



MC No. 22, s. 2007

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF LOCAL GOVERNMENT UNITS**

**SUBJECT : Policies on Primarily Confidential Positions in the Local Government Units**

With the new set of local elective officials after the May 2007 elections, it is expected that the Commission would again be receiving many requests for declaration of positions as primarily confidential. It is also expected that local elective officials would be issuing appointments for their personal and confidential staff. Some officials issue appointments on coterminous status even if the positions are not primarily confidential; hence, the appointments are disapproved/invalidated.

To reduce the number of requests for declaration of positions as primarily confidential and the number of disapproved/invalidated coterminous appointments, the Commission has promulgated CSC Resolution No. 071813\* dated September 10, 2007 declaring the following positions in local government units (LGUs) as primarily confidential:

1. Positions in the Office of the Governor/Vice Governor/Mayor/Vice Mayor
  - a) Executive Assistant positions
    - Executive Assistant I, SG -14
    - Executive Assistant II, SG-17
    - Executive Assistant III, SG-20
    - Executive Assistant IV, SG-22
    - Executive Assistant V, SG-24
  - b) Secretary positions
    - Secretary I, SG-7
    - Secretary II, SG-9
    - Private Secretary I, SG-11
    - Private Secretary II, SG-15
  - c) Administrative positions
    - Administrative Aide I, SG-1
    - Administrative Aide II, SG-2
    - Administrative Aide III, SG-3
    - Administrative Aide IV, SG-4
    - Administrative Aide V, SG-5
    - Administrative Aide VI, SG-6

\*Published in the Manila Standard on October 20, 2007

- Administrative Assistant I, SG-7
- Administrative Assistant II, SG-8
- Administrative Assistant III, SG-9
- Administrative Assistant IV, SG 10
- Administrative Assistant V, SG-11
- Administrative Assistant VI, SG-12
- Senior Administrative Assistant I, SG-13
- Senior Administrative Assistant II, SG-14
- Senior Administrative Assistant III, SG-15
- Senior Administrative Assistant IV, SG-16
- Senior Administrative Assistant V, SG-18
- Administrative Officer I, SG-10
- Administrative Officer II, SG-11
- Administrative Officer III, SG-14
- Administrative Officer IV, SG-15
- Administrative Officer V, SG-18
- Supervising Administrative Officer, SG-22

2. Local Legislative Staff positions for the immediate/personal staff of the Vice Governor/Vice Mayor and Sanggunian Members

- Local Legislative Staff Employee I, SG-2
- Local Legislative Staff Employee II, SG-4
- Local Legislative Staff Assistant I, SG-6
- Local Legislative Staff Assistant II, SG-8
- Local Legislative Staff Assistant III, SG-10
- Local Legislative Staff Officer I, SG-11
- Local Legislative Staff Officer II, SG-13
- Local Legislative Staff Officer III, SG-16
- Local Legislative Staff Officer IV, SG-19
- Local Legislative Staff Officer V, SG-22
- Local Legislative Staff Officer VI, SG-24

3. Positions in the Security Group the function of which is to provide personal security to the local elective officials

- Security Guard I, SG-3
- Security Guard II, SG-5
- Security Guard III, SG-8
- Security Agent I, SG-8
- Security Agent II, SG-10
- Security Officer I, SG-11
- Security Officer II, SG-15
- Security Officer III, SG-18
- Security Officer IV, SG-22
- Security Officer V, SG-24

The Commission further adopts the following guidelines on primarily confidential positions in the local government units:

1. While LGUs have the authority to create positions, only the abovementioned position titles can be used as titles of primarily confidential positions in the office of local elective officials.

To determine the corresponding salary grade of Local Legislative Staff Employee I and II positions, which may be either a Utility Worker or Messenger, the parenthetical title, *i.e. Utility Worker and Messenger*, should be indicated in the appointment.

2. In LGUs for which the Commission has already approved certain positions as primarily confidential, but the position titles belong to the career service, the local elective officials concerned are advised to request their respective Sanggunian to change the position titles to conform to the abovementioned position titles.
3. If the declared primarily confidential positions are occupied by permanent employees, incumbents shall retain their permanent status. However, once the positions are vacated, subsequent appointees thereto shall be issued coterminous appointments.
4. The Local Chief Executive (LCE) and the Sanggunian should adopt a check and balance mechanism to see to it that the merit and fitness principle is not circumvented through the creation of too many primarily confidential positions which, under existing rules, are exempt from qualification standards.

All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

This Memorandum Circular takes effect fifteen (15) days from the publication of CSC Resolution No. 071813 in a newspaper of general circulation.



KARINA CONSTANTINO-DAVID  
Chairman

November 5, 2007



Republic of the Philippines  
**Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service;  
Civil Service at Its Best.

*Mamamayan Muna*

**Primarily Confidential Positions in  
Local Government Units**

X ----- X

**RESOLUTION NO. 071813**

**WHEREAS**, Section 2 (1), Article IX-B of the 1987 Constitution provides that the Civil Service embraces all branches, subdivisions, instrumentalities and agencies of the government, including government-owned or controlled corporations with original charters;

**WHEREAS**, Section 12 (3), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides 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 12 (9), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall "[D]eclare positions in the Civil Service as may properly be primarily confidential, highly technical or policy determining";

**WHEREAS**, the inventory of primarily confidential positions conducted by the Civil Service Regional and Field Offices in 2004 and 2005 in local government units indicated that some positions reported as coterminous with the appointing authority had prior Commission declaration as primarily confidential positions while other positions do not have prior Commission declaration but incumbents were issued appointments on coterminous status on the presumption that these positions are primarily confidential;

**WHEREAS**, appointments on coterminous status for positions that have not been declared by the Commission as primarily confidential are disapproved/invalidated;

**WHEREAS**, at start of the term of a new set of local elective officials, the Commission receives numerous requests for declaration of positions as primarily confidential, particularly the positions which are held by the personal and confidential staff of these local elective officials;

**WHEREAS**, it is necessary to take proactive steps to reduce the number of requests for declaration of positions as primarily confidential and the number of disapproved/invalidated coterminous appointments;

Certified True Copy:

*Justina O. Amper*  
**JUSTINA O. AMPER**  
Supervising Personnel Specialist/  
Secretary and Liaison Office

CSC Resolution No. 071813 – published in the Manila Standard on October 20, 2007

**WHEREFORE**, the Commission hereby **RESOLVED** to declare the following positions in the local government units (LGUs) as primarily confidential:

1. Positions in the Office of the Governor/Vice Governor/Mayor/Vice Mayor:

a) Executive Assistant positions

- Executive Assistant I, SG -14
- Executive Assistant II, SG-17
- Executive Assistant III, SG-20
- Executive Assistant IV, SG-22
- Executive Assistant V, SG-24

b) Secretary positions

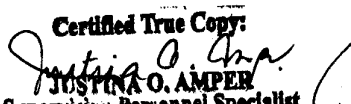
- Secretary I, SG-7
- Secretary II, SG-9
- Private Secretary I, SG-11
- Private Secretary II, SG-15

c) Administrative positions

- Administrative Aide I, SG-1
- Administrative Aide II, SG-2
- Administrative Aide III, SG-3
- Administrative Aide IV, SG-4
- Administrative Aide V, SG-5
- Administrative Aide VI, SG-6
- Administrative Assistant I, SG-7
- Administrative Assistant II, SG-8
- Administrative Assistant III, SG-9
- Administrative Assistant IV, SG-10
- Administrative Assistant V, SG-11
- Administrative Assistant VI, SG-12
- Senior Administrative Assistant I, SG-13
- Senior Administrative Assistant II, SG-14
- Senior Administrative Assistant III, SG-15
- Senior Administrative Assistant IV, SG-16
- Senior Administrative Assistant V, SG-18
- Administrative Officer I, SG-10
- Administrative Officer II, SG-11
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- Supervising Administrative Officer, SG-22

2. Local Legislative Staff positions for the immediate/personal staff of the Vice Governor/Vice Mayor and Sanggunian Members

- Local Legislative Staff Employee I, SG-2
- Local Legislative Staff Employee II, SG-4
- Local Legislative Staff Assistant I, SG-6

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Supervising Personnel Specialist  
Commission Secretariat and Liaison Office  
Civil Service Commission

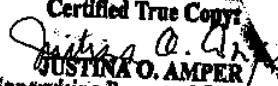
- Local Legislative Staff Assistant II, SG-8
  - Local Legislative Staff Assistant III, SG-10
  - Local Legislative Staff Officer I, SG-11
  - Local Legislative Staff Officer II, SG-13
  - Local Legislative Staff Officer III, SG-16
  - Local Legislative Staff Officer IV, SG-19
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- Security Guard I, SG-3
  - Security Guard II, SG-5
  - Security Guard III, SG-8
  - Security Agent I, SG-8
  - Security Agent II, SG-10
  - Security Officer I, SG-11
  - Security Officer II, SG-15
  - Security Officer III, SG-18
  - Security Officer IV, SG-22
  - Security Officer V, SG-24


**RESOLVED FURTHER**, to adopt the following guidelines on primarily confidential positions in the local government units:

1. While LGUs have the authority to create positions, only the abovementioned position titles can be used as titles of primarily confidential positions in the office of local elective officials.

To determine the corresponding salary grade of Local Legislative Staff Employee I and II positions, which may be either a Utility Worker or Messenger, the parenthetical title, *i.e. Utility Worker and Messenger*, should be indicated in the appointment.

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**JUSTINA O. AMPER**  
 Supervising Personnel Specialist  
 Commission Secretariat and Liaison Office  
 Civil Service Commission



All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

This Resolution shall take effect fifteen (15) days after publication in a newspaper of general circulation.

Quezon City

SEP 10 2007



KARINA CONSTANTINO-DAVID

Chairman

On Leave

CESAR D. BUENAFLORES

Commissioner



MARYANN Z. FERNANDEZ-MENDOZA

Commissioner

Attested by:



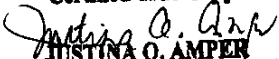
JUDITH D. CHICANO

Director IV

Commission Secretariat and Liaison Office

RCL/DBB/FCT/dadm.Res - Primarily Conf Positions in LGUs

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