



MC No. 16 , 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 : Amendment of the Experience Requirements for Municipal Government Department Head Positions

Pursuant to CSC Resolution No. 1800717 dated 10 July 2018, the Commission amends the existing experience requirements for Municipal Government Department Head positions.

The amended experience requirements for Municipal Government Department Head I and Municipal Government Department Head II positions shall be three (3) years relevant experience to make these equivalent or comparable with the qualifications prescribed by R. A. No. 7160.

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions.

CSC Resolution No. 1800717 dated 10 July 2018 was published on August 6, 2018 in The Philippine Star, and took effect on August 22, 2018.


ALICIA dela ROSA – BALA
Chairperson

03 SEP 2018



Bawat Kawani, Lingkod Bayani



QUALIFICATION STANDARDS

Re: Amendment of the Experience Requirements for Municipal Government Department Head Positions

Number: 1800717

Promulgated: 10 JUL 2018

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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 x x x. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, x x x”*;

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 on the merit system for all levels and ranks in the Civil Service;

WHEREAS, Section 12 (4), Chapter III, Title I (A), Book V of Executive Order No. 292 provides that the Commission shall formulate policies and regulations for the administration, maintenance and implementation of position classification and compensation and set standards for the establishment, allocation and reallocation of pay scales, classes and positions;

WHEREAS, Section 4, Rule IV of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws provides that the Commission shall adopt qualification standards for service-wide positions in the first and second levels and shall review and update, whenever necessary, those already established;

WHEREAS, in the 1997 Revised Qualification Standards Manual, the Commission had set the experience requirements for the Municipal Government Department Head I (SG 24) and Municipal Government Department Head II (SG 25) at four (4) years and five (5) years in position/s involving management and supervision, respectively;

WHEREAS, in Republic Act No. 7160, known as the Local Government Code of 1991, the prescribed experience requirement for the mandatory and optional department head positions in the municipal level is three (3) years;

WHEREAS, Section 34 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions provides that *“Qualification standards for certain positions that are prescribed by a special law, such as Foreign Service Act (RA*

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No. 7157), PNP Act (RA No. 8551), BFP/BJMP Act (RA No. 9263, as amended by RA No. 9592), Local Government Code of 1991 (RA No. 7160), shall prevail. However, in instances when any of the education, training, experience or Civil Service eligibility is not provided under the law, the lacking requirement/s shall be proposed and submitted by the agency concerned to CSC for approval. The qualification standards for department head and assistant department head positions (mandatory or optional) in LGUs, considered as executive/managerial positions, shall be those prescribed by RA No. 7160 and other special laws. For newly-created department head and assistant department head positions, the qualification standards shall be equivalent or comparable to those prescribed by RA No. 7160”;

WHEREAS, there is a need to align the experience requirements for the Municipal Government Department Head I and II positions to make these equivalent or comparable with the qualifications prescribed by R. A. No. 7160;


WHEREFORE, the Commission **RESOLVES** to **APPROVE** the amended experience requirements for Municipal Government Department Head I and Municipal Government Department Head II positions as three (3) years relevant experience.

The Commission **FURTHER RESOLVES** that the approved amended QS shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions.

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

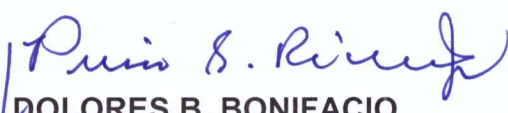
Quezon City.


ALICIA dela ROSA - BALA
Chairperson


LEOPOLDO ROBERTO W. VALDEROSA, JR.
Commissioner

VACANT
Commissioner

Attested By:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office