

**[ CSC MEMORANDUM CIRCULAR NO. 16, June 10, 1997 ]**

**APPROVED QUALIFICATION STANDARDS OF CERTAIN POSITIONS IN SEVEN AGENCIES**

Pursuant to CSC Resolutions promulgated on June 10, 1997, the Commission has approved the attached Qualification Standards of certain positions in the following government agencies:

<b>AGENCY</b>	<b>POSITION</b>	<b>RES. NO.</b>
1. Land Bank of the Philippines	Legal Officer	97-2958
	Bank Teller	
	Computer Operator	
	Buyer	
	Data Controller	
	Planning Processor	
	Agrarian Affairs Processor	
	Bookkeeper	
	Budgeting Officer	
	Cash Clerk	
	Clearing Assistant	
	Public Relations Assistant	
	Executive Assistant I	
<b>AGENCY</b>	<b>POSITION</b>	<b>RESOLUTION</b>
2. Livelihood Corporation	Division Chief IV	97-2962
	Division Chief III	
3. Local Water District	Assistant General Manager A	97-2961
	Assistant General Manager B	
4. Metropolitan Waterworks and Sewerage System	Corporate Board	97-2960
	Secretary VI	
	Chief Customer Services Officer	
	Private Secretary	

	A Project Manager D	
	Office Equipment Mechanic	
	Foreman	
	Office Equipment Mechanic A	
	Office Equipment Mechanic B	
5. Philippine Economic Zone Authority	PEZA Director General	97-2959
	PEZA Deputy Director General	
	Accountant IV	
	Administrative Officer II	
	Administrative Officer III	
	Administrative Officer IV	
	Chief Safety Officer	
	Community Affairs Officer IV	
	Division Chief III	
	Division Chief II	
	Economic Zone Administrator	
	Economic Zone Manager III	
	Enterprise Services Assistant II	
	Enterprise Services Officer II	
	Enterprise Services Officer III	
	Enterprise Services Officer IV	
	Enterprise Services Officer V	
	Financial Analyst IV	
	Investments Specialist II	
	Labor Affairs Assistant	

Labor Affairs  
Officer III  
Safety Specialist  
Senior Labor  
Affairs Officer  
Special Police  
Assistant Chief  
Special Police  
Captain  
Special Police  
Chief  
Special Police  
Lieutenant  
Special Police  
Sergeant  
Supervising Labor  
Affairs Officer

6. Public Attorney's  
Office

Public Attorney I 97-2963

7. Technical Education  
and Skills Development  
Authority

Chief Technical  
Education and  
Skills 97-2964  
Development  
Specialist

Supervising Technical  
Education and Skills  
Development Specialist  
Senior Technical  
Education and Skills  
Development Specialist  
Technical Education and  
Skills Development  
Specialist II

Please be guided accordingly.

Adopted: 23 June 1997

(SGD.) CORAZON ALMA G. DE LEON  
*Chairman*

### **RESOLUTION NO. 972959**

#### **Qualification Standards of Certain Positions in the Philippine Economic Zone Authority**

WHEREAS, the Commission in its Resolution No. 97-04-04 dated January 24, 1997 approved and issued the Qualification Standards Manual (Revised 1997) which contained the new qualification standards of all positions in the updated Index of Occupational Services (IOS) provided by the Department of Budget and

Management (DBM);

WHEREAS, to ensure uniformity of action, the Commission issued OM No. 17, s. 1997 dated March 13, 1997 requiring civil service regional offices to advise agencies within their jurisdiction to submit their proposed qualification standards for positions not found in the 1997 Qualification Standards Manual to the CSC-Central Office for appropriate action;

WHEREAS, pursuant to RA No. 7916, approving the organizational structure/staffing pattern of the Philippine Economic Zone Authority, a Government Financial Institution (GFI), the DBM has approved the creation of 585 positions which fall under forty-eight (48) position titles. Of these position titles, nineteen (19) are exactly similar to those of the National, Local and Infrastructure and Utilities Group (IUG's);

WHEREAS, as a matter of policy, and for purposes of appointment/promotion and other personnel actions, the Commission allows agencies to use and adopt the approved qualification standards of similar positions of other government sectors;

WHEREAS, twenty-nine (29) out of the abovementioned forty-eight (48) position titles do not have similar position titles belonging to other government sectors; thus, the need for the establishment of their corresponding qualification standards;

NOW, THEREFORE, the Commission hereby RESOLVES to authorize the Philippine Economic Zone Authority to adopt the qualification standards of the following positions belonging to the National, Local, Infrastructure Utilities Group (IUG) agencies which are found in the 1997 Qualification Standards Manual:

<b>POSITION TITLE</b>	<b>SALARY GRADE</b>
1. Accounting Analyst	11
2. Accounting Specialist II	16
3. Bill Collector	05
4. Community Affairs Officer II	15
5. Community Affairs Officer III	18
6. Community Development Officer II	18
7. Credit Officer III	15
8. Financial Analyst I	11
9. Financial Analyst II	15
10. Financial Analyst III	18
11. Fire Marshal I	18
12. Firefighter III	10
13. Fiscal Clerk III	08
14. Meter Reader II	06
15. Senior Bookkeeper	09
16. Senior Environment Management Specialist	18
17. Special Police Area Supervisor	19

18. Special Police Corporal	06
19. Special Police Major	15

The Commission further RESOLVES to approve the attached qualification standards of the following twenty nine (29) newly created positions by the Department of Budget and Management which are not found in the 1997 Qualification Standards Manual.

<b>POSITION TITLE</b>	<b>SALARY GRADE</b>
PEZA Director General	30
PEZA Deputy Director General	29
Accountant IV	22
Administrative Officer II	15
Administrative Officer III	18
Administrative Officer IV	22
Chief Safety Officer	22
Community Affairs Officer IV	22
Division Chief III	24
Division Chief II	23
Economic Zone Administrator	27
Economic Zone Manager III	26
Enterprise Services Assistant II	10
Enterprise Services Officer II	13
Enterprise Services Officer III	15
Enterprise Services Officer IV	18
Enterprise Services Officer V	22
Financial Analyst IV	22
Investments Specialist II	15
Labor Affairs Assistant	08
Labor Affairs Officer III	15
Safety Specialist	16
Senior Labor Affairs Officer	18
Special Police Assistant Chief	22
Special Police Captain	13
Special Police Chief	24
Special Police Lieutenant	11
Special Police Sergeant	08
Supervising Labor Affairs Officer	22

THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.

Adopted: 10 June 1997

(SGD.) CORAZON ALMA G. DE LEON  
*Chairman*