

[CSC MEMORANDUM CIRCULAR NO. 23, June 04, 1991]

**AMENDED GUIDELINES ON SUBSTITUTION OF THE
EDUCATION/TRAINING/EXPERIENCE REQUIREMENTS AND USE
OF QUALIFICATION STANDARD**

The Civil Service Commission in its continuous effort to ensure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness issues the following amended guidelines on substitution of the education/training/experience requirements:

A

Definition of Terms

1. **Course** refers to a specialized field of academic study leading to a degree.
2. **Degree** a title conferred to a student by a college, university, or professional school upon completion of the required minimum credits of study of a particular academic discipline.
3. **Education** refers to the formal academic attainment of an individual required for an optimum performance of the duties and responsibilities of the position.
4. **Eligibility** is a requirement for entrance in the career service which is conferred upon an individual after passing a Civil Service Commission examination, whether assembled/unassembled or specialized examination conducted by the Civil Service Commission (CSC) or department or agencies with the assistance of, or in coordination with the CSC, to determine one's fitness to assume the duties of public office or position. The passing of Board or Bar examinations given by the Professional Regulation Commission and the Supreme Court is also considered eligibility.
5. **Experience** refers to skills or knowledge gained or acquired by an individual in a previous employment in a public or private organization which would enable him to perform his job better. Experience must be relevant and material to the duties and function of the position.
 - a. **Relevant experience** is an appropriate knowledge/skill acquired from previous employment which has significant closeness and functional relationship with the qualification requirements of the position to be filled up.
 - b. **Specialized experience** refers to a distinct line of knowledge/skill which is specifically required of the position.

6. **Subject** refers to a particular field of study knowledge included in the curriculum.

7. **Training** refers to the development of a particular skill, knowledge, and ability, profession or occupation acquired through formal or informal learning usually measured in terms of numbers of hours, days or months.

B

Guidelines on Substitution of the Education/Training/Experience Requirement

I. *General Policies* – Where necessary, education, experience, or training shall be used interchangeably to offset deficiencies, except the civil service eligibility which shall not be substituted. The following policies must be observed:

1. For appointment to positions covered by Bar or Board examinations, and other positions for which the law prescribes the specific minimum education or experience requirement, no substitution shall be allowed for deficiency in the education requirement, unless otherwise provided for by law.

2. For appointment to first and second level positions, substitution for deficiency in the education requirement shall be allowed for promotional appointments but only to a maximum of two years.

3. For appointment to positions covered by CSC Resolution No. 435, series of 1980, MC # 10, series of 1977, and other positions not requiring Civil Service eligibilities, substitution for deficiency in the education requirements shall be allowed.

4. Only education, relevant experience, or training in excess of the minimum required may be used to offset any of the deficiencies, in accordance with the rate of substitution herein prescribed.

5. For appointment to entrance positions in any government agency, experience may not be required of those who meet the education requirement.

II. Rate of Substitution

1. **For Education:** (1.1) Except as otherwise provided, the rate of substitution for every academic year of deficiency in the education requirements shall be any or a combination of the following:

1.1.1 One year of specialized/relevant experience

1.1.2 Six months of relevant training grant

1.1.3 Two hundred hours consisting of one or more specialized/relevant training or seminars

1.2 Where units in specialized courses are required, every three units deficiency may be substituted by any or a combination of the following:

1.2.1 One year of specialized/relevant experience