



MC No. 25, s. 2017

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF LOCAL GOVERNMENT UNITS, STATE UNIVERSITIES AND COLLEGES, AND LOCAL UNIVERSITIES AND COLLEGES**

**SUBJECT : Status of Appointments to Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) Where There is Dearth of Holders of Master's Degree in Specific Fields**

Pursuant to CSC Resolution No. 1700372 dated 08 February 2017, the Commission has adopted the following policies relative to appointments of faculty positions in SUCs and LUCs where there is dearth of holders of Master's degree in specific fields:

1. When there are no available qualified faculty in the region, place or locality, as certified by the appointing authority, temporary appointments may be issued until the required Master's degree is met/complied with within 12 months or one (1) year from the date of issuance of the temporary appointment.

The renewal of temporary appointment issued in the absence of qualified faculty shall be limited to five (5) times only reckoned from the issuance of the first temporary appointment.

2. When there is absence of a Master's degree program in the discipline being offered in the Philippines, a permanent appointment should be issued subject to compliance with other qualification requirements of said positions.

The CHED shall be the sole authority to issue a certification on whether dearth of faculty/holders is caused by the foregoing circumstances. The appointment to faculty positions/ranks in fields/courses/colleges where there is dearth of master's degree holders shall be accompanied by a CHED-issued certification.

This Memorandum Circular shall take effect after fifteen (15) calendar days from the date of publication of CSC Resolution No. 1700372\*.

  
**ALICIA dela ROSA - BALA**  
Chairperson

25 AUG 2017

\*CSC Resolution No. 1700372 dated February 08, 2017 was published on August 4, 2017 in The Philippine Star.

Bawat Kawani, Lingkod Bayani



## APPOINTMENTS TO FACULTY POSITIONS

Re: Status of Appointments to Faculty Positions  
in State Universities and Colleges (SUCs)  
and Local Universities and Colleges (LUCs)  
Where There is Dearth of Holders of Master's  
Degree in Specific Fields

Number: 1700372

Promulgated: 08 FEB 2017

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## RESOLUTION

**WHEREAS**, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that *"The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"*

**WHEREAS**, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

**WHEREAS**, Section 12(3), of Executive Order No. 292 (Administrative Code of 1987), states that the Commission shall promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

**WHEREAS**, Section 22(1), Chapter 5, Title I, Book V of the Administrative Code of 1987 provides that, qualification standards shall be used, among others, as guide in appointment and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

**WHEREAS**, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005, which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. The said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

*In a R.A.C.E. to Serve: Responsive, Accessible, Courteous and Effective Public Service*

**WHEREAS**, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under the authority of the CHED;

**WHEREAS**, the CHED, in its Memorandum Order No. 30, s. 2009 dated September 9, 2009, provides that the MORPHE of 2008 shall be applicable to SUCs and LUCs as it is for private higher education institutions. The said Memorandum further directs all SUCs and LUCs to comply with the provisions of the Manual;

**WHEREAS**, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) of Manual of Regulations for Private Higher Education 2008 (MORPHE) provides for the minimum qualifications of a faculty in a higher education institution for undergraduate programs which is master's degree in the major field of study, or a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses, and in cases of dearth of holders of Master's degree for specific field, a holder of a professional license requiring at least a bachelor's degree;

**WHEREAS**, CSC Memorandum Circular No. 10, s. 2012, as amended by CSC Memorandum Circular No. 22, s. 2016, states that the education requirement for Instructors I to III and Assistant Professors I to IV in the SUCs, and Instructors I to III and Assistant Professor I in LUCs is a master's degree in the area of specialization or its allied/related fields to which the item of the faculty position/rank belongs. Moreover, for faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields;

**WHEREAS**, the Commission has taken due consideration the dearth of holders of Master's degree for specific fields. Hence, to address this matter, the CHED was consulted on the actions that may be taken on appointments to Faculty positions in SUCs and LUCs in case of dearth of Master's degree holders for specific fields;

**WHEREAS**, the CHED *en banc* (CEB) affirmed that dearth of faculty could be defined under two (2) circumstances: first, "Dearth of faculty" exists when there is no available qualified faculty in the region, place or locality such that a temporary appointment is issued until the required master's degree is met/complied with; and second, "dearth of faculty" is caused by the absence of a master's degree program in the discipline being offered in the Philippines such that the issuance of a permanent appointment is appropriate and permissible;



**WHEREFORE**, the Commission **RESOLVES** to adopt the following policies relative to appointments of faculty positions in SUCs and LUCs where there is dearth of holders of Master's degree in specific fields:

1. When there are no available qualified faculty in the region, place or locality, as certified by the appointing authority, temporary appointments may be issued until the required Master's degree is met/complied with within 12 months or one (1) year from the date of issuance of the temporary appointment.

The renewal of temporary appointment issued in the absence of qualified faculty shall be limited to five (5) times only reckoned from the issuance of the first temporary appointment.

2. When there is absence of a Master's degree program in the discipline being offered in the Philippines, a permanent appointment should be issued subject to compliance with other qualification requirements of said positions.

The Commission **FURTHER RESOLVES** that the CHED shall be the sole authority to issue certification on whether dearth of faculty/holders is caused by the foregoing circumstances previously mentioned. Likewise, the appointment to faculty positions/ranks in fields/courses/colleges where there is dearth of master's degree holders shall be accompanied by a CHED-issued certification.

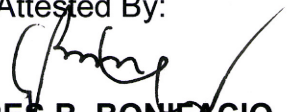
This Resolution shall take effect after fifteen (15) calendar days from its publication in the Official Gazette or in a newspaper of general circulation.

Quezon City.

  
**ALICIA dela ROSA-BALA**  
Chairperson

  
**ROBERT S. MARTINEZ**  
Commissioner

**VACANT**  
Commissioner

Attested By:  
  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office