

# Republic of the Philippines Civil Service Commission Constitution Hills, Batasang Pambansa Complex, Ditiman 1126 Quezon City

100 Years of Service; Civil Service at its Best.



MC No. 26, s. 2007

#### MEMORANDUM CIRCULAR

TO

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

AND LOCAL GOVERNMENT UNITS

SUBJECT :

Recognition of Positions Above Division Chief Level

as Highly Technical/Highly Specialized Positions

Section 12 (1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service.

Section 8 (c), Chapter 2, Title I (A), Book V of E.O. No. 292, provides that "the third level shall cover positions in the Career Executive Service."

The Commission recognizes that there are positions above Division Chief level which are primarily executive/managerial but are not classified as Career Executive Service (CES) positions and hence, there is a need to provide a test facility, the Career Executive Officer Examination (CEOE), to test prospective appointee's fitness to handle executive/managerial functions.

The Commission also recognizes that there are positions above Division Chief level, which, although outside the CES and not primarily executive/managerial in nature, involve highly technical/specialized functions; thus, these positions may require an assessment mechanism other than the usual civil service examinations.

In view of the foregoing, CSC Resolution No. 071937 dated October 8, 2007 was issued providing that agencies may request the CSC to classify certain positions above Division Chief level with SG 25 to SG 30 as highly technical/highly specialized, based on their job description and the organizational structure of the agencies.

Further, the agency, with the assistance of the CSC, shall set the qualification standards for the positions classified as highly technical/highly specialized and the approved qualification standards shall be adopted in the issuance and attestation of appointment to such positions.

All existing Civil Service Commission issuances which are inconsistent herewith are deemed repealed/amended accordingly.

This Memorandum Circular takes effect fifteen (15) days from the publication of CSC Resolution No. 071937 in a newspaper of general circulation.

KARINA CONSTANTINO-DAVID

Chairman

December 13, 2007

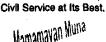
RCL/DBB/FCT/dolm:RES - Recognition of Highly Specialized



#### Republic of the Philippines

### **Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex, Ditiman 1126 Quezon City



100 Years of Service;

Recognition of Positions
Above Division Chief Level as
Highly Technical/Highly Specialized Positions

## RESOLUTION NO. <u>07193</u>7

WHEREAS, Section 12 (1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

WHEREAS, Section 8 (c), Chapter 2, Title I (A), Book V of E.O. No. 292, provides that "the third level shall cover positions in the Career Executive Service";

WHEREAS, the Commission recognizes that there are positions above Division Chief level which are primarily executive/managerial but are not classified as Career Executive Service (CES) positions and hence, there is a need to provide a test facility, the Career Executive Officer Examination (CEOE), to test prospective appointee's fitness to handle executive/managerial functions;

WHEREAS, the Commission also recognizes that there are positions above Division Chief level, which, although outside the CES and not primarily executive/ managerial in nature, involve highly technical/specialized functions; thus, these positions may require an assessment mechanism other than the usual civil service examinations;

WHEREFORE, in view of the foregoing, the Commission RESOLVES that agencies may request the CSC to classify certain positions above Division Chief level with SG 25 to SG 30 as highly technical/highly specialized, based on their job description and the organizational structure of the agencies.

RESOLVES further that the agency, with the assistance of the CSC, shall set the qualification standards for the positions classified as highly

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technical/highly specialized and the approved qualification standards shall be adopted in the issuance and attestation of appointment to such positions.

This Resolution repeals/amends existing Civil Service Commission issuances which are inconsistent herewith.

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

Quezon City. OCT 08 2007

KARINA CONSTANTINO-DAVID

Chairman

On Leave
CESAR D. BUENAFLOR
Commissioner

MARYANN Z. FERNANDAZ-MENDOZA

Commissioner

Attested by:

JUDITHO. CHICANO

Director IV

Commission Secretariat and Liaison Office

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CSC Resolution No. 07-1937 – published in Malaya on November 28, 2007

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