



MC No. 26, s. 2007

MEMORANDUM CIRCULAR

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

SUBJECT : Recognition of Positions Above Division Chief Level
as Highly Technical/Highly Specialized Positions

Section 12 (1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service.

Section 8 (c), Chapter 2, Title I (A), Book V of E.O. No. 292, provides that *"the third level shall cover positions in the Career Executive Service."*

The Commission recognizes that there are positions above Division Chief level which are primarily executive/managerial but are not classified as Career Executive Service (CES) positions and hence, there is a need to provide a test facility, the Career Executive Officer Examination (CEOE), to test prospective appointee's fitness to handle executive/managerial functions.

The Commission also recognizes that there are positions above Division Chief level, which, although outside the CES and not primarily executive/managerial in nature, involve highly technical/specialized functions; thus, these positions may require an assessment mechanism other than the usual civil service examinations.

In view of the foregoing, CSC Resolution No. 071937 dated October 8, 2007 was issued providing that agencies may request the CSC to classify certain positions above Division Chief level with SG 25 to SG 30 as highly technical/highly specialized, based on their job description and the organizational structure of the agencies.

Further, the agency, with the assistance of the CSC, shall set the qualification standards for the positions classified as highly technical/highly specialized and the approved qualification standards shall be adopted in the issuance and attestation of appointment to such positions.

All existing Civil Service Commission issuances which are inconsistent herewith are deemed repealed/amended accordingly.

This Memorandum Circular takes effect fifteen (15) days from the publication of CSC Resolution No. 071937 in a newspaper of general circulation.

A handwritten signature in black ink, appearing to read 'Karina Constantino-David', is written over a horizontal line.

KARINA CONSTANTINO-DAVID
Chairman

December 13, 2007



Mamamayan Muna

**Recognition of Positions
Above Division Chief Level as
Highly Technical/Highly Specialized Positions**

X ----- X

RESOLUTION NO. 071937

WHEREAS, Section 3, Article IX-B of the 1987 Constitution, provides that *"the Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, x x x It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, x x x"*;

WHEREAS, Section 12 (1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), provides that the Commission shall administer and enforce the constitutional and statutory provisions in the merit system for all levels and ranks in the Civil Service;

WHEREAS, Section 8 (c), Chapter 2, Title I (A), Book V of E.O. No. 292, provides that *"the third level shall cover positions in the Career Executive Service"*;

WHEREAS, the Commission recognizes that there are positions above Division Chief level which are primarily executive/managerial but are not classified as Career Executive Service (CES) positions and hence, there is a need to provide a test facility, the Career Executive Officer Examination (CEOE), to test prospective appointee's fitness to handle executive/managerial functions;

WHEREAS, the Commission also recognizes that there are positions above Division Chief level, which, although outside the CES and not primarily executive/ managerial in nature, involve highly technical/specialized functions; thus, these positions may require an assessment mechanism other than the usual civil service examinations;

WHEREFORE, in view of the foregoing, the Commission **RESOLVES** that agencies may request the CSC to classify certain positions above Division Chief level with SG 25 to SG 30 as highly technical/highly specialized, based on their job description and the organizational structure of the agencies.

RESOLVES further that the agency, with the assistance of the CSC, shall set the qualification standards for the positions classified as highly

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JUSTIN O. AMPAR
Supervising Personnel Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

technical/highly specialized and the approved qualification standards shall be adopted in the issuance and attestation of appointment to such positions.

This Resolution repeals/amends existing Civil Service Commission issuances which are inconsistent herewith.

This Resolution takes effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City, **OCT 08 2007**


KARINA CONSTANTINO-DAVID
Chairman

On Leave
CESAR D. BUENAFLOR
Commissioner



MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:


JUDITH D. CHICANO
Director IV
Commission Secretariat and Liaison Office

RCL/DBB/FCT/601m:RES - Recognition of Highly Specialized

CSC Resolution No. 07-1937 – published in Malaya on November 28, 2007

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