



MC No. 20, s. 2019

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; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Qualification Standards for the Public Employment Service Office (PESO) Positions in the Local Government Units (LGUs) Pursuant to R.A. No. 8759, as Amended by R.A. No. 10691

Pursuant to CSC Resolution No. 1900905 promulgated on August 6, 2019, the Commission approves the amendment of the qualification standards (QS) for the various positions under the Labor and Employment group in the local government units (LGUs), and the new QS for Department Head and Assistant Department Head positions in the Public Employment Service Office (PESO) positions in the LGUs pursuant to Republic Act (R.A.) No. 8759, as amended by R.A. No. 10691, as follows:

| POSITION | SG | LVL | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
|-------------------------------------------------|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------|
| City Government Department Head III* | 27 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 5 years of supervisory/ management experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| City Government Department Head II* | 26 | 2 | | | | |
| Provincial Government Department Head* | 26 | 2 | | | | |
| City Government Assistant Department Head III** | 25 | 2 | | | | |
| City Government Department Head I* | 25 | 2 | | | | |

Bawat Kawani, Lingkod Bayani

| POSITION | SG | LVL | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
|---------------------------------------------------|-----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------|
| Municipal Government Department Head II* | 25 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of supervisory/ management experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| City Government Assistant Department Head II** | 24 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 4 years of supervisory/ management experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| Provincial Government Assistant Department Head** | 24 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 4 years of supervisory/ management experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| Municipal Government Department Head I* | 24 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of supervisory/ management experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |

| POSITION | SG | LVL | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
|-----------------------------------------------------|-----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Chief Labor and Employment Officer*** | 24 | 2 | Master's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 4 years of supervisory/ management experience in program management relative to employment facilitation | 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years | Career Service (Professional)/ Second Level Eligibility |
| City Government Assistant Department Head I** | 23 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| Municipal Government Assistant Department Head II** | 23 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| Municipal Government Assistant Department Head I** | 22 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| Supervising Labor and Employment Officer | 22 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of experience in program management relative to employment facilitation | 16 hours of relevant training on employment facilitation | Career Service (Professional)/ Second Level Eligibility |

| POSITION | SG | LVL | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
|-------------------------------------|-----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|
| Senior Labor and Employment Officer | 19 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 2 years of experience in program management relative to employment facilitation | 8 hours of relevant training on employment facilitation | Career Service (Professional)/ Second Level Eligibility |
| Labor and Employment Officer III | 16 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 1 year of experience in program management relative to employment facilitation | 4 hours of relevant training on employment facilitation | Career Service (Professional)/ Second Level Eligibility |
| Labor and Employment Officer II | 13 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 1 year of experience in program management relative to employment facilitation | 2 hours of relevant training on employment facilitation | Career Service (Professional)/ Second Level Eligibility |
| Labor and Employment Officer I | 11 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | None required | None required | Career Service (Professional)/ Second Level Eligibility |

| POSITION | SG | LVL | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
|--------------------------------|----|-----|------------------------------------------|-------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|
| Labor and Employment Assistant | 8 | 1 | Completion of 2 years studies in college | 1 year of experience in employment facilitation | 4 hours of relevant training on employment facilitation | Career Service (Subprofessional)/ First Level Eligibility |

* with parenthetical position title PESO Manager

** with parenthetical position title Assistant PESO Manager

*** For special cities only (Manila and Quezon City)

Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned as provided for in the Local Government Code of 1991

The corresponding position title and the parenthetical position title shall be indicated in the appointment to be issued to the PESO Manager, with the rank of Department Head or Assistant Department Head for the determination of appropriate QS, e.g. *Provincial Government Department Head (PESO Manager) – SG 26; Municipal Government Assistant Department Head II (Assistant PESO Manager) – SG 23.*

Concurrence of the Local Sanggunian shall be required for appointment to Local Government Department Head position as provided for under R.A. No. 7160 (Local Government Code of 1991).

The abovementioned qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions in the government.

This Memorandum Circular shall take effect on September 30, 2019, fifteen (15) days after CSC Resolution No. 1900905 was published on September 14, 2019 in the Philippine Star.


ALICIA dela ROSA - BALA
 Chairperson



23 SEP 2019



QUALIFICATION STANDARDS

Re: QS for the Public Employment Service Office (PESO) Positions in the Local Government Units (LGUs) Pursuant to R.A. No. 8759, as Amended by R.A. No. 10691

Number: 1900905

Promulgation: 06 AUG 2019

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RESOLUTION

WHEREAS, Section 2(2), Article IX (B) of the 1987 Philippine Constitution states that appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, and, except to positions which are policy determining, primarily confidential, or highly technical, by competitive examination;

WHEREAS, Section 12(1), Chapter 3, Title I (A) Book V of Executive Order No. 292, 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 4, Rule IV of the Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws provides that the Commission shall adopt qualification standards for service-wide positions in the first and second levels and shall review and update, whenever necessary, those already established;

WHEREAS, Section 3 of Republic Act No. 8759, as amended by Republic Act No. 10691, otherwise known as the "Public Employment Service Office Act of 1999", provides that, "there shall be established in all provinces, cities, and municipalities a Public Employment Service Office, hereinafter referred to as 'PESO', which shall be operated and maintained by local government units (LGUs). The PESOs shall be linked to the regional offices of the Department of Labor and Employment (DOLE) for coordination and technical supervision, and to the DOLE central office, to constitute the national public employment service network."

"The PESO shall be under the office of the governor, city or municipal mayor. The PESO shall be initially organized by and composed of a PESO manager and may be assisted by a labor and employment officer (LEO) as may be determined by the LGU.";

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Bawat Kawani, Lingkod Bayani

WHEREAS, Section 2, Rule II of the Implementing Rules and Regulations (IRR) of R.A. No. 8759, as amended by R.A. No. 10691, provides for the objectives of the creation of the PESO, to wit:

“Section 2. Objectives of the Public Employment Service Office. The PESO shall ensure prompt, timely, and efficient delivery of full-cycle employment facilitation services. Towards this end, it shall:

- “1. Provide a venue where clients could avail simultaneously various employment services, such as LMI, referrals, training, and entrepreneurial, reintegration, and other services;*
- “2. Serve as referral and information center for the DOLE and other government agencies by making available data and information on their respective programs;*
- “3. Provide clients with adequate information for the DOLE and other government agencies by making available data and information on their respective programs;*
- “4. Provide clients with adequate information on employment and the labor market institution; and*
- “5. Establish linkages with other PESOs for job exchange and other employment related services. The PESO shall also provide information on other DOLE programs.”*

WHEREAS, Section 2(d), Rule IV of the Implementing Rules and Regulations (IRR) of R.A. No. 8759, as amended by R.A. No. 10691, stipulates that, *“It shall be the responsibility of the DOLE to set standards for the establishment and operation of PESO and identify the roles, duties, and responsibilities of PESO personnel in coordination with DILG, CSC, and DBM”;*

WHEREAS, Sections 1, 2 and 3, Rule VI of the Implementing Rules and Regulations (IRR) of R.A. No. 8759, as amended by R.A. No. 10691, provide for the guidelines in the recruitment, selection and hiring of LGU PESO personnel, as follows:

“Section 1. Minimum Criteria for Hiring of LGU PESO Manager and Personnel. *The LGU shall appoint PESO Manager and personnel based on Merit Selection Plan (MSP) and Merit Promotion Plan (MPP) of the LGU and subject to the existing Civil Service Rules and Regulations.*

“The following shall be the minimum criteria for hiring of LGU PESO manager and personnel:

- “a. They should meet the minimum qualification standards set by the Civil Service Commission (CSC) rules and regulations on education, training, relevant experience or expertise and applicable eligibility and other qualification standards set by the DOLE such as:*
 - “1. Managerial experience and technical proficiency in program management relative to employment facilitation.*
 - “2. Ability of creating high performing work environment that is beneficial to the PESO and its clients.*

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- "b. They should pass both oral and written examination to be administered by the LGU; and
- "c. They should pass the medical, physical, psychological examinations administered by competent or authorized persons or institutions

"Section 2. Functions and Salary Grade of LGU Department Head (PESO Manager).

"1. Functions. The primary function of the PESO Manager is to manage all technical and administrative activities of the PESO.

- "a. Develop action plans, proposals, and other documents needed in the implementation of programs and services.
- "b. Identify training needs and arrange staff training as needed (i.e. in-house or block release) training staff, or delegating to appropriate unit/staff.
- "c. Responsible for informal stages of staff discipline, including coaching and counseling.
- "d. Maintain a systematic process flow to ensure the effective and efficient management of the office and avoid complaints from clients.
- "e. Conduct reviews of daily procedures being implemented in order to update and trim down unnecessary processes and carry out remedial action.
- "f. Maintain effective communication with the Local Executives to appraise and provide recommendations for policy directions.

"2. Salary Grade of LGU Department Head (PESO Manager). The salary grade of PESO Manager shall be equivalent to that of a Department Head according to the income classification of the LGU.

"Section 3. Personnel Structure of the LGU PESO. Under Republic Act No. 10691, the PESO shall be initially organized and composed of a PESO Manager and may be assisted by a Labor and Employment Officer (LEO) as may be determined by the LGU.

"To fully implement the services of the PESO under Rule III hereof, additional positions may be created by the LGU based on the following personnel structure:

| | POSITION | SALARY GRADE |
|----|------------------------------------------|---------------------|
| 1. | Chief Labor and Employment Officer | 24 |
| 2. | Supervising Labor and Employment Officer | 22 |
| 3. | Senior Labor and Employment Officer | 19 |
| 4. | Labor Employment Officer III | 16 |
| 5. | Labor Employment Officer II | 13 |
| 6. | Labor Employment Officer I | 11 |
| 7. | Labor and Employment Assistant | 9 |

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WHEREAS, based on the Department of Budget and Management (DBM) Index of Occupational Services (IOS) for the Local Government Units (LGUs), the salary allocated for the Labor and Employment Assistant position is salary grade 8 and not salary grade 9 as indicated in the above Section 3, Rule VI of the IRR of R.A. No. 8759, as amended by R.A. No. 10691;

WHEREAS, the Commission consulted the DBM relative to the salary grade of the Labor and Employment Assistant position and it was verified that the correct salary grade for the said position is salary grade 8;

WHEREAS, in the 1997 Revised Qualifications Standards Manual, the approved QS for the position under the Labor and Employment Group are, as follows:

| Position | SG | Education | Experience | Training | Eligibility |
|------------------------------------------|----|------------------------------------------|------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------|
| Chief Labor and Employment Officer | 24 | Master's degree | 4 years in position/s involving management and supervision | 24 hours of training in management and supervision | Career Service (Professional) Second Level Eligibility |
| Supervising Labor and Employment Officer | 22 | Bachelor's degree | 3 years of relevant experience | 16 hours of relevant training | Career Service (Professional) Second Level Eligibility |
| Senior Labor and Employment Officer | 19 | Bachelor's degree | 2 years of relevant experience | 8 hours of relevant training | Career Service (Professional) Second Level Eligibility |
| Labor and Employment Officer III | 16 | Bachelor's degree | 1 year of relevant experience | 4 hours of relevant training | Career Service (Professional) Second Level Eligibility |
| Labor and Employment Officer II | 13 | Bachelor's degree | None required | None required | Career Service (Professional) Second Level Eligibility |
| Labor and Employment Officer I | 11 | Bachelor's degree | None required | None required | Career Service (Professional) Second Level Eligibility |
| Labor and Employment Assistant | 8 | Completion of 2 years studies in college | 1 year of relevant experience | 4 hours of relevant training | Career Service (Subprofessional) First Level Eligibility |

WHEREAS, Section 76, Title III of the Local Government Code of 1991 or R.A. No. 7160 states that: *“Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.”*;

WHEREAS, the LGUs may create other positions based on their priority needs and financial capability, provided that they conform to the guidelines set forth in the DBM’s Local Budget Circular (LBC) No. 61 dated March 18, 1996;

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WHEREAS, the LGUs shall be guided by the following standards on position titles and salary grades of Department Heads (DH), Assistant Department Heads (ADH) and the highest position below the ADH in the creation of their PESO Manager position;

| Local Government Unit | Department Head (DH) | Assistant Department Head (ADH) | Highest Position Below the ADH |
|----------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------|
| Provinces | Provincial Government Department Head (SG 26) | Provincial Government Assistant Department Head (SG 24) | Supervising Labor and Employment Officer (SG 22) |
| Special Cities (Manila and Quezon City) | City Government Department Head III (SG 27) | City Government Assistant Department Head III (SG 25) | Chief Labor and Employment Officer (SG 24) |
| Highly Urbanized Cities | City Government Department Head II (SG 26) | City Government Assistant Department Head II (SG 24) | Supervising Labor and Employment Officer (SG 22) |
| Component Cities | City Government Department Head I (SG 25) | City Government Assistant Department Head I (SG 23) | Supervising Labor and Employment Officer (SG 22) |
| Municipalities within Metro Manila | Municipal Government Department Head II (SG 25) | Municipal Government Assistant Department Head II (SG 23) | Supervising Labor and Employment Officer (SG 22) |
| Municipalities outside Metro Manila- 1 st to 3 rd Class Municipalities | Municipal Government Department Head I (SG 24) | Municipal Government Assistant Department Head I (SG 22) | Labor and Employment Officer III (SG 19) |
| Municipalities outside Metro Manila- 4 th to 6 th Class Municipalities | Municipal Government Department Head I (SG 24) | Municipal Government Assistant Department Head I (SG 22) | Labor and Employment Officer III (SG 16) |

WHEREAS, to conform to the provisions of R.A. No. 8759, as amended by R.A. No. 10691, there is a need to amend the existing QS of the positions in the Labor and Employment group in the LGUs as well as set the QS for higher positions that the LGUs may create;

WHEREAS, in CSC Resolution No. 1800717 dated 10 July 2018, the Commission approved the amended relevant experience requirements for Municipal Government Department Head I and Municipal Government Department Head II positions, which is three (3) years relevant experience;

WHEREFORE, the Commission **RESOLVES** to **APPROVE** the amended QS of the various positions under the Labor and Employment group in the LGUs and the new QS for Department Head and Assistant Department Head positions, as follows:

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| Position | SG | LVL | Education | Experience | Training | Eligibility |
|---------------------------------------------------|----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------|
| City Government Department Head III* | 27 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 5 years of supervisory/ management experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| City Government Department Head II* | 26 | 2 | | | | |
| Provincial Government Department Head* | 26 | 2 | | | | |
| City Government Assistant Department Head III** | 25 | 2 | | | | |
| City Government Department Head I* | 25 | 2 | | | | |
| Municipal Government Department Head II* | 25 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of supervisory/ management experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| City Government Assistant Department Head II** | 24 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 4 years of supervisory/ management experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| Provincial Government Assistant Department Head** | 24 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 4 years of supervisory/ management experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |

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| Position | SG | LVL | Education | Experience | Training | Eligibility |
|-----------------------------------------------------|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Municipal Government Department Head I* | 24 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of supervisory/ management experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| Chief Labor and Employment Officer*** | 24 | 2 | Master's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 4 years of supervisory/ management experience in program management relative to employment facilitation | 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years | Career Service (Professional)/ Second Level Eligibility |
| City Government Assistant Department Head I** | 23 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| Municipal Government Assistant Department Head II** | 23 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of experience in program management relative to employment facilitation | None required | Career Service (Professional)/ Second Level Eligibility |
| Municipal Government Assistant Department Head I** | 22 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of experience in program management relative to employment facilitation | 16 hours of relevant training on employment facilitation | Career Service (Professional)/ Second Level Eligibility |
| Supervising Labor and Employment Officer | 22 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 3 years of experience in program management relative to employment facilitation | 16 hours of relevant training on employment facilitation | Career Service (Professional)/ Second Level Eligibility |

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| Position | SG | LVL | Education | Experience | Training | Eligibility |
|-------------------------------------|----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|
| Senior Labor and Employment Officer | 19 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 2 years of experience in program management relative to employment facilitation | 8 hours of relevant training on employment facilitation | Career Service (Professional)/ Second Level Eligibility |
| Labor and Employment Officer III | 16 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 1 year of experience in program management relative to employment facilitation | 4 hours of relevant training on employment facilitation | Career Service (Professional)/ Second Level Eligibility |
| Labor and Employment Officer II | 13 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 1 year of experience in program management relative to employment facilitation | 2 hours of relevant training on employment facilitation | Career Service (Professional)/ Second Level Eligibility |
| Labor and Employment Officer I | 11 | 2 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | None required | None required | Career Service (Professional)/ Second Level Eligibility |
| Labor and Employment Assistant | 8 | 1 | Completion of 2 years studies in college | 1 year of experience in employment facilitation | 4 hours of relevant training on employment facilitation | Career Service (Subprofessional)/ First Level Eligibility |

* with parenthetical position title PESO Manager

** with parenthetical position title Assistant PESO Manager

*** For special cities only (Manila and Quezon City)

Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government Unit concerned as provided for in the Local Government Code of 1991

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The Commission **RESOLVES FURTHER** that the corresponding position title and the parenthetical position title shall be indicated in the appointment to be issued to the PESO Manager, with the rank of Department Head or Assistant Department Head for the determination of appropriate QS, e.g. Provincial Government Department Head (PESO Manager) – SG 26; Municipal Government Assistant Department Head II (Assistant PESO Manager) – SG 23.

Concurrence of the Local Sanggunian shall be required for appointment to Local Government Department Head position.

The abovementioned qualification standards shall be the bases of the Civil Service Commission in attesting appointments and in evaluating other human resource actions for the subject positions in the government.

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


Quezon City.


ALICIA dela ROSA - BALA
Chairperson


LEOPOLDO ROBERTO W. VALDEROSA, JR.
Commissioner


AILEEN LOURDES A. LIZADA
Commissioner

Attested By:


for: DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office