter Foreman		x			Riveter
Rivet-Hole Driller	x				Riveter
Rivet-Hole Driller Foreman		x			Riveter
Rotary Press Operator		x			Printer
Seamstress				x	Seamstress
Sheet Metal Worker	x				Tinsmith
Sheet Metal Foreman		x			Tinsmith
Ship Carpenter Foreman		x			Carpenter
Ship Fitter		x			Ship Fitter
Ship Fitter Foreman		x			Ship Fitter
Shop Carpenter Foreman		x			Carpenter
Shorepipe Foreman			x		Dredge Leverman
Shovel Crane Operator		x			Heavy Equipment Operator
Sign Painter	x				Painter
Small Arms Mechanic				x	Mechanic (Small Arms)
Small Arms Mechanic Foreman				x	Mechanic (Small Arms)
Soft Strip Weaver	x				Weaver (Soft Strip)
Soft Strip Weaver Foreman		x			Weaver (Soft Strip)
Stoneman		x			Printer
Supervising Bookbinder			x		Bookbinder
Supervising Ceramics Craftsman		x			Ceramics Craftsman

<u>POSITION</u>	<u>SCHEDULE</u>				<u>ELIGIBILITY</u>
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	
Supervising Crime Photographer				x	Photographer
Supervising Cylinder Press Operator			x		Printer
Supervising Ditto Equipment Operator			x		Duplicating Equipment Operator
Supervising Electrotyper			x		Printer
Supervising Hand Compositor			x		Printer
Supervising Imposer			x		Printer
Supervising Linotype Operator			x		Printer
Supervising Litho-Photoengraving Cameraman				x	Photographer
Supervising Locomotive Mechanic				x	Railway Mechanic
Supervising Machinist				x	Machinist
Supervising Mazer-up			x		Printer
Supervising Mechanic (Automotive)				x	Mechanic (Automotive)
Supervising Microphotographer				x	Photographer
Supervising Mimeograph Equipment Operator			x		Duplicating Equipment Operator
Supervising Monotype and Keyboard Operator			x		Printer
Supervising Office Equipment Mechanic				x	Mechanic (Office Equipment)
Supervising Offset Press Operator			x		Printer
Supervising Photoengraver			x		Photoengraver
Supervising Photoengraver Cameraman				x	Photographer
Supervising Photographer				x	Photographer
Supervising Photographic Machine Operator				x	Photographer
Supervising Platen Press Operator				x	Printer

<u>POSITION</u>	<u>SCHEDULE</u>				<u>ELIGIBILITY</u>
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	
Supervising Pressman			x		Printer
Supervising Press Roller Maker			x		Printer
Supervising Rotary Press Operator			x		Printer
Supervising Seamstress				x	Seamstress
Supervising Stoneman			x		Printer
Supervising Tailor				x	Tailor
Supervising Telecommunica- tions Lineman				x	Telecommunications Lineman/ Repairman
Supervising Textile Machine Repairman				x	Mechanic (Textile Machine)
Supervising Typesetter			x		Printer
Supervising Vertical Press Operator			x		Printer
Survey Aide			x		Survey Aide
Tailor				x	Tailor
Telecommunications Lineman				x	Telecommunications Lineman/ Repairman
Telephone Repairman				x	Telecommunications Lineman/ Repairman
Tinsmith	x				Tinsmith
Toolmaker	x				Toolmaker
Toolmaker Foreman		x			Toolmaker
Tracer			x		Tracer
Upholsterer				x	Upholsterer
Vertical Spring Machine Operator				x	Machinist
Vertical Press Operator		x			Printer
Watch Repairman				x	Watch Repairman
Waterworks Service Repair- man Foreman		x			Waterworks Service Repairman
Welder	x				Welder

<u>POSITION</u>	<u>SCHEDULE</u>				<u>ELIGIBILITY</u>
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	
Welder Foreman		x			Welder
Well Driller		x			Well Driller
Well Driller Foreman		x			Well Driller
Wheel and Axle Lathe Operator	x				Machinist
Wood Carver	x				Woodcarver
Woodcarver Foreman		x			Woodcarver
Yard Brakeman		x			Railway Yard Brakemen
Yard Brakeman Foreman		x			Railway Yard Brakemen
Yard Conductor		x			Railway Yard Brakemen

NOTE:

Positions not listed herein shall be studied individually and if found to meet the criteria used as the basis for this classification may be grouped under this category.