



Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

**LABANAN
ANG
KAHIRAPAN**



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-6071 TO 78
TELEFAX NO.: 926-2846
TIN: 000-916-415

MC No. 25-A, s. 2010 OUR REFERENCE:

MEMORANDUM CIRCULAR

TO : THE ACTING DEPUTY ADMINISTRATORS, DEPARTMENT /
REGIONAL / OPERATION / PROJECT MANAGERS, DIVISION
MANAGERS, AND OTHERS CONCERNED

SUBJECT: **AMENDMENT TO NIA MEMORANDUM CIRCULAR NO. 25, S. 2010
RE DATA ENCODER ELIGIBILITY**

This Circular is being issued to amend NIA MC No. 25, s. 2010 pursuant to CSC Memorandum Circular No. 6, s. 2010 dated March 26, 2010 which was issued per CSC Resolution No. 100319, dated 24 February 2010 as follows:

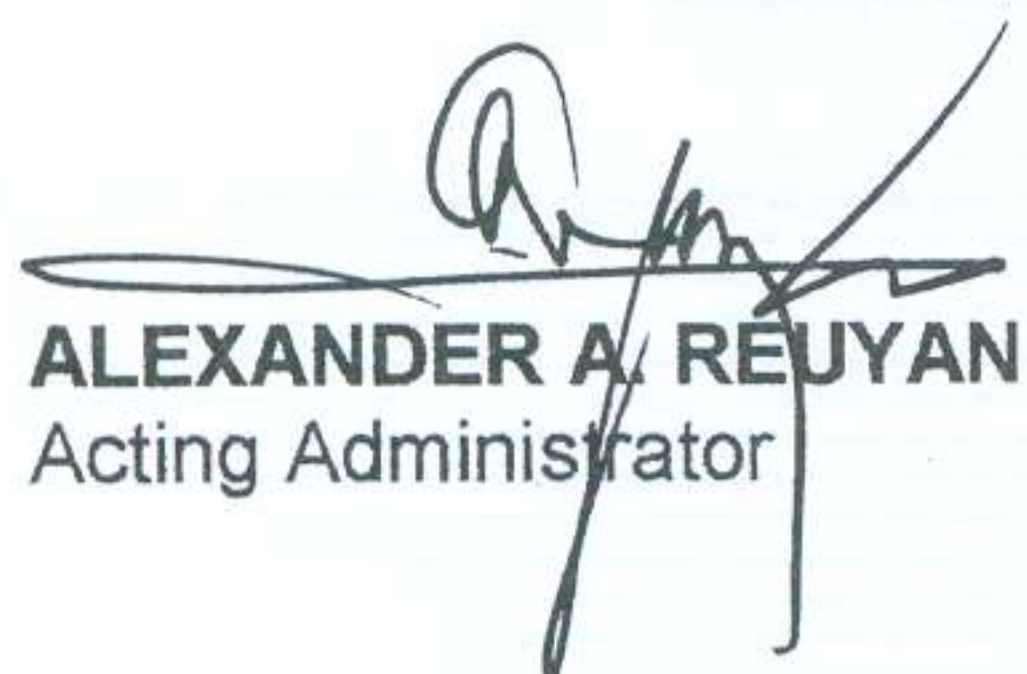
1. The Data Encoder eligibility shall continue to be appropriate eligibility for the following IT positions:

- Computer Operator
- Computer Operator 1
- Computer Operator II
- Computer Operator III
- Computer Operator IV
- Data Encoder
- Data Encoder I
- Data Encoder II
- Data Encoder III
- Data Encoder IV
- Senior Data Encoder
- Data Encoder-Controller
- Data Controller/Encoder
- Senior Data Encoder-Controller
- Supervising Data Encoder-Controller
- Data Controller
- Data Controller I
- Data Controller II
- Data Controller III
- Data Controller IV

Supervising Data Controller
Senior Computer Operator I
Senior Computer Operator II
Senior Computer Operator III
Data Entry Machine Operator I
Data Entry Machine Operator II
Data Entry Machine Operator III
Data Entry Machine Operator IV
Accounting Machine Operator I
Accounting Machine Operator II
Accounting Machine Operator III
Auxiliary Machine Operator I
Auxiliary Machine Operator II
Auxiliary Machine Operator III
Auxiliary Machine Operator IV

2. Those who passed the PC Operators II Skills Test whose names are found in the master list to be provided by TESDA, and whose Certificate of Competency are still, may apply for the conversion of said certificates to Data Encoder eligibility until end of December 2010.

Be guided accordingly.



ALEXANDER A. REUYAN
Acting Administrator

13 April 2010



MC No. 6, s. 2010

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS;
GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS; AND STATE UNIVERSITIES AND
COLLEGES

SUBJECT : Amendment to MC No. 3, s. 2008 (Grant of Eligibility;
Revised Schedule of Skills Tests and Civil Service
Eligibilities: Skills Certificate Equivalency Program)

In CSC Resolution No. 100319 dated February 24, 2010, the Commission has adopted the amendment to CSC Memorandum Circular No. 3, s. 2008 as follows:


1. The Data Encoder eligibility shall continue to be appropriate eligibility for the following IT positions:

Computer Operator
Computer Operator I
Computer Operator II
Computer Operator III
Computer Operator IV
Data Encoder
Data Encoder I
Data Encoder II
Data Encoder III
Data Encoder IV
Senior Data Encoder
Data Encoder – Controller
Data Controller/Encoder
Senior Data Encoder - Controller
Supervising Data Encoder - Controller
Data Controller
Data Controller I
Data Controller II
Data Controller III
Data Controller IV

Supervising Data Controller
Senior Computer Operator
Senior Computer Operator I
Senior Computer Operator II
Senior Computer Operator III
Data Entry Machine Operator I
Data Entry Machine Operator II
Data Entry Machine Operator III
Data Entry Machine Operator IV
Accounting Machine Operator I
Accounting Machine Operator II
Accounting Machine Operator III
Auxiliary Machine Operator I
Auxiliary Machine Operator II
Auxiliary Machine Operator III
Auxiliary Machine Operator IV

2. Those who passed the PC Operations II Skills Test whose names are found in the master list to be provided by TESDA, and whose Certificate of Competency are still valid, may apply for the conversion of said certificates to Data Encoder eligibility until end of **December, 2010.**

This Memorandum Circular shall take effect immediately.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

26 MAR 2010



Republic of the Philippines
Civil Service Commission

Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

109 Years of Service;
Civil Service at Its Best

Mamamayan Muna

Qualification Standards

Re: Amendment to MC No. 3, s. 2008

(Grant of Eligibility; Revised Schedule of
Skills and Civil Service Eligibilities; Skills
Certificate Equivalency Program

X ----- X

RESOLUTION No. 100319

WHEREAS, the Civil Service Commission, as the central personnel agency of the Government, is mandated by the Philippine Constitution to ensure that all appointments in the civil service are made only according to merit and fitness to be determined, as far as practicable, by competitive examination;

WHEREAS, Sec. 22, Chapter 5 of Executive Order No. 292 states that "A qualification standard expresses the minimum requirements for a class of positions in terms of education, training and experience, civil service eligibility, physical fitness, and other qualities required for successful performance. The degree of qualifications of an officer or employee shall be determined by the appointing authority on the basis of the qualification standards for the particular position";

WHEREAS, Sec. 4, Rule IV of the Omnibus Rules Implementing Book V of E.O. 292 and other pertinent Civil Service Law provides that: "The Commission shall adopt qualification standards for service-wide positions in the first and second levels and shall review and update, whenever necessary those already established.";

WHEREAS, Item 4 Part I (General Policies) of CSC Resolution No. 030962 dated September 12, 2003 provides that: "Qualification Standards for positions with generic or specific titles shall be established based on the set of duties and responsibilities indicated in the Position Description Form (PDF), which the Department of Budget and Management (DBM) used in the classification and salary grade allocation of the position.";

Certified True Copy:

Justina O. Amper
JUSTINA O. AMPER

Supervising Personnel Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

WHEREAS, the Commission issued Resolution No. 072244 dated December 4, 2007 which provides, among other things, the exclusion of 47 positions under the management information systems group from Category I of CSC MC No. 11, s. 1996. Under said resolution, an aspirant to a data encoder position and other functionally related positions should possess a career service professional/ subprofessional eligibility in order to be considered for appointment to said positions. The above Resolution was published on January 23, 2008 in Malaya newspaper and was circularized through CSC MC No. 3, s. 2008 dated February 7, 2008;

WHEREAS, MC 3 likewise provides that those who passed the TESDA skills test which are covered by the SCEP before the effectivity of CSC Resolution No. 072244 may still be conferred the equivalent eligibility based on CSC MC No. 11 of 1996 until the end of December 2008 provided that their TESDA skills certificate are still valid. The TESDA skills certificate is valid for three (3) years reckoned from the date of its issuance;

WHEREAS, the above-said circular is not consistent with the provisions of Batas Pambansa Blg. 225 which provides that "those who acquired civil service eligibility by virtue of having passed civil service examinations or having obtained their equivalents may avail of said eligibilities at anytime during their lifetime";

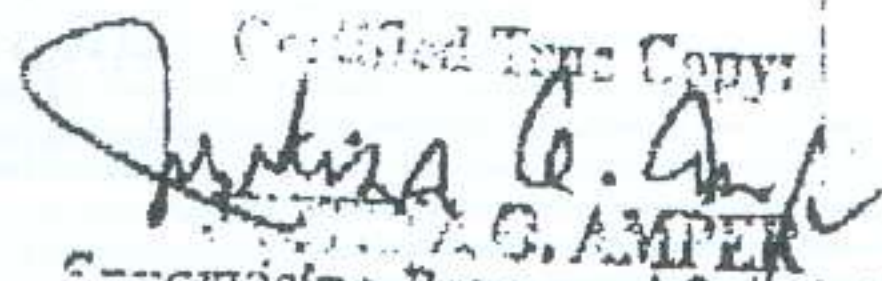
WHEREAS, since the issuance of CSC MC No. 3, s. 2008, the Commission has been receiving a number of requests to reconsider the appropriateness of the Data Encoder eligibility for purposes of appointment to data encoder positions and the functionally related positions;

WHEREAS, a review of the DBM's Index of Occupational Service (IOS) shows that Data Encoder positions still appear in the Infrastructure and Utilities Groups (IUGs) and Government Financial Institutions (GFIs) while other functionally related positions appear in the national and local government using IT positions as parenthetical titles;

WHEREAS, an inventory conducted on the existing Data Encoder and other functionally related positions shows that there are 5,622 IT positions nationwide;

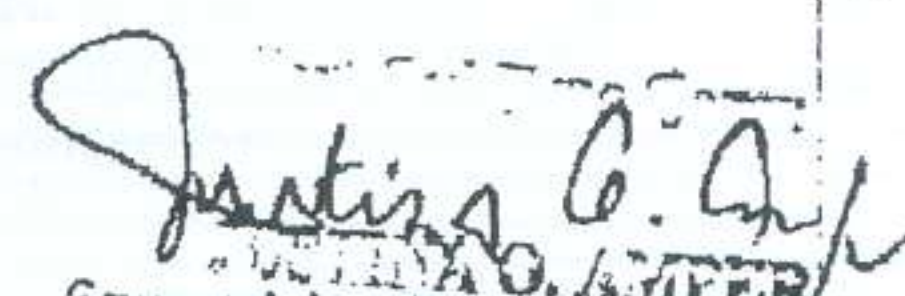
WHEREAS, an evaluation of the competencies measured by the TESDA Skills Test for Data Encoder and PC Operations II shows the relevance or appropriateness of said trade tests to certain IT positions in government;

NOW, THEREFORE, in consideration of the foregoing, the Commission **RESOLVED** to amend the policy as follows:


Certified True Copy:
J. G. AMPAR
Supervising Personnel Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

1. The Data Encoder eligibility shall continue to be appropriate eligibility for the following IT positions:

POSITION	SG/PG/JG
Computer Operator	9
Computer Operator I	7
Computer Operator II	9
Computer Operator III	12
Computer Operator IV	14
Data Encoder	7
Data Encoder I	6
Data Encoder II	8
Data Encoder III	11
Data Encoder IV	13
Senior Data Encoder	9 / 3 NM
Data Encoder - Controller	10 / 3 NM
Data Controller/Encoder	8
Senior Data Encoder - Controller	11
Supervising Data Encoder - Controller	13
Data Controller	9 / PG-4
Data Controller I	6
Data Controller II	8
Data Controller III	11
Data Controller IV	13
Supervising Data Controller	19
Senior Computer Operator	11/13/4NM
Senior Computer Operator I	16
Senior Computer Operator II	18
Senior Computer Operator III	19
Data Entry Machine Operator I	6
Data Entry Machine Operator II	8
Data Entry Machine Operator III	11
Data Entry Machine Operator IV	13
Accounting Machine Operator I	5
Accounting Machine Operator II	7
Accounting Machine Operator III	10
Auxiliary Machine Operator I	4
Auxiliary Machine Operator II	6
Auxiliary Machine Operator III	8
Auxiliary Machine Operator IV	11



JUSTINA G. ANTER
Supervising Personnel Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

2. Those who passed the PC Operations II Skills Test whose names are found in the master list to be provided by TESDA, and whose Certificate of Competency are still valid, may apply for the conversion of said certificates to Data Encoder eligibility until EO December, 2010.

This Resolution shall take effect immediately.

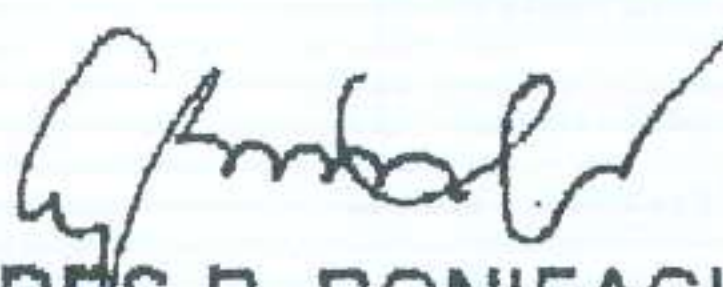
Quezon City, 24 FEB 2010

Official Business
FRANCISCO T. DUQUE III
Chairman

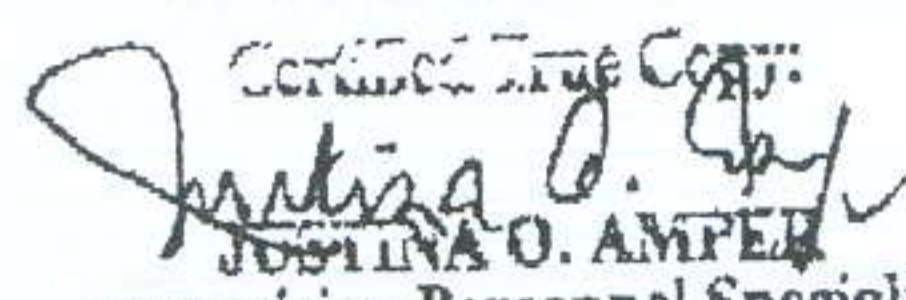

CESAR D. BUENAFLOR
Commissioner


MARK ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

APE/FCT/jane
Data encoder- reso


JUSTINA O. AMPEL
Supervising Personnel Specialist
Commission Secretariat and Liaison Office
TESDA Service Commission