



MC No. 22, s. 2016

### MEMORANDUM CIRCULAR

- TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES
- SUBJECT :** Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges

Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the Commission amends CSC Memorandum Circular No. 10 series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows:

1. The education requirement for the following faculty positions/ranks in SUCs and LUCs is a *master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course*:

Faculty Positions/Ranks	Education Requirement
<i>For SUCs:</i> Instructor I to III Assistant Professor I to IV  <i>For LUCs:</i> Instructor I to III Assistant Professor I	Master's degree in the area of specialization or its allied/related fields

*Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs.*

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

*Illustration:*

<u>Faculty Position/Rank (Program where the faculty position/rank belongs)</u>	<u>Education Requirement</u>
<i>Instructor I (Business Administration)</i>	<i>Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006</i>
<i>Assistant Professor I (Information Technology)</i>	<i>Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006</i>

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields<sup>1</sup>.

*Illustration:*

<u>Faculty Position/Rank (Program where the faculty position/rank belongs)</u>	<u>Education Requirement</u>
<i>Instructor II (Accountancy)</i>	<i>Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007</i>

<sup>1</sup> The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MORPHE) of 2008).

*Professor I (Law)*

*Master of Laws (Percentage  
of Faculty of Law shall  
follow the Legal Education  
Board (LEB) Resolution No.  
2014-02 dated 10 December  
2014<sup>2</sup>)*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LUCs.

This Memorandum Circular shall take effect fifteen (15) days after the date of publication of CSC Resolution No. 1600839<sup>3</sup>.

  
ALICIA dela ROSA - BALA  
Chairperson

15 SEP 2016

/HRPSQ/APE/LT/sgg

<sup>2</sup> The LEB, which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

<sup>3</sup> CSC Resolution No. 1600839 dated 26 July 2016 was published on 25 August 2016 in the *Philippine Star*.



## QUALIFICATION STANDARDS

Amendment of CSC MC No. 10, s. 2012

re: Education Requirement for Faculty Positions  
in State Universities and Colleges (SUCs) and Local  
Universities and Colleges (LUCs)

Number: 1600839

Promulgated: 26 JUL 2016

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## RESOLUTION

**WHEREAS**, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that *"The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"*

**WHEREAS**, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

**WHEREAS**, under Section 22(1), Chapter 5 Title I, Book V of the Administrative Code of 1987, qualification standards shall be used, among others, as guides in appointments and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

**WHEREAS**, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005 which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. Said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

**WHEREAS**, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under authority of the CHED. In particular, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) provides, as follows:

**"Section 35. Minimum Faculty Qualifications.** *The minimum qualifications of a faculty in a higher education institution shall be as follows:*

1) *For undergraduate programs*

- a) *Holder of a master's degree, to teach mainly in his/her major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth of holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission [CHED].*

*In a R.A.C.E. to Serve: Responsive, Accessible, Courteous and Effective Public Service*

- b) *For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education.*
- c) *For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music."*

**WHEREAS**, the CHED issued Memorandum No. 30, s. 2009 dated September 9, 2009 which provides that the MORPHE of 2008 shall also be applicable to SUCs and LUCs as it is for private higher education institutions, further directing all SUCs and LUCs to comply with the provisions of the Manual;

**WHEREAS**, the Commission, through its Resolution No. 1200638 dated April 17, 2012 amended CSC MC No. 19, s. 2005 dated November 3, 2005 and set the minimum education requirement of *Master's degree in the area of specialization* to the faculty positions of Instructor I to III in SUCs and LUCs, Assistant Professor I to IV in SUCs and Assistant Professor I in LUCs;

**WHEREAS**, the CHED created the Technical Working Group on Vertical Articulation (TWG-VA) tasked to: (1) determine the allied fields per program as stated in CHED Memorandum Orders (CMOs) for the different disciplines and those to be proposed by the SUCs and LUCs to be submitted to the Technical Panel/Committee for consideration; (2) prepare the list of programs where there is dearth of holders of master's degree in the area of specialization; (3) conduct initial evaluation of the proposed amendments of Qualification Standards (QS) for faculty positions of SUCs/LUCs in relation to NBC 461 and submit recommendations to CSC; and (4) propose amendments to CSC MC No. 10, s. 2012 to include allied fields;

**WHEREAS**, upon the recommendation of the TWG-VA, in its Resolution No. 02-2015 dated December 7, 2015, the CHED Commission en banc proposed *"to request the CSC to clarify the 'Area of Specialization' as provided in CSC Memorandum Circular No. 10, series of 2012 and to include the Relevant/Allied Courses based on the list provided by CHED for master's degree requirement for faculty position in SUCs and LUCs"*;

**WHEREAS**, the Legal Education Board (LEB), which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued its Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the *"members of the law faculty are required to be holders of the degree of Master of Laws."* The implementation of said rule shall be gradual such that law schools shall follow the required percentage<sup>1</sup> of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

**WHEREAS**, the CSC has been receiving various inquiries and requests for clarification on the policies regarding the education requirement for faculty members in SUCs and LUCs particularly on the vertical articulation of the master's degree to its undergraduate degree;

<sup>1</sup> Para. 2, Item 2 of LEB Resolution No. 2014-02 states that "In computing the percentage, those who are exempted from the rule shall be included."



**WHEREFORE**, the Commission **RESOLVES** to **AMEND** CSC Memorandum Circular No. 10, s. 2012 on the education requirement for certain faculty positions in SUCs and LUCs as follows:

1. The education requirement for the following faculty positions/ranks in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) is a *master's degree in the area of specialization or its allied courses based on the CMO on the policies, standards and guidelines of the subject course*:

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV	Master's degree in the area of specialization or its allied/related fields
For LUCs: Instructor I to III Assistant Professor I	

*Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs.*

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

*Illustration:*

Faculty Position/Rank (Program where  
the faculty position/rank belongs)

Education Requirement

*Instructor I (Business Administration)*

*Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006*

*Assistant Professor I  
(Information Technology)*

*Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006*



2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields<sup>2</sup>.

*Illustration:*

Faculty Position/Rank (Program where  
the faculty position/rank belongs)

Education Requirement

*Instructor II (Accountancy)*

Master's degree in  
Accountancy or in any of its  
allied programs as shown in  
CMO No. 3, s. 2007

*Professor I (Law)*

Master of Law (Percentage of  
Faculty of Law shall follow the  
LEB Resolution No. 2014-02  
dated 10 December 2014)

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LCUs.

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

Quezon City.

  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**ROBERT S. MARTINEZ**  
Commissioner

**VACANT**  
Commissioner

Attested By:

  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

<sup>2</sup> The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MORPHE) of 2008.