



MC No. 27 s, 1998

**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 :** Qualification Standards of the Positions of Estate Supervisor C Management Information Specialist A and B, Systems Design Specialist A and B, Livelihood Project Head and Livelihood Project Officers II - V.

Pursuant to its Resolution Nos. 98-1409 dated June 9, 1998, 98-1574 dated June 23, 1998 and 98-1604 dated June 24, 1998, the Civil Service Commission has approved the qualification standards of the following positions in the agencies herein specified:

<b>POSITION</b>	<b>AGENCY</b>	<b>RES. NO.</b>
<b>Estate Supervisor C (SG-17)</b>	<b>Philippine National Railways</b>	<b>98-1409</b>
Education :	Bachelor's degree	
Experience :	1 year of relevant experience	
Training :	4 hours of relevant training	
Eligibility :	Career Service (Professional) Second Level Eligibility	

**Management Information  
Specialist A (SG-19)**

**Philippine Tourism  
Authority**

**98-1574**

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

**Systems Design Specialist A (SG-19)**

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

**Management Information  
Specialist B (SG-18)**

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

**Systems Design Specialist B (SG-18)**

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

**Livelihood Project Head (SG-25)****Livelihood Corporation 98-1604**

Education : Bachelor's degree  
Experience : 3 years of supervisory experience  
Training : None required  
Eligibility : Career Service Executive Eligibility (CSEE)/  
Career Executive Service (CES)

**Livelihood Project Officer V (SG-24)**

Education : Masteral Degree  
Experience : 4 years in position/s involving management  
and supervision  
Training : 24 hours of training in management and  
supervision  
Eligibility : Career Service (Professional)  
Second Level Eligibility

**Livelihood Project Officer IV (SG-22)**

Education : Bachelor's degree relevant to the job  
Experience : 4 years of relevant experience  
Training : 24 hours of relevant training  
Eligibility : Career Service (Professional)  
Second Level Eligibility

**Livelihood Project Officer III (SG-18)**

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

**Livelihood Project Officer II (SG-14)**

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

Please be guided accordingly.

  
CORAZON ALMA G. DE LEON  
Chairman

2 July 1998  
fct/acs 22: qs.doc  
ascom-rosas