



Republic of the Philippines
Department of Education

15 MAR 2013

DepEd ORDER
No. **17**, s. 2013

**MODIFIED QUALIFICATION STANDARDS (QS) FOR THE POSITIONS
OF DIRECTOR IV AND DIRECTOR III IN THE PHILIPPINE
HIGH SCHOOL FOR THE ARTS (PHSA)**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. The Civil Service Commission (CSC), under the CSC Resolution No. 13-00166 dated January 31, 2013 (copy enclosed), has approved the **Modified Qualification Standards (QS) for the Positions of Director IV (SG 28) and Director III (SG 27) in the Philippine High School for the Arts (PHSA)**.
2. The modified QS for the said positions shall take effect immediately.
3. The subsequent appointees to said positions should meet the newly approved QS, subject to the guidelines on selection and promotion.
4. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

N o n e

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
CHANGE
OFFICIALS
POLICY
QUALIFICATIONS

SMA, DM Modified Qualification Standards
0227-February 22, 2013



CALUAG, Carmelo A.

Re: Qualification Standards of Director IV (SG 28) and Director III (SG 27) Positions in the Philippine High School for the Arts (PHSA)

Number : 1300166

Promulgated: 21 JAN 2013

X-----X

RESOLUTION

Fr. Carmelo A. Caluag, Director IV of the Philippine High School for the Arts, seeks approval of the proposed qualification standards for the positions of Director IV (SG 28) and Director III (SG 27), as follows:

- Education** : Master's Degree relevant to the job
- Experience** : 3 years administrative and leadership experience in an educational or cultural institution
- Training** : 8 hours of relevant training
- Eligibility** : None Required

Section 2, Rule III of the Implementing Rules and Regulations (IRR) of Executive Order (EO) No. 420 (Converting the Philippine High School for the Arts into a Regular Government Agency, Repealing Presidential Decree No. 1287 and For Other Purposes) provides, as follows:

"Section 2. Appointment and Term of Office – The Director shall be, upon recommendation of the Advisory Council, appointed by the Secretary of Education, Culture and Sports for a term of six years, x x x" (Underlining supplied)

Likewise, in Section 1, Rule IV, Part Two of the IRR of EO 420, it states, thus:

"Section 1. Term of Office. – The Director shall be assisted by the Assistant Director who shall likewise be appointed by the Secretary of Education, Culture and Sports, upon recommendation by the Advisory Council. The Assistant Director's term of office shall likewise be fixed and determined by the Advisory Council." (Underlining supplied)

Certified True Copy.
NOEMIA BRILLO
Supervising Personnel Specialist
Commission Secretariat & Liaison Office
Civil Service Commission

In CSC Resolution No. 051837 dated December 13, 2005, the Commission has approved the following QS for the Director III and Director IV positions in the Philippine High School for the Arts (PHSA), considering that said positions are **non-career positions** having fixed terms of office:

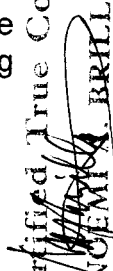
- Education** : Master's degree in the Arts, Arts management or Arts related courses
- Experience** : 3 years administrative and leadership experience in an educational or cultural institution
- Training** : None required
- Eligibility** : None required

In the letter-request, it is represented that the *“present PHSA QS is considered not appropriate anymore to the nature and functions of the Director IV and Director III and necessitates for a change specifically the educational requirement for the said positions. The request for the new qualification standard (QS) for the Director IV and Director III will respond and fit to the need of our agency. There is a need to adopt new QS since the two (2) positions’ main function is in the planning, organizing, directing, controlling and executing laws, rules and regulations. Even with the Commission’s approval of the agency’s unique qualification standard for the said position sans eligibility failed to attract qualified applicants. In fact, the agency never experienced receiving applicant/s that really meets the minimum requirement for the position specifically in arts management and has a hard time to place a qualified one.”*

An evaluation of the proposed QS shows that except for education, the experience and training requirements need some modifications pursuant to CSC MC No. 13, s. 2011 as prescribed in CSC Resolution No. 1100472 dated April 28, 2011 which upgrades the education, experience and training requirements for executive/managerial positions in the second level.

In a letter dated August 10, 2012, the Personnel Policies and Standards Office (PPSO) advised Ms. Precy A. Mondejar, Administrative Officer IV of PHSA, regarding certain changes to the proposed requirements as follows:

- Education** : Master's degree relevant to the job
- Experience** : 5 years of supervisory experience, 3 years of which involves administrative and leadership experience in an educational or cultural institution

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NOREMA BRILLO
Supervising Personnel Specialist
Commission Secretariat & Liaison Office
Civil Service Commission



Training : 80 hours of training in the area of Arts, Arts Management, or Arts related course and 40 hours in management and supervision

Eligibility : None required

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

Further, 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.”

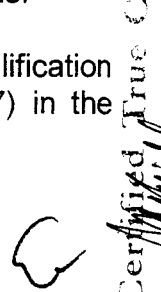
Moreover, Item No.4, Part I – General Policies of the said resolution states that:

“4. Qualification Standards for positions with generic or specific titles shall be established based on the set of duties and responsibilities indicated in the Position Description Form (PDF), which the Department of Budget and Management (DBM) used in the classification and salary grade allocation of the position.” (Underlining supplied.)

CSC Memorandum Circular No. 12, s. 2003 provides that appointees under casual, contractual and coterminous status that are not primarily confidential in nature must meet only the education, training and experience requirements.

The PHSA Advisory Council per Resolution No. 2012-04 dated November 5, 2012 agreed on the CSC proposed changes on the QS for the subject positions.

WHEREFORE, the Commission **RESOLVES** to **APPROVE** the qualification standards for the positions of Director IV (SG 28) and Director III (SG 27) in the Philippine High School for the Arts (PHSA), as follows:

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Supervising Personnel Specialist
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- Education** : Master's degree relevant to the job
- Experience** : 5 years of supervisory experience, 3 years of which involves administrative and leadership experience in an educational or cultural institution
- Training** : 80 hours of training in the area of Arts, Arts Management, or Arts related course and 40 hours in management and supervision
- Eligibility** : None required

RESOLVED FURTHER that the established qualification standards shall be the bases of the Philippine High School for the Arts (PHSA) in the assessment of candidates for appointment and other personnel actions and by the Civil Service Commission in the attestation of appointments to said positions.

Copies of this resolution shall be disseminated to the Civil Service Commission Regional and Field Office concerned for their reference and guidance.

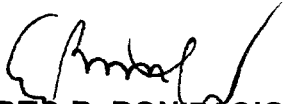
Quezon City.

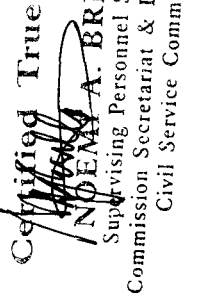

FRANCISCO T. DUQUE III
Chairman


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner


ROBERT S. MARTINEZ
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Certified True Copy:

NOEM A. BRILLO
Supervising Personnel Specialist
Commission Secretariat & Liaison Office
Civil Service Commission