



MC No. **07**, s. 2018

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 : Qualifications Standards for Disability Affairs Officer Positions in the Persons with Disability Affairs Office (PDAO) in the Local Government Units

Pursuant to CSC Resolution No. 1600684 dated June 28, 2016, the Commission approved the following minimum qualification standards for the Head of the Persons with Disability Affairs Office (PDAO) and staff in the Local Government Units (LGUs):

Position Title	Salary Grade	Education	Experience	Training	Eligibility
Provincial Government Department Head	26	Bachelor's degree	5 years in position/s involving management and supervision, 1 year of which is relevant to disability affairs	32 hours of training in management and supervision on disability affairs	Career Service Professional/ Second Level Eligibility
City Government Department Head III	27				
City Government Department Head II	26				
City Government Department Head I	25				
Municipal Government Department Head II	25				
City Government Assistant Department Head III	25				
Municipal Government Department Head I	24	Bachelor's degree	4 years in position/s involving management and supervision, 1 year of which is relevant to disability affairs	24 hours of training in management and supervision on disability affairs	Career Service Professional/ Second Level Eligibility
Provincial Government Assistant Department Head	24				
City Government Assistant Department Head II	24				

Bawat Kawani, Lingkod Bayani

Position Title	Salary Grade	Education	Experience	Training	Eligibility
City Government Assistant Department Head I	23	Bachelor's degree	3 years of relevant experience on disability affairs	16 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Municipal Government Assistant Department Head II	23				
Municipal Government Assistant Department Head I	22				
Disability Affairs Officer IV	22	Bachelor's degree	3 years of relevant experience on disability affairs	16 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Disability Affairs Officer III	18	Bachelor's degree	2 years of relevant experience on disability affairs	8 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Disability Affairs Officer II	15	Bachelor's degree	1 year of relevant experience on disability affairs	4 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Disability Affairs Officer I	11	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility
Disability Affairs Assistant	8	Completion of 2 years in College	1 year of relevant experience on disability affairs	4 hours of relevant training	Career Service Sub-Professional/ First Level Eligibility

The approved qualification standards are also included in the Implementing Rules and Regulations of Republic Act No. 10070* (*An Act Establishing an Institutional Mechanism to Ensure the Implementation of Programs and Services for Persons With Disabilities in Every Province, City and Municipality, Amending Republic Act No. 7277 Otherwise Known as the "Magna Carta for Disabled Persons," As Amended, And For Other Purposes*) under Section 15, Rule VI.

The LGUs need **not** secure the approval of the CSC should the foregoing minimum qualification standards be adopted. However, LGUs may set specific or higher standards, in which case, they shall submit to the CSC, for approval, the specific and higher standards, and once approved, they shall be adopted by the CSC as qualification standards in the attestation of their appointments.


ALICIA dela ROSA-BALA
 Chairperson

18 MAY 2018

*The IRR of R.A. No. 10070 dated August 25, 2016 was published on September 9, 2016 in Malaya and The Manila Times



QUALIFICATION STANDARDS

**Re: Disability Affairs Officer Positions in the
Persons with Disability Affairs
Offices (PDAO), Local Government Units**

Number: 1600684

Promulgated: 28 JUN 2016

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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 2 (2) Article IX (B) of the 1987 Philippine Constitution states that appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, and, except to positions which are policy determining, primarily confidential, or highly technical, by competitive examination;

WHEREAS, Section 12 (1), Chapter 3, Title I, Book V of the Administrative Code of 1987, states that the Civil Service Commission (CSC) shall administer and enforce the constitutional and statutory provisions on the merit system for all levels and ranks in the Civil Service;

WHEREAS, under Section 22(1), Chapter 5 Title I, Book V of the Administrative Code of 1987, qualification standards shall be used, among others, as guides 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, Section 1 of Republic Act (RA) No. 10070 (*An Act Establishing an Institutional Mechanism to Ensure the Implementation of Programs and Services for Persons With Disabilities in Every Province, City and Municipality, Amending Republic Act No. 7277 Otherwise Known as the “Magna Carta for Disabled Persons”, As Amended, And For Other Purposes*), mandates the establishment of Persons with Disability Affairs Office (PDAO) in every province, city and municipality, and designation of a Focal Person in the fourth (4th), fifth (5th) and sixth (6th) class municipalities who shall perform the functions of the PDAO;

WHEREAS, a Technical Working Group was formed consisting of representatives from the Department of Social Welfare and Development (DSWD), National Council on Disability Affairs (NCDA), Civil Service Commission (CSC), Department of the Interior and Local Government (DILG), Department of Budget and Management (DBM), Department of Justice (DOJ), National Anti-Poverty Commission (NAPC), Alyansa ng May Kapansanang Pinoy, Inc., League of Provinces of the Philippines, League of Cities of the Philippines, League of Municipalities of the Philippines, Liga ng mga Barangay ng Pilipinas, and Union of Local Authorities of the Philippines to draft the implementing rules and regulations for the establishment of PDAO in local government units;

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

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WHEREAS, paragraph 2, Section 7, Rule V of the Implementing Rules and Regulations of RA No. 10070 provides that enforcement of Sections 325(a) and 331(b) of R.A. 7160 shall be waived to enable local government units to fund the initial year requirements for newly created mandatory positions in the LGUs, as confirmed by the DBM based on the general provision of the annual General Appropriations Act (GAA) on the enforcement of the Personnel Services limitations, for the initial year of creation of mandatory offices;

WHEREAS paragraph 3, Section 7, Rule V of the same IRR of RA No. 10070 provides that appointment to the position of Head of PDAO and the Focal Person shall be subject to the qualification requirements as approved by the CSC;

WHEREAS, Section 15, Rule VI of the same IRR provides that the Disability Affairs Officer who shall head the PDAO shall have the following position titles and corresponding minimum qualification standards, as appropriate:

Local Government Unit	Position Title and Salary Grade	Education	Experience	Training	Eligibility
Provinces	Disability Affairs Officer (DAO) IV (SG 22)	Bachelor's degree	3 years of relevant experience on disability affairs	16 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Special Cities (Manila and Quezon City)	DAO V (SG 24)	Master's degree	4 years in position/s involving management and supervision, 1 year of which is relevant to disability affairs	24 hours of training in management and supervision on disability affairs	Career Service Professional/ Second Level Eligibility
Highly Urbanized Cities*	DAO IV (SG 22)	Bachelor's degree	3 years of relevant experience on disability affairs	16 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Component Cities*	DAO IV (SG 22)	Bachelor's degree	3 years of relevant experience on disability affairs	16 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
1 st to 3 rd Class Municipalities	DAO III (SG 18)	Bachelor's degree	2 years of relevant experience on disability affairs	8 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Focal Person – 4 th to 6 th Class Municipalities	DAO II (SG 15)	Bachelor's degree	1 year of relevant experience on disability affairs	4 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility

**Refer to the Local Government Code for the definition*

WHEREAS, Section 15, Rule VI of the same IRR also provides that the Head of the PDAO shall have as his/her staff, lower level positions, as appropriate, using the following series of DAO positions with the corresponding qualification standards:

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Position Title	Salary Grade	Education	Experience	Training	Eligibility
Disability Affairs Officer IV	22	Bachelor's degree	3 years of relevant experience on disability affairs	16 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Disability Affairs Officer III	18	Bachelor's degree	2 years of relevant experience on disability affairs	8 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Disability Affairs Officer II	15	Bachelor's degree	1 year of relevant experience on disability affairs	4 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Disability Affairs Officer I	11	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility
Disability Affairs Assistant	8	Completion of 2 years in College	1 year of relevant experience on disability affairs	4 hours of relevant training	Career Service Sub-Professional/ First Level Eligibility

WHEREAS, Section 15, Rule VI of the same IRR also provides that if an LGU is financially capable and has not exceeded the personnel services (PS) limitation, the Local Sanggunian may elevate the organization and staffing of the PDAO. The LGUs shall be guided by the following standards on position titles and salary grades of Department Heads (DH), Assistant Department Head (ADH), and the highest position below the ADH:

Local Government Unit	Department Head (DH)	Asst. Department Head (ADH)	Highest Position Below the ADH
Provinces	Provincial Government Department Head (SG 26)	Provincial Government Assistant Department Head (SG 24)	Disability Affairs Officer IV (SG 22)
Special Cities (Manila and Quezon City)	City Government Department Head III (SG 27)	City Government Assistant Department Head III (SG 25)	Disability Affairs Officer V (SG 24)
Highly Urbanized Cities	City Government Department Head II (SG 26)	City Government Assistant Department Head II (SG 24)	Disability Affairs Officer IV (SG 22)
Component Cities	City Government Department Head I (SG 25)	City Government Assistant Department Head I (SG 23)	Disability Affairs Officer IV (SG 22)
Municipalities within Metro Manila	Municipal Government Department Head II (SG 25)	Municipal Government Assistant Department Head II (SG 23)	Disability Affairs Officer III (SG 18)
Municipalities outside Metro Manila - 1 st to 3 rd Class Municipalities	Municipal Government Department Head I (SG 24)	Municipal Government Assistant Department Head I (SG 22)	Disability Affairs Officer III (SG 18)
Municipalities outside Metro Manila - 4 th to 6 th Class Municipalities**	Disability Affairs Officer II (SG 15) – Focal Person		

** After three (3) years of implementation, the DSWD, in consultation with the NCCA and relevant NGOs and POs, shall review the need to establish a PDAO pursuant to Section 3 of RA 10070.

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WHEREAS, the following minimum qualification standards shall be required for the Head of the PDAO with the rank of DH or ADH:

Level of Organization	Position Title	Education	Experience	Training	Eligibility
Department (SG 25-27)	Provincial Government Department Head (SG 26) City Government Department Head I-III (SG 25-27) Municipal Government Department Head II (SG 25) City Government Assistant Department Head III (SG 25)	Bachelor's degree	5 years in position/s involving management and supervision, 1 year of which is relevant to disability affairs	32 hours of training in management and supervision on disability affairs	Career Service Professional/ Second Level Eligibility
Department (SG 24)	Municipal Government Department Head I (SG 24) Provincial Government Assistant Department Head (SG 24) City Government Assistant Department Head II (SG 24)	Bachelor's degree	4 years in position/s involving management and supervision, 1 year of which is relevant to disability affairs	24 hours of training in management and supervision on disability affairs	Career Service Professional/ Second Level Eligibility
Department (SG 22-23)	City Government Assistant Department Head I (SG 23) Municipal Government Assistant Department Head I-II (SG 22-23)	Bachelor's degree	3 years of relevant experience on disability affairs	16 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility

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WHEREFORE, the Commission **RESOLVES** to **APPROVE** the herein qualification standards for the PDAO positions in the LGUs;

The Commission **FURTHER RESOLVES** that the LGUs need **not** secure the approval of the CSC should the foregoing minimum qualification standards be adopted. However, LGUs may set specific or higher standards, in which case, they shall submit to the CSC, for approval, the specific and higher standards, and once approved, they shall be adopted by the CSC as qualification standards in the attestation of their appointments.

This Resolution shall be circularized through DSWD, NCDA, DILG, CSC and DBM Joint Memorandum Circular.

Copies of this resolution shall be disseminated to all Civil Service Commission Regional and Field Offices.

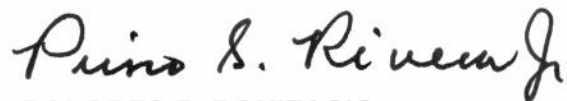
Quezon City.


ALICIA dela ROSA-BALA
Chairperson


ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested By:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office