

Republic of the Philippines
CIVIL SERVICE COMMISSION

M.C. No. 8, s. 1999

MEMORANDUM CIRCULAR

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

SUBJECT : POLICY ON EQUAL REPRESENTATION OF WOMEN AND MEN IN THIRD LEVEL POSITIONS IN GOVERNMENT

Pursuant to Resolution No. 99-0694 dated 22 March 1999, the Civil Service Commission adopted the Policy on Equal Representation of Women and Men in Third Level Positions in Government.

This policy seeks to promote gender equality at all levels of positions in the civil service and ensure equal employment and development opportunities for the government's human resource.

More specifically, the Commission seeks to address inequities in gender representation in the third level positions in government with a view to increasing the number of women executives from their disproportionate share of a 1:3 ratio. The new policy will ensure the nomination of both women and men whenever a vacancy occurs in third level positions.

All heads of agencies are encouraged to adopt mechanisms which will promote equal representation of women and men in third level appointments.

The Implementing Guidelines of the Policy on Equal Representation of Women and Men in Third Level Positions is attached.

Please be guided accordingly.

(SGD.) CORAZON ALMA G. DE LEON
Chairperson

May 31, 1994

IMPLEMENTING GUIDELINES OF THE POLICY ON EQUAL REPRESENTATION OF WOMEN AND MEN IN THIRD LEVEL POSITIONS IN GOVERNMENT

The implementation of the Policy on Equal Representation of Women and Men in Third Level Positions in Government shall be governed by the following guidelines:

SCOPE

This Policy shall apply to government positions classified as third level.

OBJECTIVES

1. To ensure the nomination and appointment of both women and men to third level government positions;
2. To maintain a pool of qualified women and men nominees for every vacant third level positions in government; and
3. To encourage the agencies to aim for a 50-50 gender representation in third level positions, as deemed practicable.

GUIDELINES

1. Publication of Vacancies

Agencies are encouraged to publish on a regular basis their vacancies in the third level. To guarantee wide information dissemination, the agencies may consider alternative means such as posting of vacancies in agency newsletters, bulletin boards and use of broadcast media.

2. Search Committee

A Search Committee shall be constituted as follows:

Chairperson: Head of Agency or his/her duly designated representative.
If appointing authority is the President;

Deputy Head of Agency or his/her duly designated representative
If appointing authority is the Head of Agency

Member: Third Level Official directly responsible for Human Resource Management;

Member: President of Employee's Association. If none exists, then an employee representative from the rank and file chosen by the employees themselves;

Member: Private individual representing the private and/or non-government sector with related concerns as the agency where there is a vacancy; and

Member: GAD Focal Point of the agency
If none exists, a designated representative

The Search Committee shall be responsible for:

- a) Preparing a shortlist of qualified women and men to be recommended for appointment; and
- b) Generating and maintaining a database of women and men from the agency's internal human resource pool, qualified for nomination and appointment.

3. Sourcing of Nominees

Potential women candidates to vacant third level positions may be source from the Directory of Women on the Move, maintained by the National Commission on the Role of Filipino Women (NCRFW).

Other sources include the internal pool of the agency on qualified women and men nominees for third level, the listing of Career Executive Service Officers and Eligibles from the Career Executive Service Board (CESB) and the CSC database of Career Service Eligibles.

Agencies are requested to assist the NCRFW, CESB and CSC in updating/maintaining an active list of women and men candidates to third level positions nationwide through the following means:

- a) Annual submission of the names of women and men employees qualified as candidates for third level positions;
- b) Sustained implementation of capability building programs for women and men to facilitate their entry into the Career Executive Service; and,
- c) Encouragement of women and men employees to take the Career Executive Service Examinations.

4. Criteria for Selection

Selection of women and men nominees shall be in accordance with the minimum qualification standards set for government personnel. The Search Committee may prescribe additional qualifying factors, as deemed relevant to the functions of the position being filled-up.

For every vacant position, there shall be both women and men nominees.

5. Posting of Notices of Appointments

Name(s) of appointees to third level positions shall be posted in the Bulletins and/or newsletters of the agency. If funds permit, the name(s) of appointees shall be published in at least two major newspapers with nationwide circulation or televised via broadcast media.

The CESB is encouraged to regularly publish in its own publications statistics on appointments and promotions in the third level.

6. Career Development

Agencies are encouraged to establish career development programs and opportunities which enhance the capabilities of women and men employees, subsequently increasing their chances for promotion. Gender awareness programs for men and women should also be undertaken.

These programs and opportunities shall form an integral part of the career development systems and other personnel programs of agencies.

7. Monitoring Mechanisms

Agencies shall report to the CSC the following information, to be integrated in the CSC's inspection and audit reports:

- a) Total number of nominees to vacant third level positions, including data on sex classification; and
- b) Total number of filled-up positions, total number of women appointees, total number of men appointees, ratio or percentage of women to men appointees.

Relevant information on other Gender and Development (GAD) efforts of agencies are to be integrated into Reports mandated by RA 7192 (Women in Nation-Building Act).

16 March 1999