



MC No. 11 1996

MEMORANDUM CIRCULAR

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

SUBJECT : Repeal of MC No. 42, s. 1993

Pursuant to CSC Resolution No. 96-4906, dated August 5, 1996 the Commission has repealed MC 42, s. 1993 and adopted the following classifications of positions which require skills not measurable by paper and pencil examination:

"Category I - refers to positions in the list marked as Annex "A" which shall have a qualification standard (QS) wherein the required eligibility can be obtained only by passing a skills test administered by the Technical Education and skills Development Authority (TESDA).

"Category II - refers to positions in the list marked as Annex "B" which shall have a QS wherein the required eligibility can be obtained by completing one (1) year of satisfactory actual work performance.

"Category III- refers to positions in the list marked as Annex "C" which shall have a QS wherein no eligibility shall be required."

The Commission has further adopted the following policies in the grant of eligibilities and security of tenure:

1. Appointees to Category I positions who possess the appropriate eligibility shall be under probation only for a period not exceeding six (6) months;
2. Appointees to Category II positions who do not possess the required eligibility shall be under temporary status until the required eligibility is obtained;
3. Appointees to Category III positions are not required to have an eligibility but shall be under probation for a period of not more than one (1) year before security of tenure is obtained;
4. Eligibilities required for Category I positions shall be issued by the Commission upon application and presentation of TESDA skills Certificate;
5. Eligibilities required for Category II positions shall be issued by the Commission upon application and presentation of documents evidencing completion of one (1) year of satisfactory actual work performance.

This repeals all other CSC issuances inconsistent herewith.

This Memorandum Circular shall take effect after fifteen (15) days from publication of Resolution No. 96-4906 in a newspaper of general circulation.


CORAZON ALMA G. DE LEON
Chairman

August 5, 1996



Eligibility
Security of Tenure
Repeal of MC No. 42, s. 1993
X- -X

RESOLUTION NO. 964906

WHEREAS, under MC No. 10, s. 1977 and Res. 435, s. 1980, appointees to positions requiring skills which cannot be measured by the usual paper and pencil test but through actual work performance over a period of time may be granted eligibilities after completing one (1) year of satisfactory service;

WHEREAS, the skills required by certain positions originally included in the coverage of CSC MC No. 10, s. 1977 and Resolution No. 435, s. 1980 were later found to be measurable by the skills test being administered by Technical Education and Skills Development Authority (TESDA);

WHEREAS, under MC No. 42, s. 1993 those who pass the skills test administered by TESDA shall be conferred the appropriate eligibility;

WHEREAS, since the issuance of the abovesited Memorandum Circulars and Resolution, certain developments occurred which made it necessary to review the list of positions which require skills not measurable by the usual paper and pencil examination;

WHEREAS, there is a need to periodically review policies, rules and regulations which determine merit and fitness and revise the same in the light of changing conditions;

NOW, THEREFORE, the Commission hereby **RESOLVES** to repeal MC No. 42, s. 1993 and to adopt the following new classifications of positions which require skills not measurable by paper and pencil examination:

- "Category I - refers to positions in the list marked as Annex "A" which shall have a qualification standard (QS) wherein the required eligibility can be obtained only by passing a skills test administered by the TESDA.
- "Category II - refers to positions in the list marked as Annex "B" which shall have a QS wherein the required eligibility can be obtained by completing one (1) year of satisfactory actual work performance.
- "Category III- refers to positions in the list marked as Annex "C" which shall have a QS wherein no eligibility shall be required."

The Commission further **RESOLVES** to adopt the following policies in the grant of eligibilities and security of tenure:

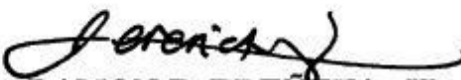
1. Appointees to Category I positions who possess the appropriate eligibility shall be under probation only for a period not exceeding six (6) months;
2. Appointees to Category II positions who do not possess the required eligibility shall be under temporary status until the required eligibility is obtained;
3. Appointees to Category III positions are not required to have an eligibility but shall be under probation for a period of not more than one (1) year before security of tenure is obtained;
4. Eligibilities required for Category I positions shall be issued by the Commission upon application and presentation of TESDA skills Certificate;
5. Eligibilities required for Category II positions shall be issued by the Commission upon application and presentation of documents evidencing completion of one (1) year of satisfactory actual work performance.


This repeals all other CSC issuances inconsistent herewith.

This Resolution shall take effect after fifteen (15) days from publication in a paper of general circulation.

Quezon City, **AUG 05 1996**


CORAZON ALMA G. DE LEON
Chairman


RAMON P. ERENETA, JR.
Commissioner


THELMA P. GAMINDE
Commissioner

Attested by:


CARMENCITA GISELLE E. B. BRINGAS
Board Secretary VI

POSITIONS COVERED BY TESDA EXAMINATIONS (Category I)

POSITION TITLE (1)	ELIGIBILITY (2)	TESDA TEST (3)
Air-Conditioning Technician I	Air-Conditioning /Refrigeration Technician }	Domestic Refrigeration and Air -Conditioning Mechanic (3rd Class)
Air-Conditioning Technician II		
Insulationman		
Draftsman I	*Draftsman	Draftsman
Draftsman II		
Draftsman III		
Draftsman IV		
Draftsman A		
Draftsman B		
Principal Draftsman A		
Principal Draftsman B		
Senior Draftsman		
Supervising Draftsman		
Illustrator I	*Illustrator	Illustrator
Illustrator II		
Artist Illustrator I		
Artist-Illustrator II		
Artist-Illustrator III		
Artist-Illustrator A		
Artist-Illustrator B		
Artist-Illustrator C		
Senior Artist-Illustrator		
Supervising Artist-Illustrator		
Philatelic - Artist I	* Illustrator	Illustrator
Philatelic - Artist II		
Forms Designer		
Cartographer I	* Draftsman	Draftsman
Cartographer II		
Cartographer III		
Cartographer IV		
Cartographer V		
Cartographer A		
Cartographer B		
Senior Cartographer A		
Senior Cartographer B		
Heavy Equipment Operator	Heavy Equipment Operator	Appropriate Heavy Equipment Operator
Heavy Equipment Operator I		
Heavy Equipment Operator II		
Heavy Equipment Operator III		
Dredgeman II		
Dredgeman Foreman		

*Draftsman eligibility shall also be appropriate for positions requiring Illustrator eligibility, and vice-versa

POSITIONS COVERED BY TESDA EXAMINATIONS (Category 1)

POSITION TITLE (1)	ELIGIBILITY (2)	TESDA TEST (3)
Construction Equipment Operator	Heavy Equipment Operator	Appropriate Heavy Equipment Operator
Floating Crane Master		
Auto/Train Mechanic A	Automotive Mechanic (Heavy Duty)	Automotive Mechanic (Heavy Duty, 3rd Class)
Auto/Train Mechanic B		
Auto/Train Mechanic C		
Senior Auto/Train Mechanic		
Supervising Auto/Train Mechanic		
Automotive Mechanic I	Automotive Mechanic (Light Duty)	Automotive Mechanic (Light Duty, 3rd Class)
Automotive Mechanic II		
Automotive Mechanic III		
Senior Automotive Mechanic		
Supervising Automotive Shop Mechanic		
Automotive Equipment Inspector I		
Automotive Equipment Inspector II		
Marine Engineman I	Automotive Mechanic (Heavy Duty)	Automotive Mechanic (Heavy Duty, 3rd Class)
Marine Engineman II		
Engineman		
Transport Maintenance General Foreman		
Transport Maintenance Supervisor		
Motor Vehicle Inspector	Automotive Mechanic (Light Duty)	Automotive Mechanic (Light Duty 3rd Class)

POSITIONS COVERED BY TESDA EXAMINATIONS (Category 1)

POSITION TITLE (1)	ELIGIBILITY (2)	TESDA TEST (3)
Automotive Repair Foreman	Auto Repair Foreman	Appropriate Automotive Trade Test (Heavy or Light, 3rd Class)
Automotive Repair General Foreman		
Automotive Electrician	Electrician (Automotive)	Automotive Electrician (3rd Class)
Senior Automotive Electrician		
Auto Electrical/Train Foreman		
Senior Transport Electrician		
Transport Electrician		
Building Electrician A (less than 250 volts)	Electrician (Building Wiring)	Building Wiring Electrician (3rd Class)
Building Electrician B (less than 250 volts)		
Senior Building Electrician A (less than 250 volts)		
Senior Building Electrician B (less than 250 volts)		
Electrician I (less than 250 volts)		
Electrician II (less than 250 volts)		
Electrician Foreman (less than 250 volts)		
Electrician General Foreman (less than 250 volts)		
Electrical Inspector I (less than 250 volts)		
Electrical Inspector II (less than 250 volts)		
Building Foreman (less than 250 volts)		
Senior Plant Electrician (less than 250 volts)		
Plant Electrician A (less than 250 volts)		
Plant Electrician B (less than 250 volts)		
Plant Electrician C (less than 250 volts)		
Plant Electrical Foreman (less than 250 volts)		

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POSITIONS COVERED BY TESDA EXAMINATIONS (Category 1)

POSITION TITLE (1)	ELIGIBILITY (2)	TESDA TEST (3)
Carpenter I	Carpenter	General Carpenter (3rd Class)
Carpenter II		
Carpenter A		
Carpenter B		
Carpenter Foreman		
Carpenter General Foreman		
Head Carpenter		
Senior Carpenter		
Supervising Carpenter		
Data Controller	* Data Encoder	Data Encoder
Data Controller I		
Data Controller II		
Data Controller III		
Data Controller IV		
Supervising Data Controller		
Data Encoder		
Data Encoder I		
Data Encoder II		
Data Encoder III		
Data Encoder IV		
Senior Data Encoder		
Data Encoder - Controller		
Senior Data Encoder-Controller		
Supervising Data Encoder-Controller		
Data Entry Machine Operator I		
Data Entry Machine Operator II		
Data Entry Machine Operator III		
Data Entry Machine Operator IV		
Accounting Machine Operator I		
Accounting Machine Operator II		
Accounting Machine Operator III		

*The Career Service Professional and Subprofessional eligibilities are also appropriate for positions requiring Data Encoder eligibility.

POSITIONS COVERED BY TESDA EXAMINATIONS (Category 1)

POSITION TITLE (1)	ELIGIBILITY (2)	TESDA TEST (3)
Auxiliary Machine Operator I	* Data Encoder	Data Encoder
Auxiliary Machine Operator II		
Auxiliary Machine Operator III		
Auxiliary Machine Operator IV		
Computer Operator	* Data Encoder	Data Encoder
Computer Operator I		
Computer Operator II		
Computer Operator III		
Computer Operator IV		
Senior Computer Operator	** Computer Operator	Computer Operator
Senior Computer Operator I		
Senior Computer Operator II		
Senior Computer Operator III		
Supervising Computer Operator		
Supervising Computer Operator I		
Supervising Computer Operator II		
Lineman I	Electric Power Lineman	Electric Power Lineman (3rd class)
Lineman II		
Lineman III		
Lineman IV		
Transmission Lineman A		
Transmission Lineman B		
Transmission Lineman C		
Senior Transmission Lineman		
Transmission Line Foreman		
Machine Shop Foreman	Machinist (2nd Class)	Machinist (2nd Class)
Machine Shop General Foreman		
Senior Machinist		
Supervising Machinist		
Machinist	Machinist (3rd Class)	Machinist (3rd Class)
Machinist I		
Machinist II		
Machinist III		
Mason I	Mason	Mason (Gen. 3rd Class)
Mason II		
Mason A		
Mason B		
Senior Mason		
Mason Foreman		

* The Career Service Professional and Subprofessional eligibilities are also appropriate for positions requiring Data Encoder eligibility.

** The Career Service Professional eligibility is also appropriate for positions requiring Computer Operator eligibility.

POSITIONS COVERED BY TESDA EXAMINATIONS (Category I)

POSITION TITLE (1)	ELIGIBILITY (2)	TESDA TEST (3)
Mechanic A	Mechanic	Appropriate Mechanic Test
Mechanic B		
Mechanic C		
Mechanic I		
Mechanic II		
Mechanic III		
Senior Mechanic A		
Senior Mechanic B		
Mechanical Foreman		
Mechanic/Technician I	Mechanic	Appropriate Mechanic Test
Mechanic/Technician II		
Mechanic/Technician III		
Mechanic/Technician IV		
Senior Mechanic/Technician		
Supervising Mechanic/Technician		
Chief Mechanic/Technician		
Driver Mechanic A	Mechanic	Appropriate Mechanic Test
Driver Mechanic B		
Mechanical Foreman		
Mechanical Shop Foreman		
Mechanical Shop General Foreman		
Plant Mechanical Maintenance Foreman		
Senior Plant Mechanic		
Facilities Foreman	* Mechanic or Electrician	Appropriate Mechanic or Electrician Test
Metal Worker		
Metal Worker I	Metal Worker	Appropriate Metal Worker Test
Metal Worker II		
Metal Worker III		
Metal Worker Foreman		
Metal Worker General Foreman		
Senior Metal Worker		
Supervising Metal Worker		
Head Metal Worker		
Blacksmith I	Metal Worker	Metal Worker or Blacksmith
Blacksmith II		
Blacksmith A		
Blacksmith B		
Blacksmith Foreman		
Blacksmith Shop Foreman		
Senior Blacksmith		
Supervising Blacksmith		

*The eligibility that should appear in the certificates may either be Mechanic or Electrician depending on the test given by TESDA.

POSITIONS COVERED BY TESDA EXAMINATIONS (Category 1)

POSITION TITLE (1)	ELIGIBILITY (2)	TESDA TEST (3)
Metals Technologist I	Metal Worker	Metal Worker or Foundry man/Foundry worker
Metals Technologist II		
Metals Technologist III		
Metals Technologist IV		
Metals Technologist V		
Toolmaker I	Metal Worker	Metal Worker or Toolmaker
Toolmaker II		
Toolmaker Foreman		
Toolmaker General Foreman		
Foundryman	Metal Worker	Metal Worker or Foundry man/Foundry worker
Foundry Foreman		
Foundry General Foreman		
Senior Foundryman		
Supervising Foundryman		
Painter I	Painter	Appropriate Painter Test
Painter II		
Painter A		
Painter B		
Senior Painter		
Supervising Painter		
Head Painter		
Painter Foreman		
Painter General Foreman		
Pipefitter I	* Pipefitter or Plumber	Pipefitter (3rd Class) or Plumber (3rd Class)
Pipefitter II		
Pipefitter A		
Pipefitter B		
Pipefitter C		
Pipefitter D		
Pipefitter Foreman		
Plumber I	*Pipefitter or Plumber	Pipefitter (3rd Class) or Plumber (3rd Class)
Plumber II		
Plumber A		
Plumber B		
Plumber C		
Plumber D		
Plumber Foreman		
Plumbing and Tinning Inspector I		
Plumbing and Tinning Inspector II		

* The eligibility title shall correspond to the test given.

The Plumber eligibility shall also be appropriate for positions requiring Pipefitter eligibility and vice-versa.

POSITIONS COVERED BY TESDA EXAMINATIONS (Category 1)

POSITION TITLE (1)	ELIGIBILITY (2)	TESDA TEST (3)
Water Pump Technician	Mechanic	Appropriate Mechanic Test
Waterworks Technician		
Assistant Chief Pressman	Pressman	Appropriate Pressman Test
Head Pressman		
Supervising Pressman		
Chief Pressman		
Typesetter I	Typesetter	Appropriate Typesetter Test
Typesetter II		
Typesetter III		
Typesetter IV		
Assistant Chief Typesetter		
Supervising Typesetter		
Chief Typesetter		
Electrotypist I		
Electrotypist II		
Electrotypist III		
Electrotypist IV		
Supervising Electrotypist		
Assistant Chief Electrotypist		
Chief Electrotypist		
Linotypist		
Upholsterer	Upholsterer	Furniture/Vehicle Upholsterer
Senior Upholsterer		
Welder I	Welder	Electric Arc Welder (3rd Class)
Welder II		
Welder A		
Welder B		
Welder Foreman		
Senior Welder		

POSITIONS COVERED BY TESDA EXAMINATIONS (Category 1)

POSITION TITLE (1)	ELIGIBILITY (2)	TESDA TEST (3)
Water Resources Facilities Operator A	Water Resources Facilities Operator	Water Resources Facilities Operator
Water Resources Facilities Operator B		
Water Resources Facilities Operator C		
Senior Water Resources Facilities Operator A		
Senior Water Resources Facilities Operator B		
Water Resources Facilities Operator Foreman		
Water Resources Facilities Technician	Mechanic	Appropriate Mechanic Test
Senior Water Resources Facilities Technician		

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ANNEX "B"

POSITIONS NOT COVERED BY TESDA EXAMINATIONS (Category II)

<u>POSITION TITLE</u>	<u>ELIGIBILITY</u>
Aircraft Mechanic I Aircraft Mechanic II	*Aircraft Mechanic License
Communications Equipment Operator I Communications Equipment Operator II Communications Equipment Operator III Communications Equipment Operator IV Communications Equipment Operator V	*Appropriate License
Senior Transport Conductor/ Conductress Senior Train Conductor	Conductor/Conductress
Dockman-Diver II	Dockman
Dockman-Rigger II Docking and Rigging Foreman	
Driver Driver I Driver II Driver Courier I Driver Courier II Driving Skills Rater Public Utility Vehicle Driver Chauffeur I Chauffeur II Chauffeur III Chauffeur IV	*Driver License
Electrical Control Operator A Electrical Control Operator B Electrical Control Operator C Senior Control Operator A Senior Control Operator B	Electrical Equipment Operator

**POSITIONS NOT COVERED BY TESDA
EXAMINATIONS
(Category II)**

<u>POSITION TITLE</u>	<u>ELIGIBILITY</u>
Electronics and Communications Equipment Technician II	Electronics Equipment Technician
Electronics and Communications Equipment Technician III	
Electronics and Communications Equipment Technician IV	
Electronics Communications Systems Technician A	
Senior Electronics Communications Systems Technician	
Supervising Electronics Communications Systems Technician	
Precision Instrument Technician II	Equipment Technician
Precision Instrument Technician III	
Instrument Technician A	
Senior Instrument Technician	
Supervising Instrument Technician	
P.I. Repair and Maintenance Service Chief	
Medical Equipment Technician A	
Medical Equipment Technician B	
Medical Equipment Technician C	
Medical Equipment Technician II	
Medical Equipment Technician III	
Medical Equipment Technician IV	
Office Equipment Technician A	
Senior Equipment Technician A	
Senior Equipment Technician B	
Office Equipment Foreman	

**POSITIONS NOT COVERED BY TESDA EXAMINATIONS
(Category II)**

<u>POSITION TITLE</u>	<u>ELIGIBILITY</u>
Photo-Lithographic Technician II	
Broadcast Operations Technician II	
Broadcast Operations Technician III	
Broadcast Operator II	
Audio-Visual Aides Technician II	
Audio-Visual Aides Technician III	
Audio-Visual Aides Technician IV	
Audio-Visual Systems Technician A	
Senior Audio-Visual Systems Technician	
Supervising Audio-Visual Systems Technician	
Audio Visual Equipment Operator IV	
Audio Visual Equipment Operator V	
Movie Equipment Technician II	
Movie Equipment Technician III	
Weather Facilities Technician II	
Weather Facilities Technician III	
Munitions Production Technician II	
Munitions Production Supervisor	
Ordnance Technician II	
Ordnance Technician III	
Laboratory Technician II	
Laboratory Technician III	
Laboratory Technician A	
Laboratory Technician B	
Senior Laboratory Technician	
Laboratory Inspector II	
Laboratory Inspector III	
Mechanical/Electrical Equipment Operator II	Mechanical/Electrical Equipment Operator
Mechanical/Electrical Equipment Operator III	

**POSITIONS NOT COVERED BY TESDA EXAMINATIONS
(Category II)**

<u>POSITION TITLE</u>	<u>ELIGIBILITY</u>
Mechanical Plant Operator II (less than 50 hp) Mechanical Plant Operator III (less than 50 hp)	Mechanical Equipment Operator
Plant Equipment Operator A Plant Equipment Operator B Plant Equipment Operator C Plant Equipment Operator D	
Museum Technician II	Museum Technician
Check Pilot I Check Pilot II Check Pilot III Check Pilot IV Pilot I Pilot II Pilot A Pilot B	*Pilot License
Photographer II Photographer III Photographer IV Photographer V Photographer VI Senior Photographer Photo Laboratory Technician Head Photographer	Photographer
Offset Camera Operator II	
Microfilming Machine Operator II Microfilming Machine Operator III	
Color Separation Technician II	
Photographic Color Processor II Photographic Color Processor III	
Photo Editor II	
Photo Journalist II	
Printing Machine Operator II Printing Machine Operator III Printing Machine Operator IV	Printing Machine Operator

**POSITIONS NOT COVERED BY TESDA
EXAMINATIONS
(Category II)**

<u>POSITION TITLE</u>	<u>ELIGIBILITY</u>
Senior Offset Machine Operator Printing Foreman	
Printing Press Operator A	
Shrine Curator II Senior Shrine Curator Supervising Shrine Curator Chief Shrine Curator Museum Curator II	Shrine Curator
Train Driver A	Train Driver
Weather Observer II Weather Observer III Weather Observer IV	Weather Observer
Well Driller II	Well Driller
Well Drilling Supervisor I Well Drilling Supervisor II	
Core Driller II	

ANNEX "C"

POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY (Category III)

	Position Title	Salary Grade
1.	Acupressure Technician	06
2.	Administrative Services Aide	04
3.	Ammunition Worker I	02
4.	Ammunition Worker II	04
5.	Animal Keeper I	04
6.	Animal Keeper II	06
7.	Animal Keeper III	09
8.	Antenna Rigger	03
9.	Armorer I	02
10.	Armorer II	04
11.	Artificial Limb and Brace Maker I	04
12.	Artificial Limb and Brace Maker II	06
13.	Artificial Limb and Brace Maker III	09
14.	Assistant Chef	08
15.	Assistant Chief Bookbinder	15
16.	Assistant Chief Photoengraver	15
17.	Assistant Concertmaster	22
18.	Assistant Principal Orchestra Member	21
19.	Associate Concertmaster	23
20.	Associate Resident Conductor	23
21.	Audio-Visual Aides Technician I **	06
22.	Audio-Visual Equipment Operator I	03
23.	Audio-Visual Equipment Operator II 05	
24.	Audio-Visual Equipment Operator III **	07
25.	Audio-Visual Systems Technician B **	06

**** Appointee to the position should apply for the appropriate eligibility for purposes of promotion or appointment to other functionally related positions after completion of one-year of satisfactory actual work performance.**

**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

	Position Title	Salary Grade
26.	Bailiff I	05
27.	Bailiff II	07
28.	Bailiff III	10
29.	Bandmaster	09
30.	Barangay Health Aide	04
31.	Barber	02
32.	Blueprint Machine Operator	07
33.	Boatswain	(Nat.) 04 (IUG) 06
34.	Bookbinder I	02
35.	Bookbinder II	04
36.	Bookbinder III	07
37.	Bookbinder IV	10
38.	Broadcast Operations Technician I **	09
39.	Broadcast Operator I **	06
40.	Building Helper	02
41.	Building Pest Control Officer	07
42.	Cemetery Caretaker	02
43.	Chef	11
44.	Chief Bookbinder	18
45.	Chief Photoengraver	18
46.	Clothes Designer	08
47.	Color Separation Technician I **	06
48.	Core Driller I **	03
49.	Compositor	09
50.	Concertmaster	24
51.	Construction and Maintenance Capataz	05
52.	Construction and Maintenance Foreman	08
53.	Construction and Maintenance General Foreman	11
54.	Construction and Maintenance Man	02
55.	Construction Foreman A	15

**** Appointee to the position should apply for the appropriate eligibility for purposes of promotion or appointment to other functionally related positions after completion of one-year of satisfactory actual work performance.**

**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

	Position Title	Salary Grade
56.	Construction Foreman B	14
57.	Cook A	08
58.	Cook B	05
59.	Cook I	03
60.	Cook II	05
61.	Courier	(IUG) 02 (GFT) 04
62.	Coxswain	03
63.	Crafts and Trades Helper	01
64.	Customs Gatekeeper	03
65.	Day Care Worker I	06
66.	Day Care Worker II	08
67.	Dental Aide	04
68.	Dockman-Diver I **	03
69.	Dockman-Rigger I **	02
70.	Document Binder	04
71.	Dormitory Attendant	03
72.	Electrical Control Operator D **	11
73.	Electrical Helper	02
74.	Electronics and Communications Equipment Technician I **	06
75.	Electronics Communications Systems Technician B **	06
76.	Engineering Aide	04
77.	Engineering Aide A	06
78.	Engineering Aide B	04
79.	Fabric Worker I	03
80.	Fabric Worker II	05
81.	Farm Foreman	06
82.	Farm Supervisor	08
83.	Farm Worker I	02
84.	Farm Worker II	04
85.	Fiber Technician	06

**** Appointee to the position should apply for the appropriate eligibility for purposes of promotion or appointment to other functionally related positions after completion of one-year of satisfactory actual work performance.**

**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

	Position Title	Salary Grade
86.	Film Custodian I	04
87.	Film Custodian II	06
88.	Fingerprinting Aide	04
89.	Fisherman	03
90.	Food Server/Mess Boy	04
91.	Food Services Helper	01
92.	Foreign Service Staff Employee III (Utility Worker, Messenger)	05
93.	Foreman A	10
94.	Foreman B	08
95.	Foreman C	06
96.	Forest Ranger	04
97.	Foundry Worker I	04
98.	Foundry Worker II	06
99.	Freight Service Foreman	06
100.	Fuel Distribution Foreman	12
101.	Fuel/Gas Attendant	05
102.	Fumigation Supervisor	11
103.	Fumigator	04
104.	Fumigator Assistant Supervisor	09
105.	Fumigator Foreman	06
106.	Gate/Crossing Keeper	04
107.	Geologic Aide	04
108.	Guesthouse Caretaker	02
109.	Handicraft Worker I	03
110.	Handicraft Worker II	05
111.	Handicraft Worker III	08
112.	Hospital Housekeeper	08
113.	Household Attendant I	03
114.	Household Attendant II	05
115.	Household Attendant III	08

**** Appointee to the position should apply for the appropriate eligibility for purposes of promotion or appointment to other functionally related positions after completion of one-year of satisfactory actual work performance.**

**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

Position Title	Salary Grade
116. Housekeeping Services Assistant	06
117. Houseparent I	04
118. Houseparent II	06
119. Houseparent III	09
120. Houseparent IV	11
121. Industrial Security Guard A	08
122. Industrial Security Guard B	05
123. Industrial Security Guard C	03
124. Instrumentman	05
125. Instrument Technician B **	06
126. Judicial Staff Employee II (Utility Worker, Messenger)	04
127. Junior Process Server	03
128. Laborer I	01
129. Laborer II	03
130. Labor Foreman	06
131. Labor General Foreman	08
132. Laboratory Aide A	04
133. Laboratory Aide B	02
134. Laboratory Aide I	02
135. Laboratory Aide II	04
136. Laboratory Inspector I **	08
137. Laboratory Technician C **	06
138. Laboratory Technician I **	06
139. Lauandry Worker I	01
140. Lauandry Worker II	03
141. Lauandry Worker III	06
142. Legislative Staff Employee I (Utility Worker, Messenger)	02
143. Legislative Staff Employee II (Utility Worker, Messenger)	04
144. Letter Carrier	06
145. Liaison Aide	04

** Appointee to the position should apply for the appropriate eligibility for purposes of promotion or appointment to other functionally related positions after completion of one-year of satisfactory actual work performance.

**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

	Position Title	Salary Grade
146.	Librarian Aide	02
147.	Lifeguard	03
148.	Light Equipment Operator'	06
149.	Lighthouse Keeper I	03
150.	Lighthouse Keeper II	05
151.	Local Legislative Staff Employee I (Utility Worker, Messenger)	02
152.	Local Legislative Staff Employee II (Utility Worker, Messenger)	04
153.	Lumber Grader	05
154.	Magnetic Recorder Operator I	06
155.	Magnetic Recorder Operator II	08
156.	Magnetic Recorder Operator III	11
157.	Mail Sorter	04
158.	Make-Up Artist	02
159.	Malaria Control Foreman	07
160.	Master Fisherman I	05
161.	Master Fisherman II	08
162.	Master Tailor I	05
163.	Master Tailor II	08
164.	Mechanical /Electrical Equipment Operator I **	04
165.	Mechanical Helper	02
166.	Mechanical Plant Operator I **	04
167.	Media Production Aide	05
168.	Medical Equipment Technician D **	06
169.	Medical Equipment Technician I **	06
170.	Medical Services Aide A	04
171.	Medical Services Aide B	02
172.	Messenger	02
173.	Meter Reader I	04
174.	Meter Reader II	06
175.	Meter Reader III	09

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**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

Position Title		Salary Grade
176.	Metro Aide I	02
177.	Metro Aide II	04
178.	Microfilming Machine Operator **	05
179.	Microfilming Machine Operator I **	06
180.	Movie Equipment Technician I **	06
181.	Munitions Operator Foreman	09
182.	Munitions Operator General Foreman	11
183.	Munitions Operator I	04
184.	Munitions Operator II	06
185.	Munitions Production Technician I **	06
186.	Museum Curator **	22
187.	Museum Curator I **	22
188.	Museum Technician I **	06
189.	Music Director	11
190.	Musician	05
191.	Nurse Maid I	02
192.	Nurse Maid II	04
193.	Nursing Attendant I	04
194.	Nursing Attendant II	06
195.	Offset Camera Operator I **	06
196.	Office Equipment Helper	02
197.	Office Equipment Technician B **	06
198.	Offset Machine Operator **	09
199.	Oiler	03
200.	Orchestra Member I	14
201.	Orchestra Member II	16
202.	Orchestra Member III	17
203.	Orchestra Member IV	18
204.	Orchestra Member V	19
205.	Ordnance Technician I **	06

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**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

	Position Title	Salary Grade
206.	Paper Cutting Machine Operator	08
207.	Paper Cutting Machine Operator I	03
208.	Paper Cutting Machine Operator II	05
209.	Paper Cutting Machine Operator III	08
210.	Park Attendant I	02
211.	Park Attendant II	04
212.	Park Attendant III	06
213.	Parking Aide I	02
214.	Parking Aide II	04
215.	Parking Aide III	06
216.	Parking Aide IV	07
217.	Park Maintenance Foreman	08
218.	Park Maintenance General Foreman	10
219.	Patternmaker I	04
220.	Patternmaker II	06
221.	Pest Control Technician	07
222.	Pest Control Worker I	04
223.	Pest Control Worker II	06
224.	Photo Editor I **	06
225.	Photoengraver I	04
226.	Photoengraver II	06
227.	Photoengraver III	09
228.	Photoengraver IV	11
229.	Photographer **	07
230.	Photographer I **	05
231.	Photographic Color Processor I **	06
232.	Photo Journalist I**	06
233.	Photo-Lithographic Technician I **	06
234.	Plant Equipment Operator E **	10
235.	Plant/Substation Helper A	08

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**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

	Position Title	Salary Grade
236.	Plant/Substation Helper B	06
237.	Plant/Substation Helper C	04
238.	Porter	06
239.	Porter Leadman	08
240.	Postman I	02
241.	Poundkeeper I	03
242.	Poundkeeper II	06
243.	Precision Instrument Technician I **	06
244.	Press Roller Maker I	03
245.	Press Roller Maker II	05
246.	Principal Orchestra Member	22
247.	Printing Machine Operator I **	04
248.	Printing Press Operator B **	06
249.	Printing Scheduler	05
250.	Process Server	05
251.	Public Services Foreman	06
252.	Quartermaster	(Nat.) 04 (IUG) 08
253.	Radio Photo Equipment Operator **	07
254.	Railways Operations Maintenance Foreman A	17
255.	Railways Operations Maintenance Foreman B	16
256.	Railways Maintenance General Foreman	18
257.	Railways Operations Inspector	17
258.	Railways Operations Maintenance Leadman A	12
259.	Railways Operations Maintenance Leadman B	11
260.	Railways Operations/Maintenance Towerman	09

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**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

	Position Title	Salary Grade
261.	Railways Operations/Maintenance Worker A	06
262.	Railways Operations/Maintenance Worker B	05
263.	Recreation Facilities Attendant/ Aide	04
264.	Religious Worker	08
265.	Reproduction Machine Operator A	07
266.	Reproduction Machine Operator B	04
267.	Reproduction Machine Operator I	02
268.	Reproduction Machine Operator II	04
269.	Reproduction Machine Operator III	07
270.	Resident Conductor	25
271.	Rodent Zone Inspector	06
272.	Scaler	05
273.	Science Aide	04
274.	Seaman	03
275.	Seamstress	02
276.	Security Guard I	03
277.	Security Guard II	05
278.	Security Guard III	08
279.	Senior Blueprint Machine Op erator	10
280.	Senior Document Binder	07
281.	Senior Industrial Security Guard/ Security Inspector	10
282.	Senior Letter Carrier	08
283.	Senior Lifeguard	05
284.	Senior Mail Sorter	06
285.	Senior Reproduction Machine Operator	10
286.	Senior Water/Sewerage Maintenance Man A	12
287.	Senior Water/Sewerage Maintenance Man B	10
288.	Shipping Aide	03
289.	Shoemaker	04
290.	Shrine Curator I **	10

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**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

	Position Title	Salary Grade
291.	Signalman	06
292.	Social Welfare Aide	04
293.	Speech Laboratory Technician	06
294.	Stevedore	04
295.	Stevedore Leadman	08
296.	Steward	05
297.	Stitcher I	02
298.	Stitcher II	04
299.	Stitcher III	07
300.	Storekeeper D	04
301.	Storekeeper I	04
302.	Supervising Blueprint Machine Operator	12
303.	Supervising Bookbinder	16
304.	Supervising Document Binder	10
305.	Supervising Photoengraver	16
306.	Supervising Reproduction Machine Operator	12
307.	Survey Aide A	06
308.	Survey Aide B	04
309.	Surveyman	06
310.	Tailor	03
311.	Tax Mapping Aide	04
312.	Telegram Carrier	04
313.	Ticket Checker	03
314.	Toolkeeper	03
315.	Tracer	03
316.	Traffic Aide I	03
317.	Traffic Aide II	05
318.	Traffic Aide III	07
319.	Train Conductor **	11
320.	Train Driver B **	08

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**POSITIONS WHICH DO NOT REQUIRE ANY ELIGIBILITY
(Category III)**

	Position Title	Salary Grade
321.	Transport Conductor/Conductress **	08
322.	Tree Marker	02
323.	Utility Foreman	06
324.	Utility Worker A	03
325.	Utility Worker B	01
326.	Utility Worker I	01
327.	Utility Worker II	03
328.	Venom Extractor	04
329.	Waiter A	08
330.	Waiter B	05
331.	Waiter I	02
332.	Waiter II	04
333.	Wardress I	05
334.	Wardress II	07
335.	Watchman I	02
336.	Watchman II	04
337.	Watchman III	07
338.	Water Pump Operator	04
339.	Water Resources Facilities Tender A	05
340.	Water Resources Facilities Tender B	04
341.	Water/Sewerage Maintenance Foreman	14
342.	Water/Sewerage Maintenance General Foreman	18
343.	Water/Sewerage Maintenance Head	16
344.	Water/Sewerage Maintenance Man A	08
345.	Water/Sewerage Maintenance Man B	06
346.	Water/Sewerage Maintenance Man C	04
347.	Weather Facilities Technician I **	09
348.	Weather Observation Aide	04
349.	Weather Observer I **	09
350.	Well Driller I **	03
351.	Work Order Tracer	03

**** Appointee to the position should apply for the appropriate eligibility for purposes of promotion or appointment to other functionally related positions after completion of one-year of satisfactory actual work performance.**

Director
CS Regional Office No.____

Dear Director_____:

We are pleased to inform you that the person named below took and passed a trade test given by this Office.

Name :

Address:

Date of birth :

Place of birth:

Complete title of test taken:

Class/level of test :

Date of test :

Issued upon request of the abovenamed person for purposes of acquiring civil service eligibility pursuant to CSC-TESDA Skills Certification and Equivalency Program (SCEP).

Very truly yours,

Regional Director
TESDA

pb4\ltrindrs

APPLICATION FOR GRANT OF ELIGIBILITY
UNDER SPECIAL LAWS/CSC ISSUANCES

THIS FORM IS NOT FOR SALE.
REPRODUCTION IS ALLOWED.

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CM

INSTRUCTIONS TO APPLICANTS:

Please fill in all the required information in this Application and submit the documents to be required by the CSC Regional Office.

1. ELIGIBILITY APPLIED FOR:

- ☐ For Honor Graduates (PD 987) ☐ EDP Specialist (Res. 98-883) ☐ Veteran Preference Rating (EO 132/798)
- ☐ Scientific and Technological Specialist (PD 997) ☐ M.C. 11, s. 1996 (SCEP) ☐ Barangay Official (Res. 93-3666) ☐ Barangay Nutrition Scholar (PD 1569)
- Area: _____ Category ☐ 1 ☐ 2 ☐ 3

2. APPLICANT'S PRINTED NAME:

Surname _____ Given Name _____ Middle Name _____

5. COMPLETE MAILING ADDRESS:

6. BIRTHDATE

7. BIRTHPLACE

8. CITIZENSHIP

3. CIVIL STATUS

- ☐ Single ☐ Widow ☐ Male
☐ Married ☐ Separated ☐ Female

For Married Female Applicant
Write Maiden Name: _____

Given Name _____ M.I. _____ Surname _____

9. EDUCATION:

Degree Finished/Highest Educational Attainment: _____ Honors/Distinction Received _____

Major Field of Study/Area of Specialization (If any): _____

Name/Address of School Attended: _____

Date of Graduation: _____

10. For Barangay Official/Barangay Nutrition Scholar Applicants:

Services rendered in:

Barangay and Zone Nos. _____ Municipality/City _____

Year elected/appointed _____ Position Held _____

11. For MC No. 11, s. 1996 (SCEP) applicants:

(Category 1)

Skills Test Passed: _____

Date of Test: _____

Skills Certificate No. _____

TESDA Registry Code: _____

11.a. (Category 2) Type of License _____

12. OTHER ELIGIBILITY(IES) OF THE APPLICANT:

13. ARE YOU IN THE GOVERNMENT SERVICE?

☐ YES ☐ NO

14. PRESENT POSITION AND STATUS IN THE GOVERNMENT SERVICE

15. I DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS APPLICATION HAS BEEN ACCOMPLISHED IN GOOD FAITH, VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE STATEMENT PURSUANT TO THE PROVISION OF PERTINENT LAWS, RULES AND REGULATIONS OF THE REPUBLIC OF THE PHILIPPINES.

I AM FULLY AWARE THAT ANY FALSE STATEMENT HEREIN MADE WILL RESULT IN DISQUALIFICATION FROM GOVERNMENT SERVICE REMOVAL FROM THE SERVICE IF ALREADY APPOINTED, AND LEGAL PROSECUTION.

Tax Identification Number: _____

Signature of Applicant/Date _____

16. FOR PROCESSORS/EVALUATORS ONLY:

Action Taken on Application: ☐ Approved ☐ Disapproved

Title of Eligibility _____ Date of Effectivity _____

REMARKS _____

Signature of First Evaluator/Date _____

Signature of Second Evaluator/Date _____

APPLICATION RECEIPT

Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

To Whom It May Concern:

TOP

This is to certify that _____ has applied for grant of special eligibility with CSC Regional Office No. _____ CSC Provincial/Field Office _____.

JG/101-a/082296

Receiving Officer/Date _____

BOTTOM