



Republic of the Philippines
CIVIL SERVICE COMMISSION

MC 1-B, s. 1997

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 in the National Irrigation Administration, National Economic and Development Authority and the National Food Authority

Pursuant to CSC Resolution No. 97-3335 dated July 7, 1997 and CSC Res. Nos. 97-3471 and 97-3527 dated August 5, 1997, the Commission has approved the attached Qualification Standards of certain positions in the following government agencies:

	<u>AGENCY</u>	<u>POSITION</u>	<u>RES. NO.</u>
1.	National Irrigation Administration	Provincial Irrigation Officer III Provincial Irrigation Officer II Provincial Irrigation Officer I Irrigation Superintendent III Irrigation Superintendent II Irrigation Superintendent I	97-3335
2.	National Economic and Development Authority	Researcher II	97-3471
3.	National Food Authority	Truck Driver Enforcement and Investigation Officer II Enforcement and Investigation Officer III	97-3527

Senior Enforcement and Investigation
Officer
Supervising Enforcement and Investigation
Officer
Grains Operations Aide
Grains Operations Assistant I
Grains Operations Assistant II
Grains Operations Officer I
Grains Operations Officer II
Grains Operations Officer III
Senior Grains Operations Officer
Supervising Grains Operations Officer
Chief Grains Operations Officer
Investment Specialist I
Investment Specialist II
Division Chief III
Assistant Provincial Manager
Provincial Manager
Research Assistant

Please be guided accordingly.


CORAZON ALMA G. DE LEON
Chairman


18 August 1997
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APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
National Irrigation Administration	Provincial Irrigation Officer III	23	2	IUG	Education : Bachelor's degree in Engineering relevant to the job Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : RA 1080	Resolution No. 97-3335
	Provincial Irrigation Officer II	22	2	IUG	Education : Bachelor's degree in Engineering relevant to the job Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : RA 1080	Resolution No. 97-3335
	Provincial Irrigation Officer I	20	2	IUG	Education : Bachelor's degree in Engineering relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : RA 1080	Resolution No. 97-3335
	Irrigation Superintendent III	23	2	IUG	Education : Bachelor's degree in Engineering relevant to the job Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : RA 1080	Resolution No. 97-3335
	Irrigation Superintendent II	22	2	IUG	Education : Bachelor's degree in Engineering relevant to the job Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : RA 1080	Resolution No. 97-3335

Approved by:

Date _____


 CORAOP ALINA G. DE LEON
 Chairman

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
National Economic and Development Authority	Irrigation Superintendent I	20	2	IUG	Education : Bachelor's degree in Engineering relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : RA 1080	Resolution No. 97-3335
	Researcher II	13	2	National	Education : Bachelor's degree Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-3471
	Truck Driver	7	1	National	Education : Elementary School Graduate Experience : None required Training : None required Eligibility : Driver License (MC 11, s. 1996 - Cat. II)	Resolution No. 97-3527
National Food Authority	Enforcement and Investigation Officer II	13	2	National	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-3527

Approved by:

Date _____


 CORAZON ALMA G. DE LEON
 Chairman


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APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Enforcement and Investigation Officer III	15	2	National	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	Resolution No. 97-3527
	Senior Enforcement and Investigation Officer	18	2	National	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	Resolution No. 97-3527
	Supervising Enforcement and Investigation Officer	22	2	National	Education : Bachelor's degree relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-3527
	Grains Operations Aide	4	1	National	Education : High School Graduate Experience : None required Training : None required Eligibility : None required (MC 11, s. 1996 - Cat. III)	Resolution No. 97-3527

Approved by:

Date _____


CORAZON ALMA G. DE LEON
 Chairman

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Grains Operations Assistant I	8	1	National	Education : Completion of two years studies in college Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Subprofessional) First Level Eligibility	Resolution No. 97-3527
	Grains Operations Assistant II	10	1	National	Education : Completion of two years studies in college Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service (Subprofessional) First Level Eligibility	Resolution No. 97-3527
	Grains Operations Officer I	11	2	National	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-3527
	Grains Operations Officer II	13	2	National	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-3527

Approved by:

Date _____


 CORAZON ALMA G. DE LEON
 Chairman


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APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Grains Operations Officer III	15	2	National	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	Resolution No. 97-3527
	Senior Grains Operations Officer	18	2	National	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	Resolution No. 97-3527
	Supervising Grains Operations Officer	22	2	National	Education : Bachelor's degree relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-3527
	Chief Grains Operations Officer	24	2	National	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	Resolution No. 97-3527

Approved by: _____

Date _____


 CORAZON ALMA G. DE LEON
 Chairman

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APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Investment Specialist I	11	2	National	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-3527
	Investment Specialist II	15	2	National	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	Resolution No. 97-3527
	Division Chief III	24	2	National	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	Resolution No. 97-3527
	Assistant Provincial Manager	22	2	National	Education : Bachelor's degree relevant to the job Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-3527

Approved by: _____ Date _____


CORAZON ALMA G. DE LEON
 Chairman


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APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Provincial Manager	24	2	National	<p>Education : Masteral Degree</p> <p>Experience : 4 years in position/s involving management and supervision</p> <p>Training : 24 hours of training in management and supervision</p> <p>Eligibility : Career Service (Professional)</p> <p>Second Level Eligibility</p>	Resolution No. 97-3527
	Research Assistant	9	1	National	<p>Education : Completion of two years studies in college</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : Career Service (Subprofessional)</p> <p>First Level Eligibility</p>	Resolution No. 97-3527

Approved by:

Date _____


CORAZON ALMA G. DE LEON
 Chairman