

MC 29, S. 1996

**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 for the positions in the House of Representatives**

Pursuant to CSC Resolution No. 96-7961 dated December 10, 1996, the prescribed qualification standards for the following positions in the House of Representatives are as follows:

**1. LEGISLATIVE COMMITTEE RESEARCHER (SG - 21)**

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

**2. LEGISLATIVE COMMITTEE SECRETARY (SG - 23)**

Education : Bachelor's degree relevant to the job  
Experience : 3 years relevant experience  
Training : 16 hours of relevant training  
Eligibility : Career Service (Professional)  
Second Level Eligibility

**3. SUPERVISING LEGISLATIVE STAFF OFFICER I (SG - 23)**

Education : Bachelor's degree relevant to the job  
Experience : 3 years relevant experience  
Training : 16 hours of relevant training  
Eligibility : Career Service (Professional)  
Second Level Eligibility

**4. SUPERVISING LEGISLATIVE STAFF OFFICER II (SG - 24 )**

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

**5. CHIEF LEGISLATIVE STAFF OFFICER (SG - 25 )**

Education : Bachelor's degree relevant to the job  
Experience : 5 years relevant experience  
Training : 32 hours of relevant training  
Eligibility : Career Service (Professional)  
Second Level Eligibility

**6. DEPUTY SECRETARY-GENERAL OF THE HOUSE OF REPRESENTATIVES (SG - 30)**

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

Please be guided accordingly.

  
CORAZON ALMA G. DE LEON  
Chairman