



MC No. 05, s. 2003

**MEMORANDUM CIRCULAR**

**TO :** 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 :** Amendment to Resolution No. 98-3234 as Implemented by MC 42, s. 1998 (Framework for Implementation of Policies on Qualification Standards)

Pursuant to Resolution No. 030384 dated March 17, 2003, the Commission amends paragraph 2 of the Revised Policies on Qualification Standards contained in a handbook entitled "*Framework for Implementation of Policies on Qualification Standards*" to read, as follows:

*"2. Qualification Standards are the minimum and basic requirements of positions in the government. Agencies, however, are not precluded from establishing higher standards for positions if deemed necessary. Where higher standards are established by an agency and approved by the CSC, these standards shall be used and applied in its internal selection process and shall be adopted uniformly and consistently in all its offices/organizational units.*

*"In approving appointments issued by agencies, the CSC's evaluation shall be based on the approved minimum requirements in the aforesaid approved agency Qualification Standards. However, in the absence thereof, the agency will use the prescribed CSC Qualification Standards Manual.*

*"Further, each agency shall include in its Merit Promotion Plan the above policy."*

The above policy shall be adopted not only in approving appointments but also in evaluating protest cases.

This Memorandum Circular shall take effect immediately.

  
**KARINA CONSTANTINO-DAVID**  
Chairman

ALL AGENCIES/DEPARTMENTS/INSTITUTIONS

June 3, 2003

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