



Republic of the Philippines  
**MINISTRY OF PUBLIC WORKS**  
MPW Building, Bonifacio Drive, Port Area, Manila  
**OFFICE of the MINISTER**

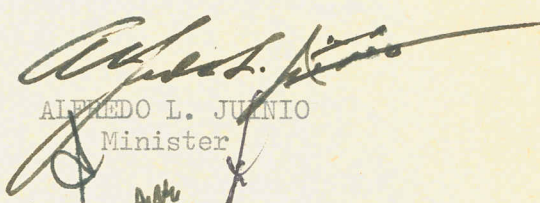
July 7, 1980

MINISTRY ORDER )  
No. 80-49 )  
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SUBJECT: RESOLUTION NO. 435 Series of 1980  
Civil Service Commission

TO : All Staff Bureau Directors/  
Service/Division Chiefs  
This Ministry

Please find attached Resolution No. 435, series of 1980 of the Civil Service Commission, embodying the new procedures in determining merit and fitness for positions covered by the phased out unassembled examination and other positions, for your information and guidance.

  
ALFREDO L. JUNIO  
Minister

3a/llc

July 7/80

Republic of the Philippines  
CIVIL SERVICE COMMISSION  
Manila

RESOLUTION NO. 435, s. 1980

WHEREAS, the Commission is authorized by law to promulgate policies, standards and guidelines governing recruitment and selection of employees to first and second level positions in the Career Service;

WHEREAS, pursuant to this authority, Section 2, Rule I of the Civil Service Rules on Personnel Actions and Policies provides that examinations may be assembled or unassembled and the examination may take into consideration the experience, education, aptitude, capacity, skills, knowledge and potential of the applicant;

WHEREAS, Section 14 of the said rule further provides that the Commission shall promulgate, when the need arises, rules and regulations governing the conduct of tests other than written, oral, physical, performance and testimonial which it may consider to be of a suitable, impartial or practical character;

WHEREAS, in line with the provision above, the holding of open unassembled examinations was closed on December 28, 1979 so that in their place a system which would determine fitness of applicants for positions that were covered by these examinations be adopted, which would take into consideration changes in qualification and job requirements; and

WHEREAS, in accordance with the provision of Section 5, Rule III of the Civil Service Rules on Personnel Actions and Policies, the Commission has adopted a new system.

NOW, THEREFORE, the Commission RESOLVED, as it hereby RESOLVES, to adopt the following procedure in granting eligibility to positions that are included in the attached lists.

An applicant may be initially issued a temporary appointment to any of the positions in the attached list, as well as other functionally related positions, in which he has had one year of experience in the government service or in any reputable private enterprise which experience however, may be substituted; provided, that he meets the other requirements for appointment to the position. If the appointing authority finds that the appointee has continuously rendered satisfactory service during his one-year temporary appointment, he may renew the appointment, propose the same for change of status from temporary to permanent, and submit it to the Commission for approval.

The performance ratings of the appointee for the two rating periods during his temporary appointment and a certificate of completion of satisfactory service issued by the appointing authority shall be submitted with the appointment to the Commission. Eligibility shall be granted upon compliance with the foregoing requirements.

As a guide to the appointing authorities, the corresponding Schedule of Eligibility which is based on the qualification requirements for the position to be filled is indicated in the attached list of positions. Other positions may be added to the list as may be determined by the Commission.

THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.

MANILA, May 5, 1980.

(\$GD) ALBINA MANALO-DANS  
Commissioner

FILEMON U. FERNANDEZ, JR  
Commissioner

ATTESTED:

MARIO D. YANGO  
Executive Director

## QUALIFICATION REQUIREMENTS FOR POSITIONS COVERED BY RES. NO. 435, S.1980

### Education, Training and Experience

Appointees must meet the minimum requirements for any of the Schedules of Eligibility given below.

- SCHEDULE I - Have successfully completed a relevant vocational course; Have undergone a relevant training course.
- SCHEDULE II - Have successfully completed the secondary course; and have undergone a relevant training course.
- SCHEDULE III - Have successfully completed at least two years of college work
- SCHEDULE IV - Have successfully completed a two-year relevant post secondary vocational or technical course
- SCHEDULE V - Hold a bachelor's degree; and have undergone a relevant training course.

### Substitution allowed

Education and relevant experience or training courses in excess of the minimum required shall be used interchangeably to offset deficiencies.

### Education

1. Deficiency in the college education requirement or post secondary vocational or technical course shall be substituted by any or a combination of the following at the rate of one academic year of formal study for every:
  - a. six months of relevant specialized or relevant experience
  - b. three months of relevant training grant
  - c. one or more relevant training courses or seminars consisting of 100 hours
2. Deficiency in the secondary course requirement shall be substituted by any or a combination of the following at the rate of:
  - a. six months of specialized or relevant experience
  - b. one or more relevant in-service training courses or seminars, consisting of 100 hours
3. Deficiency in the vocational course requirement shall be substituted by:
  - a. one year relevant experience
  - b. one or more relevant in-service training courses or seminars, consisting of 100 hours

### Experience

Every year of deficiency in the experience requirement shall be substituted by any or a combination of the following:

- a. three units of relevant study
- b. one month of relevant training grant
- c. one or more relevant in-service training courses or seminars, consisting of 52 hours

POSITION	SCHEDULE					ELIGIBILITY
Aircraft Pilot					X	Aircraft Pilot
Airport Fire Fighter		X				Airport Fire Fighter
Airport Fire Officer					X	Airport Fire Officer
Artificial Breeding Technician		X				Artificial Breeding Technician
Automotive Shop Superintendent					X	Automotive Shop Superintendent
Braille Stereotype Operator	X	X				Braille Stereotype Operator
Cereal Classifier						Cereal Classifier
Computer Maintenance Technician				X		Computer Maintenance Tech.
Day Care Worker		X				Day Care Worker
District Well Drilling Supervisor				X		District Well Drilling Sup.
Electrocardiograph Technician		X	X			Electrocardiograph Tech.
Electronics Instrument Technician		X				Electronics Instrument Tech.
Film Editor						Film Editor
Geophysics Observer			X			Geophysics Observer
Interpreter			X			Interpreter
Houseparent		X				Houseparent
Laboratory Technician			X			Laboratory Tech.
Machine Compositor		X				Machine Compositor
Mail Sorter		X				Mail Sorter
Mail Sorting Supervisor			X			Mail Sorting Supervisor
Meteorological Observer			X			Meteorological Observer
Movie Equipment Technician		X				Movie Equipment Tech.
Museum Technician		X	X			Museum Tech.
Musician			X			Musician
Precision Instrument Technician		X				Precision Instrument Tech.
Proofreader (Braille)						Proofreader (Braille)
Radio Technician	X			X		Radio Technician
Radio Operator	X					Radio Operator
Radiophone Operator						Radiophone Operator
Regional Civil Defense Officer					X	Regional Civil Defense Off.
Religious Guidance Adviser					X	Religious Guidance Adviser
Scientific Electronics Instrument Technician				X		Scientific Electronics Instr. Technician
Scientific Glassblowing Technician			X			Scientific Glassblowing Tech.
Scientific Mechanical Instrument Technician				X		Scientific Mechanical Instr. Technician
Scientific Optical Instrument Technician				X		Scientific Optical Instrument Technician
Security Guard		X				Security Guard
Seismological Observer			X			Seismological Observer
Supervising Radio Operator	X					Supervising Radio Operator
Supervising Radio Technician				X		Supervising Radio Technician
Supervising Security Guard		X				Supervising Security Guard
Supervising Telegraph Operator	X					Supervising Telegraph Operator
Supervising Telephone Technician	X					Supervising Telephone Technician
Supervising Teletype Technician				X		Supervising Teletype Tech.
Telegraph Operator	X					Telegraph Operator
Telephone Technician	X					Telephone Technician
Teletype Technician				X		Teletype Technician
	I	II	III	IV	V	