Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 03, s. 1999

MEMORANDUM CIRCULAR

TO : **ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL GOVERNMENT AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES**

SUBJECT : **Approved Qualification Standards of Certain Positions at the Philippine Ports Authority, Livelihood Corporation, Manila International Airport Authority, Supreme Court of the Philippines, Air Transportation Office, Bureau of Non-Formal Education, and Cottage Industry Technology Center**

Pursuant to its Resolution Nos. 98-2184 dated August 18, 1998, 982183 dated August 18, 1998, 982430 dated September 17, 1998, 982526 dated September 28, 1998, 982701 dated October 12, 1998, 982697 dated October 12, 1998, 982847 dated November 3, 1998, 983025 dated November 20, 1998 and 983153 dated December 18, 1998 , the Civil Service Commission has approved the qualification standards of the following positions of the agencies herein specified:

POSITION	AGENCY	RES. NO.
MANAGEMENT SYSTEMS DESIGN SPECIALIST A (SG-19)	**Philippine Ports Authority**	**98-2184**

Education : Bachelor's degree relevant to the job
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service Professional Second Level Eligibility

POSITION	AGENCY	RES. NO.
FOOD PROCESSING TECHNOLOGIST II (SG-15) Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	**Livelihood Corporation**	**98-2183**
SENIOR INDUSTRIAL SECURITY GUARD (SG-10) Education : Completion of 2 years studies in college Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service Subprofessional First Level Eligibility	**Manila International International Airport Authority**	**98-2430**
MARKETING SPECIALIST (SG-18) Education : Bachelor's degree Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service Professional Second Level Eligibility	**Philippine Ports Ports Authority**	**98-2526**
PHILIPPINE JUDICIAL ACADEMY DEPUTY EXECUTIVE SECRETARY (SG-28) Education : Bachelor of Laws Experience : 5 years of relevant experience Training : 32 hours of relevant training Eligibility : RA 1080 (BAR)	**Supreme Court of the Philippines**	**98-2701**

POSITION	AGENCY	RES. NO.
SUPERVISING AVIATION SAFETY REGULATION OFFICER (SG-22) (Air Carrier Operations Section) Education : Bachelor 's degree relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Airline Transport Pilot or Flight Operations Officer License (MC No. 11, s. 96-Category IV)	**Air Transportation Office**	**98-2697**
SENIOR AVIATION SAFETY REGULATION OFFICER (SG-18) (Air Carrier Operations Section) Education : Bachelor 's degree relevant to the job Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Airline Transport Pilot or Flight Operations Officer License (MC No. 11, s. 96-Category IV).		
AVIATION SAFETY REGULATION OFFICER II (SG-15) (Air Carrier Operations Section) Education : Bachelor 's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Commercial Pilot or Instrument Rating or Flight Instructor's License for single and multi-engine aircraft (MC No. 11, s. 96-Category IV)		

POSITION	AGENCY	RES. NO.
AVIATION SAFETY REGULATION OFFICER I (SG-11) **(Air Carrier Operations Section)** Education : Bachelor 's degree relevant to the job Experience : None required Training : None required Eligibility : Commercial Pilot or Instrument Rating or Flight Instructor's License for single and multi-engine aircraft (MC No. 11, s. 96-Category IV)	**Air Transportation Office**	**98-2697**
SUPERVISING AVIATION SAFETY REGULATION OFFICER (SG-22) **(Airworthiness Section)** Education : Bachelor 's degree relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Airframe and Powerplant Mechanic License (MC No. 11, s. 96-Category IV)		
SENIOR AVIATION SAFETY REGULATION OFFICER (SG-18) **(Airworthiness Section)** Education : Bachelor 's degree relevant to the job Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Airframe and Powerplant Mechanic License (MC No. 11, s. 96-Category IV)		

POSITION	AGENCY	RES. NO.

AVIATION SAFETY REGULATION OFFICER II (SG-15)
(Airworthiness Section)

Air Transportation **98-2697**

Education : Bachelor 's degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Airframe and Powerplant Mechanic License
(MC No. 11, s. 96-Category IV)

AVIATION SAFETY REGULATION OFFICER I (SG-11)
(Airworthiness Section)

Education : Bachelor 's degree relevant to the job
Experience : None required
Training : None required
Eligibility : Airframe and Powerplant Mechanic License
(MC No. 11, s. 96-Category IV)

CHIEF AIRWAYS COMMUNICATOR (SG-24)

Air Transportation Office **98-2847**

Education : Masteral Degree
Experience : 4 years in position/s involving management and supervision
Training : Basic Airways Communications Course
Eligibility : Civil Service Professional or
Any Appropriate Second Level Eligibility

ASSISTANT CHIEF AIRWAYS COMMUNICATOR (SG-23)

Education : Bachelor's degree relevant to the job
Experience : 3 years of relevant experience
Training : Basic Airways Communications Course
Eligibility : Civil Service Professional or
Any Appropriate Second Level Eligibility

POSITION	AGENCY	RES. NO.

SUPERVISING AIRWAYS COMMUNICATOR (SG-22) — **Air Transportation Office** — **98-2847**

Education : Bachelor's degree relevant to the job
Experience : 3 years of relevant experience
Training : Basic Airways Communications Course
Eligibility : Civil Service Professional or
Any Appropriate Second Level Eligibility

SENIOR AIRWAYS COMMUNICATOR (SG-19) — **Air Transportation Office** — **99-0045**

Education : Bachelor's degree relevant to the job
Experience : 2 years of relevant experience
Training : Basic Airways Communications Course
Eligibility : Civil Service Professional or
Any Appropriate Second Level Eligibility

AIRWAYS COMMUNICATOR II (SG-18) — **Air Transportation Office** — **98-2847**

Education : Bachelor's degree relevant to the job
Experience : 1 year of relevant experience
Training : Basic Airways Communications Course
Eligibility : Civil Service Professional or
Any Appropriate Second Level Eligibility

AIRWAYS COMMUNICATOR I (SG-17)

Education : Bachelor's degree relevant to the job
Experience : None required
Training : Basic Airways Communications Course
Eligibility : Civil Service Professional or
Any Appropriate Second Level Eligibility

POSITION	AGENCY	RES. NO.
NONFORMAL EDUCATION DISTRICT COORDINATOR (SG-13) (Contractual)	**Bureau of Nonformal Education**	**98-3025**

Education : Bachelor's degree relevant to the job (Preferably a bonafide resident of the municipality as certified by the Barangay Chairman)
Experience : None required
Training : None required
Eligibility : None required

TRADE INDUSTRY DEVELOPMENT SPECIALIST II (SG-15)	**Cottage Industry Technology Center**	**98-3153**

Education : Bachelor's degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service Professional Second Level Eligibility

TRADE INDUSTRY DEVELOPMENT SPECIALIST I (SG-11)

Education : Bachelor's degree relevant to the job
Experience : None required
Training : None required
Eligibility : Career Service Professional Second Level Eligibility

Please be guided accordingly.

CORAZON ALMA G. DELEON
Chairman

EAR/FGT/aia
6:mc'98.doc
15 February 1999
AsCom-R