

## CSC-NMYC SKILLS CERTIFICATE EQUIVALENCY PROGRAM (CSC-NMYC SCEP)

*CSC MEMORANDUM CIRCULAR NO. 42, s. 1993, October 01, 1993*

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Pursuant to the Memorandum of Agreement entered into by the Civil Service Commission and the National Manpower and Youth Council on August 3, 1993 relative to the abovesited subject, the following guidelines are hereby adopted:

1. Positions in the career service covered by MC No. 10, s. 1977 and Resolution No. 435, s. 1980 and similar positions, fitness for which cannot be gauged by the usual written tests but through acquired skills, are hereby consolidated in accordance with this Memorandum Circular. Henceforth, appointees to these positions should pass the skills test given by the National Manpower and Youth Council or any trade testing center duly accredited by the (NMYC). NMYC shall issue all policies relative to the administration of the skills test. Applicants for the test should file their applications with the NMYC;
2. The skills certificates issued by the NMYC shall be the basis of issuing a certificate of civil service eligibility which shall be considered as appropriate first or second level civil service eligibilities to the position to which they are appointed or to functionally related positions, provided, they meet the other requirements of the positions;
3. Effective January 1, 1994, new appointees to certain positions previously covered by MC No. 10 and Resolution No. 435 must pass the skills test and correspondingly be issued a skills certificate by the NMYC. The skills certificate issued shall be the basis for the grant of a civil service eligibility by the CSC to qualify the appointee for a permanent appointment or for promotional appointment to positions for which the test is given and to functionally related positions. However, for positions under this category where skills cannot be measured by skills test and not covered by the standards and tests of the NMYC, the appointee shall be initially issued a temporary appointment for one year; provided, that he meets the other requirements for appointment to the position. If the appointing authority finds that the appointee has continuously rendered satisfactory service during his one-year temporary appointment, he may issue a certification to this effect and may renew the appointment, propose the same for change of status from temporary to permanent, and submit to the Commission for approval and be issued corresponding eligibility;
4. Eligibilities already granted in accordance with MC No. 10 and Resolution No. 435 shall remain valid to the positions for which he/she is appointed and considered appropriate to functionally related positions. Temporary appointments issued prior to January 1, 1994 and in accordance with Memorandum Circular No. 10 and Resolution No. 435 shall continue to be enforced until the requirements for permanent appointment have been satisfied;
5. The CSC shall collect fee for eligibility certificates while NMYC shall collect the trade testing fee to cover administrative and technical expenses; and
6. Initially, only positions in the attached list shall be covered by the CSC-NMYC SCEP. However, for newly created positions and for other positions for which the NMYC may later on develop skills standards and tests, the

above procedures under SCEP shall be followed.

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

Adopted: 1 Oct. 1993

(Sgd.) PATRICIA A. STO. TOMAS  
Chairman

### **POSITIONS COVERED BY SCEP**

(To be Conducted in the Regions)

Position

NMYC Test

Eligibility

1. Air-Conditioning Technician

Domestic Ref. & Aircon Mechanic

Air-Conditioning Technician

2. Illustrator

Illustrator

Illustrator

3. Artist-Illustrator

Illustrator

Illustrator

4. Pipe Fitter

Pipe Fitter

Pipe Fitter

5. Plumber

Pipe Fitter

Pipe Fitter

6. Plumbing and Tinning Inspector

Pipe Fitter

Pipe Fitter

7. Automotive Electrician

Automotive Electrician

Automotive Electrician

8. Automotive Mechanic

Automotive Mechanic

Mechanic

9. Cook

Cook

Cook

10. Mechanic

Automotive Mechanic, General

Mechanic

Mechanic Electronics

Diesel Engine

Mechanic (Consumer)

11. Auto/Train Mechanic

Automotive Mechanic,

Mechanic

General Electronics Mechanic

12. Mason

Mason

Mason

13. Auto Repair Foreman

Automotive Body Repairman

Mechanic

14. Draftsman

Draftsman, Architectural Draftsman General Draftsman, Electrical

Draftsman

15. Carpenter

Carpenter, General

Carpenter

16. Data Encoder

Data Encoder

Data Encoder

17. Data Controller

Data Encoder

Data Encoder

18. Data Entry Machine Operator

Data Encoder

Data Encoder

19. Building Electrician

Electrician, Building Wiring

Electrician

20. Lineman

Lineman, Electric Power

Lineman

21. Welder

Electric Arc Welder

Welder

22. Painter

Painter, Construction

Painter

23. Metal Worker

Sheet Metal Worker

Metal Worker

24. Upholsterer

Upholsterer

Upholsterer

25. Machinist

Machinist

Machinist

26. Machine Shop Foreman

Machinist

Machinist

27. Draftsman

Draftsman, Electrical

Draftsman

28. Electrician

Electrician, General

Electrician

29. Fabricator

Fabricator

Fabricator

### **POSITIONS COVERED BY SCEP**

(To be conducted in Cooperation/Coordination with Requesting Office)

Position

NMYC Test

Eligibility

1. Boiler Operator

Boiler Tender

Boiler Tender

2. Power Switch-board Operator

Power Switch-board Operator

Power Switch-board Operator

3. Bartender

Bartender

Bartender

4. Vehicle/Heavy Equipment Mechanic

Heavy Equipment Mechanic

Heavy Equipment Mechanic

5. Waiter

Waiter

Waiter

6. Blacksmith

Blacksmith

Blacksmith

7. Cook

Cook

Cook

8. Bridgeman Crane Operator

Tower Crane Operator

Heavy Eqp. Optr.

9. Overhead Crane Operator

Tower Crane Operator

Heavy Eqpt. Optr.

10. Crane Operator

Tower Crane Operator

Heavy Eqpt. Optr.

11. Forklift Operator

Forklift Operator

Heavy Eqpt.Optr.

12. Foundry Man

Foundry Man

Foundry Man

13. Road Grader Operator

Motor Grader Operator

Heavy Eqpt.Optr.

14. Tractor Operator

Heavy Eqpt Optr.

Heavy Eqpt. Optr.

15. Hoist Operator Optr.

Heavy Eqpt Optr.

Heavy Eqpt. Optr.

16. Grader & Roller Optr

Heavy Eqpt. Optr.

Heavy Eqpt. Optr.

17. Computer Maintenance

Computer Technician

Computer Maintenance Technician

18. Weaver

Weaver

Weaver

19. Musician

Musician

Musician

20. Day Care Worker

Day Care Worker

Day Care Worker

21. Barangay Health Aide

Day Care Worker

Day Care Worker

22. Social Welfare Aide

Day Care Worker

Day Care Worker

23. Electrotyper

Mechanic Printing Machine

Printer

24. Pressman

Mechanic Printing Machine

Printer

25. Typesetter

Mechanic Printing Machine

Printer

26. Pantryman

Pantryman

Pantryman

## 27. Patternmaker

Patternmaker

Patternmaker

## 28. Payloader Operator

Wheel Loader Operator

Heavy Eqpt. Optr.

## 29. Pump Optr

Pump Operator

Pump Operator

## 30. Tailor

Tailor

Tailor

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