

**[CSC MEMORANDUM CIRCULAR NO. 46, s. 1993,
October 28, 1993]**

POLICIES ON QUALIFICATION STANDARDS

This Memorandum Circular amends, supersedes and modifies all Circulars pertaining to Qualification Standards which are inconsistent with the provisions hereof.

The Qualification Standards Manual for positions in the Civil Service is hereby established pursuant to Book V of Executive Order No. 292.

The following are the policies on Qualification Standards:

1. The qualification standards prescribed in the Manual are minimum and basic requirements of the position. Agencies, however, are not precluded from establishing higher standards for positions if deemed necessary. Where higher standards are established by an agency, these standards shall be the operative standards for said agency;
2. Experience and training requirements shall not be required for appointment to entrance positions in any agency;
3. In determining the relevance of the education and experience requirements, reference shall be made to the duties and responsibilities attached to the positions and the occupational groupings where they belong;
4. Assistant positions, except Legal Assistants, Executive Assistants, Assistant Professors and other positions which the Commission may determine are considered first level positions which shall require completion of two (2) years studies in college or completion of vocational/technical/trade course, as the case may be;
5. RA 1080 eligibility shall be required only for appointments to positions which need the passing of BAR or Board examinations. For example, only Accountant positions shall require a CPA (RA 1080) eligibility, except when the qualification standards of the agency so require;
6. Eligibilities resulting from the Police Examinations, including PO1 Entrance Examination and PO3 Entrance Examination, given by the NAPOLCOM are considered appropriate for appointment to first level positions in government. Eligibility resulting from the INP Entrance Examination (now renamed as Police Officer Entrance Examination) is likewise appropriate for appointment to first level positions.
7. Experience, training and eligibility shall not be required for Confidential/Personal Staff positions whose terms of office are coterminous with those of the officials they serve. The educational requirements for said positions