



MC No. 06, s. 2023

## 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 to Section 34 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended

Pursuant to **CSC Resolution No. 2300388**, promulgated on **19 May 2023**, the Civil Service Commission (CSC) adopts the Amendment to Section 34 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended, to wit:

*“Sec. 34. Qualification standards (QS) for certain positions that are prescribed by a special law, such as Foreign Service Act (RA 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.*

***“For department head and assistant department head positions in LGUs, the following rules on QS shall apply:***

- a. The QS for department head and assistant department head positions found in RA No. 7160, bearing the generic and parenthetical position titles, shall be those prescribed in the said law. (Annex A-1, A-2, A-3)***
- b. The higher QS for department head and assistant department head positions found in RA No. 7160, which were set by the LGUs and approved by the CSC, shall remain in force unless the agency opts to revert to the QS prescribed in the said law. In such case, the LGU shall request the CSC for adoption of QS prescribed under RA No. 7160. A letter confirmation from the CSC shall be issued for records and reference purposes. (Annex B)***
- c. The QS for department head and assistant department head positions created under special laws, whether bearing specific or generic position titles, [e.g.,***

Bawat Kawani, Lingkod Bayani

**Provincial Government Department Head (Provincial Disaster Risk Reduction and Management Officer), City Government Department Head I (City Tourism Officer), Municipal Government Assistant Department Head (Municipal Disability Affairs Officer)], shall be those prescribed in the special laws or guidelines issued by the CSC or jointly with other agencies in case the special law does not provide the specific dimension (training or experience required) of the QS. (Annex C-1, C-2, C-3)**

- d. The QS for department head and assistant department head positions created by the local sanggunian through an Ordinance which are not included in RA No. 7160 or other special laws may be those approved by the CSC through a Resolution. LGUs may adopt the QS for department head and assistant department head positions which have been established and previously approved by the CSC without need for prior approval. However, a letter confirmation from the CSC shall be secured for records and reference purposes.**

**The QS found in the CSC QS Manual may be used for department head and assistant department head positions by LGUs without a previously approved QS by the CSC or not provided in RA No. 7160 or other special laws. (Annex D-1, D-2)**

**“For department head and assistant department head positions with duties involving the practice of profession regulated by the Philippine Bar/Board or special laws, the appropriate education and eligibility requirements (Bar or Board) as provided in the law shall be complied with.”**

CSC Resolution No. 2300388 dated 19 May 2023 was published in The Philippine Star on 28 July 2023 and shall take effect on 12 August 2023.

**ATTY. KARLO A. B. NOGRALES**  
Chairperson

02 August 2023