



MC NO. 28, s, 1997

MEMORANDUM CIRCULAR

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

SUBJECT : Approved Qualification Standards of Certain Positions in the Philippine Health Insurance Corporation and the Government Corporate Sector

Pursuant to CSC Resolution No. 97-4289 dated October 28, 1997 and Resolution No. 97-4342 dated November 6, 1997, the Commission has approved the attached Qualification Standards of the following positions:

AGENCY	POSITION TITLE	RES. NO.
Philippine Health Insurance Corporation	Health Insurance Arbiter II	97-4289

GOVERNMENT CORPORATE SECTOR

Cultural Center of the Philippines	Artistic Director Fellow III	97-4342
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Export Processing Zone Authority	Enterprise Services Assistant I	97-4342
	Enterprise Services Assistant II	
	Enterprise Services Officer I	
	Enterprise Services Officer II	
	Enterprise Services Officer III	
	Enterprise Services Officer IV	
	Enterprise Services Officer V	
	Enterprise Services Officer VI	
	Industrial Zone Manager I	
	Industrial Zone Manager II	
	Labor Affairs Assistant I	
	Labor Affairs Assistant II	
	Labor Affairs Officer I	
	Labor Affairs Officer II	
	Labor Affairs Officer III	
	Senior Labor Affairs Officer	
	Supervising Labor Affairs Officer	
	Chief Labor Affairs Officer	
Instructional Materials Corporation	Instructional Materials Development Assistant I	97-4342
	Instructional Materials Development Assistant II	
	Instructional Materials Development Officer I	
	Instructional Materials Development Officer II	
	Instructional Materials Development Officer III	
	Senior Instructional Materials Development Officer	
	Supervising Instructional Materials Development Officer	
	Chief Instructional Materials Development Officer	

National Tobacco Administration	Tobacco Production and Regulation Assistant I	97-4342
	Tobacco Production and Regulation Assistant II	
	Tobacco Production and Regulation Officer I	
	Tobacco Production and Regulation Officer II	
	Tobacco Production and Regulation Officer III	
	Senior Tobacco Production and Regulation Officer	
	Supervising Tobacco Production and Regulation Officer	
	Chief Tobacco Production and Regulation Officer	
Occupational Safety and Health Center	Assistant Industrial Hygienist I	97-4342
	Assistant Industrial Hygienist II	
	Industrial Hygienist I	
	Industrial Hygienist II	
	Industrial Hygienist III	
	Senior Industrial Hygienist	
	Supervising Industrial Hygienist	
	Chief Industrial Hygienist	
	Division Chief III	
	Occupational Health Officer	
	Senior Occupational Health Officer	
	Supervising Occupational Health Officer	
	Chief Occupational Health Officer	
Philippine Coconut Authority	Coconut Production and Regulation Assistant I	97-4342
	Coconut Production and Regulation Assistant II	
	Coconut Production and Regulation Officer I	
	Coconut Production and Regulation Officer II	

	Coconut Production and Regulation Officer III	
	Senior Coconut Production and Regulation Officer	
	Supervising Coconut Production and Regulation Officer	
	Chief Coconut Production and Regulation Officer	
Philippine Charity Sweepstakes Office	Sweepstakes/Lottery Operations Assistant I	97-4342
	Sweepstakes/Lottery Operations Assistant II	
	Sweepstakes/Lottery Operations Officer I	
	Sweepstakes/Lottery Operations Officer II	
	Sweepstakes/Lottery Operations Officer III	
	Senior Sweepstakes/Lottery Operations Officer	
	Supervising Sweepstakes/Lottery Operations Officer	
	Chief Sweepstakes/Lottery Operations Officer	
	Ticketbinder I	
	Ticketbinder II	
	Ticketbinder III	
	Ticketbinder IV	
	Assistant Chief Ticketbinder	
	Chief Ticketbinder	
	Public Relations Assistant	
	Division Chief III	
Philippine Convention and Visitors Corporation	Market Analyst I	97-4342
	Market Analyst II	
	Convention Services Assistant I	
	Convention Services Assistant II	
	Convention Services Officer I	
	Convention Services Officer II	
	Convention Services Officer III	

	Senior Convention Services Officer Supervising Convention Services Officer Chief Convention Services Officer Regional Convention Coordinator	
Philippine Fisheries Development Authority	Harbor Operations Assistant I Harbor Operations Assistant II Harbor Operations Officer I Harbor Operations Officer II Fishery Port Supervisor Harbor Master I Harbor Master II Harbor Master III Harbor Master IV Fishery Market Operations Assistant I Fishery Market Operations Officer I Fishery Market Operations Officer II Fishery Market Operations Officer III Fishery Market Supervisor I Fishery Market Supervisor II	97-4342
Philippine Heart Center Philippine Children's Medical Center Lung Center of the Philippines National Kidney Institute	Medical Services Technician I Medical Services Technician II Medical Services Technician III Medical Services Technician IV Speech Therapist III Transplant Coordinator I Transplant Coordinator II	
Sugar Regulatory Administration	Sugar Production and Regulation Assistant I Sugar Production and Regulation Assistant II	97-4342

Sugar Production and Regulation
Officer I
Sugar Production and Regulation
Officer II
Sugar Production and Regulation
Officer III
Senior Sugar Production and
Regulation Officer
Supervising Sugar Production and
Regulation Officer
Chief Sugar Production and
Regulation Officer

Research Group	Research Assistant Research Analyst I Research Analyst II	97-4342
Supervisory Group	Division Chief III Division Chief II Division Chief I Assistant Department Manager Executive Director Director Chief Executive Officer Senior Deputy Administrator	97-4342

Please be guided accordingly.


CORAZON ALMA G. DE LEON
Chairman

November 12, 1997
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