



Republic of the Philippines
CIVIL SERVICE COMMISSION
Para sa lahat ng tao

MC No. 22, s. 2016

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 : Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges

Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the Commission amends CSC Memorandum Circular No. 10 series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows:

1. The education requirement for the following faculty positions/ranks in SUCs and LUCs is a *master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course.*

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV	Master's degree in the area of specialization or its allied/related fields
For LUCs: Instructor I to III Assistant Professor I	

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs.

CHED TRUE COPY

DATE:

IN THE ORIGINAL

NIEL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR III

In a Rightful, to Serve; Responsive, Accessible, Fair, and Effective Public Service

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	Education Requirement
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Instructor I (Business Administration)

Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006

Assistant Professor I (Information Technology)

Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields¹.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	Education Requirement
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Instructor II (Accountancy)

Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007

**CERTIFIED TRUE COPY
FROM THE ORIGINAL**

DATE: 12/12/2012

¹ The eligibility requirements for Board of Accountancy Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Accountancy Education (MOAPE) of 2008.

Professor I (Law)

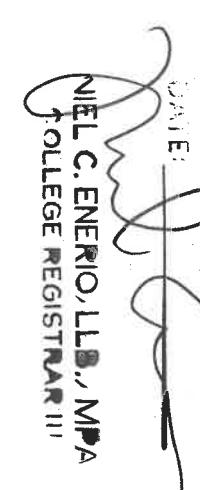
*Master of Laws /Percentage
of Faculty of Law shall
follow the Legal Education
Board (LEB) Resolution No.
2014-02 dated 10 December
2014²)*

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LUCs.

This Memorandum Circular shall take effect fifteen (15) days after the date of publication of CSC Resolution No. 1600839³.


ALICIA dela ROSA - BALA
Chairperson

15 SEP 2016

"MAY I HAVE A COPY OF THE ORIGINAL"

NIEL C. ENRIÑO, LLB., MPA
COLLEGE REGISTRAR III

HRS/PSO/APE/UL/Tisga

² The LEB, which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

³ CSC Resolution No. 1600839 dated 26 July 2016 was published on 25 August 2016 in the Philippine Star.



MC No. 10, s. 2012

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 : Education Requirement for Faculty Positions in State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs)

Pursuant to CSC Resolution No. 1200638 dated April 17, 2012, the Commission amends CSC Memorandum Circular No. 19, s. 2005 dated November 3, 2005 (Model Merit Systems for Faculty Members of State Universities and Colleges and Local Colleges and Universities) and adopts the minimum education requirement for the following faculty positions in SUCs and LCUs:

Faculty Positions	Education Requirement
Instructor I to III (SUCs & LCUs)	Master's degree in the area of specialization
Assistant Professor I to IV (SUCs)	
Assistant Professor I (LCUs)	

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in the State Universities and Colleges and Local Colleges and Universities.

This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1200638 dated April 17, 2012 in a newspaper of general circulation.

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ORIGINAL
FRANCISCO T. BONIQUE III, MD, MSC
Chairman
COLLEGE REGISTRAR
[JUN 05 2012] NEL C. ENERIO, LLB., MPA

CSC Resolution No. 1200638 dated April 17, 2012 was published on May 11, 2012 in Philippine Star

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service



Republic of the Philippines
**CIVIL SERVICE
COMMISSION**
Puno vi numBAW

QUALIFICATION STANDARDS

Amendment of CSC MC No. 10, s. 2012

re: Education Requirement for Faculty Positions

in State Universities and Colleges (SUCs) and Local

Universities and Colleges (LUCs)

X-----X

Number: 1600839

Promulgated: 26 July 2016

RESOLUTION

"The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"

WHEREAS, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), 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, under Section 22(1), Chapter 5 Title I, Book V of the Administrative Code of 1987, qualification standards shall be used, among others, as guides in appointments and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

WHEREAS, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 05-1404 dated October 6, 2005 which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. Said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

WHEREAS, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under authority of the CHED. In particular, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) provides, as follows:

"Section 35. Minimum Faculty Qualifications. The minimum qualifications of a faculty in a higher education institution shall be as follows:

- 1) For undergraduate programs
 - a) Holder of a master's degree, to teach mainly in his/her major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth or holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission /CHED.
In a R. V. C. to Service Response, Accessible, Courteous and Effective Public Service

b) For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education.

c) For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music."

WHEREAS, the CHED issued Memorandum No. 30, s. 2009 dated September 9, 2009 which provides that the MORPHE of 2008 shall also be applicable to SUCs and LUCs as it is for private higher education institutions, further directing all SUCs and LUCs to comply with the provisions of the Manual;

WHEREAS, the Commission, through its Resolution No. 1200638 dated April 17, 2012 amended CSC MC No. 19, s. 2005 dated November 3, 2005 and set the minimum education requirement of Master's degree in the area of specialization to the faculty positions of Instructor I to III in SUCs and LUCs, Assistant Professor I to IV in SUCs and Assistant Professor I in LUCs;

WHEREAS, the CHED created the Technical Working Group on Vertical Articulation (TWG-VA) tasked to: (1) determine the allied fields per program as stated in CHED Memorandum Orders (CMOs) for the different disciplines and those to be proposed by the SUCs and LUCs to be submitted to the Technical Panel/Committee for consideration; (2) prepare the list of programs where there is dearth of holders of master's degree in the area of specialization; (3) conduct initial evaluation of the proposed amendments of Qualification Standards (QS) for faculty positions of SUCs/LUCs in relation to NBC 461 and submit recommendations to CSC; and (4) propose amendments to CSC MC No. 10, s. 2012 to include allied fields;

WHEREAS, upon the recommendation of the TWG-VA, in its Resolution No. 02-2015 dated December 7, 2015, the CHED Commission en banc proposed "to request the CSC to clarify the 'Area of Specialization' as provided in CSC Memorandum Circular No. 10, series of 2012 and to include the Relevant/ Allied Courses based on the list provided by CHED for master's degree requirement for faculty position in SUCs and LUCs";

WHEREAS, the Legal Education Board (LEB), which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued its Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage¹ of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

WHEREAS, the CSC has been receiving various inquiries and requests for clarification on the policies regarding the education requirement for faculty members in SUCs and LUCs particularly on the vertical articulation of the master's degree to its undergraduate degree;

¹ Para. 2, Item 2 of LEB Resolution No. 2014-02 states that "In computing the percentage, those who are exempted from the rule shall be included."

C
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OF THE ORIGINAL
DATE:
NEC C. ENERIO, LLB., MPA
COLLEGE REGISTRAR

WHEREFORE, the Commission **RESOLVES** to AMEND CSC Memorandum Circular No. 10, s. 2012 on the education requirement for certain faculty positions in SUCs and LUCs as follows:

1. The education requirement for the following faculty positions/ranks in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) is a master's degree in the area of specialization or its allied courses based on the CMO on the policies, standards and guidelines of the subject course:

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV	Master's degree in the area of specialization or its allied/related fields
For LUCs: Instructor I to III Assistant Professor I	Master's degree in Business Administration or in any of its allied' programs as shown in CMO No. 39, s. 2006

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs.

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs)	Education Requirement
<i>Instructor I (Business Administration)</i>	<i>Master's degree in Business Administration or in any of its allied' programs as shown in CMO No. 39, s. 2006</i>
<i>Assistant Professor I (Information Technology)</i>	<i>Master's degree in Computer Science or in any of its allied' programs as shown in CMO No. 53, s. 2006</i>

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ORIGINAL

NED C. ENERIO, LLB., MPA
COLLEGE REGISTRAR III

Administrative Discipline shall apply in proceedings against members of faculty and academic staff.

V1. TRANSITORY PROVISIONS

Except as otherwise provided in this Merit System, rights vested or acquired under established systems prior to the effectiveness of this system shall be respected.

V1.1. RESPONSIBILITY

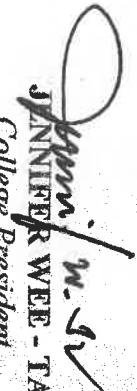
The Board of Trustees, the President, the College Administrator, Assistant College Administrator for Administration, the Deans, the Chairmen and the Administrative Officer shall be responsible for the implementation and maintenance of this Merit System. The Administrative Officer shall exercise the initiative and active participation in the proper implementation of this Merit System.

V1.1.1. AMENDMENT

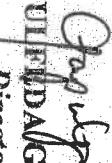
Any proposed amendment to this System shall be reviewed and approved by the Civil Service Commission.

IX. EFFECTIVITY

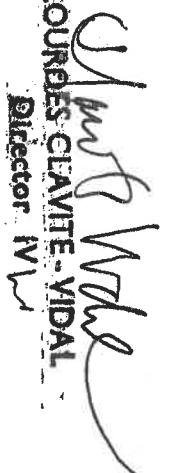
The Merit System shall take effect upon approval by the Civil Service Commission.


JENNIFER WEE - TAN
College President

Recommending Approval:


WILFRED AG. TAPULGO
Director II

Approved:


CERTIFIED TRUE COPY TO: ROSES, CEAVITE, VIDAL
THE ORIGINAL
Dated: 08-11-03

NIEL C. ENORIO, LL.B., MPA
COLLEGE REGISTRAR



Pursuant to Executive Order No. 90

MC No. 22, s. 2016

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 : Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges

Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the Commission amends CSC Memorandum Circular No. 10 series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows:

1. The education requirement for the following faculty positions/ranks in SUCs and LUCs is a *master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course.*

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV	Master's degree in the area of specialization or its allied/related fields
For LUCs: Instructor I to III Assistant Professor I	

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOS on policies, standards and guidelines for undergraduate or graduate programs.

THIS IS A TRUE COPY

THE ORIGINAL

*NEL C. ENERIO, LL.B., MPA
COLLEGE REGISTRAR III*

In a W.A.C. to Serve: Responsive, Accessible, Courteous and Effective Public Service

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

<u>Faculty Position/Rank (Program where the faculty position/rank belongs)</u>	<u>Education Requirement</u>
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Instructor I (Business Administration)

Master's degree in Business Administration, or in any of its allied programs as shown in CMO No. 39, s. 2006

Assistant Professor I (Information Technology)

Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields¹.

Illustration:

<u>Faculty Position/Rank (Program where the faculty position/rank belongs)</u>	<u>Education Requirement</u>
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Instructor II (Accountancy)

Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007

¹ The eligibility requirement is appropriate RA 1080 per Item 1, Section 35, Article VIII of CHED Memorandum Order No. 40, s. 2008 (Manual of Operations for Private Higher Education (MOPPHE) of 2008).

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FROM THE ORIGINAL**

DATE: _____

*NEIL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR III*

Professor I (Law)

Master of Laws (Percentage
of Faculty of Law shall
follow the Legal Education
Board (LEB) Resolution No.
2014-02 dated 10 December
2014²)

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LUCs.

This Memorandum Circular shall take effect fifteen (15) days after the date of publication of CSC Resolution No. 1600839³.


ALICIA dela ROSA - BALA
Chairperson

15 SEP 2016


VERIFIED TRUE COPY
FROM THE ORIGINAL
DATE: _____
NEL C. ENERIO, LL.B., MP
COLLEGE REGISTRAR¹

² The LEB, which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage of holders of the master of laws degree in the law faculty, as follows:

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³ CSC Resolution No. 1600839 dated 26 July 2016 was published on 25 August 2016 in the Philippine Star.



Promulgated by the CSC

QUALIFICATION STANDARDS

Amendment of CSC MC No. 10, s. 2012

**Re: Education Requirement for Faculty Positions
in State Universities and Colleges (SUCs) and Local
Universities and Colleges (LUCs)**

X-----X

Number: 1600839

Promulgated: 25 July 2016

RESOLUTION

"The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"

WHEREAS, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that (Administrative Code of 1987), 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, under Section 22(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 of 1987, qualification standards shall be used, among others, as guides in appointments and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

WHEREAS, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005 which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. Said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under authority of the CHED. In particular, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) provides, as follows:

"Section 35. Minimum Faculty Qualifications. The minimum qualifications of a faculty in a higher education institution shall be as follows:

1) For undergraduate programs

- Holder of a master's degree, to teach mainly in his/her major field and where applicable, a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses. However, in specific fields where there is dearth of holders of Master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission [CHED].

In a R. J. C. B. to Service Response, Accessible, Convenient and Effective Public Service

b) For Physical Education: A holder of a degree in Bachelor of Science in Physical Education, or Bachelor of Science in Education, with major or minor in physical education, or any other bachelor's degree with certificate in physical education.

c) For Music Education: A holder of a degree in Bachelor of Music, or Bachelor of Science, with major or minor in music, or any other bachelor's degree with certificate in music."

WHEREAS, the CHED issued Memorandum No. 30, s. 2009 dated September 9, 2009 which provides that the MORPHE of 2008 shall also be applicable to SUCs and LUCs as it is for private higher education institutions, further directing all SUCs and LUCs to comply with the provisions of the Manual;

WHEREAS, the Commission, through its Resolution No. 1200638 dated April 17, 2012 amended CSC MC No. 19, s. 2005 dated November 3, 2005 and set the minimum education requirement of Master's degree in the area of specialization to the faculty positions of Instructor I to III in SUCs and LUCs, Assistant Professor I to IV in SUCs and Assistant Professor I in LUCs;

WHEREAS, the CHED created the Technical Working Group on Vertical Articulation (TWG-VA) tasked to: (1) determine the allied fields per program as stated in CHED Memorandum Orders (CMOs) for the different disciplines and those to be proposed by the SUCs and LUCs to be submitted to the Technical Panel/Committee for consideration; (2) prepare the list of programs where there is dearth of holders of master's degree in the area of specialization; (3) conduct initial evaluation of the proposed amendments of Qualification Standards (QS) for faculty positions of SUCs/LUCs in relation to NBC 461 and submit recommendations to CSC; and (4) propose amendments to CSC MC No. 10, s. 2012 to include allied fields;

WHEREAS, upon the recommendation of the TWG-VA, in its Resolution No. 02-2015 dated December 7, 2015, the CHED Commission en banc proposed "to request the CSC to clarify the 'Area of Specialization' as provided in CSC Memorandum Circular No. 10, series of 2012 and to include the Relevant/Allied Courses based on the list provided by CHED for master's degree requirement for faculty position in SUCs and LUCs";

WHEREAS, the Legal Education Board (LEB), which is mandated by law to administer the legal education system and to supervise the law schools in the country, issued its Resolution No. 2014-02 dated 10 December 2014 prescribing, among others, that the "members of the law faculty are required to be holders of the degree of Master of Laws." The implementation of said rule shall be gradual such that law schools shall follow the required percentage¹ of holders of the master of laws degree in the law faculty, as follows:

1. School Year 2017 – 2018 – 20%
2. School Year 2018 – 2019 – 40%
3. School Year 2019 – 2020 – 60%
4. School Year 2020 – 2021 – 80%

WHEREAS, the CSC has been receiving various inquiries and requests for clarification on the policies regarding the education requirement for faculty members in SUCs and LUCs particularly on the vertical articulation of the master's degree to its undergraduate degree;

¹ Para. 2, item 2 of LEB Resolution No. 2014-02 states that "In computing the percentage, those who are exempted from the rule shall be included."

**SERIALIZED TRUE COPY
BY THE ORIGINAL
DATE:**

**ENL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR III**

WHEREFORE, the Commission **RESOLVES** to **AMEND** CSC Memorandum Circular No. 10, s. 2012 on the education requirement for certain faculty positions in SUCs and LUCs as follows:

1. The education requirement for the following faculty positions/ranks in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) is a master's degree in the area of specialization or its allied courses based on the CMO on the policies, standards and guidelines of the subject course:

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV	Master's degree in the area of specialization or its allied/related fields
For LUCs: Instructor I to III Assistant Professor I	Master's degree in the area of specialization or its allied/related fields

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs.

The education requirement for the above faculty positions/ranks in SUCs and LUCs is primarily a master's degree in the program to which the item of the faculty position/rank belongs.

The allied or related fields or programs to the Master's degree which can be determined from the relevant CHED Memorandum Orders (CMOs) on policies, standards and guidelines for undergraduate or graduate programs shall be considered appropriate education requirement for the faculty positions/ranks in that program.

In the recruitment and promotion of faculty members in the SUCs and LUCs, vertical articulation of the master's degree with the undergraduate degree should not be an issue as the point of consideration is the master's degree and not the undergraduate degree of the candidate.

Illustration:

Faculty Position/Rank (Program where the faculty position/rank belongs) *Education Requirement*

Instructor I (Business Administration)

Master's degree in Business Administration or in any of its allied programs as shown in CMO No. 39, s. 2006

Assistant Professor I (Information Technology)

Master's degree in Computer Science or in any of its allied programs as shown in CMO No. 53, s. 2006

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OF THE ORIGINAL*

*NIEL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR*

2. For faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields².

Illustration:

**Faculty Position/Rank (Program where
the faculty position/rank belongs)**

Instructor II (Accountancy)

Master's degree in Accountancy or in any of its allied programs as shown in CMO No. 3, s. 2007

Professor I (Law)

Master of Law (Percentage of Faculty of Law shall follow the LEB Resolution No. 2014-02 dated 10 December 2014)

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in SUCs and LCUs.

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

Quezon City.


ALICIA dela ROSA-BALA
Chairperson


ROBERT S. MARTINEZ
Commissioner

Attested By:


DOLORES B. BONIFACIO
Director IV

Commission Secretariat and Liaison Office

VACANT
Commissioner



Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 25, s. 2017

MEMORANDUM CIRCULAR

TO : ALL HEADS OF LOCAL GOVERNMENT UNITS, STATE UNIVERSITIES AND COLLEGES, AND LOCAL UNIVERSITIES AND COLLEGES

SUBJECT : Status of Appointments to Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) Where There is Dearth of Holders of Master's Degree in Specific Fields

Pursuant to CSC Resolution No. 1700372 dated 08 February 2017, the Commission has adopted the following policies relative to appointments of faculty positions in SUCs and LUCs where there is dearth of holders of Master's degree in specific fields:

1. When there are no available qualified faculty in the region, place or locality, as certified by the appointing authority, temporary appointments may be issued until the required Master's degree is met/complied with within 12 months or one (1) year from the date of issuance of the temporary appointment.

The renewal of temporary appointment issued in the absence of qualified faculty shall be limited to five (5) times only reckoned from the issuance of the first temporary appointment.

2. When there is absence of a Master's degree program in the discipline being offered in the Philippines, a permanent appointment should be issued subject to compliance with other qualification requirements of said positions.

The CHED shall be the sole authority to issue a certification on whether dearth of faculty/holders is caused by the foregoing circumstances. The appointment to faculty positions/ranks in fields/courses/colleges where there is dearth of master's degree holders shall be accompanied by a CHED-issued certification.

This Memorandum Circular shall take effect after fifteen (15) calendar days from the date of publication of CSC Resolution No. 1700372.*

SERIALIZED TRUE COPY
BY THE ORIGINAL *Aurea dela ROSA-BALA*
DATE: *August 4, 2017*
Chairperson

25 AUG 2017 *NIEL C. ENERIO, LLB., MPA*
COLLEGE REGISTRAR

*CSC Resolution No. 1700372 dated February 08, 2017 was published on August 4, 2017 in *The Philippine Star*.

Bawat Kawani, Lingkod Bayani



Republic of the Philippines
**CIVIL SERVICE
COMMISSION**
Para sa mamamayan

APPOINTMENTS TO FACULTY POSITIONS

Re: Status of Appointments to Faculty Positions
in State Universities and Colleges (SUCs)
and Local Universities and Colleges (LUCs)
Where There is Dearth of Holders of Master's
Degree in Specific Fields

Number: 1700372

Promulgated: 08 FEB 2017

X **RESOLUTION**

WHEREAS, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that "The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"

WHEREAS, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), 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 12(3), of Executive Order No. 292 (Administrative Code of 1987), states that the Commission shall promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Section 22(1), Chapter 5, Title I, Book V of the Administrative Code of 1987 provides that, qualification standards shall be used, among others, as guide in appointment and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

WHEREAS, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005, which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. The said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

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☒ CSC Building, IBP Road, Constitution Hills, 1126 Quezon City • ☎ 931-7935/931-7939/931-8092 • ☰ cscphil@webmail.csc.gov.ph • ☰ www.csc.gov.ph

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FROM THE ORIGINAL**

DALE:

**NIEL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR**

WHEREAS, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under the authority of the CHED;

WHEREAS, the CHED, in its Memorandum Order No. 30, s. 2009 dated September 9, 2009, provides that the MORPHE of 2008 shall be applicable to SUCs and LUCs as it is for private higher education institutions. The said Memorandum further directs all SUCs and LUCs to comply with the provisions of the Manual;

WHEREAS, Item 1, Section 35 (Minimum Faculty Qualifications), Article VII (Internal Organization: Academic and Non-Academic Personnel) of Manual of Regulations for Private Higher Education 2008 (MORPHE) provides for the minimum qualifications of a faculty in a higher education institution for undergraduate programs which is master's degree in the major field of study, or a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses, and in cases of dearth of holders of Master's degree for specific field, a holder of a professional license requiring at least a bachelor's degree;

WHEREAS, CSC Memorandum Circular No. 10, s. 2012, as amended by CSC Memorandum Circular No. 22, s. 2016, states that the education requirement for Instructors I to III and Assistant Professors I to IV in the SUCs, and Instructors I to III and Assistant Professor I in LUCs is a master's degree in the area of specialization or its allied/related fields to which the item of the faculty position/rank belongs. Moreover, for faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields;

WHEREAS, the Commission has taken due consideration the dearth of holders of Master's degree for specific fields. Hence, to address this matter, the CHED was consulted on the actions that may be taken on appointments to Faculty positions in SUCs and LUCs in case of dearth of Master's degree holders for specific fields;

WHEREAS, the CHED *en banc* (CEB) affirmed that dearth of faculty could be defined under two (2) circumstances: first, "Dearth of faculty" exists when there is no available qualified faculty in the region, place or locality such that a temporary appointment is issued until the required master's degree is met/complied with; and second, "dearth of faculty" is caused by the absence of a master's degree program in the discipline being offered in the Philippines such that the issuance of a permanent appointment is appropriate and permissible;

**CERTIFIED TRUE COPY
OF THE ORIGINAL**

DATE:

NIEL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR III

WHEREFORE, the Commission **RESOLVES** to adopt the following policies relative to appointments of faculty positions in SUCs and LUCs where there is dearth of holders of Master's degree in specific fields:

1. When there are no available qualified faculty in the region, place or locality, as certified by the appointing authority, temporary appointments may be issued until the required Master's degree is met/complied with within 12 months or one (1) year from the date of issuance of the temporary appointment.

The renewal of temporary appointment issued in the absence of qualified faculty shall be limited to five (5) times only reckoned from the issuance of the first temporary appointment.

2. When there is absence of a Master's degree program in the discipline being offered in the Philippines, a permanent appointment should be issued subject to compliance with other qualification requirements of said positions.

The Commission **FURTHER RESOLVES** that the CHED shall be the sole authority to issue certification on whether dearth of faculty/holders is caused by the foregoing circumstances previously mentioned. Likewise, the appointment to faculty positions/ranks in fields/courses/colleges where there is dearth of master's degree holders shall be accompanied by a CHED-issued certification.

This Resolution shall take effect after fifteen (15) calendar days from its publication in the Official Gazette or in a newspaper of general circulation.

Quezon City,

Alicia A. dela Rosa-Bala
ALICIA A. dela ROSA-BALA
Chairperson

Robert S. Martinez
ROBERT S. MARTINEZ
Commissioner

VACANT
VACANT
Commissioner

Attested By:

Dolores B. Bonifacio
DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office



Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 25 s. 2017

MEMORANDUM CIRCULAR

TO :
ALL HEADS OF LOCAL GOVERNMENT UNITS, STATE UNIVERSITIES AND COLLEGES, AND LOCAL UNIVERSITIES AND COLLEGES

SUBJECT :
Status of Appointments to Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) Where There Is Dearth of Holders of Master's Degree in Specific Fields

Pursuant to CSC Resolution No. 1700372 dated 08 February 2017, the Commission has adopted the following policies relative to appointments of faculty positions in SUCs and LUCs where there is dearth of holders of Master's degree in specific fields:

1. When there are no available qualified faculty in the region, place or locality, as certified by the appointing authority, temporary appointments may be issued until the required Master's degree is met/complied with within 12 months or one (1) year from the date of issuance of the temporary appointment.

The renewal of temporary appointment issued in the absence of qualified faculty shall be limited to five (5) times only reckoned from the issuance of the first temporary appointment.

2. When there is absence of a Master's degree program in the discipline being offered in the Philippines, a permanent appointment should be issued subject to compliance with other qualification requirements of said positions.

The CHED shall be the sole authority to issue a certification on whether dearth of faculty/holders is caused by the foregoing circumstances. The appointment to faculty positions/ranks in fields/courses/colleges where there is dearth of master's degree holders shall be accompanied by a CHED-issued certification.

This Memorandum Circular shall take effect after fifteen (15) calendar days from the date of publication of CSC Resolution No. 1700372*.

Alicia dela Rosa-Bala
ALICIA dela ROSA - BALA
Chairperson

25 AUG 2017

*CSC Resolution No. 1700372 dated February 08, 2017 was published on August 4, 2017 in The Philippine Star.

Bawat Kawani, Lingkod Bayani

(CERTIFIED TRUE COPY)
FROM THE ORIGINAL
DATE: 25 AUG 2017

NEL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR III



PROSESARIO B. 1245

APPOINTMENTS TO FACULTY POSITIONS

Re: Status of Appointments to Faculty Positions
in State Universities and Colleges (SUCs)
and Local Universities and Colleges (LUCs)
Where There is Dearth of Holder's Master's
Degree in Specific Fields

X-----X-----X-----X-----X-----X-----X-----X

RESOLUTION

WHEREAS, Section 3, Article IX (B) of the 1987 Philippine Constitution provides that "The Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x"

WHEREAS, Section 12(1), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987), 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 12(3), of Executive Order No. 292 (Administrative Code of 1987), states that the Commission shall promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Section 22(1), Chapter 5, Title I, Book V of the Administrative Code of 1987 provides that, qualification standards shall be used, among others, as guide in appointment and other personnel actions to be administered in such manner as to continually provide incentives to officers and employees towards professional growth and foster the career system in the government;

WHEREAS, the Commission adopted the Model Merit System for faculty members of state universities and colleges (SUCs) and local universities and colleges (LUCs) by promulgating CSC Resolution No. 051404 dated October 6, 2005, which was circularized through CSC Memorandum Circular (MC) No. 19, s. 2005 dated November 3, 2005. The said Model Merit System for SUCs and LUCs included the qualification standards for appointment to faculty positions/ranks in the SUCs and LUCs;

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**SERIALIZED, TRUE COPY
OF THE ORIGINAL**

DATE:

NERI C. ENERO, LLB., MPA
COLLEGE REGISTRAR III

WHEREFORE, the Commission **RESOLVES** to adopt the following policies relative to appointments of faculty positions in SUCs and LUCs where there is dearth of holders of Master's degree in specific fields:

1. When there are no available qualified faculty in the region, place or locality, as certified by the appointing authority, temporary appointments may be issued until the required Master's degree is met/complied with within 12 months or one (1) year from the date of issuance of the temporary appointment.

The renewal of temporary appointment issued in the absence of qualified faculty shall be limited to five (5) times only reckoned from the issuance of the first temporary appointment.

2. When there is absence of a Master's degree program in the discipline being offered in the Philippines, a permanent appointment should be issued subject to compliance with other qualification requirements of said positions.

The Commission **FURTHER RESOLVES** that the CHED shall be the sole authority to issue certification on whether dearth of faculty/holders is caused by the foregoing circumstances previously mentioned. Likewise, the appointment to faculty positions/ranks in fields/courses/colleges where there is dearth of master's degree holders shall be accompanied by a CHED-issued certification.

This Resolution shall take effect after fifteen (15) calendar days from its publication in the Official Gazette or in a newspaper of general circulation.

Quezon City

Alicia A. dela Rosa-Bala
ALICIA A. dela ROSA-BALA
Chairperson

Robert S. Martinez
ROBERT S. MARTINEZ
Commissioner

VACANT
VACANT
Commissioner

Attested By:

Dolores B. Bonifacio
DOLORES B. BONIFACIO
Director IV

Commission Secretariat and Liaison Office

WHEREAS, the Commission on Higher Education (CHED), in its Memorandum Order No. 40, s. 2008 dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008 which shall be applicable to all private higher education institutions operating under the authority of the CHED;

WHEREAS, the CHED, in its Memorandum Order No. 30, s. 2009 dated September 9, 2009, provides that the MORPHE of 2008 shall be applicable to SUCs and LUCs as it is for private higher education institutions. The said Memorandum further directs all SUCs and LUCs to comply with the provisions of the Manual;

WHEREAS, Item 1, Section 35 (Minimum Faculty Qualifications), Article VIII (Internal Organization: Academic and Non-Academic Personnel) of Manual of Regulations for Private Higher Education 2008 (MORPHE) provides for the minimum qualifications of a faculty in a higher education institution for undergraduate programs which is master's degree in the major field of study, or a holder of appropriate professional license requiring at least a bachelor's degree for the professional courses, and in cases of dearth of holders of Master's degree for specific field, a holder of a professional license requiring at least a bachelor's degree;

WHEREAS, CSC Memorandum Circular No. 10, s. 2012, as amended by CSC Memorandum Circular No. 22, s. 2016, states that the education requirement for Instructors I to III and Assistant Professors I to IV in the SUCs, and Instructors I to III and Assistant Professor I in LUCs is a master's degree in the area of specialization or its allied/related fields to which the item of the faculty position/rank belongs. Moreover, for faculty positions for professional courses/subjects of a particular board program, the education requirement shall be master's degree in the program or in allied or related fields;

WHEREAS, the Commission has taken due consideration the dearth of holders of Master's degree for specific fields. Hence, to address this matter, the CHED was consulted on the actions that may be taken on appointments to Faculty positions in SUCs and LUCs in case of dearth of Master's degree holders for specific fields;

WHEREAS, the CHED *en banc* (CEB) affirmed that dearth of faculty could be defined under two (2) circumstances: first, "Dearth of faculty" exists when there is no available qualified faculty in the region, place or locality such that a temporary appointment is issued until the required master's degree is met/complied with; and second, "dearth of faculty" is caused by the absence of a master's degree program in the discipline being offered in the Philippines such that the issuance of a permanent appointment is appropriate and permissible;

*COPIED TRUE COPY
OF THE ORIGINAL*

*NIEVE ENERIO, LLB., MPA
COLLEGE REGISTRAR II*



**CIVIL SERVICE
COMMISSION**

Republic of the Philippines

Particular Memorandum

MC No. 17, s. 2013

MEMORANDUM CIRCULAR

TO : ALL HEADS OF STATE UNIVERSITIES AND COLLEGES (SUCs) and LOCAL COLLEGES AND UNIVERSITIES (LCUs)

SUBJECT : Qualification Standards for Faculty Positions/Ranks in State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs)

The Civil Service Commission (CSC) and the Commission on Higher Education (CHED) entered into a Memorandum of Agreement (MOA) on Higher 15, 2013 to harmonize existing CSC and CHED policies on the Qualification Standards (QS) for faculty positions in State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs).

To implement the provisions of the CSC-CHED MOA, the following guidelines shall be adopted:

1. The SUCs and LCUs shall submit request for amendment of QS for faculty positions to CHED for initial evaluation.
2. The CHED shall conduct evaluation of the proposed QS for faculty positions in SUCs/LCUs based on existing CHED policies. The CHED shall submit recommendation/s to CSC within 30 working days from receipt of request.
3. The CSC shall evaluate the proposed QS for faculty positions in the requesting SUC/LCU upon endorsement of the CHED. The CSC shall issue resolutions on the matter and provide the requesting SUC/LCU and the CHED copies thereof.

This Memorandum Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation.


FRANCISCO T. DUQUE III
Chairman

JULY 28 2013

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✉ CSC Building, IBP Road, Constitution Hills, 1226 Quezon City • ☎ 931-7935/931-7809/931-8092 • ✉ cscphil@webmail.oec.gov.ph • ☛ www.csc.gov.ph

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OF THE ORIGINAL

DATE:

NIEL C. ENERO, LLB., MPA
COLLEGE REGISTRAR III



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT made and entered into by and between:

The CIVIL SERVICE COMMISSION, a constitutional commission and the central personnel agency of the government mandated to establish a career service, adopt measures to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service, strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability, with office address at BP Road, Constitution Hills, Diliman, Quezon City, represented by its Chairperson, FRANCISCO T. DUQUE III, hereinafter referred to as the "CSC",

and

of the COMMISSION ON HIGHER EDUCATION, a commission under the Office of the President, created by virtue of RA 7722 to pursue the state policy to protect, foster and promote the right of all citizens to affordable quality education at all levels, promote continuing intellectual growth, the advancement of learning, and research, the development of responsible and effective leadership, the education of high level and middle level professionals and the enrichment of historical and cultural heritage, with office address at Higher Education Development Center (HEDC) Building, C.P. Garcia Avenue, U.P. Diliman, Quezon City represented by its Chairperson, DR. PATRICIA B. LICUANAN, herein referred to as the "CHED".

WITNESSETH THAT:

WHEREAS, the Civil Service Commission, the central personnel agency of the Government, is mandated by the 1987 Philippine Constitution to ensure that all appointments in the civil service are made only according to merit and fitness to be determined, as far as practicable, by competitive examination;

WHEREAS, Section 22 (3), Chapter 5, Title I-A, Book V of E.O. No. 292 states that the establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission;

WHEREAS, the Commission on Higher Education (CHED) pursuant to Section 3 of Republic Act No. 7722, otherwise known as the Higher Education Act of 1994, exercises direct supervision and regulatory jurisdiction over public and private higher education institutions as well as degree-granting programs in all post-secondary educational institutions, public and private;

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FROM THE ORIGINAL

DATE:

NIELO C. ENERIO, LLB., MPA
COLLEGE REGISTRAR III

WHEREAS, the CHED through its CHED Memorandum Order No. 40, s. 2008 (CMO No. 40, s. 2008) dated July 31, 2008, adopted and promulgated the Manual of Regulations for Private Higher Education (MORPHE) of 2008. Section 35 Article VII of the Manual provides for the minimum education requirement for faculty positions in higher education institutions which is a Master's Degree. It also issued CMO No. 30, s. 2009 dated September 9, 2009, which provides that the MORPHE of 2008 shall be applicable to SUCs and LCUs as it is for private higher education institutions;

WHEREAS, the CSC issued CSC MC No. 10, s. 2012 pursuant to CMO No. 40, s. 2008 and CMO No. 30, s. 2009, requiring Master's degree in the area of specialization for the following faculty positions: Instructor I to III (SUCs and LCUs), Assistant Professor I to IV (SUCs) and Assistant Professor I (LCUs);

WHEREAS, since CSC MC No. 10, s. 2012 was promulgated on June 5, 2012 the CSC has been receiving several queries from the academe requesting clarification on the Master's degree requirement for members of the faculty. Some of these queries were referred to CHED for appropriate action;

WHEREAS, after several consultation meetings and exchange of communications the CSC and CHED recognize the need to further harmonize CSC MC No. 10, s. 2012 and CMO No. 40, s. 2008 and strengthen the coordination and cooperation between them to assist SUCs and LCUs in the establishment of the qualification standards for all faculty positions;

WHEREFORE, in consideration of the foregoing premises, the CSC and CHED have mutually and reciprocally agreed, as follows:

On the Part of CSC:

- Coordinate with CHED all matters pertaining to the qualification standards for faculty ranks in SUCs/LCUs prior to issuance of any policy or amendment thereof;
- Provide CHED with a printed and e-copy of the CSC Resolution or Memorandum Circular pertinent to the policies affecting the higher education institutions;
- Issue a Memorandum Circular to SUCs, directing them to submit to CHED for initial evaluation, all requests for amendment of the qualification standards (QS) for faculty positions; and
- Evaluate the proposed amendment of the QS for faculty positions of SUCs/LCUs, upon endorsement by CHED.

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FROM THE ORIGINAL

DATE:

NIEL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR II

On the part of CHED:

- Provide CSC with a printed and e-copy of pertinent documents necessary in the review of existing CSC policies affecting the higher education institutions, to include but not limited to the following:
 - Revised or updated CHED Memorandum Orders regarding higher education degree programs;
 - List of Allied Fields per Program;
 - Current list of Programs where there is dearth of holders of Master's degree in the area of specialization;

This AGREEMENT shall take effect immediately upon signing hereof by the parties.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on this _____ day of 15 AUG 2013, in Quezon City, Philippines.

CIVIL SERVICE COMMISSION

COMMISSION ON HIGHER EDUCATION


FRANCISCO T. DUQUE III
Chairperson

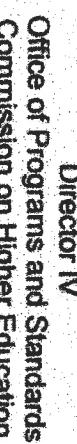

PATRICIA B. LICUANAN
Chairperson

SIGNED IN THE PRESENCE OF:


AZUCENA PEREZ-ESLETA

Director IV

Human Resource Policies and Standards Office
Civil Service Commission


SINFOROSO M. BIRUNG
Director IV

Office of Programs and Standards
Commission on Higher Education

TRUE COPY
THE ORIGINAL

DR. E:


NIEL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR III



**CIVIL SERVICE
COMMISSION**

Personnel Bureau

MC No. 10, s. 2012

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 : Education Requirement for Faculty Positions in State Universities and Colleges (SUCs) and Local Colleges and Universities (LCUs)

Pursuant to CSC Resolution No. 1200638 dated April 17, 2012, the Commission amends CSC Memorandum Circular No. 19, s. 2005 dated November 3, 2005 (Model Merit Systems for Faculty Members of State Universities and Colleges and Local Colleges and Universities) and adopts the minimum education requirement for the following faculty positions in SUCs and LCUs:

Faculty Positions	Education Requirement
Instructor I to III (SUCs & LCUs)	Master's degree in the area of specialization
Assistant Professor I to IV (SUCs)	
Assistant Professor I (LCUs)	

The above qualification standards shall be the bases of the Civil Service Commission in attesting appointments for the above positions in the State Universities and Colleges and Local Colleges and Universities.

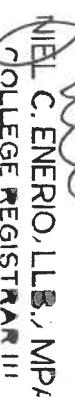
This Memorandum Circular shall take effect fifteen (15) days after the publication of CSC Resolution No. 1200638 dated April 17, 2012 in a newspaper of general circulation.


FRANCISCO DUQUE III, MD, MSc
Chairman

[JUN 05 2012]

CSC Resolution No. 1200638 dated April 17, 2012 was published on May 11, 2012 in Philippine Star

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NIEL C. ENERO, LLB, MPA
COLLEGE REGISTRAR III

Pangasiwaan

MC No. 22, s. 2016

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 : Amendment of CSC MC No. 10, s. 2012 on the Education Requirement for Faculty Positions in State Universities and Colleges and Local Universities and Colleges

Pursuant to CSC Resolution No. 1600839 promulgated on 26 July 2016, the Commission amends CSC Memorandum Circular No. 10 series of 2012 on the education requirement for faculty positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), as follows:

1. The education requirement for the following faculty positions/ranks in SUCs and LUCs is a master's degree in the area of specialization or its allied courses based on the CHED Memorandum Orders (CMO) on the policies, standards and guidelines of the subject course:

Faculty Positions/Ranks	Education Requirement
For SUCs: Instructor I to III Assistant Professor I to IV	Master's degree in the area of specialization or its allied/related fields
For LUCs: Instructor I to III Assistant Professor I	

Note: Allied or related fields or programs to Master's degree shall be determined from the relevant CMOs on policies, standards and guidelines for undergraduate or graduate programs.

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TRUE ORIGINAL


NIEL S. ENORIO, LLB., MPA
COLLEGE REGISTRAR III



CSC MC No. 10 s. 2014

MEMORANDUM CIRCULAR

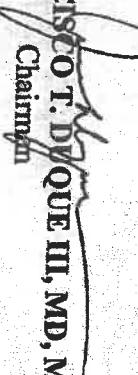
TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT UNITS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : AMENDMENT TO SECTION 90, RULE 18 OF THE REVISED RULES ON ADMINISTRATIVE CASES IN THE CIVIL SERVICE

Pursuant to CSC Resolution No. 1400514 dated April 2, 2014, Section 90, Rule 18 of the Revised Rules on Administrative Cases in the Civil Service has been amended, to read, as follows:

"Section 90. When and Where to File – Requests for correction of personal information shall be filed before retirement or on meritorious grounds, one (1) year thereafter, with the CSCRO exercising jurisdiction, and which request shall be acted upon within fifteen (15) days from receipt. Copies of the Order or Resolution issued by the concerned CSCRO shall be submitted to the Integrated Records Management Office as the repository of all personnel records."

The amended Rule shall take effect after fifteen (15) days from publication of CSC Resolution No. 1400514 dated April 2, 2014 in a newspaper of general circulation.


FRANCISCO T. DUQUE III, MD, Msc
Chairman

JUN 10 2014

OL-3/MSC (Rev 108-1J)
Amendment to Sec. 90(MC)

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

CSC Building, IBP Road, Constitution Hills, 1126 Quezon City • ☎ 931-7935/931-9399/931-8092 • ☐ cscphil@webmail.csc.gov.ph • ☐ www.csc.gov.ph


THE ORIGINAL
Dated:

NEL C. ENERIO, LLB., MPA
COLLEGE REGISTRAR II

MC No. 11, s. 2014

MEMORANDUM CIRCULAR

TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment on the Grant of Eligibility to Sanggunian Members (RA No. 10156)

In CSC Resolution No. 1400044* promulgated on January 9, 2014 and which took effect on February 15, 2014, the Commission resolved to amend certain provisions of CSC Resolution No. 1300486 on the Implementing Rules and Regulations of Republic Act No. 10156 on the grant of eligibility to Sanggunian Members.

Below are the revisions:

1. Section 14 (d) on Documentary Requirements:
 - d. For Sanggunian Members not included in the DILG Master List, Certification of the services rendered by the Sanggunian Member duly signed by an authorized official from the DILG regional office where he/she served as Sanggunian Member using the appropriate form prescribed by the CSC. (agency to agency)
2. Section 16 (b) on Duties and Responsibilities:
 - b) The DILG, as the repository and custodian of the records of Sanggunian Members, shall perform the following:
 - b.1. provide CSC with copies of available Master List of Sanggunian Members to the CSCRO concerned covering the elections on May 11, 1992 to May 13, 2013, one month after the signing of the CSC-DILG Memorandum of Agreement dated October 23, 2013;
 - b.2. provide a database of Sanggunian Members to include their service record starting with the elections in 2016 and

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thereafter for submission to the CSCRCO concerned within six (6) months after each election;

b.3 issue a Certification on the services rendered by Sanggunian Members who are not included in the DILG Master List using the appropriate form prescribed by the CSC. The certification should be signed by an authorized DILG Official from the regional office (agency to agency);

b.4 furnish the concerned CSCRCO with a list of Sanggunian Members proclaimed by virtue of a recall election and proof of proclamation from the Commission on Elections.

Applicants for the grant of Sanggunian Member Eligibility (SME) shall submit the attached CS Form 101-J (Revised, December 2013), together with the other documentary requirements, to the CSC Regional/Field Office concerned.

Securing of the certification on the services rendered by Sanggunian Members who are not included in the DILG Master List or whose information in the DILG Master List is lacking/incomplete shall be an agency to agency procedure. Certification on the services rendered by Sanggunian Members submitted or hand-carried by the applicants themselves shall NOT be accepted by the CSC. The processing of application for the grant of SME shall be done only upon receipt of the said certification directly coming from the DILG.

All other provisions of CSC Resolution No. 1300486 not affected hereby, shall remain valid and in force.

JUL 07 2014

*Published in the Manila Times
on January 30, 2014


FRANCISCO T. DUQUE III, MD, MSC
Chairman

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OF THE ORIGINAL

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COLLEGE REGISTRAR III

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**CIVIL SERVICE
COMMISSION**
Para sa Ilog ng Bayan

MC No. 1, s. 2012

MEMORANDUM CIRCULAR

TO

ALL HEADS OF STATE COLLEGES AND UNIVERSITIES AND LOCAL COLLEGES AND UNIVERSITIES

SUBJECT :

Repeal of Policies on the Publication of Vacant Faculty Positions (CSC Resolution No. 051404 dated October 6, 2005 / CSC Memorandum Circular No. 19, s. 2005)

Section 2 of RA No. 7041 enumerates the following positions as excluded from the publication requirement: a) primarily confidential; b) policy determining; c) highly technical; d) coterminous with that of the appointing authority; or e) limited to the duration of a particular project.

Likewise, Section 7 (2), Chapter 2 (Coverage of the Civil Service), Subtitle A, Title I, Book V of Executive Order No. 292, states that "Closed Career positions which are scientific or highly technical in nature; these include the faculty and academic staff of state colleges and universities, and scientific and technical positions in scientific or research institutions, which shall establish and maintain their own merit systems."

Considering that faculty positions in state universities and colleges (SUCs) and in local colleges and universities (LCUs) are highly technical in nature, thus, excluded from the publication requirements, the Commission has promulgated CSC Resolution No. 1101592 (Repeal of Policies on the Publication of Vacant Faculty Positions) dated November 22, 2011. Said Resolution provides that publication of vacant faculty positions in SUCs and LCUs is no longer mandatory.

Accordingly, the policies requiring publication of vacant faculty positions in SUCs and LCUs as provided in Policy No. 3, Item II (A), Chapter 4 of the Model Merit System for Faculty Members of State Universities and Colleges (SUCs), and in Policy No. 4, Item II (A), Chapter 4 of the Model Merit System for Faculty Members of Local Colleges and Universities (LCUs) of CSC Memorandum Circular No. 19, s. 2005 and all Recruitment and Appointment procedure pertaining to the above-stated policy found in the two (2) Model Merit Systems for Faculty Members of SUCs and LCUs, are deemed repealed.

However, SUCs and LCUs are not precluded from employing ways and strategies to attract the best qualified for appointment to vacant faculty positions.

CSC Resolution No. 1101592 dated November 22, 2011 was published on December 14, 2011 in the Manila Times. Its effectiveness date is on December 29, 2011.

In view thereof, vacant faculty positions in the SUCs and LCUs, being highly technical in nature by express provision of EO 292, are excluded from the publication requirement as provided under RA 7041 and CSC Resolution No. 1101592.

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