

## APPROVED QUALIFICATION STANDARDS OF CERTAIN POSITIONS IN SEVEN AGENCIES

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Pursuant to CSC Resolutions promulgated on June 10, 1997, the Commission has approved the attached Qualification Standards of certain positions in the following government agencies:

AGENCY

POSITION

RES. NO.

1. Land Bank of the Philippines

Legal Officer

97-2958

Bank Teller

Computer OperatorBuyer

Data Controller

Planning Processor

Agrarian Affairs Processor

Bookkeeper

Budgeting Officer

Cash Clerk

Clearing Assistant

Public Relations Assistant

Executive Assistant I

AGENCY

POSITION

RESOLUTION

## 2. Livelihood

Division Chief IV

97-2962

Corporation

Division Chief III

## 3. Local Water District

Assistant General Manager A

97-2961

Assistant General Manager B

## 4. Metropolitan Waterworks and Sewerage System

Corporate Board

97-2960

Secretary VI

Chief Customer Services Officer

Private Secretary A Project Manager D

Office Equipment Mechanic Foreman

Office Equipment Mechanic A

Office Equipment Mechanic B

## 5. Philippine Economic Zone Authority

PEZA Director General

97-2959

PEZA Deputy Director General

Accountant IV

Administrative Officer II

Administrative Officer III

Administrative Officer IV

Chief Safety Officer

Community Affairs Officer IV

Division Chief III

Division Chief II

Economic Zone Administrator

Economic Zone Manager III

Enterprise Services Assistant II

Enterprise Services Officer II

Enterprise Services Officer III

Enterprise Services Officer IV

Enterprise Services Officer V

Financial Analyst IV

Investments Specialist II

Labor Affairs Assistant

Labor Affairs Officer III

Safety Specialist

Senior Labor Affairs Officer

Special Police Assistant Chief

Special Police Captain

Special Police Chief

Special Police Lieutenant

Special Police Sergeant

Supervising Labor Affairs Officer

#### 6. Public Attorney's Office

Public Attorney I

97-2963

#### 7. Technical Education and Skills Development Authority

Chief Technical Education and Skills Development Specialist

97-2964

Supervising Technical Education and Skills Development Specialist

Senior Technical Education and Skills Development Specialist

Technical Education and Skills Development Specialist II

Please be guided accordingly.

Adopted: 23 June 1997

**(SGD.) CORAZON ALMA G. DE LEON**

Chairman

**RESOLUTION NO. 972959**

Qualification Standards of Certain Positions in the Philippine Economic Zone Authority

WHEREAS, the Commission in its Resolution No. 97-04-04 dated January 24, 1997 approved and issued the Qualification Standards Manual (Revised 1997) which contained the new qualification standards of all positions in the updated Index of Occupational Services (IOS) provided by the Department of Budget and Management (DBM);

WHEREAS, to ensure uniformity of action, the Commission issued OM No. 17, s. 1997 dated March 13, 1997 requiring civil service regional offices to advise agencies within their jurisdiction to submit their proposed qualification standards for positions not found in the 1997 Qualification Standards Manual to the CSC-Central Office for appropriate action;

WHEREAS, pursuant to RA No. 7916, approving the organizational structure/staffing pattern of the Philippine Economic Zone Authority, a Government Financial Institution (GFI), the DBM has approved the creation of 585 positions which fall under forty-eight (48) position titles. Of these position titles, nineteen (19) are exactly similar to those of the National, Local and Infrastructure and Utilities Group (IUG's);

WHEREAS, as a matter of policy, and for purposes of appointment/promotion and other personnel actions, the Commission allows agencies to use and adopt the approved qualification standards of similar positions of other government sectors;

WHEREAS, twenty-nine (29) out of the abovementioned forty-eight (48) position titles do not have similar position titles belonging to other government sectors; thus, the need for the establishment of their corresponding qualification standards;

NOW, THEREFORE, the Commission hereby RESOLVES to authorize the Philippine Economic Zone Authority to adopt the qualification standards of the following positions belonging to the National, Local, Infrastructure Utilities Group (IUG) agencies which are found in the 1997 Qualification Standards Manual:

POSITION TITLE

SALARY GRADE

1. Accounting Analyst

11

2. Accounting Specialist II

16

3. Bill Collector

05

4. Community Affairs Officer II

15

5. Community Affairs Officer III

18

6. Community Development Officer II

18

7. Credit Officer III

15

8. Financial Analyst I

11

9. Financial Analyst II

15

10. Financial Analyst III

18

11. Fire Marshal I

18

12. Firefighter III

10

13. Fiscal Clerk III

08

14. Meter Reader II

06

15. Senior Bookkeeper

09

16. Senior Environment Management Specialist

18

17. Special Police Area Supervisor

19

18. Special Police Corporal

06

19. Special Police Major

15

The Commission further RESOLVES to approve the attached qualification standards of the following twenty nine (29) newly created positions by the Department of Budget and Management which are not found in the

1997 Qualification Standards Manual.

POSITION TITLE

SALARY GRADE

PEZA Director General

30

PEZA Deputy Director General

29

Accountant IV

22

Administrative Officer II

15

Administrative Officer III

18

Administrative Officer IV

22

Chief Safety Officer

22

Community Affairs Officer IV

22

Division Chief III

24

Division Chief II

23

Economic Zone Administrator

27

Economic Zone Manager III

26

Enterprise Services Assistant II

10

Enterprise Services Officer II

13

Enterprise Services Officer III

15

Enterprise Services Officer IV

18

Enterprise Services Officer V

22

Financial Analyst IV

22

Investments Specialist II

15

Labor Affairs Assistant

08

Labor Affairs Officer III

15

Safety Specialist

16

Senior Labor Affairs Officer

18

Special Police Assistant Chief

22

Special Police Captain

13

Special Police Chief

24

Special Police Lieutenant

11

Special Police Sergeant

08

Supervising Labor Affairs Officer

22

**THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.**

Adopted: 10 June 1997

(SGD.) CORAZON ALMA G. DE LEON  
Chairman

(SGD.) THELMA P. GAMINDE  
Commissioner

(SGD.) JOSE F. ERESTAIN, JR.  
Commissioner

Attested by:

(SGD.) CARMENCITA E.B. BRINGAS  
Board Secretary

RESOLUTION NO. 972960Qualification Standards of Certain Positions in the Metropolitan Waterworks and Sewerage System

WHEREAS, the Commission in its Resolution No. 97-0404 dated January 24, 1997 approved and issued the Qualification Standards Manual (Revised 1997) which contained the new qualification standards of all positions in the updated Index of Occupational Services (IOS) provided by the Department of Budget and Management (DBM).

WHEREAS, to ensure uniformity of action, the Commission issued OM No. 17, s. 1997 dated March 13, 1997 requiring CSC Regional Offices to advise agencies under their respective jurisdiction to submit their proposed qualification standards for positions not found in the 1997 Qualification Standards Manual to the CSC-Central Office for appropriate action;

WHEREAS, the DBM has recently approved the creation of the positions of Corporate Board Secretary VI, (SG-25), Chief Customer Services Officer, (SG-22), Private Secretary, (SG-15), Project Manager D, (SG-24), Office Equipment Mechanic Foreman, (SG-14), Office Equipment Mechanic A, (SG-08), and Office Equipment Mechanic B, (SG-06) in the Metropolitan Waterworks and Sewerage System which therefore, are not included in the Qualification Standards Manual (Revised 1997).

NOW, THEREFORE, the Commission hereby RESOLVES to approve the qualification standards of the positions of Corporate Board Secretary VI, (SG-25), Chief Customer Services Officer, (SG-22), Private Secretary A, (SG-15), Project Manager D, (SG-24), Office Equipment Mechanic Foreman, (SG-14), Office Equipment Mechanic A, (SG-08), and Office Equipment Mechanic B, (SG-06) in the Metropolitan Waterworks and Sewerage System as follows:

1. CORPORATE BOARD SECRETARY VI (SG-25)

Education:

Bachelor's Degree

Experience:

5 years of relevant experience

Training:

32 hours of relevant training

Eligibility:

Second Level Eligibility Career Service (Professional)

## 2. CHIEF CUSTOMER SERVICES OFFICER (SG-22)

Education:

Bachelor's Degree

Experience:

4 years of relevant experience

Training:

24 hours of relevant training

Eligibility:

Career Service (Professional) Second Level Eligibility

## 3. PRIVATE SECRETARY A (SG-15)

Education:

Completion of two years studies in college

Experience:

None required

Training:

None required

Eligibility:

None required

## 4. PROJECT MANAGER D (SG-24)

Education:

Masteral Degree

Experience:

4 years in position/s involving management and supervision

Training:

24 hours of training in management and supervision

Eligibility:

Career Service (Professional) Second Level Eligibility

**5. OFFICE EQUIPMENT MECHANIC FOREMAN (SG-14)**

## Education:

High School Graduate or Completion of relevant vocational/trade course

## Experience:

3 years of relevant experience

## Training:

16 hours of relevant training

## Eligibility:

Equipment technician(MC 11, s. 1996 - Cat. II)

**6. OFFICE EQUIPMENT MECHANIC A (SG-08)**

## Education:

High School Graduate or Completion of relevant vocational/trade course

## Experience:

1 year of relevant experience

## Training:

4 hours of relevant training

## Eligibility:

Equipment Technician(MC 11, s. 1996 - Cat. II)

**7. OFFICE EQUIPMENT MECHANIC B (SG-06)**

## Education:

High School Graduate or Completion of relevant vocational/trade course

## Experience:

None required

## Training:

None required

## Eligibility:

None required(MC 11, s. 1996 - Cat. III)

**THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.**

Adopted: 10 June 1997

(SGD.) CORAZON ALMA G. DE LEON

Chairman

(SGD.) THELMA P. GAMINDE  
Commissioner

(SGD.) JOSE F. ERESTAIN, JR.  
Commissioner

Attested by:

(SGD.) CARMENCITA E.B. BRINGAS  
Board Secretary

RESOLUTION NO. 972958Qualification Standards of Thirteen Positions of the Land Bank of the Philippines

WHEREAS, RA 7907, otherwise known as Land Bank's amended charter provides among other things that, ". . . all positions in the Bank shall be governed by a compensation and position classification system and qualification standards approved by the Bank's Board of Directors based on a comprehensive job analysis and audit of actual duties and responsibilities. . . . The Bank shall therefore be exempt from existing laws, rules and regulations on compensation, position classification and qualification standards. .x.x.x"

WHEREAS, the Land Bank of the Philippines, despite the abovementioned exemption endeavors to conform with existing personnel policies and standards set by the Civil Service Commission. Thus, it submits to the Commission and requests confirmation of the qualification standards of its eleven first level positions which the Bank elevated to the second level in view of its New Position Classification Plan as provided under its new charter.

WHEREAS, a review of the qualification standards submitted by the Bank reveals that they substantially conform with the general policies on qualification standards provided under CSC Memorandum Circular No. 1, s. 1997;

NOW, THEREFORE, in view of the foregoing, the Commission hereby RESOLVES to affirm the attached qualification standards of the following positions of the Land Bank of the Philippines.

POSITION TITLE

PAY GRADE

Legal Officer

7

Bank Teller

5

Computer Operator

4

Buyer

4

Data Controller

4

Planning Processor

4

Agrarian Affairs Processor

4

Bookkeeper

4

Budgeting Officer

4

Cash Clerk

4

Clearing Assistant

4

Public Relations Assistant

4

Executive Assistant I

5

**THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.**

Adopted: 10 June 1997

(SGD.) CORAZON ALMA G. DE LEON  
Chairman

(SGD.) THELMA P. GAMINDE  
Commissioner

(SGD.) JOSE F. ERESTAIN, JR.  
Commissioner

Attested by:

(SGD.) CARMENCITA E.B. BRINGAS  
Board Secretary

**RESOLUTION NO. 972964**

Qualification Standards of Positions in the Technical Education and Skills Development Authority

WHEREAS, the Commission in its Resolution No. 97-0404 dated January 24, 1997 approved and issued the

Qualification Standards Manual (Revised 1997) which contained the new qualification standards of all positions in the updated Index of Occupational Services (IOS) provided by the Department of Budget and Management (DBM).

WHEREAS, to ensure uniformity of action, the Commission issued OM No. 17, s. 1997 dated March 13, 1997 requiring CSC Regional Offices to advise agencies under their respective jurisdiction to submit their proposed qualification standards for positions not found in the 1997 Qualification Standards Manual to the CSC-Central Office for appropriate action.

WHEREAS, the DBM has recently approved the creation of the positions of Chief Technical Education and Skills Development Specialist, (SG-24), Supervising Technical Education and Skills Development Specialist, (SG-22), Senior Technical Education and Skills Development Specialist, (SG-19), Technical Education and Skills Development Specialist I, (SG-16) and Technical Education and Skills Development Authority which are not included in the Qualification Standards Manual (Revised 1997).

NOW, THEREFORE, the Commission hereby RESOLVES to approve the Qualification Standards for the positions of Chief Technical Education and Skills Development Specialist (SG-24), Supervising Technical Education and Skills Development Specialist (SG-22), Senior Technical Education and Skills Development Specialist (SG-19), Technical Education and Skills Development Specialist II (SG-16) and Technical Education and Skills Development Specialist I (SG-13) in the Technical Education and Skills Development Authority as follows:

1. CHIEF TECHNICAL EDUCATION AND SKILLS DEVELOPMENT SPECIALIST (SG-24)

Education:

Masteral Degree

Experience:

4 years in position/s involving management and supervision

Training:

24 hours of training in management and supervision

Eligibility:

Career Service (Professional) Second Level Eligibility

2. SUPERVISING TECHNICAL EDUCATION AND SKILLS DEVELOPMENT SPECIALIST (SG-22)

Education:

Bachelor's degree relevant to the job

Experience:

3 years of relevant experience

Training:

16 hours of relevant training

Eligibility:

Career Service (Professional) Second Level Eligibility

### 3. SENIOR TECHNICAL EDUCATION AND SKILLS DEVELOPMENT SPECIALIST (SG-19)

Education:

Bachelor's degree relevant to the job

Experience:

2 years of relevant experience

Training:

8 hours of relevant training

Eligibility:

Career Service (Professional) Second Level Eligibility

### 4. TECHNICAL EDUCATION AND SKILLS DEVELOPMENT SPECIALIST II (SG-16)

Education:

Bachelor's degree relevant to the job

Experience:

1 year of relevant experience

Training:

4 hours of relevant training

Eligibility:

Career Service (Professional) Second Level Eligibility

### 5. TECHNICAL EDUCATION AND SKILLS DEVELOPMENT SPECIALIST I (SG-13)

Education:

Bachelor's degree relevant to the job

Experience:

None required

Training:

None required

Eligibility:

Career Service (Professional) Second Level Eligibility

**THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.**

(SGD.) CORAZON ALMA G. DE LEON  
Chairman

(SGD.) THELMA P. GAMINDE

Commissioner

(SGD.) JOSE F. ERESTAIN, JR.

Commissioner

Attested by:

(SGD.) CARMENCITA E.B. BRINGAS

Board Secretary

RESOLUTION NO. 97-2963 Qualification Standards of Public Attorney I in the Public Attorney's Office

WHEREAS, the Commission in its Resolution No. 97-0404 dated January 24, 1997, approved and issued the Qualification Standards Manual (revised 1997) which contained the new qualification standards of supposedly all positions in the updated Index of Occupational Services (IOS) provided by the Department of Budget and Management (DBM).

WHEREAS, a review of all positions in the New Qualification Standards Manual reveals that the position of Public Attorney I, SG-24 in the Public Attorney's Office was inadvertently omitted and therefore has no qualification standards.

NOW, THEREFORE, the Commission hereby RESOLVES, to set and approve the qualification standards of the position of Public Attorney I, SG-24 as follows:

### **1. PUBLIC ATTORNEY I — SG-24**

Education: Bachelor of Laws

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Eligibility: RA 1080

### **THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.**

Adopted: 10 June 1997

(SGD.) CORAZON ALMA G. DE LEON

Chairman

(SGD.) THELMA P. GAMINDE

Commissioner

(SGD.) JOSE F. ERESTAIN, JR.

Commissioner

Attested by:

(SGD.) CARMENCITA E.B. BRINGAS

Board Secretary IV

RESOLUTION NO. 972962 Qualification Standards of Division Chief IV and Division Chief III Positions in the Livelihood Corporation

WHEREAS, the Commission in its Resolution No. 97-0404 dated January 24, 1997 approved and issued the Qualification Standards Manual (Revised 1997) which contained the new qualification standards of all positions in the updated Index of Occupational Services (IOS) provided by the Department of Budget and Management (DBM);

WHEREAS, to ensure uniformity of action, the Commission issued OM No. 17, s. 1997 dated March 13, 1997 requiring CSC Regional Offices to advise agencies under their respective jurisdiction to submit their proposed qualification standards for positions not found in the 1997 Qualification Standards Manual to the CSC-Central Office for appropriate action.

WHEREAS, the DBM has approved the creation of the positions of Division Chief IV (SG-24) and Division Chief III (SG-23) in the Livelihood Corporation which are not included in the Qualification Standards Manual (Revised 1997);

NOW, THEREFORE, the Commission hereby RESOLVES to approve the Qualification Standards of the positions of Division Chief IV (SG-24) and Division Chief III (SG-23) in the Livelihood Corporation as follows:

**DIVISION CHIEF IV (SG-24)**

**Education:**

Masteral Degree

**Experience:**

4 years in position/s involving management and supervision

**Training:**

24 hours of training in management and supervision

**Eligibility:**

Career Service (Professional) Second Level Eligibility

**DIVISION CHIEF III (SG-23)**

**Education:**

Bachelor's degree relevant to the job

**Experience:**

4 years of relevant experience

**Training:**

24 hours of relevant training

**Eligibility:**

Career Service (Professional) Second Level Eligibility

**THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.**

Adopted: 10 June 1997

(SGD.) CORAZON ALMA G. DE LEON

Chairman

(SGD.) THELMA P. GAMINDE

Commissioner

(SGD.) JOSE F. ERESTAIN, JR.

Commissioner

Attested by:

(SGD.) CARMENCITA E.B. BRINGAS

Board Secretary IV

RESOLUTION NO. 972961 Qualification Standards of Assistant General Manager A and B Positions in the Local Water District

WHEREAS, the Commission in its Resolution No. 97-0404 dated January 24, 1997 approved and issued the Qualification Standards Manual (Revised 1997) which contained the new qualification standards of all positions in the updated Index of Occupational Services (IOS) provided by the Department of Budget and Management (DBM).

WHEREAS, to ensure uniformity of action, the Commission issued OM No. 17, s. 1997 dated March 13, 1997 requiring CSC Regional Offices to advise agencies under their respective jurisdiction to submit their proposed qualification standards for positions not found in the 1997 Qualification Standards Manual to the CSC-Central Office for appropriate action;

WHEREAS, the DBM has recently approved the creation of the positions of Assistant General Manager A, SG-26, and Assistant General Manager B, SG-25 in the Local Water District which are not included in the Qualification Standards Manual (Revised 1997);

NOW, THEREFORE, the Commission hereby RESOLVES to approve the qualification standards for Assistant General Manager A, SG-26 and Assistant General Manager B, SG-25 positions in the Local Water District as follows:

1. ASSISTANT GENERAL MANAGER A — SG 26

Education:

Bachelor's degree

Experience:

3 years in position/s involving management and supervision

Training:

None required

Eligibility:

Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)

2. ASSISTANT GENERAL MANAGER B — SG 25

Education:

Bachelor's degree

Experience:

3 years of supervisory experience

Training:

None required

Eligibility:

Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)

**THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.**

Adopted: 10 June 1997

(SGD.) CORAZON ALMA G. DE LEON  
Chairman

(SGD.) THELMA P. GAMINDE  
Commissioner

(SGD.) JOSE F. ERESTAIN, JR.  
Commissioner

Attested by:

(SGD.) CARMENCITA E.B. BRINGAS  
Board Secretary

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