

**[CSC MEMORANDUM CIRCULAR NO. 42, s. 1993,
October 01, 1993]**

CSC-NMYC SKILLS CERTIFICATE EQUIVALENCY PROGRAM (CSC-NMYC SCEP)

Pursuant to the Memorandum of Agreement entered into by the Civil Service Commission and the National Manpower and Youth Council on August 3, 1993 relative to the abovesited subject, the following guidelines are hereby adopted:

1. Positions in the career service covered by MC No. 10, s. 1977 and Resolution No. 435, s. 1980 and similar positions, fitness for which cannot be gauged by the usual written tests but through acquired skills, are hereby consolidated in accordance with this Memorandum Circular. Henceforth, appointees to these positions should pass the skills test given by the National Manpower and Youth Council or any trade testing center duly accredited by the (NMYC). NMYC shall issue all policies relative to the administration of the skills test. Applicants for the test should file their applications with the NMYC;
2. The skills certificates issued by the NMYC shall be the basis of issuing a certificate of civil service eligibility which shall be considered as appropriate first or second level civil service eligibilities to the position to which they are appointed or to functionally related positions, provided, they meet the other requirements of the positions;
3. Effective January 1, 1994, new appointees to certain positions previously covered by MC No. 10 and Resolution No. 435 must pass the skills test and correspondingly be issued a skills certificate by the NMYC. The skills certificate issued shall be the basis for the grant of a civil service eligibility by the CSC to qualify the appointee for a permanent appointment or for promotional appointment to positions for which the test is given and to functionally related positions. However, for positions under this category where skills cannot be measured by skills test and not covered by the standards and tests of the NMYC, the appointee shall be initially issued a temporary appointment for one year; provided, that he meets the other requirements for appointment to the position. If the appointing authority finds that the appointee has continuously rendered satisfactory service during his one-year temporary appointment, he may issue a certification to this effect and may renew the appointment, propose the same for change of status from temporary to permanent, and submit to the Commission for approval and be issued corresponding eligibility;
4. Eligibilities already granted in accordance with MC No. 10 and Resolution No. 435 shall remain valid to the positions for which he/she is appointed and considered appropriate to functionally related positions. Temporary appointments issued prior to January 1, 1994 and in accordance with Memorandum Circular No. 10 and Resolution No. 435 shall continue to be enforced until the requirements for

permanent appointment have been satisfied;

5. The CSC shall collect fee for eligibility certificates while NMYC shall collect the trade testing fee to cover administrative and technical expenses; and

6. Initially, only positions in the attached list shall be covered by the CSC-NMYC SCEP. However, for newly created positions and for other positions for which the NMYC may later on develop skills standards and tests, the above procedures under SCEP shall be followed.

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

Adopted: 1 Oct. 1993

(Sgd.) PATRICIA A. STO. TOMAS
Chairman

POSITIONS COVERED BY SCEP
(To be Conducted in the Regions)

Position	NMYC Test	Eligibility
1. Air-Conditioning Technician	Domestic Ref. & Aircon Mechanic	Air-Conditioning Technician
2. Illustrator	Illustrator	Illustrator
3. Artist-Illustrator	Illustrator	Illustrator
4. Pipe Fitter	Pipe Fitter	Pipe Fitter
5. Plumber	Pipe Fitter	Pipe Fitter
6. Plumbing and Tinning Inspector	Pipe Fitter	Pipe Fitter
7. Automotive Electrician	Automotive Electrician	Automotive Electrician
8. Automotive Mechanic	Automotive Mechanic	Mechanic
9. Cook	Cook	Cook
10. Mechanic	Automotive Mechanic, General Mechanic Electronics Diesel Engine Mechanic (Consumer)	Mechanic
11. Auto/Train Mechanic	Automotive Mechanic, General Electronics Mechanic	Mechanic
12. Mason	Mason	Mason