

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

M.C. # 7, s. 1992

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL IRRIGATION
MANAGERS, OPERATION/PROJECT MANAGERS, IRRIGATION
SUPERINTENDENTS, PROVINCIAL IRRIGATION ENGINEERS AND
ALL OTHERS CONCERNED
This Agency

SUBJECT : Civil Service Commission Memorandum Circular No. 42,
s. 1991 dated December 12, 1991

Quoted hereunder in full is Civil Service Commission
Memorandum Circular No. 42, s. 1991 for your information and
guidance.

"Republic of the Philippines
CIVIL SERVICE COMMISSION

M.C. No. 42, s. 1991

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-
OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS
AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : POLICIES TO PROFESSIONALIZE THE CIVIL SERVICE

Pursuant to CSC Resolution No. 91-1560 dated December 12,
1991 and Section 12(1) of Subtitle A (Civil Service Commission),
Title 1, Book V of E.O. 292 empowering it to enforce the constitu-
tional and statutory provisions on the merit systems for all levels
and ranks in the civil service, the Civil Service Commission hereby
promulgates the following policies:

1. Effective January 1, 1993:

- a. No substitution shall be allowed for the
education and experience requirements of
specific positions in government. If
graduation from a college course is
necessary for appointment to positions
in the second level (PROFESSIONAL),
deficiencies in college education may no
longer be substituted with experience or
vice versa;
- b. Except for civil service eligibility
requirement, appointees to confidential/
personal staff and other positions in
the non-career service must meet the
requirements of the position involved.

Neither shall appointments be allowed in favor of persons 65 years old or over, even in coterminous positions;

- c. No extension of services shall be allowed for those who have reached the compulsory retirement age except for those under consultancy status;
- d. Policies requiring an appointee to possess an eligibility resulting from a Bar or Board examination will be strictly enforced. For example, an appointee to any Accountant position must hereafter possess a CPA (RA 1080, as amended) eligibility;
- e. Accreditation of services for appointments not submitted to the Civil Service Commission will no longer be entertained.

2. Starting January 1, 1995:

- a. Except full-fledged lawyers and Doctors of Medicine, all appointees to division chief positions (SG 24) or equivalent rank must possess a Masteral degree in addition to the eligibility and experience requirement.

In no case shall an appointment be made effective prior to the publication of the vacancy in a newspaper of general circulation/Bulletin of Vacant Positions in the Government, prior to the date on which the appointee reports for duty, or its issuance by the appointing authority; whichever occurs later.

All those holding permanent appointments even if they do not meet the abovementioned standards for the specific positions as of the effectivity of these rules shall continue in a permanent capacity. However, they may not be promoted anymore to a higher position until they meet the qualifications requirements of that higher position.

Agency heads are encouraged to identify staff members whose performance prefigures possible promotions. Staff development activities must be pursued to allow promising and deserving employees to finish requirements either for a basic college degree or graduate courses leading to a Master's degree. Government employees are likewise advised to develop themselves either through their own initiative or by availing of development opportunities provided by the government or private institutions.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

December 12, 1991"

Compliance hereof is enjoined.

(SGD.) JOSE B. DEL ROSARIO, JR.
Administrator

January 23, 1992