

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ESPORTE
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

July 5, 1985

MEMORANDUM
No. 101, s. 1985

AMENDMENTS TO THE QUALIFICATION STANDARDS MANUAL (REVISED
EDITION 1977) OF THE CIVIL SERVICE COMMISSION

To: Deputy Ministers
Bureau Directors
Regional Directors
Cultural Agency Directors
Chief of Service and Heads of Units/Centers
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Resolution No. 85-132 approved by the Civil Service Commission on April 11, 1985 regarding amendments to the CSC Qualification Standards Manual (Revised Edition 1977), which is self-explanatory.
2. Attention is particularly invited to the provisions elevating positions of Administrative Assistant, Budget Examiner, Cashier, Records Officer and Supply Officer from first to second level as well as the amended Guidelines on Substitution of the Education/Training/Experience Requirements. Attention is likewise invited to the provisions regarding the deletion of certain Civil Service eligibilities with no more available eligibles, unique positions and non-career service positions.
3. This Memorandum should be brought to the attention of all concerned for their information and guidance.

(SGE.) JAMES C. LAYA
Minister

Incls.:
As stated

References:
None

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

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

AMENDMENT
APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS & OFFICES

EMPLOYEES
QUALIFICATION
RULES & REGULATIONS

RESOLUTION NO. 85-132

WHEREAS, Section 4, Rule 11 of the Civil Service Rules on Personnel Actions and Policies provided that: "The Commission shall adopt qualification standards for service-wide positions in the first and second levels and shall review and update, whenever necessary, those already established";

WHEREAS, a qualification standard is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, physical characteristics and personality traits required by the job, and which is used as basis for civil service examination, as guide in appointments and other personnel actions, in the adjudication of protested appointments, in determining training needs, and as aid in the evaluation of the personnel work programs of an agency;

WHEREAS, the Qualification Standards for Service-Wide Positions which were revised and adopted by the Commission in 1977 has been re-amended to make it current and to conform to progressive trends in personnel administration, and changes in personnel actions and policies;

WHEREAS, to promote professionalism and the development of efficient work force in the government service, the need to amend the existing policies on substitution for deficiencies in education, training, and experience requirements have also become necessary; and

WHEREAS, pursuant to Section 6, Rule II of Civil Service Rules on Personnel Actions and Policies, the Commission has adopted new guidelines on substitution.

NOW, THEREFORE, the Commission RESOLVED, as it hereby RESOLVES, to approve and adopt all amendments made in the attached revised Qualification Standards for Service-Wide First and Second Level Positions in the career service. The major amendments are:

1. Positions elevated from First to Second Level - The following positions have been elevated from first to second level:

Administrative Assistant I
Budget Examiner I
Cashier I, II and III
Records Officer I, II and III
Supply Officer I and II

The elevation of these positions to second level was based on the significant changes in the job content and additional responsibilities which are assumed by incumbents of the position.

2. Compression of Position Titles - The positions of Administrative Assistant I, II, and III, and Budget Examiner I, II and III, have been compressed to Administrative Assistant and Budget Examiner, respectively. Hence, only one qualification standard was established for each of these positions.

3. Alternative Education and Experience Requirements - Alternative requirements under education and experience requirements were provided for some positions in order to have more flexible qualification standards such as those in the Economics/Statistical/Public Information Groups, etc.
4. Simplified/Expanded Experience Requirements - Description of experience required for the positions have been simplified/modified/expanded to provide a wider field of selection in the placement/promotion of personnel.
5. Number of Experience Requirements Reduced to the Minimum - Experience requirement for most positions have been reduced to the minimum to encourage the placement/promotion qualified employees with potential/special qualifications to positions in the career service.
6. Deletion of Civil Service Eligibilities with no more Available eligibles - First Grade, Supervisor, Second Grade, General Clerical, Personnel Clerk, Third Grade and Municipal Clerk eligibles which may no more have available eligibles for certification have been deleted and replaced by "Relevant Eligibility for Second Level Positions" or "Relevant Eligibility for First Level Positions" as the case may be.
7. Deletion of Unique Positions - Positions such as Medical Records Librarian, Philatelic Designer, etc. which are considered unique to certain agencies have also been deleted from the G.S. Manual. The qualification standards for these positions shall be prepared/established by the respective agencies where the positions are located.
8. Deletion of Non-Career Service Positions - Positions considered as non-career service have been deleted as these positions are usually not covered by qualification standards. Examples: Assistant Private Secretary, Private Secretary I & II, among others.

RESOLVED FURTHER, to approve and adopt the amended Guidelines on Substitution of the Education/Training/Experience Requirements which shall form as an integral part of the Qualification Standards Manual. The major provisions of the Guidelines are:

1. For appointment to positions covered by bar or board examinations, and other positions for which the law prescribes the specific minimum education and/or experience requirements, no substitution shall be allowed for deficiency in the education requirements, unless otherwise provided for by law.
2. For appointment to second level positions, no substitution for deficiency in the college education requirement shall be allowed except in cases of promotion where a maximum of two years college education requirement may be substituted.

3. For appointment to first level positions, substitution for deficiency in the education requirement shall be allowed but only to a maximum of two years.
4. For appointment to positions covered by CSC Resolution No. 435, series of 1960, MC # 10, series of 1977, and other positions not requiring civil service eligibilities, substitution for deficiency in the education requirement shall be allowed.
5. Only education, relevant experience and/or training in excess of the minimum required may be used to offset any of the deficiencies, in accordance with the rate herein prescribed.
6. In instances where the quantity or quality of the experience, education and/or training used to offset deficiencies may not be sufficient, such factors like outstanding accomplishments/qualifications, personality traits and potential may be considered.
7. For appointment to entrance positions in any agency, experience may not be required of those who meet the education requirement. Example: If the entrance position under the Administrative Group in any agency is Administrative Officer II, the required 6 months of experience may be waived/disregarded, provided that the proposed appointee meets the education requirement.
8. Other details on Substitution are fully discussed in the attached Guidelines on Substitution of the Education/Training/Experience Requirements.

THESE SHALL TAKE EFFECT THIRTY (30) DAYS AFTER ITS APPROVAL.

Quezon City, April 11, 1965.

(SGD.) JESUS N. BORROMEO
Chairman

(SGD.) ALEJANDRO A. MADAMBA
Commissioner

(SGD.) MARIO D. YANCO
Commissioner

ATTESTED BY:

For the Executive Directors

(SGD.) FELICIDAD R. DESULSIDO
Assistant Director

(Inclosure to MECS Memorandum No. 101, s. 1985)

GUIDELINES ON SUBSTITUTION OF THE EDUCATION/TRAINING/EXPERIENCE REQUIREMENTS

I. General Policies

Where necessary education, experience or training shall be used interchangeably to offset deficiencies, except the civil service eligibility which shall not be substituted. The following policies must be observed:

1. For appointment to positions covered by bar or board examinations, and other positions for which the law prescribes the specific minimum education and/or experience requirements, no substitution shall be allowed for deficiency in the education requirement, unless otherwise provided for by law.
2. For appointment to second level positions, no substitution for deficiency in the college education requirement shall be allowed except in cases of promotion where a maximum of two years college education requirement may be substituted.
3. For appointment to first level positions, substitution for deficiency in the education requirement shall be allowed but only to a maximum of two years.
4. For appointment to positions covered by CSC Resolution No. 435, series of 1980, MC # 10, series of 1977, and other positions not requiring civil service eligibilities, substitution for deficiency in the education requirement shall be allowed.
5. Only education, relevant experience and/or training in excess of the minimum required may be used to offset any of the deficiencies, in accordance with the rate herein prescribed.
6. In instances where the quantity or quality of the experience, education and/or training used to offset deficiencies may not be sufficient, such factors like outstanding accomplishments, qualifications, personality traits and potentials may be considered.
7. For appointment to entrance positions in any agency, experience may not be required of those who meet the education requirement.

II. Rate of Substitution

1. For Education

- a. Except as otherwise provided, the rate of substitution for every academic year of deficiency in the education requirements shall be any or a combination of the following:

a. Six months of specialized/relevant experience

- b. Three months of relevant training grant
 - c. One hundred hours consisting of one or more specialized/relevant training courses or seminars
- b. Where units in specialized courses are required, every three units deficiency may be substituted by any or a combination of the following:
- a. Six months of specialized/relevant experience
 - b. One month of relevant training grant
 - c. Fifty hours consisting of one or more relevant training courses or seminars
- c. Where a training course is required, deficiency may be substituted by any or a combination of the following:
- a. Six months of specialized/relevant experience
 - b. Three units of relevant study

2. For Experience

Every six months of deficiency in the specialized/relevant experience may be substituted by any or a combination of the following:

- a. Three units of relevant study
- b. One month of relevant training grant
- c. Fifty hours consisting of one or more relevant in-service training courses or seminars.

SHERIFFS GROUP:

Sheriff Aide Completion of two years college studies None required Career Service (Subprofessional)

Sheriff I 1. Bachelor's degree in Commerce or Business Administration; or 1. None required; or Career Service (Professional)

2. Bachelor's degree including or supplemented by 12 units in Accounting 2. 6 months of experience in direct handling and/or safekeeping of cash items Career Service (Professional)

Sheriff II 1. Bachelor's degree in Commerce or Business Administration; or 1. 6 months of experience in direct handling and/or safekeeping of cash items; or Career Service (Professional)

2. Bachelor's degree including or supplemented by 12 units in Accounting 2. 1 year of experience in direct handling and/or safekeeping of cash items Career Service (Professional)

CASHIERING GROUP:

Cashier III

1. Bachelor's degree in Commerce or Business Administration; or
1. 1 year of responsible experience in direct handling and/or safekeeping of cash items; or
2. Bachelor's degree including or supplemented by 12 units in Accounting
2. 2 years of responsible experience in direct handling and/or safekeeping of cash items.

Cashier IV

1. Bachelor's degree in Commerce or Business Administration; or
1. 2 years of experience in direct handling, supervising and controlling the handling and accounting of money; or
2. Bachelor's degree including or supplemented by 15 units in Accounting
2. 3 years of experience in direct handling, supervising and controlling the handling and accounting of money

Career Service (Professionals)

Career Service (Professionals)

BUDGETING GROUP

Budget Aide	Completion of two years college studies including or supplemented by 12 units in accounting, Finance, Economics or other related subjects	None required	Career Service (Subprofessional)
Budget Examiner	Bachelor's degree in Commerce, Business/Public Administration or any other degree including or supplemented by 15 units in Accounting, Finance, Economics, Management, Public Administration or other related subjects	None required	Career Service (Professional) Relevant Eligibility for Second Level Position
Senior Budget Examiner	Bachelor's degree in Commerce, Business/Public Administration or any other degree including or supplemented by 15 units in Accounting, Finance, Economics, Management, Public Administration or other related subjects	1 year of experience in the budget execution and reporting activities of an agency/ministry	Career Service (Professional) Relevant Eligibility for Second Level Position
Junior Budget Analyst	Bachelor's degree in Commerce, Business/Public Administration or any other degree including or supplemented by 15 units in Accounting, Finance, Economics, Management, Public Administration or other related subjects	None required	Career Service (Professional) Relevant Eligibility for Second Level Position

ADMINISTRATIVE GROUP

Administrative Assistant

None required

Career Service (Professional)

Bachelor's degree in Public Administration or any other degree including or supplemented by 12 units in Public Administration/Management

Administrative Officer I

6 months of responsible experience which must have provided familiarity with management principles, methods, and techniques in planning, directing and coordinating various administrative functions.

Career Service (Professional)

Bachelor's degree in Public Administration or any other degree including or supplemented by 12 units in Public Administration/Management

Administrative Officer II

1 year of progressively responsible experience which must have adequately provided a thorough knowledge of management principles and techniques

Career Service (Professional)

Bachelor's degree in Public Administration or any other degree including or supplemented by 12 units in Public Administration/Management

SUPPLY MANAGEMENT GROUP

Property Custodian	Completion of two years college studies	None required	Career Service (Subprofessional)
Supply Officer I	Bachelor's degree with training in Supply Management	None required	Supply Officer Career Service (Professional)
Supply Officer II	Bachelor's degree with training	6 months of experience in procurement and property management activities	Supply Officer Career Service (Professional)
Supply Officer III	Bachelor's degree with training in advance course in Supply Management	1 year of responsible experience in the various fields of supply management	Supply Officer Career Service (Professional)
Supply Officer IV	Bachelor's degree with training in advanced course in Supply Management	2 years of progressively responsible experience in procurement and supply management activities	Supply Officer Career Service (Professional)
Supply Officer V	Bachelor's degree with training in advanced course in Supply Management	3 years of experience in planning, organizing, directing, coordinating and supervising various property and supply management activities	Supply Officer Career Service (Professional)

RECORDS MANAGEMENT GROUP

Records Officer I Bachelor's degree with training in Records Management None required Career Service (Professional)

Records Officer II Bachelor's degree with training in Records Management 6 months of experience in supervising the coding, retrieving and charging of documents and follow up of record systems or other related work Career Service (Professional)

Records Officer III Bachelor's degree with training in Records Management 1 year experience in directing and supervising the routing of mails/communications, records management operations, or other related work Career Service (Professional)



