



MC No. 23, s. 1991

MEMORANDUM CIRCULAR

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

**SUBJECT : Amended Guidelines on Substitution of the
Education/Training/Experience Requirements and
Use of Qualification Standards**

The Civil Service Commission in its continuous effort to ensure and promote the Constitutional mandate that appointments in the civil service shall be made only according to merit and fitness issues the following amended guidelines on substitution of the education/training/experience requirements:

A. DEFINITION OF TERMS

1. **Course** - refers to a specialized field of academic study leading to a degree.
2. **Degree** - a title conferred to a student by a college, university or professional school upon completion of the required minimum credits of study of a particular academic discipline.
3. **Education** - refers to the formal academic attainment of an individual required for an optimum performance of the duties and responsibilities of the position.
4. **Eligibility** - is a requirement for entrance in the career service which is conferred upon an individual after passing a Civil Service Commission examination, whether assembled/unassembled or specialized examination conducted by the Civil Service Commission (CSC) or department or agencies with the assistance of, or in coordination with the CSC, to determine one's fitness to assume the duties of public office or position. The passing of board or bar examinations given by the Professional Regulation Commission and the Supreme Court is also considered eligibility.

5. **Experience** - refers to skills or knowledge gained or acquired by an individual in a previous employment in a public or private organization which would enable him to perform his job better. Experience must be relevant and material to the duties and function of the position.
- a) **Relevant experience** - is an appropriate knowledge/skill acquired from previous employment which has significant closeness and functional relationship with the qualification requirements of the position to be filled up.
- b) **Specialized experience** - refers to a distinct line of knowledge/skill which is specifically required of the position.
6. **Subject** - refers to a particular field of study knowledge included in the curriculum.
7. **Training** - refers to the development of a particular skill, knowledge, and ability, profession or occupation acquired through formal or informal learning usually measured in terms of number of hours, days or months.

B. GUIDELINES ON SUBSTITUTION OF THE EDUCATION/TRAINING/EXPERIENCE REQUIREMENTS

I. General Policies

Where necessary, education, experience or training shall be used interchangeably to offset deficiencies, except the civil service eligibility which shall not be substituted. The following policies must be observed:

1. For appointment to positions covered by bar or board examinations, and other positions for which the law prescribes the specific minimum education and/or experience requirement, no substitution shall be allowed for deficiency in the education requirement, unless otherwise provided for by law.
2. For appointment to first and second level positions, substitution for deficiency in the education requirement shall be allowed for promotional appointments but only to a maximum of two years.

3. For appointment to positions covered by CSC Resolution No. 435, series of 1980, MC # 10, series of 1977, and other positions not requiring civil service eligibilities, substitution for deficiency in the education requirements shall be allowed.
4. Only education, relevant experience and/or training in excess of the minimum required may be used to offset any of the deficiencies, in accordance with the rate of substitution herein prescribed.
5. For appointment to entrance positions in any government agency, experience may not be required of those who meet the education requirement.

II. Rate of Substitution

1. For Education

- 1.1 Except as otherwise provided, the rate of substitution for every academic year of deficiency in the education requirements shall be any or a combination of the following:

- 1.1.1 One year of specialized/relevant experience

- 1.1.2 Six months of relevant training grant

- 1.1.3 Two hundred hours consisting of one or more specialized/relevant training or seminars

- 1.2 Where units in specialized courses are required, every three units deficiency may be substituted by any or a combination of the following:

- 1.2.1 One year of specialized/relevant experience

1.2.2 Two months of specialized training grant

1.2.3 One Hundred hours consisting of one or more relevant training or seminars

1.3 Where a training course is required, deficiency may be substituted by any or a combination of the following:

1.3.1 One year of specialized/relevant experience

1.3.2 Six units of relevant academic subject

2. For Experience

Every six months of deficiency in the specialized/relevant experience may be substituted by any or a combination of the following:

2.1.1 Six units of relevant academic subjects

2.1.2 Two months of relevant training grant

2.1.3 One Hundred hours consisting of one or more relevant in-service training or seminars

C. INSTRUCTIONS ON HOW TO USE AND MAINTAIN QUALIFICATION STANDARDS

1. Determining the appropriate qualification standards to be used

1.1 The specific qualification standards to be used in filling a position are usually determined by the duties and responsibilities attached to the position. The position title will indicate the occupational service and the particular group to which it belongs.

Example: The position of Cashier I is found in the Cashiering Group under Financial Service and the qualification standards for Cashier I may be found in that occupational group.

- 1.2 When the position title is not found in any of the Occupational Services in the Qualification Standards Manual of the agency, the duties attached to the position should be compared with any comparable and functionally related positions available in the approved Qualification Standards Manual of other agencies. When a comparable position has been identified, the approved qualification standards of that position may be used.
- 1.3 If certain positions in the agency are not found in the Qualification Standards Manual, the agency should prepare and submit the proposed qualification standards to the Civil Service Commission for approval.

2. Other Relevant Requirements

- 2.1 Meeting the required education, experience, civil service eligibility and other special requirements of a particular position is not sufficient to merit employment in the public service. In addition, the appointee must not possess any of the disqualifications embodied in the Civil Service Law and Rules, Presidential Decrees, and existing policies relative to employment in the Civil Service.
- 2.2 When two or more applicants meet the minimum requirements for the position, objective criteria must be set by the agency to determine who is the most fit and meritorious among all the applicants.

3. Crediting Education and Training

- 3.1 All education requirements specified in this Manual should mean education acquired in schools duly accredited and/or recognized by the Philippine Government.
- 3.2 All "Associate" level of education shall mean the completion of 2 or 3 years of college work and therefore considered subprofessional.
- 3.3 When all relevant in-service training hours and training grants obtained from abroad are not used for substitution for deficiencies in experience, they should be credited as education requirements when allowable at the rate of substitution specified.

4. Crediting Experience

All relevant experience specified in the qualification standards shall be considered regardless of whether such experience were gained in a private or in a government employment unless otherwise excluded by the Civil Service Commission. All experience submitted to fulfill experience requirements should be duly authenticated and certified by the approving Agency. Experience gained on detail or under designation may also be credited if the applicant submits satisfactory evidence to substantiate his claim.

5. Crediting Civil Service Eligibility

Civil service eligibilities resulting from bar or board examinations, or assembled specialized written examination conducted by the Civil Service Commission or department or agencies with the assistance of, or in coordination with, the Civil Service Commission, and eligibilities granted under PD 907 as amended, PD 997 and PD 1408 shall be allowed for permanent appointment to corresponding level of positions in the career service, provided that the appointee meets the education, training and experience and other requirements of the position prescribed in the approved qualification standards.

6. Physical and other Special Requirements

6.1 When additional specific requirements are needed of the position such as license, certificates, or character vouchers, applicant should submit such requirements before he is considered for appointment to a particular position.

6.2 Any physical condition which would prevent the applicant from performing the duties of his position should be considered a disqualifying factor even if he meets the other requirements of the position.

7. Amending Existing Qualification Standards


Whenever changes in duties and responsibilities of a position occur or where the position has been reclassified and/or upgraded, the head of the particular government unit may request for the amendment of the existing qualification standards. The reasons/justifications for such amendment must be stated in the letter-request and the necessary documents submitted.

No amendment shall be allowed within six months from the establishment of the qualification standards without the approval of this Commission.

8. Maintaining and keeping Current the Qualification Standards Manual

It is the responsibility of every department head/agency to update the qualification standards for unique positions. The manual must include qualification standards for all positions/classes found in their respective agencies. They shall also be responsible for amending/revising every five (5) years their Qualification Standards Manual to keep it current.

Please be guided accordingly.


PATRICIA A. STO. TOMAS
Chairman

4 June 1991