

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Epifanio delos Santos Avenue
Quezon City

M.C. # 52, s, 1977

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS; ALL HEADS OF DEPARTMENTS AND STAFFS; REGIONAL IRRIGATION DIRECTORS; PROVINCIAL AND PROJECT IRRIGATION ENGINEERS; IRRIGATION SUPERINTENDENTS AND/OR OFFICERS-IN-CHARGE OF IRRIGATION SYSTEMS; CHIEFS OF SPECIAL PROJECTS; AND ALL OTHERS CONCERNED
This Office

SUBJECT : New Procedure to Determine Merit and Fitness for Trades and Crafts Positions and the Phasing Out of Testimonial Examinations for Such Positions

Quoted hereunder for your information and guidance is Civil Service Commission Memorandum Circular # 10, s. 1977 dated June 8, 1977 which is self-explanatory.

"Republic of the Philippines
CIVIL SERVICE COMMISSION
Manila

MC # 10, s. 1977

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS; BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS

SUBJECT : New Procedure to Determine Merit and Fitness for Trades and Crafts Positions and the Phasing Out of Testimonial Examinations for Such Positions

In line with the objective of the Commission to restructure its policies and provide more facilitative service, it has adopted a new procedure for evaluating an individual's capability for government employment for the purpose of granting him civil service eligibility.

Consistent with the provision of Section 2, paragraph 2, Civil Service Rule 1, of the Rules on Personnel Actions and Policies, the holding of testimonial examinations for the trades and crafts group in the first level of the career service, shall be phased out effective six (6) months from the date of this Memorandum Circular.

Any person appointed to a position in this group may, instead, be initially issued a temporary appointment, provided that he meets the other requirements for appointment to the position. If the appointing authority believes that the appointee has continuously rendered satisfactory service during the period of his temporary appointment, he may renew the appointment, propose the same for change of status from temporary to permanent, and submit it to this Commission for approval.

It is understood that eligibility shall be granted only upon proper certification of the appointing authority of the completion of such satisfactory service. The performance ratings of the appointee for the two (2) rating periods during his temporary appointment shall be submitted together with the said certification and the appointment papers to this Commission.

As a guide to appointing authorities, the length of service requirement for each position under the trades and crafts group is indicated in the attached list. Other positions may be added to the list as may be determined by the Commission.

Persons possessing civil service eligibilities for trades and crafts positions who are presently not employed in the government service must avail themselves of such eligibilities within five (5) years from the date they acquired such eligibilities; otherwise, these shall lapse.

THIS MEMORANDUM CIRCULAR SHALL TAKE EFFECT IMMEDIATELY.

(SGD.) JACOBO C. CLAVE
Acting Chairman

June 8, 1977"

An appointment-proposal involving change of status from temporary to permanent under this new procedure should be submitted to the Central Office for approval, and must be accompanied by certified true copies of the performance ratings of the appointee for the two (2) rating periods during his temporary appointment. The initial temporary appointment shall, as usual, be likewise approved by this Office.

Requests for the inclusion of positions not appearing in the attached list of Trades and Crafts Positions may be submitted to the undersigned, Attention: The Administrative Director or the Business Manager, as the case may be. The justification for the request should be accompanied by a duly accomplished PDF in triplicate.

Applications for testimonial examinations for the Trades and Crafts Positions previously open, have been closed effective as of August 1, 1977.

Please be guided accordingly.

(SGD) ALFREDO L. JUINIO
Administrator

September 29, 1977
Encl.: a/s

QUALIFICATION REQUIREMENTS FOR TRADES AND CRAFTS AND OTHER POSITIONS

EDUCATION

Schedule A - Must be able to interpret simple verbal instructions

Schedule B - Completion of an elementary school course or must know how to read, write and account and be able to interpret verbal or written instructions of normal complexity

Schedule C - Completion of a secondary school course

Schedule D - Completion of a relevant vocational course

EXPERIENCE

One year of satisfactory experience in the position

Substitution Allowed:

1. Education and relevant experience in excess of the minimum requirements shall be used interchangeably to offset deficiencies on a year for year basis

2. Where completion of a vocational course is required, deficiency may be offset by:

a. 1 year of relevant experience

b. One hundred hours consisting of one or more relevant training courses or seminars

ELIGIBILITY

Eligibility shall be granted after at least one year of satisfactory performance in the position to which one has been appointed.

<u>POSITION</u>	<u>SCHEDULE</u>				<u>ELIGIBILITY</u>
	A	B	C	D	
Carpenter		x			Carpenter
Carpenter Foreman		x			Carpenter
Construction Foreman		x			Construction/Maintenance Man
Core Driller		x			Well Driller
Cook		x			Cook
Driver			x		Driver
Duplicating Equipment Operator		x			Duplicating Equipment Operator
Electrician				x	Electrician
Gantry Crane Operator		x			Heavy Equipment Operator
Hoist Operator		x			Heavy Equipment Operator
Labor Capataz		x			Construction/Maintenance Man
Labor Foreman		x			Construction/Maintenance Man
Light Equipment Operator		x			Light Equipment Operator
Audio Visual Equipment Operator			x		Audio Visual Equipment Operator
Bookbinder		x			Bookbinder
Machine Shop Foreman				x	Machinist
Machinist				x	Machinist
Mason	x				Mason
Mason Foreman		x			Mason

<u>POSITION</u>	<u>SCHEDULE</u>				<u>ELIGIBILITY</u>
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	
Mechanic (Automotive)				x	Mechanic (Automotive)
Mechanic (Office Equipment)				x	Mechanic (Office Equip.)
Mechanic (Printing)				x	Mechanic (Printing)
Mechanical Plant Operator - less than 50 horsepower				x	Mechanical Plant Operator
Painter		x			Painter
Photographer				x	Photographor
Pump Operator		x			Pump Operator
Shop Carpenter Foreman		x			Carpenter
Survey Aide			x		Survey Aide
Tracer			x		Tracer
Welder	x				Welder
Welder Foreman		x			Welder
Well Driller		x			Well Driller
Well Driller Foreman		x			Well Driller
Automotive Shop Foreman				x	Mechanic (Automotive)
Blueprint Machine Operator			x		Duplicating Equip- ment Operator

N O T E :

Positions not listed herein shall be studied individually and if found to meet the criteria used as the basis for this classification may be grouped under this category.