



MC No. 14, s. 2011

MEMORANDUM CIRCULAR


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

SUBJECT : Rules and Regulations Implementing the Provisions of Presidential Decree No. 997 Entitled "Conferring Civil Service Eligibilities on Scientific and Technological (S&T) Specialists on the Bases of Their Qualifications and the Requirements of Public Service"
(Revised 2009)

Pursuant to CSC Resolution No. 1100381 promulgated on March 15, 2011, the Commission has resolved to approve the attached Rules and Regulations Implementing the Provisions of Presidential Decree (PD) No. 997, Revised 2009 (with Code No. DOST-10-07340), promulgated by the PD 997 Committee. Both were published in the Philippine Star on March 26, 2011 and took effect on April 10, 2011.

CSC Resolution No. 1100381 supersedes CSC Resolution No. 89-977, together with the Rules and Regulations Implementing the Provisions of PD 997 dated September 22, 1989.

Please be guided accordingly.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

04 MAY 2011

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In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service



**Rules and Regulations
Implementing the Provisions of
Presidential Decree No. 997
Entitled "Conferring Civil Service
Eligibilities on Scientific and
Technological Specialists on the
Bases of Their Qualifications and
the Requirements of Public Service"
(Revised 2009)**

Number: 1100381

Promulgated: 15 MAR 2011

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RESOLUTION

WHEREAS, Section 12 (2), Chapter 3, Subtitle A, Title I, Book V of the Revised Administrative Code of 1987 provides that the Commission shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, Section 4 of Presidential Decree (PD) No. 997 – Conferring Civil Service Eligibilities on Scientific and Technological Specialists on the Bases of Their Qualifications and the Requirements of Public Service – provides that the Committee (created under the Decree) shall promulgate the appropriate rules and regulations to implement the provisions of the Decree which shall be effective upon approval by the Civil Service Commission (CSC);

WHEREAS, the PD 997 Committee, then composed of Engr. Ceferino L. Folloso of the Department of Science and Technology (DOST) as chair, and Dr. Rufino C. Lirag Jr. of the Industrial Technology Development Institute (ITDI) and Dr. Quirino O. Navarro of the Philippine Nuclear Research Institute (PNRI) as members, submitted the Revised Rules and Regulations Implementing the Provisions of PD 997 dated September 22, 1989, which the CSC approved in its Resolution No. 89-977 dated December 28, 1989;

WHEREAS, the existing 1989 Implementing Rules and Regulations (IRR) of PD 997, after spanning close to a two-decade period, needs updating to keep them abreast with the demands of the present time especially those concerning the fields of study covered, as well as the process involved, in the grant of the Scientific and Technological Specialist (STS) eligibility;

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WHEREAS, the present PD 997 Committee is composed of the Secretary of DOST as chair, and the directors of ITDI and PNRI as members;

WHEREAS, the present PD 997 Committee has promulgated the Rules and Regulations Implementing the Provisions of PD No. 997 (Revised 2009), which focused particularly on updating the list of fields of study under Section 1 of the said IRR and in formulating coherent operational guidelines to promote the efficient implementation of the grant of STS eligibility, and submitted the same to the CSC for approval in a letter dated January 22, 2010;

WHEREAS, the CSC finds the Rules and Regulations Implementing the Provisions of PD No. 997 (Revised 2009) responsive to the present needs;

WHEREFORE, the Commission hereby resolves to approve the attached Rules and Regulations Implementing the Provisions of PD No. 997, Revised 2009 (with Code No. DOST-10-07340), promulgated by the PD 997 Committee.

This Resolution supersedes CSC Resolution No. 89-977, together with the Rules and Regulations Implementing the Provisions of PD No. 997 dated September 22, 1989.

Further, this Resolution and the herein attached Rules and Regulations Implementing the Provisions of PD No. 997, Revised 2009 (with Code No. DOST-10-07340), shall take effect after fifteen (15) days from publication in a newspaper of general circulation.

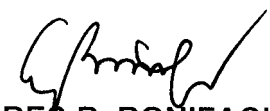
Quezon City.


FRANCISCO T. DUQUE III
Chairman


MARYANN Z. FERNANDEZ-MENDOZA
Commissioner

VACANT
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

**RULES AND REGULATIONS IMPLEMENTING THE PROVISIONS OF
PRESIDENTIAL DECREE NO. 997 ENTITLED "CONFERRING CIVIL SERVICE ELIGIBILITIES ON
SCIENTIFIC AND TECHNOLOGICAL SPECIALISTS ON THE BASES OF THEIR QUALIFICATIONS
AND THE REQUIREMENTS OF PUBLIC SERVICE"
(Revised 2009)**

SECTION 1. DEFINITION AND COVERAGE OF FIELDS OF STUDY

In accordance with Section 2 of PD No. 997, the term "scientific and technological specialist" shall refer to a person who has a highly technical qualifications gained through education and sharpened by research and experience and completed at least a bachelor's degree from a college, university or institution recognized by the Commission on Higher Education, with major or specialization in any of the following fields of study:

1. Natural Sciences

Astronomy
Astrophysics

Biological Sciences
Biology (S & T)
Botany
Ecology
Marine Biology
Microbiology
Molecular Biology
and Biotechnology
Physical Anthropology
Zoology

Geological Sciences
Archeology
Geophysics
Paleontology
Seismology

Meteorology
Oceanography
Physics/Applied Physics

2. Engineering Sciences

Biological Engineering
Ceramic Engineering
Computer Engineering
Food Engineering
Geothermal Engineering
Industrial Engineering
Nuclear Engineering
Manufacturing Engineering
Materials Engineering
Mechatronics Engineering
Petroleum Engineering
Railway Engineering
Textile Engineering

**3. Mathematics and Information and
Communication Technology**

Applied Mathematics
Computer Science
Information Technology
Pure Mathematics
Statistics

4. Other Disciplines

Environmental Science
Food Science

The Committee may, however, include in the above list any other fields of study in Science and Technology, which it may deem proper and appropriate, provided such fields are not covered by board examinations, and subject to approval of the Civil Service Commission.

An applicant who has graduated in any of the courses enumerated under the previous Implementing Rules and Regulations for at least five (5) years prior to the time the particular course was covered by a board examination and are subsequently excluded in the list herein provided, may be eligible to apply for eligibility under this Act.

Further, an applicant who has graduated in any of the above mentioned courses at least five (5) years prior to the subsequent delisting of such course for the reason that it is already covered by board examination, may also be eligible to apply for eligibility.

SECTION 2. REQUIREMENTS

Applicants for grant of eligibility pursuant to PD 997 should meet the following requirements:

A. Qualifications Requirements

To be conferred civil service eligibility, a scientific and technological specialist must have at least a Bachelor's degree in areas enumerated in Section 1 hereof and must meet any of the following additional requirements:

1. At least three (3) years of continuous experience in research and/or teaching in the pertinent field, which may include specialized training in research, or teaching experience at the college level in one's major field or field of specialization, or completion of a patented invention; or
2. Has earned a master's or doctorate degree in any of the fields of study enumerated under Section 1 hereof from a school recognized by the Commission on Higher Education at the time of filing of application.

B. Documentary Requirements

1. Upon filing of application, the following are the requirements to be submitted by the applicant to DOST Regional Office or DOST Central Office through the PD 997 Secretariat:
 - a. Duly accomplished CS Form 101-A, Revised 2005;
 - b. Three (3) pieces of 1" x 1" I.D. pictures in standard close-up shot (from shoulder level up with the name tag below the chin) and with hand-held and written (not computerized/computer-inserted) name tag showing the applicant's complete name in any of the following



order/format: first name-middle initial-last name-extension name (if any), or last name-first name-extension name (if any)-middle initial;

Scanned, computer-enhanced, photocopied and cut-out pictures; pictures showing subject applicant-grantee not in standard close-up shot (lower than shoulder level); pictures with the name on the name tag not written in proper order/format; pictures with incomplete and/or computer-generated name tag; and pictures without name tag shall NOT be accepted.

- c. Assessment fee of PhP100.00 payable to DOST; and
- d. Five (5) copies of each of the following documents:
 1. Duly certified statement of duties and responsibilities;
 2. Original and photocopy of transcript of records and diploma. The original copy shall be returned to the applicant after authentication of the photocopy;
 3. Recommendation from head of office or school on the application for PD 997 eligibility, which shall include a statement regarding his/her assessment of the applicant's research or teaching proficiency;
 4. List of S&T subjects taught/being taught and the duration of teaching said subjects, duly certified by the Dean of the school.; and
 5. Other documents such as:
 - Published research paper/technical reports for concluded scientific research, or progress reports for researches still in progress. The reports must be certified as true copy by authorities to whom the original copies were submitted.
 - Certification of research proficiency indicating the title of scientific research project/s the applicant has participated in and the duration and nature of participation and/or responsibilities of the applicant in the research project.
 - Certificate of patented invention if available.



2. The following are the requirements to be submitted by the applicant upon claiming of Certificate of Eligibility (CEO) at the CSC Regional Office or the CSC Central Office:
- a. Application receipt (lower portion of the CS Form 101-A, Revised 2005) provided by DOST;
 - b. Original and photocopy of any of the following I.D. cards, which must be valid (not expired) upon claiming of COE and bears the applicant-grantee's name, picture, date of birth (if available) and signature, and the issuing officer's name and signature:
 - Office/Company/School I.D.
 - GSIS I.D.
 - SSS I.D.
 - Driver's License
 - PRC License
 - BIR I.D.
 - Voter's I.D.
 - Barangay I.D.
 - Postal I.D.
 - Passport
 - Police clearanceAny other I.D. card NOT included in the above list shall NOT be honored/accepted.
 - c. Original and photocopy of the applicant-grantee's Birth Certificate authenticated/issued by the National Statistics Office (NSO);
 - d. For female married applicants, original and photocopy of Marriage Certificate authenticated/issued by the NSO; and
 - e. Processing fee of PhP150.00

In cases of claims for Certificate of Eligibility coursed through the CSC Regional Office, the processing fee must be in the form of Postal Money Order borne in the name of the Civil Service Commission Central Office, Batasan Hills, Quezon City.

SECTION 3. DUTIES AND RESPONSIBILITIES

The following are considered the stakeholders of the grant of eligibility pursuant to PD 997 and their respective duties and responsibilities.

A. The Applicant

1. Submit duly accomplished CS Form 101-A, Revised 2005, together with a complete set of documentary requirements as enumerated in Section 2.B hereof;
2. Submit himself/herself to interview as required by the PD 997 Committee; and
3. Pay the assessment fee of PhP100.00 to DOST, processing fee of PhP150.00 to CSC, and such other necessary and authorized fees.

B. The PD 997 Secretariat

1. Upon receipt of applications, determine and ensure completeness of the documentary requirements;
2. Issue the application receipt for applications with complete requirements;
3. For applications with incomplete requirements, notify and require the applicant concerned to submit the lacking requirement/s;
4. Prepare profile of applicants with complete requirements for presentation to the PD 997 Committee;
5. Endorse to the PD 997 Committee for evaluation all applications with complete requirements;
6. For approved applications, officially notify the applicants concerned of the approval of their applications, advising them to proceed to the Civil Service Commission for the corresponding grant of eligibility. The notice to be sent to applicants shall include/mention the documentary requirements as enumerated in Section 2.B.2 hereof;
7. Submit to the Civil Service Commission, through the Examination, Recruitment and Placement Office, the official list of applicants found qualified and approved by the PD 997 Committee for grant of eligibility; and
8. Perform other functions relative thereto.



C. The PD 997 Committee

1. Convene on a quarterly basis or as deemed necessary, for the evaluation/deliberation of applications with the following schedule:
 - a. January – for applications received from October to December
 - b. April – for applications received from January to March
 - c. July– for applications received from April to June
 - d. October– for applications received from July to September
2. Evaluate applications and determine qualifications of applicants;
3. Conduct interview to applicants if necessary;
4. Consider applicant's field of specialization, if not included in the list of fields of specialization required of a scientific and technological specialist for application, when appropriate, subject to the approval of the Civil Service Commission;
5. Approve applications for grant of eligibility to qualified applicants; and
6. Endorse to CSC the official list of qualified applicants for the grant of eligibility.

D. The Civil Service Commission

1. Approve field of specialization of applicant, when deemed appropriate, if it is not included in the fields of study listed in Section 1 hereof but is considered by the PD 997 Committee as valid;
2. Receive from the DOST the official list of applicants found qualified and whose applications are duly approved by the PD 997 Committee, for purposes of granting the appropriate eligibility;
3. Grant the Scientific and Technological Specialist eligibility and issue the corresponding Certificate of Eligibility;
4. Prepare the register/master list of PD 997 eligibles on a monthly basis;
5. Provide DOST with the register/master list of PD 997 eligibles as generated; and
6. Sit in the deliberations of the PD 997 Committee, as may be necessary.



SECTION 4. APPLICATION PROCESS

The procedure on the grant of eligibility pursuant to PD 997 shall be as follows:

- A. Applications for grant of PD 997 eligibility shall be submitted either through the DOST Regional Offices or direct to the DOST Central Office at the following address:

PD 997 Secretariat
Personnel Division
Department of Science and Technology
Bicutan, Taguig City
1631 Philippines

- B. All applications submitted through the CSC or any of its Regional Offices and the DOST Regional Offices shall be forwarded to the DOST Central Office (PD 997 Secretariat) for appropriate action.
- C. Upon receipt of applications, the PD 997 Secretariat shall determine the completeness of the documentary requirements enumerated in Section 2.B.1 hereof. Those found with incomplete requirements shall be notified and required to submit the lacking requirements.
- D. Complete applications shall be endorsed to the PD 997 Committee, who shall convene for the evaluation/deliberation of applications.
- E. During the evaluation/deliberation, the PD 997 Committee shall determine the qualifications of scientific and technological specialists applying for civil service eligibility pursuant to PD 997.

In determining such qualifications, the Committee may subject the applicants to interview, if necessary. In the evaluation of an applicant's qualifications, equal weights shall be given to academic program and experience.

- F. After the deliberation, the Committee, through the Secretariat, shall endorse to the Civil Service Commission the official list of applicants found qualified and whose applications have been approved for the grant of civil service eligibility.

The Secretariat shall also notify the applicants concerned of the approval of their applications and advise them to proceed to the Civil Service Commission for the grant of eligibility. The notice to be sent to applicants shall include/mention the documentary requirements as enumerated in Section 2.B.2 hereof.

- G. Upon receipt of the official list, the CSC shall process the grant of the Scientific and Technological Specialist eligibility and issue the corresponding Certificate of Eligibility to applicants concerned upon submission of requirements enumerated in Section 2.B.2 hereof.

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H. The CSC shall prepare the register/master list of eligibles.

SECTION 5. APPROPRIATENESS AND EFFECTIVITY OF THE PD 997 ELIGIBILITY

The PD 997 Eligibility, otherwise known as the Scientific and Technological Specialist Eligibility, shall be considered appropriate for first and second level positions in the government not covered by Bar, Board and other special laws.


The date of effectivity of the eligibility shall be the date of approval of application by the PD 997 Committee.

SECTION 6. EFFECTIVITY CLAUSE

These Rules and Regulations shall take effect upon approval by the Civil Service Commission.

SECTION 7. REPEALING CLAUSE

All rules and regulations or any part or provision thereof, inconsistent with these new Rules or any part or provision hereof, are hereby repealed or modified accordingly.


MARIO G. MONTEJO
Secretary, DOST

