



MC No. 17, s. 2013

### MEMORANDUM CIRCULAR

**TO :** ALL HEADS OF STATE UNIVERSITIES AND COLLEGES (SUCs) and LOCAL COLLEGES AND UNIVERSITIES (LCUs)

**SUBJECT :** Qualification Standards for Faculty Positions/Ranks in State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs)

The Civil Service Commission (CSC) and the Commission on Higher Education (CHED) entered into a Memorandum of Agreement (MOA) on August 15, 2013 to harmonize existing CSC and CHED policies on the Qualification Standards (QS) for faculty positions in State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs).

To implement the provisions of the CSC-CHED MOA, the following guidelines shall be adopted:

1. The SUCs and LCUs shall submit request for amendment of QS for faculty positions to CHED for initial evaluation.
2. The CHED shall conduct evaluation of the proposed QS for faculty positions in SUCs/LCUs based on existing CHED policies. The CHED shall submit recommendation/s to CSC within 30 working days from receipt of request.
3. The CSC shall evaluate the proposed QS for faculty positions in the requesting SUC/LCU upon endorsement of the CHED. The CSC shall issue resolutions on the matter and provide the requesting SUC/LCU and the CHED copies thereof.

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

  
**FRANCISCO T. DUQUE III**  
Chairman

AUG 28 2013

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*



## MEMORANDUM OF AGREEMENT

### KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT** made and entered into by and between:

The **CIVIL SERVICE COMMISSION**, a constitutional commission and the central personnel agency of the government mandated to establish a career service, adopt measures to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service, strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability, with office address at IBP Road, Constitution Hills, Diliman, Quezon City, represented by its Chairperson, **FRANCISCO T. DUQUE III**, hereinafter referred to as the "CSC";

and

The **COMMISSION ON HIGHER EDUCATION**, a commission under the Office of the President, created by virtue of RA 7722 to pursue the state policy to protect, foster and promote the right of all citizens to affordable quality education at all levels, promote continuing intellectual growth, the advancement of learning, and research, the development of responsible and effective leadership, the education of high level and middle level professionals and the enrichment of historical and cultural heritage, with office address at Higher Education Development Center (HEDC) Building, C.P. Garcia Avenue, U.P. Diliman, Quezon City represented by its Chairperson, **DR. PATRICIA B. LICUANAN**, herein referred to as the "CHED".

### WITNESSETH THAT:

**WHEREAS**, the Civil Service Commission, the central personnel agency of the Government, is mandated by the 1987 Philippine Constitution to ensure that all appointments in the civil service are made only according to merit and fitness to be determined, as far as practicable, by competitive examination;

**WHEREAS**, Section 22 (3), Chapter 5, Title I-A. Book V of E.O. No. 292 states that the establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission;

**WHEREAS**, the Commission on Higher Education (CHED) pursuant to Section 3 of Republic Act No. 7722, otherwise known as the Higher Education Act of 1994, exercises direct supervision and regulatory jurisdiction over public and private higher education institutions as well as degree-granting programs in all post-secondary educational institutions, public and private;

**WHEREAS**, the CHED through its CHED Memorandum Order No. 40, s. 2008 (CMO No. 40, s. 2008) dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008. Section 35 Article VIII of the Manual provides for the ~~minimum education requirement~~ for faculty positions in higher education institutions which is a Master's Degree. It also issued CMO No. 30, s. 2009 dated September 9, 2009, which provides that the MORPHE of 2008 shall be applicable to SUCs and LCUs as it is for private higher education institutions;

**WHEREAS**, the CSC issued CSC MC No. 10, s. 2012 pursuant to CMO No. 40, s. 2008 and CMO No. 30, s. 2009, requiring Master's degree in the area of specialization for the following faculty positions: Instructor I to III (SUCs and LCUs), Assistant Professor I to IV (SUCs) and Assistant Professor I (LCUs);

**WHEREAS**, since CSC MC No. 10, s. 2012 was promulgated on June 5, 2012 the CSC has been receiving several queries from the academe requesting clarification on the Master's degree requirement for members of the faculty. Some of these queries were referred to CHED for appropriate action;

**WHEREAS**, after several consultation meetings and exchange of communications the CSC and CHED recognize the need to further harmonize CSC MC No. 10, s. 2012 and CMO No. 40, s. 2008 and strengthen the coordination and cooperation between them to assist SUCs and LCUs in the establishment of the qualification standards for all faculty positions;

**WHEREFORE**, in consideration of the foregoing premises, the CSC and CHED have mutually and reciprocally agreed, as follows:

**On the Part of CSC:**

- Coordinate with CHED all matters pertaining to the qualification standards for faculty ranks in SUCs/LCUs prior to issuance of any policy or amendment thereof;
- Provide CHED with a printed and e-copy of the CSC Resolution or Memorandum Circular pertinent to the policies affecting the higher education institutions;
- Issue a Memorandum Circular to SUCs, directing them to submit to CHED, for initial evaluation, all requests for amendment of the qualification standards (QS) for faculty positions; and
- Evaluate the proposed amendment of the QS for faculty positions of SUCs/LCUs, upon endorsement by CHED.



**On the part of CHED:**

- Provide CSC with a printed and e-copy of pertinent documents necessary in the review of existing CSC policies affecting the higher education institutions, to include but not limited to the following:
  - Revised or updated CHED Memorandum Orders regarding higher education degree programs;
  - List of Allied Fields per Program;
  - Current list of Programs where there is dearth of holders of Master's degree in the area of specialization;
- Conduct initial evaluation of the proposed amendment of QS for faculty positions of SUCs/LCUs and submit recommendation to CSC within 30 working days from receipt thereof.

This **AGREEMENT** shall take effect immediately upon signing hereof by the parties.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on this \_\_\_\_\_ day of 15 AUG 2013, \_\_\_\_\_ in Quezon City, Philippines.

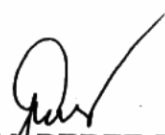
**CIVIL SERVICE COMMISSION**

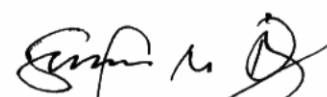
**COMMISSION ON HIGHER EDUCATION**

  
**FRANCISCO T. DUQUE III**  
Chairperson

  
**PATRICIA B. LICUANAN**  
Chairperson

SIGNED IN THE PRESENCE OF:

  
**AZUCENA PEREZ-ESLETA**  
Director IV  
Human Resource Policies and Standards Office  
Civil Service Commission

  
**SINFOROSO M. BIRUNG**  
Director IV  
Office of Programs and Standards  
Commission on Higher Education

### ACKNOWLEDGEMENT

Republic of the Philippines)  
Quezon City )S.S.

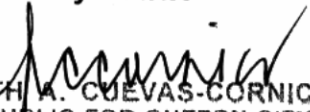
Before me, this \_\_\_\_ day of AUG 15 2013, 2013, personally appeared:

NAME	GOVERNMENT ISSUED ID	DATE / PLACE ISSUED
DR. FRANCISCO T. DUQUE, III	DP0006208	Feb. 11, 2010 / DPA, Mla.
DR. PATRICIA B. LICUANAN	CO-0291	Sept. 14, 2012

who executed the foregoing Memorandum of Agreement consisting of four (4) pages signed on every page thereof, including this page on which this acknowledgement is written and acknowledged the same to be their own free and voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand, the day, the year, and the place above written.

Doc. No. 120 ;  
Page No. 25 ;  
Book No. II ;  
Series of 2013.

**Notary Public**  
  
ATTY. FAITH A. CUEVAS-CORNICO  
NOTARY PUBLIC FOR QUEZON CITY  
UNTIL DECEMBER 31, 2014  
PTR NO. 7551446 B / 1.04.13 / Q.C.  
IBP NO. 898150 / 1.03.13 / BUL.  
ROLL NO. 58391  
MCLE COMPLIANCE NO. IV-0001368  
CONSTITUTION HILLS, BATASAN PAMBAASA COMPLEX DILIMAN 1126 QUEZON CITY