



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

**LABANAN
ANG
KAHIRAPAN**



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
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OUR REFERENCE:

MC No. 25, s. 2010

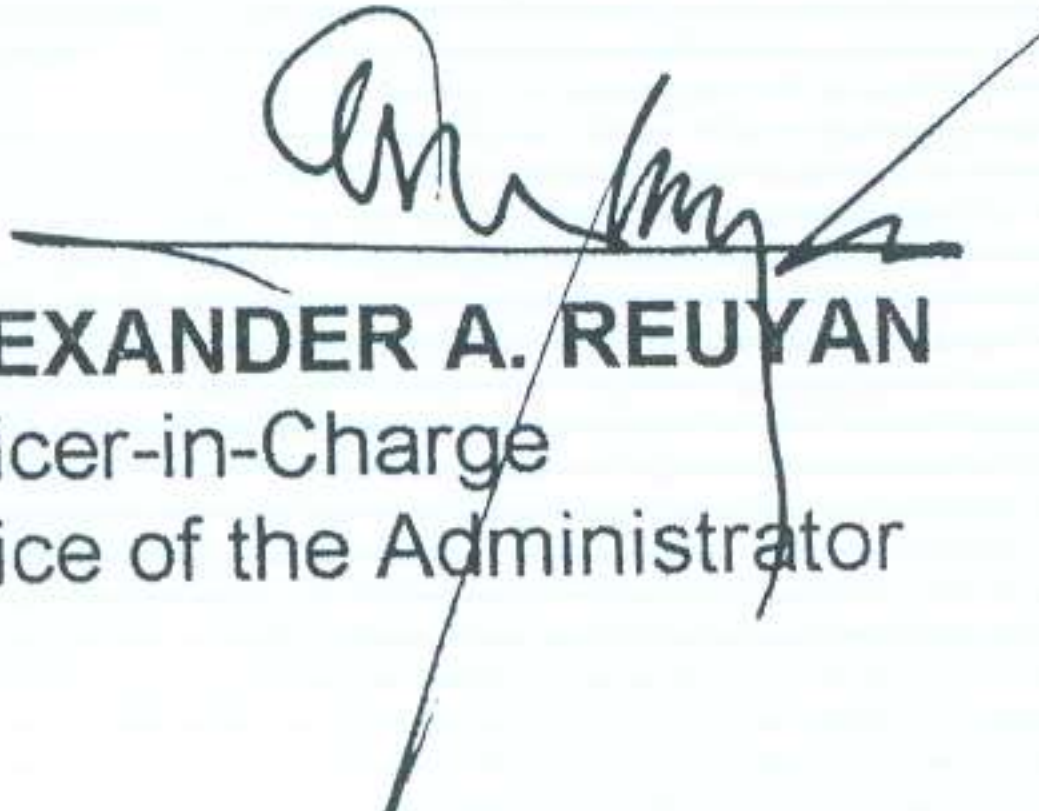
MEMORANDUM CIRCULAR

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

SUBJECT: **CHANGE IN ELIGIBILITY REQUIREMENT OF DATA ENCODER
POSITION AND OTHER POSITIONS UNDER THE MANAGEMENT
INFORMATION SYSTEMS GROUP**

Attached is a copy of CSC Memorandum Circular No. 3, s. 2008 issued pursuant to CSC Resolution No. 072244 dated 4 December 2007. It provides, among others, that the Data Encoder, Senior Data Encoder, Data Encoder-Controller, Senior Data Encoder-Controller, Data Controller III and Data Controller IV positions were among those excluded from Category I of trades and crafts positions pursuant to CSC MC No. 11, s. 1996 and thereafter reclassified as positions requiring Subprofessional Eligibility or its equivalent.

For information and guidance.


ALEXANDER A. REUYAN
Officer-in-Charge
Office of the Administrator

22 March 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 WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES; AND LOCAL COLLEGES AND UNIVERSITIES

SUBJECT : **Grant of Eligibility; Revised Schedule of Skills Tests and Civil Service Eligibilities; Skills Certificate Equivalency Program (SCEP)**

Pursuant to CSC Resolution No. 072244 dated December 4, 2007, the Commission has adopted the following amendments to CSC MC No. 11, s. 1996:

1. revision of the schedule of skills tests and eligibilities belonging to Category I under SCEP of CSC MC No. 11, s. 1996;
2. reclassification of 124 positions from Category I to Category II (listed in Annex B of the Resolution) and grant of the corresponding civil service eligibility provided the other requirements for the grant of eligibility are met;
3. reclassification of 11 positions from Category I to Category III (listed in Annex C of the Resolution) of CSC MC No. 11, s. 1996; and
4. exclusion of 47 positions from Category I, which are under the management information systems group, and require Career Service Professional/Subprofessional eligibility for appointment thereto.

Those who passed TESDA skills tests which are covered by SCEP before the effectivity of CSC Resolution No. 072244 may still be conferred the equivalent eligibility based on CSC MC No. 11, s. 1996 until the end of December 2008 provided their TESDA skills certificates are still valid. A TESDA skills certificate is valid for three (3) years reckoned from the date of its issuance.

All rules, regulations and issuances which are inconsistent with CSC Resolution No. 072244 dated December 4, 2007 are repealed, amended or modified accordingly.

CSC Resolution No. 072244 was published on January 23, 2008 in Malaya.

Please be guided accordingly.

(Sgd.) **CESAR D. BUENAFLORES**
Senior Commissioner

February 7, 2008

FIELD OFFICE
Malacañang, Manila

FOR : CHIEF ADMINISTRATIVE OFFICERS
and/or HUMAN RESOURCE MANAGEMENT OFFICERS

SUBJECT : Data Encoder Eligibility Continues to be Appropriate for Some IT Positions

Pursuant to CSC Resolution No. 100319 dated February 24, 2010, the Commission amends Memorandum Circular No. 3, 2008, as follows:

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 Controller – 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 / 4 NM
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

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.

Please be guided accordingly.

Thank you.

(Original signed)

ERLINDA G. MAGALONG
Director II