



MC No. 03, s. 2008

MEMORANDUM CIRCULAR

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

SUBJECT : Grant of Eligibility; Revised Schedule of Skills Tests and Civil
Service Eligibilities; Skills Certificate Equivalency Program
(SCEP)

Pursuant to CSC Resolution No. 072244 dated December 4, 2007, the Commission has adopted the following amendments to CSC MC No. 11, s. 1996:

1. revision of the schedule of skills tests and eligibilities belonging to Category I under SCEP of CSC MC No. 11, s. 1996;
2. reclassification of 124 positions from Category I to Category II (listed in Annex B of the Resolution) and grant of the corresponding civil service eligibility provided the other requirements for the grant of eligibility are met;
3. reclassification of 11 positions from Category I to Category III (listed in Annex C of the Resolution) of CSC MC No. 11, s. 1996; and
4. exclusion of 47 positions from Category I, which are under the management information systems group, and require Career Service Professional/Subprofessional eligibility for appointment thereto.

Those who passed TESDA skills tests which are covered by SCEP before the effectivity of CSC Resolution No. 072244 may still be conferred the equivalent eligibility based on CSC MC No. 11, s. 1996 until the end of December 2008 provided their TESDA skills certificates are still valid. A TESDA skills certificate is valid for three (3) years reckoned from the date of its issuance.

All rules, regulations and issuances which are inconsistent with CSC Resolution No. 072244 dated December 4, 2007 are repealed, amended or modified accordingly.

CSC Resolution No. 072244 was published on January 23, 2008 in Malaya.

Please be guided accordingly.


CESAR D. BUENAFLOR
Senior Commissioner

February 7, 2008

RCL/DBB/FCT/aia



QUALIFICATION STANDARDS

Re: Grant of Eligibility; Revised Schedule of Skills Tests
and Civil Service Eligibilities;
Skills Certificate Equivalency Program (SCEP)

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RESOLUTION NO. 072244

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

WHEREAS, Section 12 (2), Chapter 3 of EO No. 292, provides that the CSC is empowered to prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, Section 12 (3), Chapter 3 of the same Administrative Code, mandates the CSC to promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Section 7 (1), Chapter 2 of the same Administrative Code, provides that career service shall include open career positions, appointment to which prior qualification in an appropriate examination is required;

WHEREAS, the merit and fitness of individuals for trades and crafts positions in government cannot be determined through the regular tests given by the CSC because of the uniqueness of the skills and competencies involved in these positions;

WHEREAS, the CSC and the National Manpower and Youth Council (NMYC), now called Technical Skills Development Authority (TESDA), entered into a Memorandum of Agreement on August 3, 1993 adopting the CSC-NMYC Skills Certificate Equivalency Program (CSC-NMYC SCEP), under which TESDA shall provide the test facility to gauge prospective appointees' fitness/capability in certain trades and crafts positions;

WHEREAS, CSC Memorandum Circular No. 42, s. 1993 provides that effective January 1, 1994, proposed appointees to trades and crafts positions covered by SCEP must possess an eligibility acquired through passing the skills tests administered by TESDA;

WHEREAS, the Commission, in CSC Resolution No. 96-4906 (amended by CSC Resolution No. 97-5454 dated December 2, 1997) and circularized through Memorandum Circular No. 11, s. 1996, amended Memorandum Circular No. 42, s. 1993 and adopted four (4) classifications of positions which belong to the trades and crafts group;

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WHEREAS, positions covered by the SCEP were classified as Category I of CSC MC No. 11, s. 1996;

WHEREAS, CSC MC No. 11, s. 1996 provides for three (3) other categories of trades and crafts positions as follows:

- Category II - covers positions that require eligibilities which can be obtained by completing (1) year of at least satisfactory (later amended as very satisfactory) service in a position under temporary status of appointment
- Category III - covers positions for which a civil service eligibility is not required in view of the duties and responsibilities attached thereto
- Category IV - covers positions which, for purposes of permanent appointment thereto, shall require appointees to possess the appropriate license and meet the other requirements of the positions as provided under the 1997 Revised Qualification Standards Manual

WHEREAS, in view of changes in industry requirements, TESDA has modified a number of its trade/skills tests and has discontinued the conduct of some of its tests;

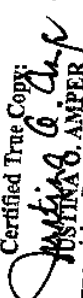
WHEREAS, the competencies of a number of TESDA trade tests no longer match the job description of a number of positions listed in Category I;

WHEREAS, there are certain trades and crafts positions under Category I for which TESDA no longer has test facility but by virtue of the nature of the duties and responsibilities attached to said positions, appointees thereto should be subjected to some form of measure of capability to perform the job such as the scheme for Category II;

WHEREAS, there are certain trades and crafts positions under Category I which require knowledge and skills in computer operations and proficiency in software application which are now considered as basic skills requirement for most clerical and semi-technical positions; the required eligibility for these positions shall result from passing the Career Service Professional/Subprofessional examination;

WHEREAS, in view of the changes in industry requirements, TESDA skills tests and job requirements of certain trades and crafts positions, there is a need to revise the list of positions that are covered by the SCEP;

WHEREAS, the TESDA skills certificate, which is the basis for the grant of eligibility under SCEP, is valid for three (3) years reckoned from the date of its issuance;

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WHEREFORE premises considered, the CSC hereby **RESOLVES** to adopt the following:

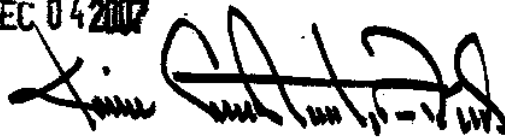
1. revision of the schedule of skills tests and eligibilities belonging to Category I under SCEP of CSC MC No. 11, s. 1996;
2. reclassification of 125 positions from Category I to Category II (listed In Annex B) and grant of the corresponding civil service eligibility provided the other requirements for the grant of eligibility are met;
3. reclassification of 11 positions from Category I to Category III (listed in Annex C) of CSC MC No. 11, s. 1996; and
4. exclusion of 47 positions from Category I, which are under the management information systems group, and require Career Service Professional/Subprofessional eligibility for appointment thereto.

RESOLVES further that those who passed TESDA skills tests, which are covered by SCEP before the effectivity of this Resolution, may still be conferred the equivalent eligibility based on CSC MC No. 11, s. 1996 until the end of December 2008 provided their TESDA skills certificates are still valid.

All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

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

Quezon City, **DEC 04 2007**



KARINA CONSTANTINO-DAVID
Chairman



CÉSAR D. BUENAFLOR
Commissioner



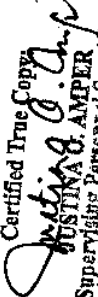
MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:

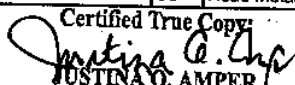


JUDITH D. CHICANO
Director IV

Commission Secretariat and Liaison Office

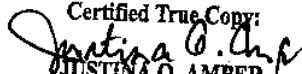
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TESDA SKILLS TEST	CS Eligibility	POSITION TITLE		
Refrigeration and Air-Conditioning (RAC) Servicing NC I (RAC NC II)	Mechanic (Air-Conditioning/Refrigeration Technician)	1 Air-Conditioning Technician I		
		2 Air-Conditioning Technician II		
		3 Insulationman		
Automotive Servicing NC I (Automotive Servicing NC II to IV)	Mechanic (Automotive Servicing)	4 Auto/Train Mechanic A		
		5 Auto/Train Mechanic B		
		6 Auto/Train Mechanic C		
		7 Senior Auto/Train Mechanic		
		8 Senior Train Mechanic		
		9 Transport Maintenance General Foreman		
		10 Transport Maintenance Supervisor		
		11 Automotive Mechanic		
		12 Automotive Mechanic I		
		13 Automotive Mechanic II		
		14 Automotive Mechanic III		
		15 Junior Auto Mechanic		
		16 Senior Auto Mechanic		
		17 Senior Automotive Mechanic		
		18 Supervising Automotive Shop Mechanic		
		19 Automotive Equipment Inspector I		
		20 Automotive Equipment Inspector II		
		21 Motor Vehicle Inspector		
		22 Automotive Repair Foreman		
		23 Automotive Repair General Foreman		
		24 Senior Foreman		
		Appropriate Mechanic Test: Automotive Servicing NC I (NC II to IV) Refrigeration & Air-Conditioning Servicing I (NC II) Heavy Equipment Servicing (Mechanical) NC II	Mechanic (Automotive Servicing) Mechanic (Air-Con Refrigeration Technician) Mechanic (Heavy Equipment)	25 Mechanic (-250 volts)
				26 Mechanic A (-250 volts)
				27 Mechanic B (-250 volts)
28 Mechanic C (-250 volts)				
29 Mechanic I (-250 volts)				
30 Mechanic II (-250 volts)				
31 Mechanic III (-250 volts)				
32 Legislative Staff Assistant I (Mechanic II) (-250 volts)				
33 Senior Mechanic (-250 volts)				
34 Senior Mechanic A (-250 volts)				
35 Senior Mechanic B (-250 volts)				
36 Mechanical Shop Foreman (-250 volts/-50 hp)				
37 Mechanical Shop General Foreman (-250 volts/-50 hp)				
38 Plant Mechanical Maintenance Foreman (-250 volts/-50 hp)				
39 Senior Plant Mechanic (-250 volts/-50 volts)				
40 Plant Mechanic A (-250 volts/-50 hp)				
41 Plant Mechanic B (-250 volts/-50 hp)				
42 Plant Mechanic C (-250 volts/-50 hp)				
Air Duct Servicing NC II	Metal Worker	43 Metal Worker		
		44 Metal Worker I		
		45 Metal Worker II		
		46 Senior Metal Worker		
		47 Supervising Metal Worker		
		48 Metal Worker Foreman		
		49 Metal Worker General Foreman		
		50 Head Metal Worker		

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TESDA SKILLS TEST	CS Eligibility	POSITION TITLE
Automotive Electrical Component Servicing (COC) Automotive Servicing NC I (Automotive Servicing NC II to IV)	Automotive Electrician	51 Automotive Electrician
		52 Automotive Electrician
		53 Senior Automotive Electrician
		54 Auto Electrical/Train Foreman
		55 Senior Transport Electrician
		56 Transport Electrician
Building Wiring Installation NC II	Building Wiring Electrician	57 Building Electrician A (-250 volts)
		58 Building Electrician B (- 250 volts)
		59 Building Office Electrical Foreman (-250 volts)
		60 Senior Building Electrician A (-250 volts)
		61 Senior Building Electrician B (-250 volts)
		62 Electrician I (-250 volts)
		63 Electrician II (-250 volts)
		64 Electrician A (-250 volts)
		65 Electrician B (-250 volts)
		66 Electrician C (-250 volts)
		67 Electrician Foreman (-250 volts)
		68 Electrician General Foreman (-250 volts)
		69 Electrical Inspector I (-250 volts)
		70 Electrical Inspector II (-250 volts)
		71 Building Foreman (-250 volts)
		72 Plant Electrician A (-250 volts)
		73 Plant Electrician B (-250 volts)
		74 Plant Electrician C (-250 volts)
		75 Sr. Plant Electrician (-250 volts)
		76 Plant Electrical Foreman (-250 volts)
77 Plant Electrical/Mechanical Maintenance Foreman (-250 volts/50 hp)		
78 Senior Electrician (-250 volts)		
79 Foreign Service Staff Employee III (Electrician) (-250 volts)		
80 Transmission Lineman A (- 250 volts)		
81 Transmission Lineman B (- 250 volts)		
82 Transmission Lineman C (-250 volts)		
83 Senior Transmission Lineman (- 250 volts)		
84 Transmission Line Inspector (-250 volts)		
85 Transmission Line Foreman (-250 volts)		
Heavy Equipment Operation NC II (any relevant equipment)	Heavy Equipment Operator	86 Heavy Equipment Operator
		87 Heavy Equipment Operator I
		88 Heavy Equipment Operator II
		89 Heavy Equipment Operator III
		90 Dredgeman I
		91 Dredgeman II
		92 Dredgeman Foreman
		93 Construction Equipment Operator
		94 Floating Crane Master
		Machining NC I (Machining NC II & III)
96 Machinist I		
97 Machinist II		
98 Machinist III		
99 Machinist A		

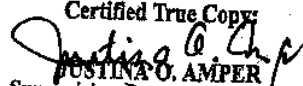
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TESDA SKILLS TEST	CS Eligibility	POSITION TITLE
<p>Machining NC I (Machining NC II & III)</p>	<p>Machinist</p>	100 Machinist B
		101 Senior Machinist
		102 Supervising Machinist
		103 Machine Shop Foreman
		104 Machine Shop Foreman A
		105 Machine Shop Foreman B
		106 Machine Shop General Foreman
		107 Metals Technologist I
		108 Metals Technologist II
		109 Metals Technologist III
		110 Metals Technologist IV
		111 Metals Technologist V
		112 Toolmaker I
		113 Toolmaker II
		<p>Plumbing NC II (Plumbing NC III)</p>
117 Pipefitter II		
118 Pipefitter A		
119 Pipefitter B		
120 Pipefitter C		
121 Pipefitter D		
<p>Shielded Metal Arc Welding (SMAW) NC I (SMAW NC II, III or IV)</p>	<p>Welder</p>	122 Pipefitter Foreman
		123 Welder I
		124 Welder II
		125 Welder A
		126 Welder B
		127 Senior Welder
		128 Welder Foreman

Explanatory Notes:

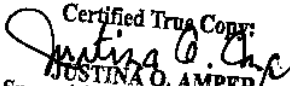
1. In column 1, the first test identified is the basic test required for the position. The tests, identified in parenthesis is/are higher level tests.
If an applicant presents a skills certificate based on a higher level test, he/she may be conferred the corresponding eligibility indicated in column 2.
2. An applicant who possesses a civil service eligibility as a result of passing a TESDA skills test may be appointed to any of the positions within the cluster (column 3) or to functionally related positions provided the other requirements of the positions are met.
3. For the position of mechanic, the agency may look for applicants with particular/specific skills test suited for the machine or equipment to be handled.
4. The grant of civil service eligibility should be based on a valid (not expired) TESDA skills certificate.


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A. From Category I to Category II

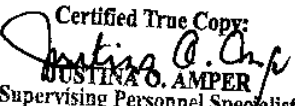
	POSITION TITLE	CIVIL SERVICE ELIGIBILITY*
1	Illustrator I	Illustrator
2	Illustrator II	
3	Artist Illustrator I	
4	Artist Illustrator II	
5	Artist Illustrator III	
6	Artist Illustrator IV	
7	Artist Illustrator A	
8	Artist Illustrator B	
9	Artist Illustrator C	
10	Senior Artist-Illustrator	
11	Supervising Artist-Illustrator	
12	Draftsman I	Draftsman
13	Draftsman II	
14	Draftsman III	
15	Draftsman IV	
16	Draftsman A	
17	Draftsman B	
18	Draftsman C	
19	Draftsman D	
20	Principal Draftsman	
21	Principal Draftsman A	
22	Principal Draftsman B	
23	Senior Draftsman	
24	Supervising Draftsman	
25	Cartographer I	Cartographer
26	Cartographer II	
27	Cartographer III	
28	Cartographer IV	
29	Cartographer V	
30	Cartographer A	
31	Cartographer B	
32	Senior Cartographer A	
33	Senior Cartographer B	
34	Assistant Chief Pressman	Pressman
35	Head Pressman	
36	Supervising Pressman	
37	Chief Pressman	
38	Typesetter I	Typesetter
39	Typesetter II	
40	Typesetter III	
41	Typesetter IV	
42	Assistant Chief Typesetter	
43	Supervising Typesetter	
44	Chief Typesetter	
45	Electrotypist I	
46	Electrotypist II	
47	Electrotypist III	
48	Electrotypist IV	
49	Supervising Electrotypist	
50	Assistant Chief Electrotypist	
51	Chief Electrotypist	
52	Linotypist	

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A. From Category I to Category II

	POSITION TITLE	CIVIL SERVICE ELIGIBILITY*	
53	Carpenter I	Carpenter	
54	Carpenter II		
55	Carpenter A		
56	Carpenter B		
57	Carpenter Foreman		
58	Carpenter General Foreman		
59	Head Carpenter		
60	Junior Carpenter		
61	Senior Carpenter		
62	Senior Carpenter A		
63	Supervising Carpenter		
64	Legislative Staff Assistant I (Carpenter Foreman)		
65	Painter		Painter
66	Painter I		
67	Painter II		
68	Painter A		
69	Painter B		
70	Senior Painter		
71	Supervising Painter		
72	Head Painter		
73	Painter Foreman		
74	Painter General Foreman		
75	Blacksmith I	Blacksmith	
76	Blacksmith II		
77	Blacksmith A		
78	Blacksmith B		
79	Blacksmith Foreman		
80	Blacksmith Shop Foreman		
81	Senior Blacksmith		
82	Supervising Blacksmith		
83	Foundry Man	Foundry Worker	
84	Foundry Foreman		
85	Foundry General Foreman		
86	Senior Foundryman		
87	Supervising Foundryman		
88	Marine Engineman I	Engineman	
89	Marine Engineman II		
90	Engineman		
91	Plumber	Plumber	
92	Plumber I		
93	Plumber II		
94	Plumber A		
95	Plumber B		
96	Plumber C		
97	Senior Plumber		
98	Plumber Foreman		
99	Plumbing and Tinning Inspector I		
100	Plumbing and Tinning Inspector II		

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A. From Category I to Category II

	POSITION TITLE	CIVIL SERVICE ELIGIBILITY*
101	Lineman I	Electric Power Lineman
102	Lineman II	
103	Lineman III	
104	Lineman IV	
105	Technician	Equipment Technician Electronics Equipment Technician Electrical Equipment Operator Laboratory Technician Mechanical Equipment Operator
106	Technician A	
107	Technician B	
108	Technician C	
109	Technician E	
110	Technician I	
111	Technician II	
112	Technician III	
113	Technician IV	
114	Junior Technician	
115	Senior Technician	
116	Mechanic/Technician I	
117	Mechanic/Technician II	
118	Mechanic/Technician III	
119	Mechanic/Technician IV	
120	Senior Mechanic/Technician	
121	Supervising Mechanic/Technician	
122	Chief Mechanic/Technician	
123	Office Equipment Mechanic	
124	Facilities Foreman	


Explanatory Notes*:

1. A Draftsman eligibility is appropriate for appointment to the position of Illustrator.
2. An Illustrator eligibility is appropriate for the position of Cartographer.
3. A Cartographer eligibility is considered appropriate for the position of Illustrator.
4. An eligibility obtained under SCEP is appropriate for positions which are functionally related positions to Category I positions for which the skills test was taken and appointees to these Category II positions may be appointed on a permanent status without undergoing a one year employment on temporary status.



From Category I to Category III

	POSITION TITLE
1.	Philatelic-Artist I
2.	Philatelic-Artist II
3.	Forms Designer
4.	Upholsterer
5.	Senior Upholsterer
6.	Mason I
7.	Mason II
8.	Mason A
9.	Mason B
10.	Senior Mason
11.	Mason Foreman

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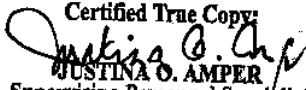
From Category I to Positions Requiring Career Service
Professional Eligibility or its Equivalent

Annex D

1. Senior Computer Operator
2. Senior Computer Operator I
3. Senior Computer Operator II
4. Senior Computer Operator III
5. Supervising Computer Operator
6. Supervising Computer Operator I
7. Supervising Computer Operator II

From Category I to Positions Requiring Subprofessional Eligibility
or its Equivalent:

1. Data Entry Machine Operator I
2. Data Entry Machine Operator II
3. Data Entry Machine Operator III
4. Data Entry Machine Operator IV
5. Accounting Machine Operator I
6. Accounting Machine Operator II
7. Accounting Machine Operator III
8. Auxiliary Machine Operator I
9. Auxiliary Machine Operator II
10. Auxiliary Machine Operator III
11. Auxiliary Machine Operator IV
12. Junior Computer Operator
13. Computer Operator
14. Computer Operator I
15. Computer Operator II
16. Computer Operator III
17. Computer Operator IV
18. SEC Assistant Computer Operator
19. Data Encoder
20. Data Encoder I
21. Data Encoder II
22. Data Encoder III
23. Data Encoder IV
24. Senior Data Encoder
25. Junior Data Encoder
26. Foreign Service Staff Employee III (Data Encoder)
27. Data Encoder-Controller
28. Senior Data Encoder-Controller
29. Supervising Data Encoder-Controller
30. Data Controller
31. Data Controller I
32. Data Controller II
33. Data Controller III
34. Data Controller IV
35. Data Controller/Encoder
36. Senior Data Controller
37. Sr. Data -Encoder-Controller
38. Supervising Data Encoder-Controller
39. Supervising Data Controller
40. Junior Data Controller

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