



MC No. 46, s. 1992

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 : General Formulas in the Establishment of Qualification Standards

Pursuant to Sec. 22(2), Chapter 5, Title I, Book V of EO 292, "the establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency with the assistance and approval of the Civil Service Commission x x x . "

A qualification standards expresses the minimum requirements for a class of positions in terms of education, training and experience, civil service eligibility, physical fitness and other qualities required for successful performance.

The specific qualification standards to be used in filling a position are usually determined by the duties and responsibilities attached to the position;

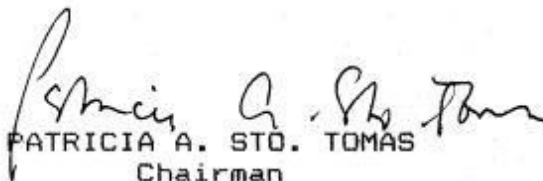
However, it has been noted that most of the qualification standards of unique positions established by offices/agencies/departments submitted to the Commission for review and approval are based not on the requirements of the position but on the qualifications of those whom they would like to be appointed to a particular position.

In view thereof, and in order to provide uniformity of action in the establishment of qualification standards, the Commission hereby prescribes the attached general formula on qualification standards setting which shall be the guide of offices/agencies/departments in the establishment of their respective qualification standards. Any downward deviation from said formula resulting in lower qualification standards shall require sufficient justification.

Qualification standards of agencies which have been approved by this Commission prior to the issuance and effectivity of this Memorandum Circular shall not be affected thereby and shall remain valid and effective unless otherwise amended or revised.

Henceforth, all heads of departments/agencies are enjoined to see to it that qualification standards shall conform with said qualification standards formula and that this Memorandum Circular is complied with.

This Memorandum Circular shall be effective January 1, 1993.


PATRICIA A. STO. TOMAS
Chairman

17 November 1992

OCSS

FORMULAS ON QUALIFICATION STANDARDS SETTING

LEVELS	SALARY GRADE	EXPERIENCE	ELIGIBILITY	EDUCATION
SECOND LEVEL Supervisory	25-28	Minimum of 5 years in management/ supervision	Career Service (Professional) or	Masteral Degree Holder pursuant to MC 42, s. 1991 effective 1995
	22-24	4 years in Planning, Organizing, Directing, Coordinating, and Supervising	Relevant eligibility for 2nd Level Position	Bachelor's degree in Field of Specialization + relevant training if required or Bachelor's degree + 15 units in Public Administration or Management plus relevant training if required
	21 +	3 years in Planning, Organizing, Directing, Coordinating, and Supervising	or	Bachelor's degree in Field of Specialization + relevant training if required or Bachelor's degree + 15 units in Public Administration or Management plus relevant training if required
	19-22	3 years in progressively responsible experience	RA 1080/PD 1408 or Res. 435, s. 1980	Bachelor's degree in Field of Specialization + relevant training if required or Bachelor's degree + 15 units in Public Administration or Management plus relevant training if required

* If highest position in the series of class of positions.

Handwritten signature

FORMULAS ON QUALIFICATION STANDARDS SETTING

2

LEVELS	SALARY GRADE	EXPERIENCE	ELIGIBILITY	EDUCATION
SECOND LEVEL Non-Supervisory	17-23	3 years in responsible experience	Career Service (Professional) or Relevant eligibility for 2nd Level Position	Bachelor's degree in Field of Specialization + relevant training if required or Bachelor's degree + 12 units in Public Administration or Management plus relevant training if required
	16-18	2 years in responsible experience	or	Bachelor's degree in Field of Specialization + relevant training if required or Bachelor's degree + 12 units in Public Administration or Management plus relevant training if required
	13-15	1 year experience	RA 1080/PD 1408 or Res. 435, s. 1980	Bachelor's degree in Field of Specialization + relevant training if required or Bachelor's degree + 9 units in Public Administration or Management plus relevant training if required
	8-12	No experience		Bachelor's degree in Field of Specialization or Bachelor's degree

42m

FORMULAS ON QUALIFICATION STANDARDS SETTING

LEVELS	SALARY GRADE	EXPERIENCE	ELIGIBILITY	EDUCATION
FIRST LEVEL ----- Supervisory Non-Supervisory	18	Minimum of 4 years	Career Service (Subprofessional) or	Associate Course/2 years college studies + license/certificate, if required
	15-17	Minimum of 3 years	Relevant eligibility for 1st level position or	Associate Course/2 years college studies + license/certificate, if required
	12-14	Minimum of 2 years	Res. 435, s. 1980 or	Secondary/Post Vocational + license or certificate, if required
	8-11	Minimum of 1 year	M.C. No. 10, s. 1977	Vocational/Secondary + license/ certificate, if required
	1-7	No experience		No education/elementary

for term