



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meinelco Avenue
Pasig City Philippines



Sama-Sama
sa DECS

Tunggapan n, Kalihim
Office of the Secretary

August 5, 1999

DECS MEMORANDUM
No 310, s. 1999

FQAI REPRESENTATION OF WOMEN AND MEN IN THIRD LEVEL
POSITIONS IN GOVERNMENT

To Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Regional Directors
Schools Superintendents

1 Inclosed is a copy of Civil Service Commission (CSC) Memorandum Circular No 8, s. 1999 regarding the Policy on Equal Representation of Women and Men in Third Level Positions in Government.

2 Wide dissemination of this Memorandum is desired

Andrew Gonzales
ANDREW GONZALEZ, FSC
Secretary

Incl As stated

Reference None

Allotment 1--(D O 50-97)

To be indicated in the Perpetual Index
under the following subjects

EMPLOYEES
POLICY

Inclosure to DECS Memo No. 310, s

CIVIL SERVICE COMMISSION

1999

RECEIVED

BY *[Signature]*

DATE 3/23/99

CIVIL SERVICE COMMISSION
The Philippines

Republic of the Philippines
CIVIL SERVICE COMMISSION

MC NO 8 s 1999

for RLS
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MEMORANDUM CIRCULAR

TO ALL HEADS OF DEPARTMENTS, BUREAUS AGENCIES AND INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT LOCAL GOVERNMENT UNITS, GOVERNMENT OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLGES

SUBJECT POLICY ON EQUAL REPRESENTATION OF WOMEN AND MEN IN THIRD LEVEL POSITIONS IN GOVERNMENT

Pursuant to Resolution No 99-0684 dated 22 March 1999 the Civil Service Commission adopted the Policy on Equal Representation of Women and Men in Third Level Positions in Government

This policy seeks to promote gender equality at all levels of positions in the civil service and ensure equal employment and development opportunities for the government's human resource

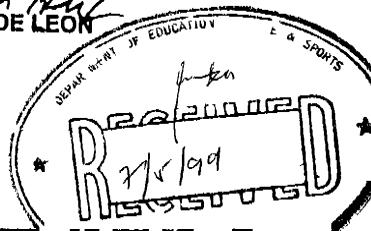
More specifically the Commission seeks to address inequities in gender representation in the third level positions in government with a view to increasing the number of women executives from their disproportionate share of a 1:3 ratio. The new policy will ensure the nomination of both women and men whenever a vacancy occurs in third level positions

All heads of agencies are encouraged to adopt mechanisms which will promote equal representation of women and men in third level appointments

The Implementing Guidelines of the Policy on Equal Representation of Women and Men in Third Level Positions is attached

Please be guided accordingly

[Signature]
CORAZON ALMA G DE LEON
Chairperson



16 March 1999
AsCom-F

IMPLEMENTING GUIDELINES OF THE POLICY ON EQUAL REPRESENTATION OF WOMEN AND MEN IN THIRD LEVEL POSITIONS IN GOVERNMENT

The implementation of the Policy on Equal Representation of Women and Men in Third Level Positions in Government shall be governed by the following guidelines

SCOPE

This Policy shall apply to government positions classified as third level

OBJECTIVES

- 1 To ensure the nomination and appointment of both women and men to third level government positions
- 2 To maintain a pool of qualified women and men nominees for every vacant third level positions in government and
- 3 To encourage the agencies to aim for a 50/50 gender representation in third level positions, as deemed practicable

GUIDELINES

1 Publication of Vacancies

Agencies are encouraged to publish on a regular basis their vacancies in the third level. To guarantee wide information dissemination, the agencies may consider alternative means such as posting of vacancies in agency newsletters, bulletin boards and use of broadcast media.

2 Search Committee

A Search Committee shall be constituted as follows:

- | | |
|-------------|---|
| Chairperson | Head of Agency or his/her duly designated representative
If appointing authority is the President |
| | Deputy Head of Agency or his/her duly designated representative
If appointing authority is the Head of Agency |
| Member | Third Level Official directly responsible for Human Resource Management |
| Member | President of Employees Association. If none exists, then an employee representative from the rank and file, chosen by the employees themselves. |

- 1
- Member Private individual representing the private and/or non-government sector with related concerns as the agency where there is a vacancy and
- Member GAD Focal Point of the agency
If none exists a designated representative

The Search Committee shall be responsible for

- a) Preparing a shortlist of qualified women and men to be recommended for appointment and
- b) Generating and maintaining a database of women and men from the agency's internal human resource pool qualified for nomination and appointment

3 Sourcing of Nominees

Potential women candidates to vacant third level positions may be source from the Directory of Women on the Move maintained by the National Commission on the Role of Filipino Women (NCRFW)

Other sources include the internal pool of the agency on qualified women and men nominees for third level the listing of Career Executive Service Officers and Eligibles from the Career Executive Service Board (CESB) and the CSC database of Career Service Eligibles

Agencies are requested to assist the NCRFW CESB and CSC in updating/maintaining an active list of women and men candidates to third level positions nationwide through the following means

- a) Annual submission of the names of women and men employees qualified as candidates for third level positions
- b) Sustained implementation of capability building programs for women and men to facilitate their entry into the Career Executive Service and
- c) Encouragement of women and men employees to take the Career Executive Service Examinations

4 Criteria for Selection

Selection of women and men nominees shall be in accordance with the minimum qualification standards set for government personnel. The Search Committee may prescribe additional qualifying factors as deemed relevant to the functions of the position being filled up

For every vacant position there shall be both women and men nominees

5 Posting of Notices of Appointments

Name(s) of appointees to third level positions shall be posted in the Bulletins and/or newsletters of the agency. If funds permit the name(s) of appointees shall be published in at least two major newspapers with nationwide circulation or televised via broadcast media.

The CESB is encouraged to regularly publish in its own publications statistics on appointments and promotions in the third level.

6 Career Development

Agencies are encouraged to establish career development programs and opportunities which enhance the capabilities of women and men employees subsequently increasing their chances for promotion. Gender awareness programs for men and women should also be undertaken.

These programs and opportunities shall form an integral part of the career development systems and other personnel programs of agencies.

7 Monitoring Mechanisms

Agencies shall report to the CSC the following information to be integrated in the CSC's inspection and audit reports:

- a) Total number of nominees to vacant third level positions including data on sex classification and
- b) Total number of filled up positions total number of women appointees total number of men appointees ratio or percentage of women to men appointees

Relevant information on other Gender and Development (GAD) efforts of agencies are to be integrated into Reports mandated by RA 7192 (Women in Nation-building Act).

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16 March 1999