

# CIVIL SERVICE COMMISSION



MC No. 14, s. 1993

## MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

SUBJECT : Modified Formula in the Establishment of Qualification Standards

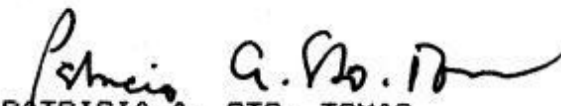
To provide agencies/departments with a clearer direction in the establishment of qualification standards for their positions, the Civil Service Commission has modified the formula prescribed in MC No. 46, s. 1992.

It should be noted that these are minimum and basic requisites. The Civil Service Commission shall not approve qualification standards lower than those prescribed in the formula.

Agencies and departments that have not submitted qualification standards for their unique positions or intend to submit amended or revised qualification standards are reminded to use said modified formula.

The formula shall likewise apply to service-wide positions. The qualification standards for service-wide positions are hereby deemed superseded.

This Circular shall take effect immediately.

  
PATRICIA A. STO. TOMAS  
Chairman

13 April 1993

DCSS

MODIFIED GENERAL FORMULA IN THE ESTABLISHMENT OF QUALIFICATION STANDARDS

Page 1

| LEVELS                                       | SALARY | EDUCATION                                                                                                                                                                            | EXPERIENCE                                                                                                     | TRAINING *                                                                                       | ELIGIBILITY                                                                                             |
|----------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Second Level<br>Supervisory                  |        |                                                                                                                                                                                      |                                                                                                                |                                                                                                  |                                                                                                         |
|                                              | 25-28  | Until Dec. 31, 1994 - Bachelor's degree relevant to the job<br>Effective Jan. 1, 1995 - Masteral degree in Management or relevant to the job                                         | 5 years in positions involving management/supervision<br>5 years in positions involving management/supervision | 40 hours of training on management/supervision<br>40 hours of training on management/supervision | Career Service (Professional)<br>Relevant Eligibility for Second Level Position, e.g.<br>RA 1080/PD 907 |
|                                              | 22-24  | Until Dec. 31, 1994 - Bachelor's degree relevant to the job (If Division Chief)<br>Effective Jan. 1, 1995 - Masteral degree in Management or relevant to the job (If Division Chief) | 4 years in positions involving management/supervision<br>4 years in positions involving management/supervision | 32 hours of training on management/supervision<br>32 hours of training on management/supervision | Career Service (Professional)<br>Relevant Eligibility for Second Level Position, e.g.<br>RA 1080/PD 907 |
|                                              |        | Bachelor's degree relevant to the job (If not Division Chief)                                                                                                                        | 4 years relevant experience                                                                                    | 32 hours of relevant training                                                                    |                                                                                                         |
|                                              | 17-21  | Bachelor's degree relevant to the job                                                                                                                                                | 3 years relevant experience                                                                                    | 24 hours of relevant training                                                                    | Career Service (Professional)<br>Relevant Eligibility for Second Level Position, e.g.<br>RA 1080/PD 907 |
| * Accredited by the Civil Service Commission |        |                                                                                                                                                                                      |                                                                                                                |                                                                                                  |                                                                                                         |

**MODIFIED GENERAL FORMULA IN THE ESTABLISHMENT OF QUALIFICATION STANDARDS**

Page 2

| LEVELS                                       | SALARY | EDUCATION                             | EXPERIENCE                  | TRAINING *                                                                            | ELIGIBILITY                                                                                             |
|----------------------------------------------|--------|---------------------------------------|-----------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Second Level<br>Non-Supervisory              |        |                                       |                             |                                                                                       |                                                                                                         |
|                                              | 17-23  | Bachelor's degree relevant to the job | 3 years relevant experience | 16 hours of relevant training/technical/administrative proficiency/skills development | Career Service (Professional)<br>Relevant Eligibility for Second Level Position, e.g.<br>RA 1080/PD 907 |
|                                              | 16-18  | Bachelor's degree relevant to the job | 2 years relevant experience | 8 hours of relevant training/technical/administrative proficiency/skills development  | Career Service (Professional)<br>Relevant Eligibility for Second Level Position, e.g.<br>RA 1080/PD 907 |
|                                              | 13-15  | Bachelor's degree relevant to the job | 1 year relevant experience  | 4 hours of relevant training/technical/administrative proficiency/skills development  | Career Service (Professional)<br>Relevant Eligibility for Second Level Position, e.g.<br>RA 1080/PD 907 |
|                                              | 8-12   | Bachelor's degree relevant to the job | None required               | None required                                                                         | Career Service (Professional)<br>Relevant Eligibility for Second Level Position, e.g.<br>RA 1080/PD 907 |
| * Accredited by the Civil Service Commission |        |                                       |                             |                                                                                       |                                                                                                         |

**MODIFIED GENERAL FORMULA IN THE ESTABLISHMENT OF QUALIFICATION STANDARDS**

Page 3

| LEVELS                                                | SALARY | EDUCATION                                                                                                     | EXPERIENCE                  | TRAINING *                    | ELIGIBILITY                                                                                        |
|-------------------------------------------------------|--------|---------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------|----------------------------------------------------------------------------------------------------|
| First Level                                           |        |                                                                                                               |                             |                               |                                                                                                    |
| Supervisory<br>Administrative/Support<br>Services     | 18     | Associate Course/2 years college studies plus license/certificate, if required                                | 4 years relevant experience | 24 hours of relevant training | Career Service (Subprofessional)<br>Relevant Eligibility for First Level Position, e.g.<br>RA 1080 |
|                                                       | 14-17  | Associate Course/2 years college studies plus license/certificate, if required                                | 3 years relevant experience | 16 hours of relevant training | Career Service (Subprofessional)<br>Relevant Eligibility for First Level Position, e.g.<br>RA 1080 |
|                                                       | 8-13   | Associate Course/2 years college studies plus license/certificate, if required                                | 2 years relevant experience | 8 hours of relevant training  | Career Service (Subprofessional)<br>Relevant Eligibility for First Level Position, e.g.<br>RA 1080 |
| Trades and Crafts                                     | 9-13   | Elementary School/High School relevant vocational/trade/technical course with appropriate license if required | 2 years relevant experience | 8 hours of relevant training  | Relevant NC 10, s. 1977                                                                            |
| Non-Supervisory<br>Administrative/Support<br>Services | 8-11   | Associate Course/2 years college studies plus license/certificate, if required                                | 1 year relevant experience  | None required                 | Career Service (Subprofessional)<br>Relevant Eligibility for First Level Position, e.g.<br>RA 1080 |
|                                                       | 3-7    | Associate Course/2 years college studies plus license/certificate, if required                                | None required               | None required                 | Career Service (Subprofessional)<br>Relevant Eligibility for First Level Position, e.g.<br>RA 1080 |

\* Accredited by the Civil Service Commission

MODIFIED GENERAL FORMULA IN THE ESTABLISHMENT OF QUALIFICATION STANDARDS

Page 4

| LEVELS                                       | SALARY | EDUCATION                                                                                                    | EXPERIENCE    | TRAINING *    | ELIGIBILITY                            |
|----------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------|---------------|---------------|----------------------------------------|
| Trades and Crafts                            | 3-7    | Elementary School/High School/<br>relevant trade/technical course<br>with appropriate license if<br>required | None required | None required | Relevant NC 10, s. 1977<br>eligibility |
| Utility/Laborer                              | 1-3    | None required                                                                                                | None required | None required | None required                          |
| * Accredited by the Civil Service Commission |        |                                                                                                              |               |               |                                        |