



MC No. 07, s. 2005

MEMORANDUM CIRCULAR

**T O :** 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 :** Clarification of CSC MC No. 6, s. 2004 dated March 10, 2004

The Civil Service Commission hereby issues this clarification regarding Memorandum Circular No. 6, s. 2004 dated March 10, 2004.

In said MC, the Commission allowed as an exemption to Policy No. 9, Part I- General Policies on the *Revised Policies on Qualification Standards*, the reclassification/upgrading of teacher on the basis of an approved Equivalents Record Forms (ERFs). However, the legal basis was inadvertently cited as Executive Order 500.

The correct legal basis for the reclassification/upgrading of teachers on the basis of an approved ERF is not EO 500 but Section 14 of Presidential Decree No. 985 dated August 22, 1978 as implemented by Office of Budget and Management Circular Letter No. 84-4 dated May 30, 1984.

However, Executive Order No. 500 (implemented by National Budget Circular No. 303 dated April 10, 1979) is still a basis for exemption from the subject policy as it pertains to reclassification/upgrading from Teacher position to Master Teacher position.

**KARINA CONSTANTINO-DAVID**  
Chairman

16 February 2005