



**GRANT OF ELIGIBILITY**

Re: Inclusion of Senior Office Equipment Technician A and B Positions in the List of Positions Under Category II of Civil Service Commission Memorandum Circular No. 10, s. 2013

Number : 2300257

Promulgated: 28 April 2023

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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 (2), Chapter 3 of Executive Order No. 292, s. 1987, otherwise known as the “Administrative Code of 1987,” provides that the Civil Service Commission (CSC) is empowered to prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service law and other pertinent laws;

**WHEREAS**, CSC Memorandum Circular (MC) No. 10, s. 1977, and Resolution No. 435, s. 1980, governed the grant of eligibilities through means other than the regular tests where appointees to positions requiring skills may be granted eligibilities after completing one (1) year of satisfactory service;

**WHEREAS**, CSC MC No. 11, s. 1996, as amended by CSC MC No. 30, s. 1997, adopted four (4) classifications of positions which require skills not measurable by paper and pencil examination as follows: (a) Category I includes position where the required eligibility can be obtained only by passing a skills test administered by the Technical Education and Skills Development Authority, (b) Category II includes positions where the required eligibility can be obtained by completing one (1) year of very satisfactory actual performance, (c) Category III includes positions where no eligibility shall be required, and (d) Category IV includes positions requiring appropriate licenses;

**WHEREAS**, CSC Resolution No. 1202124 promulgated on 27 November 2012 and disseminated through CSC MC. No. 10, s. 2013), provided the revised policies on the grant of eligibility under CSC MC No. 11, s. 1996, as amended, which deleted Category I positions and consequently re-categorized the Category I positions and eligibilities to Category II;

**WHEREAS**, CSC was apprised that personnel who are issued temporary status of appointments for the positions Senior Office Equipment Technician A and Senior Office Equipment Technician B cannot be granted eligibility under CSC MC No. 10, s. 2013, as the aforementioned positions are not included in the List of Positions for Equipment Technician eligibility;

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**ARTHUR P. SALONGA**  
Chief Human Resource Specialist  
Commission Secretariat and Liaison Office  
Civil Service Commission



**Bawat Kawani, Lingkod Bayani**

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**WHEREAS**, in the Index of Occupational Services for the Local Water District, attached as Annex F in the Revised Local Water District Manual on Categorization, Re-Categorization, and Other Related Matters CY 2011 issued by the Department of Budget and Management, the positions of Senior Office Equipment Technician A (SG-12) and Senior Office Equipment Technician B (SG-10) are included under the Building and Office Equipment Operations and Maintenance Group;

**WHEREAS**, the eligibility required for the Senior Office Equipment Technician A and Senior Office Equipment Technician B positions is Equipment Technician under Category II of CSC MC No. 10, s. 2013;

**WHEREAS**, there is a need to include the Senior Office Equipment Technician A and Senior Office Equipment Technician B positions in the List of Positions for Equipment Technician eligibility under Category II of CSC MC No. 10, s. 2013;

**WHEREFORE**, the CSC **RESOLVES** to **APPROVE** the inclusion of the Senior Office Equipment Technician A and Senior Office Equipment Technician B positions in the List of Positions for Equipment Technician eligibility under Category II of CSC MC No. 10, s. 2013.

The CSC **FURTHER RESOLVES** that the Examination, Recruitment, and Placement Office shall include the Senior Office Equipment Technician A and Senior Office Equipment Technician B positions in the Special Eligibility Information System.

Copies of this Resolution shall be disseminated to the CSC Regional and Field Offices concerned.

Quezon City.

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

  
**ATTY. AILEEN LOURDES A. LIZADA**  
Commissioner

  
**ATTY. RYAN ALVIN R. ACOSTA**  
Commissioner

Attested By:

  
Digitally signed by KATHERINE LIMARE-DELMORO  
Date: 2023.04.28 13:45:51 +08'00'

**KATHERINE LIMARE-DELMORO**  
Director IV  
Commission Secretariat and Liaison Office

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