



MC 29, S. 1996

MEMORANDUM CIRCULAR

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

SUBJECT : Approved Qualification Standards for the positions in the House of Representatives

Pursuant to CSC Resolution No. 96-7961 dated December 10, 1996, the prescribed qualification standards for the following positions in the House of Representatives are as follows:

1. LEGISLATIVE COMMITTEE RESEARCHER (SG - 21)

Education : Bachelor's degree relevant to the job
Experience : 2 years relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

2. LEGISLATIVE COMMITTEE SECRETARY (SG - 23)

Education : Bachelor's degree relevant to the job
Experience : 3 years relevant experience
Training : 16 hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

3. **SUPERVISING LEGISLATIVE STAFF OFFICER I (SG - 23)**

Education : Bachelor's degree relevant to the job
Experience : 3 years relevant experience
Training : 16 hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

4. **SUPERVISING LEGISLATIVE STAFF OFFICER II (SG - 24)**

Education : Bachelor's degree relevant to the job
Experience : 4 years relevant experience
Training : 24 hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

5. **CHIEF LEGISLATIVE STAFF OFFICER (SG - 25)**

Education : Bachelor's degree relevant to the job
Experience : 5 years relevant experience
Training : 32 hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

6. **DEPUTY SECRETARY-GENERAL OF THE HOUSE OF REPRESENTATIVES (SG - 30)**

Education : Bachelor's degree
Experience : 3 years supervisory experience
Training : None required
Eligibility : Career Service Executive (CSE)
Career Executive Service (CES)

Please be guided accordingly.


CORAZON ALMA G. DE LEON
Chairman