



MC No. 25, s. 1998

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL GOVERNMENT AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES.

SUBJECT : Qualification Standards of the Positions of Procurement Management Officers I - VII, Clerk of the Electoral Tribunal and Deputy Clerk of the Electoral Tribunal.

Pursuant to its Resolution Nos. 981345 dated June 1, 1998 and 981434 dated June 11, 1998, the Civil Service Commission has approved the qualification standards of the following positions in the agencies herein specified:

Positions	Agency	Res. No
Procurement Officer I (SG-11)	Department of Budget and Management	981345
Education :	Bachelor's degree	
Experience :	None required	
Training :	None required	
Eligibility :	None required	
Procurement Management Officer II (SG-13)		
Education :	Bachelor's degree	
Experience :	None required	
Training :	None required	
Eligibility :	None required	

Procurement Management Officer III (SG 16)

Education : Bachelor's degree
Experience : 1 year experience
Training : 4 hours of training
Eligibility : None required

Procurement Management Officer IV (SG-20)

Education : Bachelor's degree
Experience : 2 years experience
Training : 8 hours of training
Eligibility : None required

Procurement Management Officer V (SG-22)

Education : Bachelor's degree
Experience : 3 years experience
Training : 16 hours of training
Eligibility : None required

Procurement Management Officer VI (SG-24)

Education : Bachelor's degree
Experience : 4 years experience
Training : 24 hours of training
Eligibility : None required

Procurement Management Officer VII (SG-25)

Education : Bachelor's degree
Experience : 5 years experience
Training : 32 hours of training
Eligibility : None required

**Clerk of the Electoral Tribunal (SG-30) House of Representatives 981434
Electoral Tribunal**

Education : Bachelor of Laws
Experience : None required
Training : None required
Eligibility : RA1080

Deputy Clerk of the Electoral Tribunal (SG-29)

Education : Bachelor of Laws
Experience : 3 years of supervisory experience
Training : None required
Eligibility : RA 1080

Please be guided accordingly.


CORAZON ALMA G. DE LEON
Chairman

23 June 1998
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