

**[CSC MEMORANDUM CIRCULAR NO. 8, S. 1999,
April 06, 1999]**

**POLICY ON EQUAL REPRESENTATION OF WOMEN AND MEN IN
THIRD LEVEL POSITIONS IN GOVERNMENT**

Pursuant to Resolution No. 99-0684 dated 22 March 1999, the Civil Service Commission adopted the Policy on Equal Representation of Women and Men in Third Level Positions in Government.

This policy seeks to promote gender equality at all levels of positions in the civil service and ensure equal employment and development opportunities for the government's human resource.

More specifically, the Commission seeks to address inequities in gender representation in the third level positions in government with a view to increasing the number of women executives from their disproportionate share of a 1:3 ratio. The new policy will ensure the nomination of both women and men whenever a vacancy occurs in third level positions.

All heads of agencies are encouraged to adopt mechanisms which will promote equal representation of women and men in third level appointments.

The Implementing Guidelines of the Policy on Equal Representation of Women and Men in Third Level Positions is attached.

Please be guided accordingly.

Adopted: 6 April 1999

(SGD.) CORAZON ALMA G. DE LEON
Chairperson

**Implementing Guidelines Of The Policy On Equal Representation Of Women
And Men In Third Level Positions In Government**

The implementation of the Policy on Equal Representation of Women and Men in Third Level Positions in Government shall be governed by the following guidelines:

Scope

This Policy shall apply to government positions classified as third level.

Objectives

1. To ensure the nomination and appointment of both women and men to third level government positions;
2. To maintain a pool of qualified women and men nominees for every vacant third level positions in government; and
3. To encourage the agencies to aim for a 50-50 gender representation in third level positions, as deemed practicable.

Guidelines

1. Publication of Vacancies

Agencies are encouraged to publish on a regular basis their vacancies in the third level. To guarantee wide information dissemination, the agencies may consider alternative means such as posting of vacancies in agency newsletters, bulletin boards and use of broadcast media.

2. Search Committee

A Search Committee shall be constituted as follows:

Chairperson:	Head of Agency or his/her duly designated representative if appointing authority is the President;
	Deputy Head of Agency or his/her duly designated representative if appointing authority is the Head of Agency
Member:	Third Level Official directly responsible for Human Resource Management;
Member:	President of Employee's Association. If none exists, then an employee representative from the rank and file chosen by the employees themselves;
Member:	Private individual representing the private and/or non-government sector with related concerns as the agency where there is a vacancy; and
Member:	GAD Focal Point of the agency If none exists, a designated representative

The Search Committee shall be responsible for:

- a. Preparing a shortlist of qualified women and men to be recommended for appointment; and
- b. Generating and maintaining a database of women and men from the agency's internal human resource pool, qualified for nomination and appointment.