



MC No. 03 s.1991

MEMORANDUM CIRCULAR

TO :

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

SUBJECT : POLICY ON THE USE OF QUALIFICATION STANDARDS

The Civil Service Commission, as the central personnel agency of the government, in pursuit of a more professionalized, efficient, competent and progressive civil service, hereby promulgates the following policies on the use of the qualification standards:

1. The approved Qualification Standards of any agency shall be used as the standard minimum qualification requirements for positions in that agency for purposes of appointments and other personnel actions.

2. These minimum requirements shall, however, be used or considered sufficient for entrance positions in any agency, that is the lowest position in any occupational group.

3. Where the position to be filled up is not an entry position, the minimum qualifications prescribed shall no longer be sufficient unless there are no other applicants or contestants who exceed the minimum qualification standards.

The appointing authority shall determine who among the applicants is most qualified in terms of performance, qualifications and competence and appoint the best qualified candidate.

4. All other issuances of this Commission inconsistent with the foregoing are deemed modified accordingly.


PATRICIA A. STO. TOMAS
Chairman

January 22, 1991
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