


MEMORANDUM No. _____

Series of 2016

To: **ALL CAMPUS DIRECTORS**

From: 
LARRY L. CABATIC, Ph.D.
Executive Director 

Date: **July 27, 2016**

Subject: **Civil Service Commission Resolution re Qualification Standards (QS)**

Attached hereto is a copy of the CSC Resolution re **Amendment to the QS for SST I, II, III, IV, V Positions and Approval of QS for the Newly Created Special Science Teacher VI Position of PSHS System** for your information and guidance.

Encl.: as stated

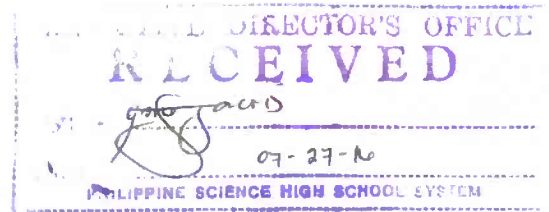


QUALIFICATION STANDARDS

Re: Amendment to the QS for the Special Science Teacher I, II, III, IV, V Positions and Approval of QS for the Newly Created Special Science Teacher VI Position; Philippine Science High School System

Number: 1600838

Promulgation: 26 JUL 2016



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RESOLUTION

Dr. Rod Allan A. de Lara, Deputy Executive Director, Philippine Science High School System (PSHSS), submitted for the approval of the Commission, the proposed amendment to the qualification standards of the following Special Science Teacher I to V Positions and the QS for the newly created Special Science Teacher VI (SST-VI) position in the PSHSS:

- (1) Amended QS for Special Science Teacher (SST) positions

| Position | SG | Education | Experience | Training | Eligibility |
|----------|----|---|-----------------------------|--|-------------------------------|
| SST I | 13 | Bachelor's degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects | None | None | None (Exempted under RA 3661) |
| SST II | 16 | Bachelor's degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects, preferably Master's degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects | 2 years teaching experience | 8 hours relevant training in education or subject area specialization | None (Exempted under RA 3661) |
| SST III | 19 | Bachelor's degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects, preferably Master's degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects | 3 years teaching experience | 16 hours relevant training in education or subject area specialization | None (Exempted under RA 3661) |

Required true copy:
SEYMOUR R. PAJARES
 Chief Personnel Specialist
 Commission Secretariat & Liaison Office

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| Position | SG | Education | Experience | Training | Eligibility |
|----------|----|--|-----------------------------|--|-------------------------------|
| SST IV | 22 | Master's degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects | 4 years teaching experience | 16 hours relevant training in education or subject area specialization | None (Exempted under RA 3661) |
| SST V | 24 | Master's degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects | 5 years teaching experience | 16 hours relevant training in education or subject area specialization | None (Exempted under RA 3661) |

(2) QS for Newly Created Special Science Teacher (SST) position

| Position | SG | Education | Experience | Training | Eligibility |
|----------|----|---|---|---|-------------------------------|
| SST VI | 26 | Master's degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects, preferably Doctorate degree | 7 years teaching experience with four (4) years of supervisory experience, and competency in management, leadership, curriculum and instruction, resources and operation; OR former Deputy Executive Director, Campus Director or Executive Director | 120 hours relevant training in education or subject area specialization, or in management and leadership intervention undertaken within the last five (5) years | None (Exempted under RA 3661) |

In support of the request, the following documents were submitted:

1. Endorsement Letter signed by the Agency Head
2. Matrix of the proposed QS amendments in the PSHSS through BOT Resolution No. 2016-06-80;
3. Position Description Forms (PDFs); and
4. Organizational Structure of the PSHS

The PSHSS Board of Trustees (BOT) through BOT Resolution No. 2016-06-80 approved the amendment to the QS for the subject teaching positions in the PSHSS. In the said QS, the PSHSS agreed with the Commission's suggestion to set the minimum QS for education to Bachelor's degree for the SST I (SG-13), SST II (SG-16) and SST III (SG-19) positions. On the other hand, the revised/amended QS submitted require Master's degree for the SST IV (SG-22), SST V (SG-24) and the newly created SST VI (SG-26) positions.

Section 22, Chapter 5, Title I-A, Book V of Executive Order No. 292 provides that:

"(2) 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 and in

COMMISSION THE BODY:
SEYMOUR R. PAJARES
 Chief Personnel Specialist
 Commission Secretariat & Liaison Office

consultation with the Wage and Position Classification Office.”
(Underscoring supplied)

Paragraph 3, Item No. 2, Part I – General Policies of CSC Resolution No. 030962 dated September 12, 2003 provides that “Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned.”

Sec. 11 of R.A. 3661 dated 22 June 1963 entitled “An Act to Establish the Philippine Science High School”, states, to wit:

“Sec. 11. **Professors, instructors and other faculty members of the High School shall be exempt as such from any civil service examination or regulations as a requisite to appointment.** They shall be selected in accordance with such criteria as may be established by the Board of Trustees which shall include, if necessary and practicable, screening and competitive examination.” (Emphasis provided)

While R.A. 3661 was amended by **R.A. 8496 dated 12 February 1998** entitled “An Act to Establish the Philippine Science High School System and Providing Funds Therefor,” there was no provision therein which repealed Section 11 of R.A. 3661.

An evaluation of the duties and responsibilities of the Special Science Teacher I (SG-13) to Special Science Teacher VI (SG-26) positions shows that the appointees to the positions are required to have sufficient teaching knowledge and skills in their specific areas of specializations notably in the conduct of formal classroom and/or laboratory work, in the planning and preparation of co-curricular and extra-curricular activities to supplement classroom experiences, in the preparation of instructional materials, tests and activities to facilitate the teaching-learning process, in the implementation of systematic checking, recording, and record safekeeping of student performance, and in the conduct of classes, as needed.

Moreover, as the teaching position of the PSHSS Faculty member advances, the appointee is required to perform additional duties and responsibilities in the following areas:

| <u>Position</u> | <u>Areas</u> |
|-----------------|---|
| SST II (SG-16) | – Co-curricular Activities |
| SST III (SG-19) | – Mentoring, Other Academic Activities |
| SST IV (SG-22) | – Mentoring, Other Academic Activities, Research, Other Administrative Assignment |
| SST V (SG-24) | – Mentoring, Other Academic Activities, Research, Other Administrative Assignment |
| SST VI (SG-26) | – Mentoring, Other Academic Activities, Research, Other Administrative Assignment |

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The proposed education, experience and training requirements of the Special Science Teacher I, II, III, IV and V positions are higher and more specific to the duties and functions of the subject positions.

The proposed QS for the newly created Special Science Teacher VI (SG-26) position, which is equivalent to an executive managerial position, have specific requirements on education and experience that conform with CSC MC No. 05, s. 2016 (*Revised Qualification Standards for Division Chief and Executive Managerial Positions in the Second Level*).

WHEREFORE, the Commission **RESOLVES** to approve the amended and newly established qualification standards for the abovementioned Special Science Teacher positions in the PSHSS.

The Commission **RESOLVES FURTHER** that the amended qualification standards shall be the bases of the Civil Service Commission in attesting appointments and evaluating other personnel actions for the subject positions in the Philippine Science High School System (PSHSS).

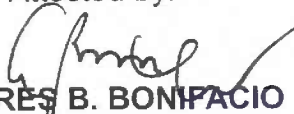
Copies of this resolution shall be disseminated to CSC-National Capital Region and Field Office concerned.

Quezon City.


ALICIA dela ROSA-BALA
Chairperson


ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested by:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office