



REPUBLIKA NG PILIPINAS

# **Pambansang Pangasiwaan ng Batubig**

(NATIONAL IRRIGATION ADMINISTRATION)  
LUNGSOD NG QUEZON

MC # 30, s. 1976

## MEMORANDUM CIRCULAR

TO : The Assistant Administrators, Heads of Departments and Staffs, Heads of Special Projects, Regional Irrigation Directors, Provincial Irrigation Engineers, Superintendents of Irrigation Systems, Project Engineers, and all others concerned National Irrigation Administration

SUBJECT : Qualification Standards for the Positions of Information Writer/Officer

In view of the urgency to fill up the positions of Information Officers and/or Information Writers in your respective regional offices to effect the immediate organization of information outfits thereat, and the implementation of integrated communications program, the following qualification standards of these positions are hereby prescribed for your guidance and reference:

### QUALIFICATION STANDARDS

#### Information Writer: G-7

- Education : Bachelor's degree including or supplemented by 18 units in Journalism, Mass Communication, Filipino or English.
- Experience : One year experience in journalism work, or in radio, television or film production work, or in public relations.
- C.S. Eligibility : Information Writer, Career Service (Sub-Prof) Second Grade, General Clerical, Third Grade, Provincial/Municipal Clerk (1965)
- Agency Preference: Candidates for this position must be fluent in English, Tagalog and/or dialect spoken in the region, with knowledge of photography and willing to undertake periodic field work in connection with information and dissemination activities. Male applicants preferred.

Information Officer: G-10

Education : Bachelor's degree major in Journalism, Mass Communication, Filipino or English

Experience : Two years supervisory experience in journalism, radio, television, film production, or public relations.

C.S. Eligibility : First Grade, Career Service (Prof), Supervisor, Information Editor, Public Relations Officer, Sr. Teacher

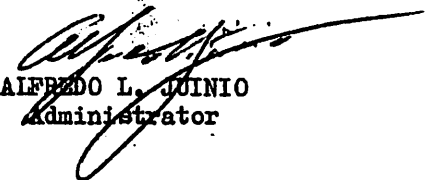
Agency Preference: Candidates for this position must be fluent in English, Tagalog, and/or dialect spoken in the region; must be proficient in writing and editing articles, press releases or feature stories, radio scripts; with knowledge of photography and willing to undertake periodic field work in connection with information and dissemination activities. Male applicants preferred.

In connection herewith, you are directed to submit immediately appointment proposals for the aforementioned positions bearing in mind the above position requirements to ensure appointment according to merit and fitness to perform the duties and assume the responsibilities of the positions.

Should there be no available qualified candidates within the regional offices and/or difficulties are encountered in the filling up of these positions, you may coordinate with the Personnel Division or the Public Information Staff in the Central Office for clarification of guidelines on recruitment and selection of prospective appointees, or the Regional Civil Service Office for certification of registered Information Writer/Editor or equivalent First Grade eligibles.

It is to be reminded that appointments in the Agency shall be governed by the NIA Personnel Recruitment and Selection Procedures under Memorandum Circular No. 77, S. 1975, and the rules on Personnel Actions and Policies under PD 807.

Please be guided accordingly.

  
ALFREDO L. QUINIO  
Administrator

June 23, 1976

REPUBLIC OF THE PHILIPPINES  
CIVIL SERVICE COMMISSION  
QUEZON CITY

QUALIFICATION STANDARD

| CLASS TITLE                     | SALARY RANGE | EXPERIENCE REQUIREMENTS  | EDUCATION REQUIREMENTS   | CIVIL SERVICE ELIGIBILITY   |
|---------------------------------|--------------|--|--|---|
| <u>PUBLIC INFORMATION GROUP</u> |              |  |  |   |
| Information Writer              | 38           | <p>1. None required; or</p> <p>2. *1 year experience which must have demonstrated ability to write news or feature articles, or any other informative or instructional materials</p> | <p>1. Bachelor's degree including or supplemented by 18 units in journalism, mass communication, pilipino, english or any foreign language, or other related studies; or</p> <p>2. Bachelor's degree</p> | <p>Information Writer<br/> (**First Grade) <i>Sub</i><br/> **Career Service (Prof.)<br/> <i>Rev. Clerical</i><br/> <i>St. Teacher, Second Grade 3rd grade</i><br/> <i>Nov 10 min. Dec 4 1965</i></p> <p>Information Writer<br/> **First Grade<br/> **Career Service (Prof.)</p> |

## GUIDELINES ON SUBSTITUTION

### I. General Policies

Substitution of educational deficiency by experience and/or training, or vice-versa may be allowed for some positions as herein described. Such substitutions must be indicated in the qualifications standards. The following policies must be observed:

- I. No substitution for deficiency in education requirement shall be allowed for the following position classes:
  - a. Those covered by the bar or board examinations
  - b. Those for which the law prescribes specific minimum education and/or experience requirements
  - c. Those requiring highly specialized scientific or technical knowledge which can be acquired only through formal study of specific courses and cannot be sufficiently provided by training and/or experience
2. Only specialized experience and/or relevant training can be considered for purpose of substituting the specific degrees or courses required.
3. Only education, experience and/or training in excess of the minimum required may be used to offset any of the deficiencies, in accordance with the rate herein prescribed.
4. In instances where the quantity or quality of the experience and/or training used to substitute for educational deficiency may not be sufficient, such factors like outstanding accomplishments, personality traits and potentials may be considered.

### II Rate of Substitution

#### For Education:

1. Except as otherwise provided, substitution for deficiency in the college education requirement shall be allowed provided that at least two years of college work must have been successfully completed. The rate of substitution shall be any or a combination of the following, for every one academic year of formal study:
  - a. Six months of specialized experience
  - b. Three months of relevant training grant
  - c. Fifty hours of relevant in-service training course

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QUALIFICATION STANDARD

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|--|--------------|---|--|--|
| <u>PUBLIC INFORMATION GROUP</u><br><br>Supervising Information Officer I | 51           | <p>1. *2 years experience in editorial and publication work, 1 year of which may be substituted; or</p> <p>2. *3 years experience in editorial and publication work, 1 year of which may be substituted; or</p> <p>3. *4 years experience in editorial and publication work, 1 year of which may be substituted</p> | <p>1. Bachelor's degree major in journalism, Mass Communication, Pilipino, English or any foreign language, or other related studies, including or supplemented by *9 units in public administration/management; or</p> <p>2. Bachelor's degree including or or supplemented by 18 units in journalism, mass communication, pilipino, english or any foreign language, or other related studies, and *9 units in Public administration/management; or</p> <p>3. Bachelor's degree including or supplemented by *9 units in public administration/ management</p> | <p>Supervising Information Officer I<br/>Information Editor<br/>Public Relations Officer<br/>**Supervisor<br/>**First Grade<br/>**Career Service(Prof.)<br/><i>Dr. Tunde</i></p> <p>Supervising Information Officer I<br/>Information Editor<br/>Public Relations Officer<br/>**Supervisor<br/>**First Grade<br/>**Career Service(Prof.)</p> <p>Supervising Information Officer I<br/>Information Editor<br/>Public Relations Officer<br/>**Supervisor<br/>**First Grade<br/>**Career Service(Prof.)</p> |