

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

November 25, 1980

MEC O R D E R
No. 52, s. 1980

MEC MERIT PROMOTION SYSTEM

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Chiefs of Services and Heads of Units
Schools Superintendents
Presidents, State Colleges
and Universities
Vocational School Administrators

1. The Merit Promotion System of the Ministry of Education and Culture (MEC) is hereby revised conformably to Presidential Decree No. 807 and the Rules on Personnel Actions and Policies promulgated by the Civil Service Commission on November 20, 1975 and approved on the same date by the President of the Philippines.

2. The term "promotion" as used in this system means "... advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary" and that it may be "from one Department or Agency to another or from one organizational unit to another in the same Department or Agency."

3. Accordingly, this Ministry adopts the following for its basic policies:

- a. Whenever a vacancy occurs in the career service, except those whose appointment is vested in the President of the Philippines, in any of the offices, bureaus, units and cultural agencies of this Ministry, the employee next-in-rank shall be promoted thereto subject to the conditions specified in Rule V of the aforementioned Rules on Personnel Actions and Policies, and the guidelines for Promotion Boards in accordance with LOI No. 799.

- b. Promotion shall be made in accordance with the Merit Promotion System herein established.
- c. The standards and methods of evaluating the merit and fitness of all employees competing for promotion to the same position are herein established and shall be applied fairly and consistently.
- d. As broad an organizational area of selection as is practicable shall be considered in seeking qualified employees for promotion.

4. The Merit Promotion System herein established shall embody the following system of ranking positions:

- a. The ranking of positions shall be according to the organization structure as reflected in the organization chart duly approved by this Office. In this connection, each bureau, office, unit, or cultural agency of this Ministry should maintain a current position or personnel chart which should be reflected in the master organization chart of this Ministry.
- b. The ranking of positions is indicated in Inclosure No. 2 (List of Positions by Occupational Group and Position/s Next-in-Rank), which is based on the following factors:
 - (1) Position hierarchy as based on the table of organization of the Ministry and the level of each position in relation to other positions.
 - (2) Classification and/or functional relationship of positions in terms of similarities or alliedness of the duties and responsibilities attached to the position.
 - (3) Range allocation of positions covered by the Office of Compensation and Position Classification (OCPC).
 - (4) In the event there are positions not listed in Inclosure No. 2 due to inadvertence,

reclassification/conversion of existing positions, or creation of new positions, the position/s next-in-rank to such position/s shall be determined by (a) hierarchical arrangement of positions in the office, bureau, unit or cultural agency as reflected in the organization structure, (b) degree of relationship to the higher position considering classification and/or functional relationships, (c) salary and/or range allocation and (d) geographical location.

5. The following procedure shall be followed in filling positions by promotion:
 - a. Whenever a vacancy occurs in the office, bureau, service, unit, cultural agency, school division or vocational school/college, the head or chief thereof, as the case may be, where the vacancy exists shall submit to the appointing officer a recommendation specifying the title of the vacant position and qualification requirement of the position, together with a ranking list carrying the names of qualified personnel in his office or unit who according to the system, are next in rank. He shall indicate the employees whom he recommends for promotion and shall state the reasons for his choice.
 - b. The chief of the personnel office concerned, taking into consideration the recommendation of the chief of office or unit, as the case may be, including the ranking system and policies of this Ministry shall submit it to the Promotion Board in accordance with the rules and regulations implementing LOI No. 799 dated January 29, 1979.
 - c. The Promotion Board shall assess the competence and qualifications of candidates for promotion and recommend to the appointing authority a list of qualified and competent employees among the candidates from which he may choose the employee to be promoted. Qualifications

refer not merely to formal education degree, certificates and the like but primarily to education and training relevant to competence in the position.

d. In the preparation of the promotional line-up, the following shall be observed:

- (1) If there is only one employee who is next-in-rank to the position to be filled and he meets all the requirements for promotion thereto, he shall be given the promotion. In educational qualifications required for the position to be filled, substitutions as specified in the Qualification Standards Manual of this Ministry and the Civil Service Commission, as the case may be, shall only be allowed when there are no employees next-in-rank who fully meet the educational requirement.
- (2) If two or more employees are next-in-rank to the position to be filled, the highest ranking employee shall be selected for promotion, unless there are justifiable reasons to the contrary, in which case the next ranking employee shall be considered. Inclosure No. 2 gives a list of next-in-rank positions to each of the positions in the MEC.
- (3) In determining the promotional area of selection, attention is invited to Section 2, Rule V of the Rules on Personnel Actions and Policies quoted below:

"Whenever a position in the first level becomes vacant, the employees in the Department or Agency who occupy positions deemed to be next-in-rank to the vacancy, shall be considered for promotion. In the second

level, those employees in the government service who occupy next-in-rank positions shall be considered for promotion to the vacancy."

However, for reasons of fairness and morale, fully qualified next-in-rank employees within the office, bureau, cultural agency, unit, division or vocational school/college, all circumstances being equal, should have first call upon promotional opportunities therein.

Attention, in this connection, is also invited to 3(d) of the guidelines for Promotion Board, LOI No. 799 as follows:

"In making promotions to Division Chief or equivalent position level, the next-in-rank rule shall be initially considered. However, if necessary, and so as to choose only the most competent and the best qualified for such positions, the Promotion Board and the appointing authority may go into a deep selection process."

- (4) For an employee to be considered for promotion besides being next-in-rank, he must meet the minimum requirements for appointment to the position to be filled, such as are stipulated in the Qualification Standards Manual of this Ministry or the Qualification Standards Manual of the Civil Service Commission, as the case may be. Non-attainment of these minimum requirements shall disbar one from the competition for promotion. However, if there is only one employee next-in-rank and his only disqualification is experience in present position, the same shall be waived in his favor.
- (5) To determine the comparative degree of competence and qualification of the various candidates for promotion to a vacancy,

employees shall be ranked on the basis of the following factors in accordance with Rule V of the Rules on Personnel Actions and Policies:

- (a) "Performance - This shall be based on the performance rating of the employee. No employee shall be considered for promotion unless his performance rating is at least satisfactory.
- (b) "Education and Training - These shall include educational background and the successful completion of training courses, scholarships, training grants and others. Such education and training must be relevant to the duties of the position to be filled."
- (c) "Experience and Outstanding Accomplishments - These shall include occupational history, work experience and accomplishments worthy of special commendation."
- (d) "Physical Characteristics and Personality Traits - These refer to the physical fitness, attitudes and personality traits of the individual which must have a bearing on the position to be filled."
- (e) "Potential - This takes into account the employee's capability not only to perform the duties and assume the responsibilities of the positions to be filled but also those of higher and more responsible positions."

In this connection, the following shall be used:

Factors to be Considered in Evaluation of Candidates (Inclosure No. 1), Potential Assessment Form (Inclosure No. 1-A), and Guide for Interview Assessment together with Assessment Form (Inclosure No. 1-B) of Summary Evaluation Form (Inclosure No. 1-C).

6. In connection with the Career Progression System, switching from one career line to another e.g. teaching to administrative, is allowed only once and on condition that the individual possesses all the necessary qualifications for the other career line and such qualifications exceed those of individuals in the career line who may also be considered for the existing vacancy.

7. When employees considered for promotion are under equal circumstances as to the foregoing promotional factors, then seniority may be the additional factor. For this purpose, "seniority" shall be defined as follows:

Seniority is the status secured by length of service. It is limited to a continuous period of service. Provisional or temporary service shall not be included in the computation of seniority. However, a break in one's service due to reduction in force shall not affect the continuity of such service.

In determining seniority, length of service in the particular work involved shall be considered first. When competitors are equal in this respect, length of service in the Ministry shall be reckoned. When competitors are still equal in this respect, their length of service in the government shall be counted. For determination of seniority, however, any work experience not relevant to the position to be filled shall be excluded in the computation if the competitors come out with equal length of service in the government.

8. For the information and guidance of all concerned, the pertinent provisions of Rule V of the Rules on Personnel Actions and Policies on the issuance of appointments, as well as contested appointments, are quoted below:

"SEC. 10. Within fifteen (15) days from notice of the issuance of an appointment, a next-in-rank employee who feels aggrieved may appeal to the Ministry head who shall make a decision within thirty days from the issuance of the appointment. The employee who is not satisfied with the decision may further appeal within ten (10) days from receipt thereof to the Office of the President, which shall render a decision thereon within fifteen (15) days.

[N.B. This last provision has been modified by P.D. No. 1409 promulgated on June 8, 1978, which provides that the Merit Systems Board shall hear and decide appeals on protested appointments. Appeals from the decision of the Merit System Board shall be decided by the Civil Service Commission.]

"On the day the promotional appointment is issued, a notice announcing it shall be posted by the appointing authority on the bulletin board of his department or agency or regional officer.

"A contested appointment shall take effect immediately upon its issuance if the appointee assumes his duties immediately. However, the appointment, together with the decision of the Department head or the Office of the President, shall be submitted to the Commission for appropriate action within sixty (60) days from its issuance, otherwise the appointment becomes ineffective thereafter.

"SEC. 11. When an employee who is legitimately entitled to promotion is administratively charged, the position to which he should have been promoted shall not be filled until after the administrative case shall have been finally decided, except when the exigencies of the service require otherwise. If the position is filled in accordance with the foregoing, the appointment shall be temporary, to end as soon as the employee legitimately entitled to it is exonerated.

"Should the employee be exonerated of the charges against him, he shall be promoted. If he is found guilty, he shall be disqualified for promotion. The Commission shall determine the duration of the period of such disqualification.

"SEC. 12. All appointments involved in a chain of promotions must be submitted simultaneously for approval of the Commission. The disapproval of the appointment of a person proposed to a higher position invalidates the promotion of those in lower positions and automatically restores them to their former positions. However, they are entitled to the payment of salaries for services actually rendered at the rate fixed in their promotional appointments.

"SEC. 13. The incumbent of a position that has been reclassified or upgraded due to increase in duties and responsibilities shall be promoted thereto if he is qualified and he possesses the appropriate eligibility for the position.

"SEC. 14. Each Department or agency shall establish a qualifications index of all employees. For this purpose, individual personnel folders shall be kept which shall be open at all times for the inspection of the Commission. These folders shall give the following information about the employee: record of performance, occupational history, educational attainment, special studies and training, civil service eligibilities and other relevant data.

9. All rules and regulations inconsistent with the provisions of this Order are hereby rescinded.

10. This Order shall take effect immediately. The field shall be informed accordingly of changes in or amendments to this System. Inclosed is a copy of the letter of the Civil Service Commission dated August 7, 1980 which is self-explanatory.

11. The contents of this Order should be brought to the attention of all officials, teachers and other school personnel and discussed extensively in teachers' meetings and conferences.

(SGD.) ONOFRE D. CORPUZ
Minister of Education and Culture

Incls.: As stated

References: Department Order No. 59, s. 1975
MEC Orders: Nos. 2, 20 and 29, s. 1979
Department Memorandum No. 45, s. 1976
BPS Circulars: Nos. 31, s. 1964 and 6, s. 1972

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT	PROMOTION
BOARD or COUNCIL	QUALIFICATIONS
BUREAUS & OFFICES	RULES & REGULATIONS
EMPLOYEES	SALARY
LEGISLATION	SERVICE
OFFICIALS	TEACHERS

I. Performance Rating - Maximum No. of Points - 10

This is the performance rating for the last period of evaluation immediately preceding the recommendation for promotion. In the case of employees who are on authorized leave of absence, observation tour, and/or study grant, their latest performance rating before such leave/scholarship shall be used.

The number of points shall be computed as follows:

$$\frac{\text{Latest performance rating (pts.)}}{\text{Maximum performance rating}} \times 10 = \text{No. of pts. for performance}$$

II. Relevant/Specialized Experience or Outstanding Accomplishment Recognized from Date After Last Promotion - Maximum No. of Pts. - 10

1. Relevant or specialized experience in present or previous work assignments (not mere length of service) shall be translated into points on the basis of the following:

- 5 years or more 4 pts.
- 2.5 years 2 pts.
- 1 year 1 pt.

2. Outstanding accomplishments as those indicated below shall be credited as follows:

- a. Demonstration of creativity, initiative, or innovativeness through the development of new or superior work procedures, methods, inventions, and devices with proofs of benefits (economy in time, cost, effort) derived from the impact of such procedures or methods; or exemplary service beyond the call of duty at a great personal sacrifice 3

(Note: The points under this category may be given provided the accomplishment is not credited under other categories such as in d below.)

- b. Researches conducted or published relevant to present position or position applied for 3

- c. Authorship of books approved for use in schools 3

(If there are more than one author, the points shall be divided equally among the authors. Credits for each professional article shall be .2 for each article, the total not to exceed 3.

- d. The following awards shall be credited as follows:

- (1) Presidential Award (Lingkod Bayan or Silangan Award) 2 pts. each
- (2) Civil Service Commission Award (Pagasa Award) 1.5 pts. each
- (3) Department Award (Kapwa Award) 1 pt. each
- (4) Certificates of Appreciation, Recognition, Merit, or Commendations for outstanding accomplishment, issued by the Ministry of Education and Culture, the Bureau Directors or the Regional Directors 5 pts. each

If the award is given to a group of individuals, the number of points shall be divided by the number of individuals for the same award.

Note: All accomplishments/experiences credited for an earlier promotion may not be used for subsequent promotions.

III. Education and Training - Maximum No. of Points - 10

Education refers to the minimum required educational qualification for the position to be filled as prescribed in the Qualification Standards Manual of the Ministry of Education and Culture or the Civil Service Commission as the case may be.

Any relevant training, education, or degrees obtained beyond the minimum required shall be given credit as follows:

- Specialized training or education relevant to competence in the position 5 pts.
- Degree beyond minimum requirement 5 pts.
- Academic requirements for the degree (beyond that required) exceeding 50% of the required units, provided such units were earned within the last five years 3 pts.

- Scholarships, training, or studies relevant to the position, for a period of at least one academic year 1 pt.
- For less than one academic year but at least 2 months 0.5 pt.
- Attendance at any relevant seminar or in-service training program of at least 74 hours duration 0.5 pt.

(Note: Total points for seminars or training programs shall not exceed 1 pt.)

All academic units earned, scholarships, training grants or studies and in-service training programs gained and credited for an earlier promotion may not be used for subsequent promotions.

IV. Potential - Maximum No. of Points - 10

This item takes into account the potential of an individual to perform not only the duties of the position to be filled but also those of higher and more responsible positions. Candidates are to be rated on certain factors concerning human relations, leadership and personal attributes.

There is attached a Potential Assessment Form for use of the supervisor/immediate superior in rating candidates.

V. Physical Characteristics and Personality Traits - Maximum No. of Points - 10

Candidates are to be rated on certain characteristics and traits which can be observed in a face-to-face interview. Among the items to be rated, with the corresponding maximum points are:

<u>Characteristics</u>	<u>Maximum points</u>
Voice and Speech	1
Appearance	1
Alertness	2
Ability to Present Ideas	2
Judgment	2
Emotional Stability	1
Self Confidence	1

A sample assessment form for recording points under this category on the basis of an interview is attached.

In computing the number of points for purposes of ranking, weights are assigned to each item as follows:

<u>Item</u>	<u>Maximum Points</u>	<u>Weight</u>	<u>Total Weighted Points</u>
Performance Rating	10	4	40
Relevant Experience or Outstanding Accomplishment	10	2	20
Education and Training	10	1.5	15
Potential	10	1.5	15
Physical Characteristics	10	1	10
		T o t a l	100

Candidates will be ranked on the basis of total weighted points. Also attached is a Summary Evaluation Sheet.

POTENTIAL ASSESSMENT FORM
(To be accomplished by the Supervisor)

Instructions:

As the immediate supervisor of the candidates, you are to rate him on certain factors concerning human relations, leadership and personal attributes which would indicate the potential of an individual to perform not only the duties of the position to be filled but also those of higher and more responsible positions. Base your rating on the following levels of standards with their corresponding point score.

	<u>Level</u>	<u>Point Score</u>
Excellent	- a standard of performance which could not be improved by any circumstances or conditions.....	0.5
Good	- a standard of performance above the average and meets all the normal requirements of the position	0.4
Average	- a standard of performance that meets the normal requirements of the position	0.3
Fair	- a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally or temporarily acceptable	0.2
Poor	- a standard of performance regarded as unacceptable for the position	0.1

Be sure to record your rating of the candidate on each of the factors. Do not omit any item. After rating the candidate, add the point scores.

I. HUMAN RELATIONS

1. Ability to Adopt/Adjust to the Organization

- 1.1 Is he able to adjust to the variety of personalities, rank and informal groups present in the organization?
- 1.2 Does he internalize work changes with ease and vigor?

2. Ability to Relate to Superiors

- 2.1 How well does he respond to your requests, demands and expectations?
- 2.2 Does he apprise you of the significant problems in his work, their causes and appropriate steps to be taken to correct them?
- 2.3 In the face of differences in behavior between him and you, can he maintain his individual point of view?

3. Ability to Interface with Peers

- 3.1 Does he have the respect and acceptance of his peers?
- 3.2 Does he try to help his peers in clarifying points they are trying to resolve?

4. Ability to Deal with the Clientele/Public

- 4.1 Is he always cordial and respectful in dealing with transacting public?
- 4.2 Does he show enthusiasm in providing the clients/public the necessary advice and assistance they sought for?

II. LEADERSHIP

- 1. Is he able to encourage his peers and subordinates to contribute and participate in problem solving and decision-making?
- 2. Can he influence your thinking attitude and behavior and that of his peers?
- 3. When assigned with ad hoc external groups, does he lead the members to do willingly the assigned tasks/projects?
- 4. When assigned to be a leader/chairman of the working group, does he assume responsibility for the work of the other members?

III. PERSONAL QUALIFICATIONS AND ATTRIBUTES

1. Ingenuity and Innovativeness

- 1.1 Is he intellectually critical of existing standards, systems and policies?

1.2 Does he take the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization?

2. Stress Tolerance

2.1 Does he have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc.?

2.2 Is he able to control and handle his anger and negative emotions?

2.3 Does he accept criticism objectively whether from his subordinates, peers or superiors?

3. Decisiveness

3.1 When you seek help from him in solving problems, does he submit considered analysis of alternatives and recommend suggestions for solutions?

3.2 When his need to make a decision is immediate, is he able to act quickly and make the best decision possible?

Total Points Score

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GUIDE FOR INTERVIEW ASSESSMENT
(For Personality Traits and Characteristics)

Candidates for promotion shall be evaluated on the basis of certain traits and characteristics which may be observed in a face-to-face interview.

Following are the traits, the maximum number of points for each trait, as well as guide descriptive statements with suggested point ratings to help the rater.

<u>Traits</u>	<u>Maximum Number of Points</u>
VOICE and SPEECH	1
Irritating or indistinct	0.2
Understandable but rather unpleasant	0.4
Neither conspicuously pleasant or unpleasant	0.6
Definitely pleasant and distinct	0.8
Exceptionally clear and pleasing	1
APPEARANCE	1
Unprepossessing or unsuitable	0.2
Creates rather unfavorable impression	0.4
Suitable and acceptable	0.6
Creates distinctly favorable impression ...	0.8
Impressive, commands admiration	1
ALERTNESS	2
Slow in grasping obvious questions; often misunderstands meaning of questions	0.25
Slow to understand subtle points	0.5
Nearly grasps intent of interview questions	1
Rather quick to grasping questions and new ideas	1.5
Exceptionally keen and quick to understand	2
ABILITY TO PRESENT IDEAS	2
Confused and illogical	0.25
Tends to scatter and become involved	0.5
Usually gets his ideas across well	1
Shows superior ability to express himself ..	1.5
Unusually logical, clear and convincing ...	2

JUDGMENT

- Notably lacking in balance and restraint 0.25
- Shows tendency to react impulsively and without restraint 0.5
- Acts judiciously on ordinary circumstances; might be hasty 1
- Gives reassuring evidence of considered judgment 1.5
- Inspires unusual confidence in probable soundness of judgment 2

EMOTIONAL STABILITY

- Oversensitive; easily disconcerted 0.2
- Occasionally impatient; irritated 0.4
- Well poised most of the time 0.6
- Superior self-command 0.8
- Exceptional poise, calmness and good humor under stress 1

SELF CONFIDENCE

- Timid; hesitant; easily influenced 0.2
- Appears to be over self-conscious 0.4
- Moderately confident of himself 0.6
- Wholesomely self-confident 0.8
- Shows superior self-assurance 1

Total Points for Personality

INTERVIEW ASSESSMENT SHEET FOR PERSONALITY TRAITS/CHARACTERISTICS

Name of Candidate	Voice and Speech (1)	Appearance (1)	Emotional Stability (1)	Self Confidence (1)	Alertness (2)	Judgment (2)	Ability to Present Ideas (2)
							→ Total

SUMMARY EVALUATION FORM

Name of Candidate	Age	Civil Service Eligibility	Education	Summary of Weighted Points			Physical Characteristics
				Performance	Relevant Experience / Outstanding Accomplishment	Education and Training	

LIST OF POSITIONS BY OCCUPATIONAL GROUP
AND POSITION/S NEXT-IN-RANK

OCCUPATIONAL GROUP/POSITION	LEVEL	POSITION/S NEXT-IN-RANK
<u>ACCOUNTING GROUP</u>		
Accounting Clerk I	1st	Open
Accounting Clerk II	1st	Accounting Clerk I
Accounting Clerk III	1st	Accounting Clerk II
Bookkeeper I	1st	Accounting Clerk III
Bookkeeper II	1st	Bookkeeper I
Accountant I	2nd	Bookkeeper II
Accountant II	2nd	Accountant I
Accountant III	2nd	Accountant II
Chief Accountant I	2nd	Accountant III
Asst. Dept. Chief Accountant II	2nd	Asst. Dept. Chief Accountant I
Dept. Chief Accountant II	2nd	Department Chief Accountant I
<u>ADMINISTRATIVE SERVICES GROUP</u>		
School Administrative Officer I	2nd	Open
School Administrative Officer II	2nd	School Administrative Officer I
School Administrative Officer III	2nd	School Administrative Officer II
School Administrative Officer IV	2nd	School Administrative Officer III
Administrative Assistant I	1st	Supervising Clerk II
Administrative Assistant II	1st	Administrative Assistant I
Administrative Assistant III	1st	Administrative Assistant II
Administrative Officer I	2nd	School Administrative Officer IV
Administrative Officer II	2nd	Administrative Officer I/School Administrative Officer IV

Administrative Officer III	2nd	Administrative Officer II
Administrative Officer IV	2nd	Administrative Officer III
Administrative Officer V	2nd	Administrative Officer IV
Administrative Officer VI	2nd	Administrative Officer V

AGRONOMY GROUP

Horticulturist	2nd	Teacher (Agriculture)
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ANIMAL HUSBANDRY GROUP

Animal Caretaker	1st	Open
Poultry Caretaker	1st	Open

ARCHITECTURE GROUP

Architectural Draftsman I	1st	Open
Architectural Draftsman II	1st	Architectural Draftsman I
Architect I	2nd	Open
Architect II	2nd	Architect I

AUDIO-VISUAL GROUP

Audio-Visual Equipment Operator	1st	Open
Audio-Visual Technician I (Speech Laboratory Technician)	1st	Audio Visual Equipment Operator
Audio-Visual Technician II	1st	Audio-Visual Technician I

AUTOMOTIVE ENGINEERING AND REPAIR GROUP

Automotive Mechanic II	1st	Open
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AUTOMOTIVE EQUIPMENT OPERATION GROUP

Light Equipment Operator	1st	Open
Driver	1st	Open
Heavy Equipment Operator	1st	Open

BLUE PRINTING AND PHOTOSTATIC GROUP

Blueprint Machine Operator 1st Open

BOARD SECRETARIES

Board Secretary II 2nd Open

BOOKBINDING GROUP

Bindery Helper 1st Open

Bookbinder I 1st Bindery Helper

Bookbinder II 1st Bookbinder I

BUDGETING GROUP

Budget Aide 1st Open

Budget Examiner I 1st Budget Aide

Budget Examiner II 1st Budget Examiner I

Budget Examiner III 1st Budget Examiner II

Senior Budget Examiner I 2nd Open

Budget Officer I 2nd Budget Examiner II

Budget Officer II 2nd Budget Officer I

Budget Officer III 2nd Budget Officer II

BUYING GROUP

Assistant Buyer 1st Open

Buyer 1st Assistant Buyer

Senior Buyer 1st Buyer

Supervising Buyer 1st Senior Buyer

Chief Buyer 2nd Open

CARPENTRY WOODWORKING

Carpenter Helper 1st Open

Carpenter 1st Carpenter Helper

COLLEGE AND UNIVERSITY FACULTY GROUP

Assistant Instructor	2nd	Secondary School Teacher
Instructor I	2nd	Assistant Instructor/Junior College Instructor
Instructor II	2nd	Instructor I
Instructor III	2nd	Instructor II

CONSTRUCTION AND MAINTENANCE GROUP

Building Maintenance Man	1st	Open
Building Maintenance Foreman I	1st	Building Maintenance Man.

DENTISTRY GROUP

Dental Aide	1st	Open
Dentist I	2nd	Open
Dentist II	2nd	Dentist I
Senior Dentist	2nd	Dentist II
Dental Training Officer	2nd	Senior Dentist
Senior Dental Training Officer	2nd	Dental Training Officer
Supervising Dentist	2nd	Senior Dental Training Officer
Chief Dental Service Officer I	2nd	Supervising Dentist

DUPLICATING EQUIPMENT OPERATION GROUP

Duplicating Equipment Operator I	1st	Open
Duplicating Equipment Operator II	1st	Duplicating Equipment Operator I

ECONOMICS GROUP

Supervising Economist	2nd	Open
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EDUCATIONAL SUPERVISION AND PLANNING GROUP

Child Youth Researcher Aide	1st	Open
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Educational Researcher Aide	1st	Open
Asst. Child Youth Researcher	2nd	Child Youth Researcher Aide
Asst. Educational Researcher	2nd	Educational Researcher Aide
Child Youth Researcher I	2nd	Asst. Child Youth Researcher
Educational Researcher I	2nd	Asst. Educational Researcher
Child Youth Researcher II	2nd	Child Youth Researcher I
Educational Researcher II	2nd	Educational Researcher I
Senior Child Youth Researcher	2nd	Child Youth Researcher II
Senior Educational Researcher	2nd	Educational Researcher II
Supervising Educational Researcher	2nd	Senior Educational Researcher Senior Educational Project Evaluation Officer Senior Educational Planning Analyst
Child Youth Research Specialist	2nd	Senior Child Youth Researcher
Chief Educational Researcher	2nd	Supervising Educational Researcher Supervising Educational Project Evaluation Officer Supervising Educational Planning Analyst
Educational Planning Analyst	2nd	Educational Researcher II
Senior Educational Planning Analyst	2nd	Educational Planning Analyst
Supervising Educational Planning Analyst	2nd	Senior Educational Planning Analyst Senior Educational Researcher Senior Educational Project Evaluation Officer
Chief Educational Planning Analyst	2nd	Supervising Educational Planning Analyst Supervising Educational Researcher Supervising Educational Project Evaluation Officer
Educational Project Evaluation Officer	2nd	Educational Researcher II
Chief Educational Planning Analyst	2nd	Supervising Educational Planning Analyst Supervising Educational Researcher Supervising Educational Project Evaluation Officer

Educational Project Evaluation Officer	2nd	Educational Researcher II
Senior Educational Project Evaluation Officer	2nd	Educational Project Evaluation Officer
Supervising Educational Project Evaluation Officer	2nd	Senior Educational Project Evaluation Officer Senior Educational Planning Analyst Senior Educational Researcher
Chief Educational Project Evaluation Officer	2nd	Supervising Educational Planning Analyst Supervising Educational Researcher
School Credits Evaluator	2nd	Assistant Educational Researcher
Teacher Credentials Evaluator I	2nd	School Credits Evaluator
Teacher Credentials Evaluator II	2nd	Teacher Credentials Evaluator I
Supervising Teacher Credentials Evaluator	2nd	Teacher Credentials Evaluator II
Special Education Fund Chief	2nd	Budget Officer III
Head Educational Supervisor	2nd	General Education Supervisor II
Chief Educational Supervisor	2nd	Head Educational Supervisor
Community Adult Education Supervisor I	2nd	Open
Community Adult Education Supervisor II	2nd	Community Adult Education Supervisor I
General Education Supervisor I	2nd	Open
General Education Supervisor II	2nd	General Education Supervisor I
Private Schools Area Supervisor I	2nd	Open
Private Schools Area Supervisor II	2nd	Private Schools Area Supervisor I
Vocational Education Supervisor I	2nd	Vocational School Principal I/Vocational Instruction Supervisor I
Vocational Education Supervisor II	2nd	Vocational Education Supervisor I
Educational Media Supervisor I	2nd	Open

Teaching Aids Specialist	2nd	Teacher (Elementary/Secondary)
School Farm Demonstrator	2nd	Vocational Teacher (Agriculture)
Vocational Department Head (Collegiate)	2nd	Instructor
Vocational Placement Coordinator I	2nd	Open
Vocational Placement Coordinator II	2nd	Vocational Placement Coordinator I
Crafts Education Demonstrator I	2nd	Vocational School Teacher
Crafts Design Demonstrator	2nd	Handicraft Designer
Crafts Education Demonstrator II	2nd	Crafts Education Demonstrator I
Home Industries Training Supervisor	2nd	Vocational Education Supervisor I
Assistant Executive Director, National Educational Testing Center	2nd	Chief Educational Researcher
Assistant Director of Research and Development Center for Teacher Education	2nd	Chief Educational Researcher
Assistant Executive Director, National Scholarship Center	2nd	Supervising Educational Researcher
<u>ELECTRICAL GROUP</u>		
Field Electrician	1st	Open
Shop Electrician	1st	Field Electrician
Senior Field Electrician	1st	Shop Electrician
Electrical General Foreman	1st	Senior Field Electrician
<u>EXECUTIVE ASSISTANT GROUP</u>		
Executive Assistant	2nd	Educational Researcher II Administrative Assistant III
Senior Executive Assistant I	2nd	Executive Assistant
Senior Executive Assistant II	2nd	Supervising Educational Researcher Senior Executive Assistant I

FISHERY GROUP

Fisherman	1st	Open
Fishery Aide	1st	Open
Fishpond Caretaker	1st	Open
Fishery Foreman	1st	Fishery Caretaker
Fishery Demonstrator	1st	Fishery Aide
Master Fisherman I	1st	Fisherman

FOOD SERVICE GROUP

Food Service Supervisor II	1st	Research Nutritionist
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FORESTRY ADMINISTRATION GROUP

Forest Guard	1st	Open
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GENERAL CLERICAL GROUP

Clerical Aide	1st	Open
Messenger	1st	Open
Clerk I	1st	Clerical Aide
Clerk II	1st	Clerk I
Senior Clerk	1st	Clerk II
Supervising Clerk I	1st	Senior Clerk
Supervising Clerk II	1st	Supervising Clerk I

GENERAL PERSONNEL GROUP

Personnel Aide	1st	Open
Senior Personnel Aide	1st	Personnel Aide
Personnel Officer I	2nd	Senior Personnel Aide
Personnel Officer II	2nd	Personnel Officer I
Personnel Officer III	2nd	Personnel Officer II
Personnel Officer IV	2nd	Personnel Officer III

GEODETTIC ENGINEERING GROUP

Geodetic Engineer 2nd Open

HANDICRAFT GROUP

Handicraft Model Maker 1st Open

Handicraft Designer 1st Open

HEALTH EDUCATION AND PROMOTION GROUP

Senior Health Educator 2nd Teacher-Nurse/Public Health Nurs

School Services Project Supervisor 2nd Medical Services Supervisor/Chie
Dental Services Officer I

School Health Services Program
Coordinator 2nd School Health Services Project
Supervisor

HISTORICAL GROUP

Shrine Caretaker 1st Open

Shrine Guide 1st Shrine Caretaker

Historical-Writer Translator 2nd Open

Shrine Curator I 1st Open

Shrine Curator II 1st Shrine Curator I

Supervising Historical Writer-
Translator 2nd Historical Writer Translator

Historical Researcher 2nd Historical Writer Translator

Senior Historical Researcher 2nd Historical Researcher

Chief Historical Researcher 2nd Senior Historical Researcher

Shrine Curator Chief 2nd Shrine Curator II

ILLUSTRATION GROUP

Illustrator I 1st Open

Illustrator II 1st Illustrator I

Illustrator III 1st Illustrator II

Artist Illustrator I	1st	Illustrator III
Artist Illustrator II	1st	Artist Illustrator I
Textbook Illustrator	1st	Open
<u>INTELLIGENCE GROUP</u>		
Senior Intelligence Officer	2nd	Open
<u>IN-SERVICE TRAINING GROUP</u>		
Training Officer	2nd	Open
Senior Training Officer	2nd	Training Officer
<u>INTERNAL AUDITING AND FISCAL EXAMINATION GROUP</u>		
Fiscal Clerk III	1st	Accounting Clerk II
Senior Fiscal Clerk	1st	Fiscal Clerk III
Supervising Fiscal Clerk	1st	Senior Fiscal Clerk
Technical Property Inspector	2nd	Supply Officer II
<u>LABORING GROUP</u>		
Janitor	1st	Open
Senior Janitor	1st	Janitor
Head Janitor	1st	Senior Janitor
Groundsman Gardener	1st	Open
Senior Groundsman Gardener	1st	Groundsman Gardener
Supervising Groundsman Gardener I	1st	Senior Groundsman Gardener
Laborer	1st	Open
Labor Foreman I	1st	Laborer
<u>LEGAL COUNSELLING GROUP</u>		
Legal Aide I	1st	Open
Legal Aide II	1st	Legal Aide I
Legal Officer I	2nd	Open

Legal Officer II	2nd	Legal Officer I
Legal Officer III	2nd	Legal Officer II
Legal Officer IV	2nd	Legal Officer III
Senior Legal Officer	2nd	Legal Officer IV
Assistant Chief Legal Officer	2nd	Senior Legal Officer
Chief Legal Officer	2nd	Asst. Chief Legal Officer

LIBRARY GROUP

Junior Librarian	1st	Open
Librarian	2nd	Junior Librarian
Senior Librarian	2nd	Librarian
Supervising Librarian I	2nd	Senior Librarian
Supervising Librarian II	2nd	Supervising Librarian I
Supervising Librarian III	2nd	Supervising Librarian II
Chief Librarian	2nd	Supervising Librarian III
Reference Librarian	2nd	Librarian
Senior Reference Librarian	2nd	Reference Librarian
Music Librarian	1st	Open
Provincial Librarian	2nd	Open

LITHO-PHOTOENGRAVING GROUP

Plate Printer I	1st	Open
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LUMBER PRODUCTION GROUP

Logworker	1st	Open
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MACHINE TOOL OPERATION GROUP

Machinist Helper	1st	Open
Machinist I	1st	Machinist Helper
Machinist II	1st	Machinist I

MANAGEMENT AND AUDIT ANALYSIS GROUP

Junior Management and Audit Analyst	2nd	Open
Management and Audit Analyst I	2nd	Junior Management and Audit Analyst
Organization and Methods Evaluator	2nd	Management and Audit Analyst I
Management and Audit Analyst II	2nd	Organization and Methods Evaluator
Senior Management and Audit Analyst	2nd	Management and Audit Analyst II
Management Specialist	2nd	Senior Management and Audit Analyst
Supervising Management and Audit Analyst	2nd	Senior Management and Audit Analyst
Management and Audit Chief	2nd	Senior Management Specialist
Supervising Management Specialist	2nd	Management and Audit Chief

MARINE ENGINE OPERATION GROUP

Marine Engine Oiler	1st	Open
Marine Engineman	1st	Marine Engine Oiler
Launch Engineer	1st	Marine Engineman

MECHANICAL ENGINEERING GROUP

Associate Mechanical Engineer	2nd	Open
Mechanical Engineer	2nd	Associate Mechanical Engineer

MECHANICAL PLANT OPERATION GROUP

Mechanical Plant Operator Helper	1st	Open
Mechanical Plant Operator I	1st	Mechanical Plant Operator Helper
Mechanical Plant Operator II	1st	Mechanical Plant Operator I

MECHANICAL REPAIR GROUP

Mechanic Helper	1st	Open
Mechanic I	1st	Mechanic Helper
Mechanic II	1st	Mechanic I

MEDICAL OFFICERS GROUP

Schools Medical Officer I (Examining Physician)	2nd	Open
Clinic Physician	2nd	Open
Medical Training Officer I	2nd	Open
Mobile Radiologist	2nd	Open
Senior Clinic Physician	2nd	Clinic Physician
Medical Services Supervisor I	2nd	Senior Clinic Physician
Medical Training Officer II	2nd	Medical Training Officer I
Medical Services Supervisor II	2nd	Medical Services Supervisor I

MEDICAL TECHNOLOGY GROUP

Medical Technician	1st	Open
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MUSEUM GROUP

Museum Aide	1st	Open
Museum Guide	1st	Museum Aide
Museum Technician	1st	Open
Senior Museum Technician	2nd	Museum Technician
Senior Museum Guide	2nd	Museum Guide
Museum Research Assistant	1st	Open
Museum Researcher	2nd	Open
Senior Museum Researcher	2nd	Museum Researcher
Museum Curator	2nd	Senior Museum Researcher

NATIONAL LANGUAGE RESEARCH GROUP

National Language Researcher	2nd	Open
Senior National Language Researcher	2nd	National Language Researcher
Supervising National Language Researcher	2nd	Sr. National Language Researcher

Linguistic Specialist	2nd	Supervising National Language Researcher
Chief National Language Researcher	2nd	Linguistic Specialist
<u>NAUTICAL GROUP</u>		
Seaman	1st	Open
Coxwain	1st	Seaman
Launch Patron	1st	Boatswain
<u>NURSING GROUP</u>		
Nurse	2nd	Open
Public Health Nurse	2nd	Open
<u>NUTRITION GROUP</u>		
Dietary Nutritionist I	2nd	Open
Research Nutritionist	2nd	Open
Dietary Nutritionist II	2nd	Dietary Nutritionist I
Supervising Research Nutritionist	2nd	Dietary Nutritionist II
Medical Nutritionist I	2nd	Examining Physician
Medical Nutritionist II	2nd	Medical Nutritionist I
<u>PHOTOGRAPHY GROUP</u>		
Photographer I	1st	Photographer Helper
Motion Picture Cameraman	1st	Photographer I
<u>PRESS OPERATION GROUP</u>		
Platen Press Operator I	1st	Open
Offset Press Operator I	1st	Open
<u>PRINTING SERVICES ADMINISTRATIVE GROUP</u>		
Textbook Quality Inspector	1st	Open
Printing Shop Foreman I	1st	Offset Press Operator I

Printing Shop Foreman II	1st	Printing Shop Foreman I
Textbook Operations Supervisor I	1st	Printing Shop Foreman II
Textbook Operations Supervisor II	2nd	Textbook Operations Supervisor I
Textbook Production Chief	2nd	Textbook Operations Supervisor II
<u>PROOFREADING GROUP</u>		
Proofreader I	1st	Open
Proofreader II	1st	Proofreader I
Copy Reader II	1st	Proofreader II
Copy Editor	2nd	Copy Reader II
<u>PUBLIC INFORMATION GROUP</u>		
Information Writer	1st	Open
Information Editor I	2nd	Information Writer
Information Editor II	2nd	Information Editor I
Supervising Information Officer I	2nd	Information Editor II
Supervising Information Officer II	2nd	Supervising Information Officer I
Chief Information Officer I	2nd	Supervising Information Officer II
Chief Information Officer II	2nd	Chief Information Officer I
Publication Production Chief	2nd	Supervising Information Officer II
Information Editor Translator	2nd	Open
Senior Information Editor Translator	2nd	Information Editor Translator
<u>RECORDS MANAGEMENT GROUP</u>		
Records Officer I	1st	Supervising Clerk I
Records Officer II	1st	Records Officer I
Records Officer III	1st	Records Officer II

Records Officer IV

2nd Records Officer III

Records Officer V

2nd Records Officer IV

SCHOOL ADMINISTRATION GROUP

Assistant Elementary School
Principal

2nd Elementary School Head Teacher

Elementary School Principal I

2nd Assistant Elementary School Principa

Elementary School Principal II

2nd Elementary School Principal I

Elementary School Principal III

2nd Elementary School Principal II

Elementary School Principal IV

2nd Elementary School Principal III

Assistant Secondary School
Principal

2nd Secondary School Head Teacher/Sec-
ondary School Department Head

Secondary School Principal I

2nd Assistant Secondary School Principal

Secondary School Principal II

2nd Secondary School Principal I

Secondary School Principal III

2nd Secondary School Principal II

Secondary School Principal IV

2nd Secondary School Principal III

Assistant Special School Principal

2nd Special Education Teacher

Special School Principal I

2nd Assistant Special School Principal I

Public Schools District Supervisor

2nd Elementary School Principal III

Vocational School Principal I

2nd Assistant Vocational School Principal

Vocational School Principal II

2nd Vocational School Principal I

Vocational School Principal III

2nd Vocational School Principal II

Vocational School Principal IV

2nd Vocational School Principal III

Vocational School Administrator I

2nd Vocational Education Supervisor II/
Private School Area Supervisor II
(Vocational)

Vocational School Administrator II

2nd Vocational School Administrator I

*In the absence of Assistant Elementary School Principal, Elementary School Head Teacher is deemed next-in-rank.

Vocational School Administrator III	2nd	Vocational School Administrator II
Vocational College Dean I	2nd	Vocational College Department Head
Vocational School Superintendent I	2nd	Vocational School Administrator III/ Vocational College Dean
Vocational School Superintendent II	2nd	Vocational School Superintendent I
Vocational College Superintendent	2nd	Vocational School Superintendent II
Vocational College Department Head	2nd	Vocational Instruction Supervisor II
Vocational Instruction Supervisor II	2nd	Vocational Instruction Supervisor I
Vocational Instruction Supervisor I	2nd	Vocational School Principal
Assistant Schools Division Superintendent	2nd	Open
Schools Division Superintendent	2nd	Assistant Schools Division Superintendent

SECRETARIAL-STENOGRAPHIC GROUP

Stenographer	1st	Open
Senior Stenographer	1st	Stenographer
Secretary	1st	Senior Stenographer
Private Secretary I	1st	Senior Stenographer
Private Secretary II	1st	Private Secretary I

SECURITY GUARDING GROUP

Watchman	1st	Open
Security Guard	1st	Open
Senior Security Guard	1st	Security Guard
Supervising Security Guard	1st	Senior Security Guard
Security Officer I	2nd	Supervising Security Guard

STATISTICAL GROUP

Statistical Aide I	1st	Open
Statistical Aide II	1st	Statistical Aide I
Junior Statistician	2nd	Statistical Aide II
Statistician I	2nd	Junior Statistician
Statistician II	2nd	Statistician I
Statistician III	2nd	Statistician II
Senior Statistician	2nd	Statistician III

STOREKEEPING GROUP

Store Aide	1st	Open
Toolkeeper	1st	Open
Storekeeper I	1st	Store Aide/Toolkeeper
Storekeeper II	1st	Storekeeper I
Senior Storekeeper	1st	Storekeeper II
Supervising Storekeeper	1st	Senior Storekeeper
Principal Storekeeper	1st	Supervising Storekeeper

SUPPLY MANAGEMENT GROUP

Supply Officer I	1st	Senior Storekeeper
Supply Officer II	1st	Supply Officer I
Supply Officer III	2nd	Supply Officer II
Supply Officer IV	2nd	Supply Officer III
Supply Officer V	2nd	Supply Officer IV

TABULATING EQUIPMENT OPERATION GROUP

Coder Verifier	1st	Open
Key Punch Operator	1st	Coder Verifier

TEACHING GROUP

Kindergarten Teacher	2nd	Open
Elementary Grades Teacher	2nd	Open
Master Teacher I	2nd	Elementary Grades Teacher
Master Teacher II	2nd	Master Teacher I
Master Teacher III	2nd	Master Teacher II
Master Teacher IV	2nd	Master Teacher III
Secondary School Teacher	2nd	Open
Special Education Teacher	2nd	Open
Guidance Counselor	2nd	Teacher (Kindergarten/Elementary/ Secondary/Special)
Guidance Coordinator	2nd	Guidance Counselor
Guidance Supervisor	2nd	Guidance Coordinator
Elementary School Head Teacher	2nd	Elementary Grades Teacher (priority given to presently designated Teachers-In-Charge for at least 1 year)
Secondary School Head Teacher I (Secondary School Dept. Head)	2nd	Junior College Instructor
Secondary School Head Teacher II (Secondary School Dept. Head)	2nd	Secondary School Head Teacher I
Secondary School Head Teacher III (Secondary School Dept. Head)	2nd	Secondary School Head Teacher II
Secondary School Head Teacher IV (Secondary School Dept. Head)	2nd	Secondary School Head Teacher III
Junior College Instructor	2nd	Secondary School Teacher
Teacher Training Instructor	2nd	Cooperating Teacher
School Farming Coordinator	2nd	Vocational Teacher (Agriculture)

TRANSLATING GROUP

Translator I	1st	Open
Translator II	1st	Translator I

TYPESETTING GROUP

Typesetting Helper

1st Open

VETERINARY GROUP

Veterinarian

2nd Open

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Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Lungsod ng Maynila

August 7, 1980

Hon. Onofre D. Corpuz
Ministry of Education and Culture
Arroceros St.
M a n i l a

Dear Minister Corpuz:

We have with us a copy of your Merit Promotion Plan and System of Ranking Positions which you submitted for approval.

In this connection, please be informed that, as of the moment, processing of Merit Promotion Plans is being held in abeyance pending approval of the Civil Service Rules. However, the Ministry can make use of the plan now pending its final approval by the Civil Service Commission.

Very truly yours,

(SGD.) ALBINA MANALO-DANS
Commissioner

A true copy