



MC No. 1, s. 2004

**MEMORANDUM CIRCULAR**

**TO :** ALL HEADS OF CONSTITUTIONAL **BODIES**,  
DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF  
THE NATIONAL AND LOCAL GOVERNMENT INCLUDING,  
GOVERNMENT-OWNED AND CONTROLLED  
CORPORATIONS, AND STATE UNIVERSITIES AND  
COLLEGES

**SUBJECT :** Declaration of All Positions in the Security Units/Divisions of  
National and Local Governments involved in the personal security  
of Elective/Appointive Officials as Primarily Confidential in  
Nature

Pursuant to CSC Resolution No. 040020, the Commission may declare all security positions, in the Security Units/Divisions both in the National Agencies, Constitutional Offices and Local Government Units that involve the personal security of appointive/elective officials therein may be declared as primarily confidential in nature upon approval of the Commission. Thus, for purposes of appointment to the aforesaid positions, appointees shall only meet the education requirement prescribed in the 1997 Revised Qualification Standards Manual.

Incumbents of the positions mentioned above who were previously issued permanent appointments thereto by meeting the requirements provided in CSC Memorandum Circular No. 1, s. 1997 shall retain their permanent status. However, once the positions are vacated, succeeding appointees to said positions shall be primarily confidential in nature and shall be co-terminous with the appointing authority.

This Circular takes effect immediately.

  
KARINA CONSTANTINO-DAVID  
Chairperson

15 January 2004



Republic of the Philippines  
**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex, Diliman, 1126 Quezon City

100 Years of Service  
Civil Service of Its Best  
Mamamayan Muna

**Re: Security Positions**  
Primarily Confidential  
X-----X

**RESOLUTION NO. 040020**

**WHEREAS**, the Commission in its Resolution No. 02-0671 dated May 7, 2002 declared the two highest positions in the Security Units/Divisions in the different agencies of the government as primarily confidential in nature;

**WHEREAS**, in CSC Memorandum Circular No. 1, s. 1997 (1997 Revised Qualification Standards Manual), the Commission has prescribed qualification standards for appointment to the other positions lower in rank in the Security Units/Divisions of government agencies. Thus, some agencies have appointed personnel to subject positions under permanent status provided they meet the minimum qualification requirements of the positions in terms of education, experience, training and eligibility;

**WHEREAS**, there have been various requests from heads of agencies (local and national) to convert the status of the other security positions lower in rank, which are involved in the security of the Officials therein, to primarily confidential;


**WHEREAS**, the duties and responsibilities attached to the other security positions in the civil security units/divisions are primarily involved in the security of appointive/elective officials therein;

**WHEREAS**, there is a need to modify Civil Service Commission Resolution No. 02-0671, to include the lower security positions involved in the personal security of elective/appointive officials of national/local government agencies.

**WHEREFORE**, premises considered, and to grant the request of elective/appointive officials, the Commission hereby resolves to amend CSC Resolution No. 02-0671, by adding another paragraph, as follows:

*“Moreover, all security positions, regardless of the number of appointees thereto, in the Security Units/Divisions both in the Constitutional Offices, National Agencies and Local Government Units that involve the personal security of appointive/elective officials therein may be declared primarily confidential in nature upon request from the heads of agencies (local and national) and upon approval by the CSC.*”

Certified True Copy.

  
**JESUS B. WYCO**  
Chief, Personnel Specialist  
Commission Secretariat and Liaison Office

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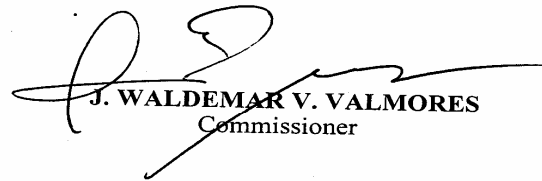
🌐 www.csc.gov.ph

*Thus, for purposes of appointment to the aforesaid positions, appointees shall only meet the education requirement prescribed in the 1997 Revised Qualification Standards Manual. Those who are presently occupying positions with permanent appointments by meeting the requirements provided in CSC Memorandum Circular No. 1, s. 1997, shall retain their permanent status. However, once the positions are vacated, succeeding appointees to said positions shall be primarily confidential in nature and shall be co-terminous with the appointing authority."*

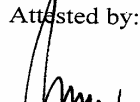
Quezon City **JAN 15 2004**

  
**KARINA CONSTANTINO-DAVID**  
Chairman

  
**JOSE F. ERESTAIN JR.**  
Commissioner


  
**J. WALDEMAR V. VALMORES**  
Commissioner

Attested by:

  
**REBECCA A. FERNANDEZ**  
Director IV  
Commission Secretariat and Liaison Office

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Security Positions

Certified True Copy:

  
**DECUS B. WYCO**  
Chief, Personnel Specialist  
Commission Secretariat and Liaison Office