



MC No. 16, s. 1997

MEMORANDUM CIRCULAR

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

SUBJECT : Approved Qualification Standards of Certain Positions
in Seven Agencies

Pursuant to CSC Resolutions promulgated on June 10, 1997, the Commission has approved the attached Qualification Standards of certain positions in the following government agencies:

<u>AGENCY</u>	<u>POSITION</u>	<u>RES. NO.</u>
1. Land Bank of the Philippines	Legal Officer Bank Teller Computer Operator Buyer Data Controller Planning Processor Agrarian Affairs Processor Bookkeeper Budgeting Officer Cash Clerk Clearing Assistant Public Relations Assistant Executive Assistant I	97-2958

2.	Livelihood Corporation	Division Chief IV Division Chief III	97-2962
3.	Local Water District	Assistant General Manager A Assistant General Manager B	97-2961
4.	Metropolitan Waterworks and Sewerage System	Corporate Board Secretary VI Chief Customer Services Officer Private Secretary A Project Manager D Office Equipment Mechanic Foreman Office Equipment Mechanic A Office Equipment Mechanic B	97-2960
5.	Philippine Economic Zone Authority	PEZA Director General PEZA Deputy Director General Accountant IV Administrative Officer II Administrative Officer III Administrative Officer IV Chief Safety Officer Community Affairs Officer IV Division Chief III Division Chief II Economic Zone Administrator Economic Zone Manager III Enterprise Services Assistant II Enterprise Services Officer II Enterprise Services Officer III Enterprise Services Officer IV Enterprise Services Officer V Financial Analyst IV Investments Specialist II Labor Affairs Assistant Labor Affairs Officer III Safety Specialist Senior Labor Affairs Officer Special Police Assistant Chief Special Police Captain Special Police Chief Special Police Lieutenant Special Police Sergeant Supervising Labor Affairs Officer	97-2959

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| 6. | Public Attorney's Office | Public Attorney I | 97-2963 |
| 7. | Technical Education and Skills Development Authority | Chief Technical Education and Skills Development Specialist
Supervising Technical Education and Skills Development Specialist
Senior Technical Education and Skills Development Specialist
Technical Education and Skills Development Specialist II
Technical Education and Skills Development Specialist I | 97-2964 |

Please be guided accordingly.


CORAZON ALMA G. DE LEON
Chairman

23 June 1997
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APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
Land Bank of the Philippines	Legal Officer	7	GFI	Education : Bachelor of Laws Experience : None required Training : None required Eligibility : RA 1080 (BAR)	Resolution No. 97-2958
	Bank Teller	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958
	Computer Operator	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958
	Buyer	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958
	Data Controller	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Planning Processor	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958
	Agrarian Affairs Processor	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958
	Bookkeeper	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958
	Budgeting Officer	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958
	Cash Clerk	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
Livelihood Corporation	Clearing Assistant	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958
	Public Relations Assistant	4	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958
	Executive Assistant I	5	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2958
	Division Chief IV	24	GOCC	Education : Masteral Degree Experience : 4 years in position/s involving management and supervision Training : 24 hours of training in management and supervision Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2962
	Division Chief III	23	GOCC	Education : Bachelor's degree Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2962

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
Local Water District	Assistant General Manager A	26	3	IUG	Education : Bachelor's degree Experience : 3 years of supervisory experience Training : None required Eligibility : Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES)	Resolution No. 97-2961
	Assistant General Manager B	25	3	IUG	Education : Bachelor's degree Experience : 3 years of supervisory experience Training : None required Eligibility : Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES)	Resolution No. 97-2961
Metropolitan Waterworks and Sewerage System	Corporate Board Secretary VI	25	2	IUG	Education : Bachelor's degree Experience : 5 years of relevant experience Training : 32 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2960
	Chief Customer Services Officer	22	2	IUG	Education : Bachelor's degree Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2960
	Private Secretary A	15	1	IUG	Education : Completion of two years studies in college Experience : None required Training : None required Eligibility : None required	Resolution No. 97-2960

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Project Manager D	24	IUG	Education : Masteral Degree Experience : 4 years in position/s involving management and supervision Training : 24 hours of training in management and supervision Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2960
	Office Equipment Mechanic Foreman	14	IUG	Education : High School Graduate or Completion of relevant vocational/trade course Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : Equipment Technician (MC 11, s. 1996 - Cat. II)	Resolution No. 97-2960
	Office Equipment Mechanic A	08	IUG	Education : High School Graduate or Completion of relevant vocational/trade course Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Equipment Technician (MC 11, s. 1996 - Cat. II)	Resolution No. 97-2960
	Office Equipment Mechanic B	06	IUG	Education : High School Graduate or Completion of relevant vocational/trade course Experience : None required Training : None required Eligibility : None required (MC 11, s. 1996 - Cat. III)	Resolution No. 97-2960

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
Philippine Economic Zone Authority	PEZA Director General	30	3	GFI	The Director-General shall be at least forty (40) years of age, of proven probity and integrity, and with a degree in economics, business, public administration, law, management or its equivalent. (RA No. 7916)	Resolution No. 97-2959
	PEZA Deputy Director General	29	3	GFI	The Deputy Director-General shall be at least thirty-five (35) years of age, of proven probity and integrity, and with a degree in economics, business, public administration, law, management or its equivalent. They must have career executive service eligibility. (RA No. 7916)	Resolution No. 97-2959
	Accountant IV	22	2	GFI	Education : Bachelor's degree in Commerce/Business Administration major in Accounting Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : RA 1080	Resolution No. 97-2959
	Administrative Officer II	15	2	GFI	Education : Bachelor's degree Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Administrative Officer III	18	2	GFI	Education : Bachelor's degree Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Administrative Officer IV	22	GFI	Education : Bachelor's degree Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Chief Safety Officer	22	GFI	Education : Bachelor's degree Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Community Affairs Officer IV	22	GFI	Education : Bachelor's degree Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Division Chief III	24	GFI	Education : Masteral Degree Experience : 4 years in position/s involving management and supervision Training : 24 hours of training in management and supervision Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Division Chief II	23	GFI	Education : Bachelor's degree Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Economic Zone Administrator	27	GFI	<p>Education : Bachelor's degree Experience : 3 years of supervisory experience Training : None required Eligibility : Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES)</p>	Resolution No. 97-2959
	Economic Zone Manager III	26	GFI	<p>Education : Bachelor's degree Experience : 3 years of supervisory experience Training : None required Eligibility : Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES)</p>	Resolution No. 97-2959
	Enterprise Services Assistant II	10	GFI	<p>Education : Completion of two years studies in college Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service (Subprofessional) First Level Eligibility</p>	Resolution No. 97-2959
	Enterprise Services Officer II	13	GFI	<p>Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility</p>	Resolution No. 97-2959
	Enterprise Services Officer III	15	GFI	<p>Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility</p>	Resolution No. 97-2959

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Enterprise Services Officer IV	18	2	GFI	Education : Bachelor's degree relevant to the job Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Enterprise Services Officer V	22	2	GFI	Education : Bachelor's degree relevant to the job Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Financial Analyst IV	22	2	GFI	Education : Bachelor's degree relevant to the job Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Investments Specialist II	15	2	GFI	Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Labor Affairs Assistant	08	1	GFI	Education : Completion of two years studies in college Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Subprofessional) First Level Eligibility	Resolution No. 97-2959

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOV'T SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Labor Affairs Officer III	15	2	GFI	Education : Bachelor's degree relevant to the job Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Safety Specialist	16	2	GFI	Education : Bachelor's degree Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Senior Labor Affairs Officer	18	2	GFI	Education : Bachelor's degree relevant to the job Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Special Police Assistant Chief	22	2	GFI	Education : Bachelor's degree relevant to the job Experience : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959
	Special Police Captain	13	2	GFI	Education : Bachelor's degree relevant to the job Experience : None required Training : None required Eligibility : Career Service (Professional) Second Level Eligibility	Resolution No. 97-2959

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
	Special Police Chief	24	2	GFI	<p>Education : Masteral Degree</p> <p>Experience : 4 years in position/s involving management and supervision</p> <p>Training : 24 hours of training in management and supervision</p> <p>Eligibility : Career Service (Professional) Second Level Eligibility</p>	Resolution No. 97-2959
	Special Police Lieutenant	11	2	GFI	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience : None required</p> <p>Training : None required</p> <p>Eligibility : Career Service (Professional) Second Level Eligibility</p>	Resolution No. 97-2959
	Special Police Sergeant	08	1	GFI	<p>Education : Completion of two years studies in college</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : Career Service (Subprofessional) First Level Eligibility</p>	Resolution No. 97-2959
	Supervising Labor Affairs Officer	22	2	GFI	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience : 4 years of relevant experience</p> <p>Training : 24 hours of relevant training</p> <p>Eligibility : Career Service (Professional) Second Level Eligibility</p>	Resolution No. 97-2959
Public Attorney's Office	Public Attorney I	24	2	National	<p>Education : Bachelor of Laws</p> <p>Experience : 2 years of relevant experience</p> <p>Training : 8 hours of relevant training</p> <p>Eligibility : RA 1080</p>	Resolution No. 97-2963

APPROVED QUALIFICATION STANDARDS

AGENCY	POSITION TITLE	SG	LEVEL	GOVT SECTOR	QUALIFICATION STANDARDS	APPROVED UNDER RESOLUTION NO.
Technical Education and Skills Development Authority	Chief Technical Education and Skills Development Specialist	24	2	National	<p>Education : Masteral Degree</p> <p>Experience : 4 years in position/s involving management and supervision</p> <p>Training : 24 hours of training in management and supervision</p> <p>Eligibility : Career Service (Professional) Second Level Eligibility</p>	Resolution No. 97-2964
	Supervising Technical Education and Skills Development Specialist	22	2	National	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience : 3 years of relevant experience</p> <p>Training : 16 hours of relevant training</p> <p>Eligibility : Career Service (Professional) Second Level Eligibility</p>	Resolution No. 97-2964
	Senior Technical Education and Skills Development Specialist	19	2	National	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience : 2 years of relevant experience</p> <p>Training : 8 hours of relevant training</p> <p>Eligibility : Career Service (Professional) Second Level Eligibility</p>	Resolution No. 97-2964
	Technical Education and Skills Development Specialist II	16	2	National	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : Career Service (Professional) Second Level Eligibility</p>	Resolution No. 97-2964
	Technical Education and Skills Development Specialist I	13	2	National	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience : None required</p> <p>Training : None required</p> <p>Eligibility : Career Service (Professional) Second Level Eligibility</p>	Resolution No. 97-2964