

# CIVIL SERVICE COMMISSION



## OFFICE FOR CAREER SYSTEMS AND STANDARDS

MC No. 38, s. 1991

### MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, AGENCIES AND BUREAUS OF THE NATIONAL AND LOCAL GOVERNMENTS, STATE COLLEGES AND UNIVERSITIES INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS

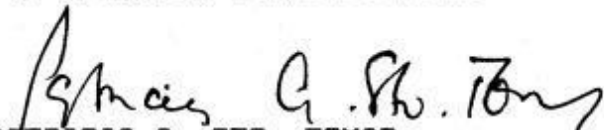
SUBJECT : Clarification Relative to the Mandatory Submission of Qualification Standards

Pursuant to Sec. 8, Rule II, Civil Service Rules on Personnel Actions and Policies, "all Departments and agencies of the national and local governments, including government-owned or controlled corporations, which have not yet established qualification standards, shall establish qualification standards for positions found in their respective Departments or agencies not covered by service-wide qualification standards. x x x . " It is noted, however, that agencies still submit qualification standards for service-wide positions already approved by the Commission.

In view of the foregoing, the Commission hereby reiterates that the qualification standards to be submitted shall refer to those positions in the first and second levels which are considered unique in the Department which shall include those in the bureaus and offices under it .

Unique positions are those positions not included in the service-wide qualification standards pursuant to CSC Resolution No. 91-492 dated April 17, 1991.

The head of agencies are hereby enjoined to see to it that this Memorandum Circular is properly complied with.

  
PATRICIA A. STO. TOMAS  
Chairman

OCSS

October 18, 1991