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

M.C. No. 81, s. 1993

T O : The Deputy Administrator; Assistant Administrators;  
Heads of Departments/Staffs; Heads of Foreign-  
Assisted Projects; Regional Irrigation Managers;  
UPRIIS/MARIIS Managers; Heads of Provincial  
Irrigation Offices; Irrigation Superintendents  
and all others concerned.  
National Irrigation Administration

SUBJECT : Policies on Qualification Standards

Quoted hereunder in full for implementation is Civil  
Service Commission Memorandum Circular No. 46, s. 1993.

"Republic of the Philippines  
CIVIL SERVICE COMMISSION

M.C. No. 46, s. 1993

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF  
THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING  
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND  
STATE UNIVERSITIES AND COLLEGES

SUBJECT : Policies on Qualification Standards

This Memorandum Circular amends, supersedes and modifies  
all Circulars pertaining to Qualification Standards which are  
inconsistent with the provisions hereof.

The Qualification Standards Manual for positions in the  
Civil Service is hereby established pursuant to Book V of  
Executive Order No. 292.

The following are the policies on Qualification Standards:

1. The qualification standards prescribed in the Manual are the minimum and basic requirements of the position. Agencies, however, are not precluded from establishing higher standards for positions if deemed necessary. Where higher standards are established by an agency, these standards shall be the operative standards for said agency;
2. Experience and training requirements shall not be required for appointment to entrance positions in any agency;
3. In determining the relevance of the education and experience requirements, reference shall be made to the duties and responsibilities attached to the positions and the occupational groupings where they belong;
4. Assistant positions, except Legal Assistants, Executive Assistants, Assistant Professors and other positions which the Commission may determine are considered first level positions which shall require completion of two (2) years studies in college or completion of vocational/technical/trade course, as the case may be;
5. RA 1080 eligibility shall be required only for appointments to positions which need the passing of BAR or Board examinations. For example, only Accountant positions shall require a CPA (RA 1080) eligibility, except when the qualification standards of the agency so require;
6. Eligibilities resulting from the Police Examinations, including PO1 Entrance Examination and PO3 Entrance Examination, given by the NAPOLCOM are considered appropriate for appointment to first level positions in government. Eligibility resulting from the INP Entrance Examination (now renamed as Police Officer Entrance Examination) is likewise appropriate for appointment to first level positions;
7. Experience, training and eligibility shall not be required for Confidential/Personal Staff positions whose terms of office are coterminous with those of the officials they serve. The educational requirements for said positions shall be as follows:

Second Level: Bachelor's degree

First Level : (Adm./Support Positions)  
Completion of two years  
studies in college/vocational/  
technical/trade course

(Trades/Crafts/Laborers)  
Must be able to read and write

8. Contractuals and casuals shall have to comply with all the qualification standards except eligibility; and
9. If the position title is not listed in any of the Occupational Services in the Qualification Standards Manual, the duties attached to the position should be made parallel to any comparable and functionally-related position therein. When a comparable position has been identified, the approved qualification standards for that position may be used.

Agencies need not submit to the Commission the qualification standards for positions already listed in this Qualification Standards Manual. However, qualification standards for newly created positions not in this list should be submitted to the Civil Service Regional Office for review and approval. The approval shall be in accordance with the minimum requisites prescribed by the Commission as contained in the Manual.

This Memorandum Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation.

(SGD.) PATRICIA A. STO. TOMAS  
Chairman

28 October 1993"

A copy of the Qualification Standards manual shall be furnished each Regional Office as soon as available.

Please be guided accordingly.

(SGD.) APOLONIO V. BAUTISTA  
Administrator

9 December 1993

Approved

MO # 36, 6.1973

**POSITIONS COVERED BY SCEP**  
(To be Conducted in Cooperation/Coordination with Requesting Office)

<i>Position</i>	<i>NHVC Test</i>	<i>Eligibility</i>
1. Boiler Operator	Boiler Tender	Boiler Tender
2. Power Switchboard Operator	Power Switchboard Operator	Power Switchboard Operator
3. Bartender	Bartender	Bartender
4. Vehicle/Heavy Equipment Mechanic	Heavy Equipment Mechanic	Heavy Equipment Mechanic
5. Waiter	Waiter	Waiter
6. Blacksmith	Blacksmith	Blacksmith
7. Cook	Cook	Cook
8. Bridgeman Crane Operator	Tower Crane Operator	Heavy Eqpt. Optr.
9. Overhead Crane Operator	Tower Crane Operator	Heavy Eqpt. Optr.
10. Crane Operator	Tower Crane Operator	Heavy Eqpt. Optr.
11. Forklift Operator	Forklift Operator	Heavy Eqpt. Optr.
12. Foundry Man	Foundry Man	Foundry Man
13. Road Grader Operator	Motor Grader Operator	Heavy Eqpt. Optr.
14. Tractor Operator	Heavy Eqpt. Optr.	Heavy Eqpt. Optr.
15. Hoist Operator	Heavy Eqpt. Optr.	Heavy Eqpt. Optr.
16. Grader & Roller Optr.	Heavy Eqpt. Optr.	Heavy Eqpt. Optr.
17. Computer Maintenance Technician	Computer Technician	Computer Maintenance Technician
18. Weaver	Weaver	Weaver
19. Musician	Musician	Musician
20. Day Care Worker	Day Care Worker	Day Care Worker
21. Barangay Health Aide	Day Care Worker	Day Care Worker
22. Social Welfare Aide	Day Care Worker	Day Care Worker
23. Electrotyper	Printing Machine Mechanic	Printer
24. Pressman	Printing Machine Mechanic	Printer
25. Typewriter	Printing Machine Mechanic	Printer
26. Pantryman	Pantryman	Pantryman
27. Patternmaker	Patternmaker	Patternmaker
28. Payloader Operator	Wheel Loader Operator	Heavy Eqpt. Optr.
29. Pump Operator	Pump Operator	Pump Operator
30. Tailor	Tailor	Tailor

**POSITIONS COVERED BY SCEP**  
(To be Conducted in the Regions)

<b>Position</b>	<b>NNYC Test</b>	<b>Eligibility</b>
1. Air-Conditioning Technician	Domestic Ref. and Aircon Mechanic	Air-Conditioning Technician
2. Illustrator	Illustrator	Illustrator
3. Artist-Illustrator	Illustrator	Illustrator
4. Pipe Fitter	Pipe Fitter	Pipe Fitter
5. Plumber	Pipe Fitter	Pipe Fitter
6. Plumbing and Tinning Inspector	Pipe Fitter	Pipe Fitter
7. Automotive Electrician	Automotive Electrician	Automotive Electrician
8. Automotive Mechanic	Automotive Mechanic	Mechanic
9. Cook	Cook	Cook
10. Mechanic	Automotive Mechanic, General Diesel Engine Mechanic Electronics Mechanic (Consumer)	Mechanic
11. Auto/Train Mechanic	Automotive Mechanic, General Electronics Mechanic	
12. Mason	Mason	Mason
13. Auto Repair Foreman	Automotive Body Repairman	Mechanic
14. Draftsman	Draftsman, Architectural Draftsman, General Draftsman, Electrical Carpenter, General	Draftsman
15. Carpenter	Carpenter, General	Carpenter
16. Data Encoder	Data Encoder	Data Encoder
17. Data Controller	Data Encoder	Data Encoder
18. Data Entry Machine Optr.	Data Encoder	Data Encoder
19. Building Electrician	Electrician, Building Wiring	Electrician
20. Lineman	Lineman, Electric Power	Lineman
21. Welder	Electric Arc Welder	Welder
22. Painter	Painter, Construction	Painter
23. Metal Worker	Sheet Metal Worker	Metal Worker
24. Upholsterer	Upholsterer	Upholsterer
25. Machinist	Machinist	Machinist
26. Machine Shop Foreman	Machinist	Machinist
27. Draftsman	Draftsman, Electrical	Draftsman
28. Electrician	Electrician, General	Electrician
29. Fabricator	Fabricator	Fabricator