



M.C. No. 42, s.1991

MEMORANDUM CIRCULAR

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

SUBJECT : POLICIES TO PROFESSIONALIZE THE CIVIL SERVICE

Pursuant to CSC Resolution No. 91-1560, dated December 12, 1991 and Section 12(1) of Subtitle A (Civil Service Commission), Title I, Book V of E.O. No. 292 empowering it to enforce the constitutional and statutory provisions on the merit system for all levels and ranks in the civil service, the Civil Service Commission hereby promulgates the following policies:

1. Effective January 1, 1993:

- a. No substitution shall be allowed for the education and experience requirements of specific positions in government. If graduation from a college course is necessary for appointment to positions in the second level (PROFESSIONAL), deficiencies in college education may no longer be substituted with experience or vice versa;
- b. Except for civil service eligibility requirement, appointees to confidential/personal staff and other positions in the non-career service must meet the requirements of the position involved. Neither shall appointments be allowed in favor of persons 65 years old or over, even in coterminous positions;
- c. No extension of services shall be allowed for those who have reached the compulsory retirement age except for those under consultancy status;
- d. Policies requiring an appointee to possess an eligibility resulting from a Bar or Board examination will be

strictly enforced. For example, an appointee to any Accountant position must hereafter possess a CPA (RA 1080, as amended) eligibility;

- e. Accreditation of services for appointments not submitted to the Civil Service Commission will no longer be entertained.

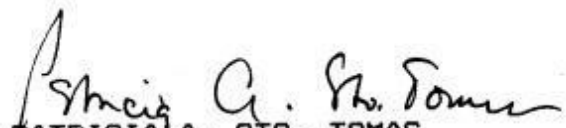
2. Starting January 1, 1995:

- a. Except full-fledged lawyers and Doctors of Medicine, all appointees to division chief positions (SG-24) or equivalent rank must possess a Masteral degree in addition to the eligibility and experience requirement.

In no case shall an appointment be made effective prior to the publication of the vacancy in a newspaper of general circulation/Bulletin of Vacant Positions in the Government, prior to the date on which the appointee reports for duty, or its issuance by the appointing authority, whichever occurs later.

All those holding permanent appointments even if they do not meet the abovementioned standards for the specific positions as of the effectivity of these rules shall continue in a permanent capacity. However, they may not be promoted anymore to a higher position until they meet the qualification requirements of that higher position.

Agency heads are encouraged to identify staff members whose performance prefigures possible promotions. Staff development activities must be pursued to allow promising and deserving employees to finish requirements either for a basic college degree or graduate courses leading to a Master's degree. Government employees are likewise advised to develop themselves either through their own initiative or by availing of development opportunities provided by the government or private institutions.


PATRICIA A. STO. TOMAS
Chairman

December 12, , 1991