



MC No. 42, s. 1993

MEMORANDUM CIRCULAR

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

SUBJECT: **CSC-NMYC Skills Certificate Equivalency Program (CSC- NMYC SCEP)**

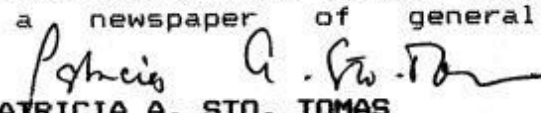
Pursuant to the Memorandum of Agreement entered into by the Civil Service Commission and the National Manpower and Youth Council on August 3, 1993 relative to the abovesited subject, the following guidelines are hereby adopted:

1. Positions in the career service covered by MC No.10, s.1977 and Resolution No.435, s.1980 and similar positions, fitness for which cannot be gauged by the usual written tests but through acquired skills, are hereby consolidated in accordance with this Memorandum Circular. Henceforth, appointees to these positions should pass the skills test given by the National Manpower and Youth Council or any trade testing center duly accredited by the (NMYC). NMYC shall issue all policies relative to the administration of the skills test. Applicants for the test should file their applications with the NMYC;
2. The skills certificates issued by the NMYC shall be the basis of issuing a certificate of civil service eligibility which shall be considered as appropriate first or second level civil service eligibilities to the position to which they are appointed or to functionally related positions, provided, they meet the other requirements of the positions;
3. Effective January 1, 1994, new appointees to certain positions previously covered by MC No. 10 and Resolution No. 435 must pass the skills test and correspondingly be issued a skills certificate by the NMYC. The skills certificate issued shall be the basis for the grant of a civil service eligibility by the CSC to qualify the appointee for a permanent

appointment or for promotional appointment to positions for which the test is given and to functionally related positions. However, for positions under this category where skills cannot be measured by skills test and not covered by the standards and tests of the NMYC, the appointee shall be initially issued a temporary appointment for one year; provided, that he meets the other requirements for appointment to the position. If the appointing authority finds that the appointee has continuously rendered satisfactory service during his one-year temporary appointment, he may issue a certification to this effect and may renew the appointment, propose the same for change of status from temporary to permanent, and submit to the Commission for approval and be issued corresponding eligibility;

4. Eligibilities already granted in accordance with MC No. 10 and Resolution No. 435 shall remain valid to the positions for which he/she is appointed and considered appropriate to functionally related positions. Temporary appointments issued prior to January 1, 1994 and in accordance with Memorandum Circular No. 10 and Resolution No. 435 shall continue to be enforced until the requirements for permanent appointment have been satisfied;
5. The CSC shall collect fee for eligibility certificates while NMYC shall collect the trade testing fee to cover administrative and technical expenses; and
6. Initially, only positions in the attached list shall be covered by the CSC-NMYC SCEP. However, for newly created positions and for other positions for which the NMYC may later on develop skills standards and tests, the above procedures under SCEP shall be followed.

This Memorandum Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation.


PATRICIA A. STO. TOMAS
Chairman

October 1, 1993

POSITIONS COVERED BY SGRP
(To be Conducted in Cooperation/Coordination with Requesting Office)

<i>Position</i>	<i>NMYC Test</i>	<i>Eligibility</i>
1. Boiler Operator	Boiler Tender	Boiler Tender
2. Power Switchboard Operator	Power Switchboard Operator	Power Switchboard Operator
3. Bartender	Bartender	Bartender
4. Vehicle/Heavy Equipment Mechanic	Heavy Equipment Mechanic	Heavy Equipment Mechanic
5. Waiter	Waiter	Waiter
6. Blacksmith	Blacksmith	Blacksmith
7. Cook	Cook	Cook
8. Bridgeman Crane Operator	Tower Crane Operator	Heavy Eqpt. Optr.
9. Overhead Crane Operator	Tower Crane Operator	Heavy Eqpt. Optr.
10. Crane Operator	Tower Crane Operator	Heavy Eqpt. Optr.
11. Forklift Operator	Forklift Operator	Heavy Eqpt. Optr.
12. Foundry Man	Foundry Man	Foundry Man
13. Road Grader Operator	Motor Grader Operator	Heavy Eqpt. Optr.
14. Tractor Operator	Heavy Eqpt. Optr.	Heavy Eqpt. Optr.
15. Hoist Operator	Heavy Eqpt. Optr.	Heavy Eqpt. Optr.
16. Grader & Roller Optr.	Heavy Eqpt. Optr.	Heavy Eqpt. Optr.
17. Computer Maintenance Technician	Computer Technician	Computer Maintenance Technician
18. Weaver	Weaver	Weaver
19. Musician	Musician	Musician
20. Day Care Worker	Day Care Worker	Day Care Worker
21. Barangay Health Aide	Day Care Worker	Day Care Worker
22. Social Welfare Aide	Day Care Worker	Day Care Worker
23. Electrotyper	Printing Machine Mechanic	Printer
24. Pressman	Printing Machine Mechanic	Printer
25. Typesetter	Printing Machine Mechanic	Printer
26. Pantryman	Pantryman	Pantryman
27. Patternmaker	Patternmaker	Patternmaker
28. Payloader Operator	Wheel Loader Operator	Heavy Eqpt. Optr.
29. Pump Operator	Pump Operator	Pump Operator
30. Tailor	Tailor	Tailor

POSITIONS COVERED BY SCEP
(To be Conducted in the Regions)

<i>Position</i>	<i>NYC Test</i>	<i>Eligibility</i>
1. Air-Conditioning Technician	Domestic Ref. and Aircon Mechanic	Air-Conditioning Technician
2. Illustrator	Illustrator	Illustrator
3. Artist-Illustrator	Illustrator	Illustrator
4. Pipe Fitter	Pipe Fitter	Pipe Fitter
5. Plumber	Pipe Fitter	Pipe Fitter
6. Plumbing and Tinning Inspector	Pipe Fitter	Pipe Fitter
7. Automotive Electrician	Automotive Electrician	Automotive Electrician
8. Automotive Mechanic	Automotive Mechanic	Mechanic
9. Cook	Cook	Cook
10. Mechanic	Automotive Mechanic, General Diesel Engine Mechanic Electronics Mechanic (Consumer)	Mechanic
11. Auto/Train Mechanic	Automotive Mechanic, General Electronics Mechanic	Mechanic
12. Mason	Mason	Mason
13. Auto Repair Foreman	Automotive Body Repairman	Mechanic
14. Draftsman	Draftsman, Architectural Draftsman, General Draftsman, Electrical Carpenter, General	Draftsman
15. Carpenter	Carpenter, General	Carpenter
16. Data Encoder	Data Encoder	Data Encoder
17. Data Controller	Data Encoder	Data Encoder
18. Data Entry Machine Optr.	Data Encoder	Data Encoder
19. Building Electrician	Electrician, Building Wiring	Electrician
20. Lineman	Lineman, Electric Power	Lineman
21. Welder	Electric Arc Welder	Welder
22. Painter	Painter, Construction	Painter
23. Metal Worker	Sheet Metal Worker	Metal Worker
24. Upholsterer	Upholsterer	Upholsterer
25. Machinist	Machinist	Machinist
26. Machine Shop Foreman	Machinist	Machinist
27. Draftsman	Draftsman, Electrical	Draftsman
28. Electrician	Electrician, General	Electrician
29. Fabricator	Fabricator	Fabricator