

Republika ng Pilipinas
PAMBANSANG PANGASIYAHAN NG PATUBIG
(National Irrigation Administration)
Gusaling APC, Quezon Memorial Circle
Diliman, Lungsod ng Quezon

MC # 78, s. 1972

MEMORANDUM CIRCULAR

ALL CHIEFS OF DEPARTMENTS AND STAFFS; ALL HEADS OF SPECIAL
PROJECTS; REGIONAL, PROVINCIAL AND PROJECT IRRIGATION
ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-
CHARGE OF IRRIGATION SYSTEMS/OFFICES
National Irrigation Administration

SUBJECT: Civil Service Commission First Grade (Unassembled) Examination

You are hereby informed that the Civil Service Commission has
announced a First Grade (Unassembled) Examination for journeyman or
professional level or higher positions in the government service.
Whereunder are particulars of the said examination:

LEVEL OF POSITIONS

Journeyman refers to the level of positions the duties of which
include the performance of a reasonably wide variety of assignments
within an occupational group and involves the exercise of inde-
pendent judgment and work under limited supervision, and re-
quires for successful performance educational preparation equi-
valent to completion of a college degree in a specialized field
and/or completion of a prescribed period of training. Profes-
sional refers to the level of positions the duties of which
include the application of professional knowledge and abilities
which are usually acquired through completion of a full curricu-
lum at a college or university.

BASIS OF GRANTING ELIGIBILITY.

No written test is required. Qualifications of applicants will
be evaluated by means of a review of their experience, training,
and education as described in their application forms and sup-
ported by corroborative evidence. The evaluation will take into
account the quality, recency, and progressiveness of
experience and relevancy of education and training.

FALSE STATEMENTS CONCERNING QUALIFICATIONS WILL BE CAUSE FOR
DISAPPROVAL OF THE APPLICATION, OR CANCELLATION OF THE ELIGI-
BILITY IF GRANTED, OR REMOVAL FROM THE SERVICE, IF APPOINTED.
CERTIFYING OFFICERS GIVING FALSE CERTIFICATION OF SERVICE WILL
BE DEALT WITH ACCORDINGLY.

MINIMUM REQUIREMENTS

Applicants must meet the requirements given below.

Education and Experience

1. Have graduated with a bachelor's degree from a college
or university of recognized standing;
2. Hold appointment in the competitive or noncompetitive
service of the government in a position not lower than
journeyman or professional level (labor positions and
positions in the exempt service not considered);
3. Have at least 5 years of experience in the competitive
or noncompetitive service of the government (labor posi-
tions and positions in the exempt service not considered);
4. Possess at least second grade eligibility or its equi-
valent; and
5. Obtained for the last two grading periods a performance
rating of at least satisfactory.

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Applicants who possess exceptional qualifications in terms of education, training, and experience at least equivalent to the requirements above may also be admitted.

Substitutions allowed

1. The college education requirement may be offset by experience, at the rate of 2 years' experience (of the nature given in Nos. 2 and 3 of the Education and Experience Requirements) for every year of education, but only 2 years of such education may be substituted by experience, and only experience in excess of the minimum required shall be accepted.
2. The journeyman or professional level position requirement may be substituted by a completed master's degree; 18 units of study at the graduate level may be accepted provided the position held is not below the senior level.
3. One year of the 5 years' experience in the government service required may be substituted by any of the following, each of the following considered the equivalent of 6 months of experience:
 - a. A relevant training course or seminar of at least 40 hours given or sponsored by a government agency duly approved by the Civil Service Commission or conducted by the Civil Service Commission;
 - b. A relevant training course or seminar of not less than 3 months sponsored by the NEC-AID, the U.N., under the Colombo Plan, or other grants-in-aid programs.

Citizenship and Character

Applicants must be citizens of the Philippines and must be of good moral character.

Physical Condition

Applicants must be in good health and free from physical defects to enable them to meet the physical standard deemed necessary for the position.

EXAMINATION FEE

An examination fee of P2.00 is charged each applicant for admission to the examination in accordance with Article VIII, Section 38 of R.A. No. 2260, as amended by Section 15 of R.A. No. 6040. In exchange for P2.00 the applicant will be given an Admission Fee Stamp which he should paste on his application form. Those who apply by mail should enclose with their applications a postal money order for P2.00 payable to the order of the Civil Service Commission.

SELF-ADDRESSED STAMPED ENVELOPE FOR NOTICE OF ELIGIBILITY

A self-addressed stamped envelope for the notice of eligibility must be attached to the application.

HOW TO APPLY

What to file

1. C.S. Form 100
2. C.S. Form 47
3. Transcript of Records, Diploma, Special Order, or any other authentic evidence of
 - a. Completion of a bachelor's degree
 - b. Completion of a master's degree (if claimed)
4. Certification by proper authority of service, performance rating, and eligibility claimed in C.S. Form 100;
5. Certificates or evidence of completion of seminar, in-service training, scholarship grants, or training grants.

Where to get forms

Application forms may be obtained from the Application Division, Recruitment and Examinations Department, Civil Service Commission, Ablaza Building, 117 E. Rodriguez, Sr. Avenue, Quezon City.

Where and when to file

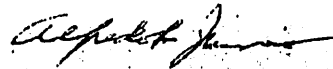
Applications may be filed with the Application Division, Recruitment and Examinations Department, Civil Service Commission, Ablaza Building, 117 E. Rodriguez, Sr. Avenue, Quezon City, not later than December 29, 1972.

N O T I C E

Appeal from rating in a civil service examination shall be filed in writing by the examinee with the Commissioner within six months from the date of the release of the results of the examination concerned. Thereafter, no appeal shall be entertained. (Section 6(c), Rule IV, Revised Civil Service Rules).

All Chiefs of Offices are enjoined to disseminate the above information to their respective subordinates.

Those who meet the admission requirements and are qualified should be encouraged to apply for the examination.


ALFREDO L. JUINIO
Administrator

RVC:prl
11-13-72