



**QUALIFICATION STANDARDS**

Re: Clarification on the Qualification Requirements  
for Appointment to Executive/Managerial  
Positions in the Second Level

Number: 1300979

Promulgated: 17 MAY 2013

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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**, the Supreme Court in its ruling on CSC vs. Court of Appeals and Philippine Charity Sweepstakes Office (G.R. No. 185766, November 23, 2010), categorically pronounced and interpreted Section 7 (3), Title I-Subsection A. Chapter 2, Book V of the Revised Administrative Code of 1987 (Executive Order No. 292) to mean that the Career Executive Service (CES) covers presidential appointees only;

**WHEREAS**, through CSC Resolution No. 100623 dated March 29, 2010, the Commission recognized that there are career positions in the second level performing executive/managerial functions comparable to those covered by CES but are not appointed by the President of the Philippines;

**WHEREAS**, in CSC Resolution No. 1100472 dated April 8, 2011 as circularized through CSC Memorandum Circular (MC) No. 13, s. 2011, the Commission adopted the ***Policies for Executive/Managerial Positions in the Second Level*** and enjoined agency heads to set the qualification requirements for appointment to executive/managerial position in the second level as follows:

Education	:	Master's Degree
Experience	:	Five (5) years of supervisory experience
Training	:	120 hours of managerial training
Eligibility	:	Appropriate eligibility for second level positions Appropriate (RA 1080) Bar/Board (for positions involving practice of profession);

**WHEREAS**, in CSC Resolution No. 061053 dated June 20, 2006 as circularized through CSC MC No. 14, s. 2006, the Commission considered the third level eligibilities as sufficient for permanent appointment to Division Chief position where the education requirement is a Master's degree;

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**WHEREAS**, in CSC MC No. 17, s. 2005 dated September 22, 2005, the Commission clarified Policy 12(a), Part II (On Education) of the Revised Policies on Qualification Standards which provides that RA 1080 eligibles shall be exempt from Master's degree requirement for Division Chief positions the duties and responsibilities of which involve practice of profession or belong to the same occupational group or functionally related positions as that of the professions regulated by bar or board laws;

**WHEREAS**, the Commission has been receiving various requests for clarification on the applicability of the provisions of CSC MC No. 14, s. 2006 and CSC MC No. 17, s. 2005 to executive/managerial positions considering that there are third level eligibles and/or RA 1080 eligibles who are deemed ready and competent to hold higher responsibilities but cannot be appointed to executive/managerial positions for lack of the required Master's degree;


**WHEREFORE**, the Commission **RESOLVES**, as it hereby **RESOLVED** to adopt the following policies:

- a. The Career Executive Service (CES) and Career Service Executive (CSE) eligibilities are considered as sufficient for permanent appointment to division chief and executive/managerial positions in lieu of the master's degree requirement, provided that the experience and training requirements are also met;
- b. RA 1080 eligibles shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve practice of profession or belong to the same occupational group or functionally related positions as that of the professions regulated by bar or board laws.
- c. Completion of the degrees of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to division chief and executive/managerial positions or other positions requiring a master's degree the duties of which do not involve practice of profession covered by bar/board laws.

These policies shall supplement Item No. 2 of CSC MC No. 13, s. 2011 on the Policies for Executive/Managerial Positions in the Second Level.

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

Quezon City.

  
**FRANCISCO T. DUQUE III**  
Chairman

  
**ROBERT S. MARTINEZ**  
Commissioner

**VACANT**  
Commissioner

Attested By:

  
**DOLORES B. BONIFACIO**  
Director IV

Commission Secretariat and Liaison Office