



MC No. 04, s. 2019

MEMORANDUM CIRCULAR

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

SUBJECT : Clarification on the Education Requirement for Division Chief Positions with Salary Grade (SG) 23 and Below

In **CSC Memorandum Circular No. 5, s. 2016¹** dated **24 February 2016**, the Commission approved the amended qualification standards for division chief positions, as follows:

Education	<i>Master's degree OR Certificate of Leadership and Management from the CSC</i>
Experience	<i>4 years of supervisory/management experience</i>
Training	<i>40 hours of supervisory/management learning and development intervention undertaken within the last 5 years</i>
Eligibility	<i>Career Service Professional/Second Level eligibility</i>

The required Master's degree is in accordance with the prescribed educational requirement for appointment to division chief positions with the following criteria²:

1. Career positions;
2. Salary Grade 24; and
3. The highest positions in the division/department or in the hierarchy as reflected in the Index of Occupational Services (IOS) carrying a Salary Grade 24.

¹ CSC Resolution No. 1501478 dated 11 December 2015 (Revised Qualification Standards for Division Chief and Executive/Managerial Positions in the Second Level).

² CSC Resolution No. 95-6057 dated 06 October 1995 re: Masteral Degree Requirement for Appointment to Division Chief or Equivalent Rank Positions (disseminated in CSC MC No. 29, s. 1995 dated October 9, 1995) and CSC Resolution No. 97-0404 dated 24 January 1997 (disseminated in CSC MC No. 1, s. 1997 dated January 24, 1997).

However, the salary grade of the division chief positions with the education requirement of Master's degree have not been specified in CSC MC No. 5, s. 2016 which resulted in different interpretations of the policy.

Thus, pursuant to CSC Resolution No. 1801053 promulgated on 25 September 2018, the Commission clarifies that the qualification standards for division chief positions prescribed in CSC MC No. 05, s. 2016 apply only to division chief positions with salary grade 24 or higher. Accordingly, division chief positions with salary grade 23 or below or comparable positions with same salary grade 23 or below, shall not require Master's degree.

Please be guided accordingly.


ALICIA dela ROSA-BALA
Chairperson

18 MAR 2019



ENCAJONADO, Rodolfo B.

Re: Clarification on the Education Requirement
for Division Chief Positions with Salary
Grade (SG) 23 and Below

Number: 1801053

Promulgation: 25 SEP 2018

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RESOLUTION

Director IV Rodolfo B. Encajonado, Civil Service Commission Regional Office No. VI, Iloilo City, requests clarification whether a Master's degree is required for a Division Chief II position with salary grade 23 in a government-owned or controlled corporation (GOCC).

Director Encajonado represented that the request is in view of the reply of Director IV Azucena Perez-Esleta, Human Resource Policies and Standards Office (HRPSO) to the query of Elmer B. Figuracion, Officer-in-Charge, Philippine Fisheries Development Authority (PFDA), Iloilo Port Complex, Tanza, Iloilo City. Pertinent portion of the letter of Director Perez-Esleta reads:

*"Please be informed that the division chief positions covered by CSC MC No. 05, s. 2016 are division chief positions with salary grade 24. In the case of some agencies with heads of division occupying positions that are lower than salary grade 24, such as the Division Chief II (SG-23) position in the Iloilo Fish Port Complex (IFPC), it is our view that this position is **not** covered by CSC MC No. 05, s. 2016."*

Director Encajonado is requesting confirmation on the opinion rendered by Director Perez-Esleta.

Relevant to the instant request are the following provisions:

[1] Section 2 of Republic Act No. 6758¹ dated 21 August 1989

"Sec. 2. Statement of Policy. – It is hereby declared the policy of the State to provide equal pay for substantially equal work and to

¹ An Act Prescribing a Revised Compensation and Position Classification System in the Government and for Other Purposes.



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Bawat Kawani, Lingkod Bayani

base differences in pay upon substantive differences in duties and responsibilities, and qualification requirements of the positions. xxx"

[2] Sections 1 to 3 of Presidential Decree No. 988² dated 26 August 1976

"Section 1. As used in this Decree, "Chief of Division" shall refer to the incumbent of a position in the second level of the career civil service, whether in a department or agency or local government, which has the responsibility of overseeing the work of an organizational unit charged with a major and specialized activity.

"Section 2. A Chief of Division shall be appointed to a position whose nomenclature reflects the expertise required in his area of work but such position shall be specifically referred to as a "Chief of Division" position.

"Section 3. A Chief of Division shall be responsible for the accomplishment of the goals and objectives of his organizational unit. To this end he shall perform the following:

- "1. Planning, programming and distribution of work;*
- "2. Motivation, training and development of employees;*
- "3. Review and evaluation of performance of employees;*
- "4. Maintenance of morale and discipline among employees;*
- "5. Development of cooperative and well-coordinated work-force;*
- "6. Coordination and cooperation with other organizational units within the Department or agency."*

[3] Items A and C of CSC MC No. 29, s. 1995³ dated 09 October 1995

"A. The educational requirement for appointment to positions which meet all the following criteria shall be masteral degree:

- "1. Career positions;*
- "2. Salary Grade 24; and*

² Defining the Role, Duties and Responsibilities of Chiefs of Divisions in the Departments and Agencies of the Government and Regularizing Their Appointments.

³ CSC Resolution No. 95-6057 dated 06 October 1995 re: Masteral Degree Requirement for Appointment to Division Chief or Equivalent Rank Positions.

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"C. Appointees to positions which meet any of the following criteria shall not be required to have a masteral degree;

"1. xxx

"2. Position with Salary Grade allocation lower than 24;"

[4] **Item No. 06 of CSC MC No. 1, s. 1997⁴ dated 24 January 1997**

"6. The educational requirement for appointment to division chief positions which are categorized as such on the following criteria shall be masteral degree:

"1. Career positions;

"2. Salary Grade 24; and

"3. The highest positions in the division/department or in the hierarchy as reflected in the Index of Occupational Services (IOS) carrying a Salary Grade 24."

[5] **Item No. 1 of CSC MC No. 5, s. 2016⁵ dated 24 February 2016**

"1. The qualification standards for appointment to division chief and executive/managerial positions in the second level shall be as follows:

	For Division Chief Positions
Education	Master's degree OR Certificate of Leadership and Management from the CSC
Experience	4 years of supervisory/management experience
Training	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility	Career Service Professional/Second Level eligibility

The intent of the Commission in issuing CSC MC No. 05, s. 2016 is not to supersede but to complement the policies under CSC MC No. 29, s. 1995 and CSC MC No. 1, s. 1997. It is the Commission's percipience that if CSC MC No. 05, s. 2016 is issued to supersede CSC MC Nos. 29 and 1, s. 1995 and 1997, respectively, such issuance will result to distortion of the general formula in the establishment of qualification standards (QS).

⁴ Revised Qualification Standards pursuant to CSC Resolution No. 97-0404 dated 24 January 1997 which adopted the new QS Manual for positions in the civil service.

⁵ Revised Qualification Standards for Division Chief and Executive Managerial Positions in the Second Level.

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In addition, the formulation of QS of positions must adhere to the guidelines set under Rule VIII of CSC Resolution No. 1701009⁶ dated 16 June 2017. In particular, the formulation/establishment of qualification standards of positions must be logical such that there is gradation in the QS for positions complementary with the corresponding gradation in the salary level of position (i.e. higher positions should require higher QS).

WHEREFORE, the Commission **CLARIFIES** that the qualification standards for division chief positions prescribed in CSC MC No. 05, s. 2016 applies only to division chief positions with salary grade 24 or higher. Accordingly, division chief positions with salary grades 23 or below or comparable positions with same salary grade 23 or below, shall not require Master's degree.

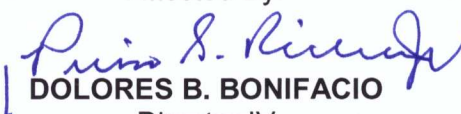
Copies of this Resolution shall be furnished all the Civil Service Commission Regional Offices and Field Offices for their information.

Quezon City.


ALCIA dela ROSA - BALA
Chairperson


LEOPOLDO ROBERTO W. VALDEROSA, JR.
Commissioner

VACANT
Commissioner

Attested By:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

HRPSO\QSSD\ape\jlt\dolm\ersg
resolution clarifying the master's degree
reqt for dc pos with sg allocation lower than 24
doc no none (aor07022018)(fad08092018)(tndbfawd29)resver3

⁶ 2017 Omnibus Rules on Appointments and Other Human Resource Actions.