

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. 99-0684 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.

CORAZON ALMA G. DE LEON
Chairman

16 March 1999
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IMPLEMENTING GUIDELINES OF THE POLICY ON EQUAL REPRESENTATION OF WOMEN AND MEN IN THIRD LEVEL POSITION 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. Publications 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).

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16 March 1999

✪ INTEGRATION OF GAD PERSPECTIVE IN THE MERIT PROMOTION PLAN (MPP)

In the year 2001, the GAD perspective was integrated in the MPP to ensure that gender biases do not obstruct the selection, recruitment and promotion of women and men. This also reinforces the 1987 Philippine Constitution's Section 3 Article XIII, which lays the basic principle for ensuring gender fairness in the selection and promotion of government employees.

Section 3, Art XIII, 1987 Philippine Constitution:

“The State shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all.”

Excerpt from CSC MC No. 3, s. 2001

1. Selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness

There shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the minimum requirements of the position to be filled.

2. The Merit Promotion Plan shall cover positions in the first, second and third level and shall also include original appointments and other related personnel actions.

There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

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9. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels.

This Circular repeals all other existing Civil Service Commission issuances which are inconsistent herewith.

Please be guided by the enclosed model* in the preparation of your Agency Merit Promotion Plan which shall be submitted to the Civil Service Commission Regional Office concerned not later than June 30, 2001 for approval.

(Sgd.) **CORAZON ALMA G. DE LEON**

Chairman

26 January 2001

CSC Resolution No. 010114 “Revised Policies on Merit Promotion Plan”, was published January 16 in the Manila Standard.

**The MPP model can be secured from any CSC regional/field office.*

⊗ INTEGRATION OF THE GAD PERSPECTIVE IN THE FORMULATION AND DEVELOPMENT OF CIVIL SERVICE EXAMINATIONS THROUGH THE UTILIZATION OF A GENDER-SENSITIVE LANGUAGE

As a result of the Civil Service Commission’s partnership with the NCRFW and the Canadian International Development Agency (CIDA) through the project, “Support to GAD Mainstreaming and

Institutionalization in CSC-Phase II”, the integration of the GAD perspective in Civil Service Exams was effected. With the use of the “indirect approach” or the use of the non-sexist language in test item construction, the CSC hopes to eliminate explicit and implicit discriminatory language in its exams, recognizing the fact that language is an essential tool of communication.

Though GAD-related test items do not measure examinees’ knowledge on the GAD perspective, this initiative is seen to contribute to the consciousness raising and understanding of gender issues and concerns among prospective and present members of the government service and as well as CSC’s corps of CSC examination practitioners (i.e. test technicians, special examiners and the like).

**Incorporating Gender and Development (GAD)
Perspective in Civil Service Examinations**

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RESOLUTION NO. 992781

WHEREAS, Section 14, Article II of the 1987 Constitution explicitly provides that the State recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men;

WHEREAS, the Commission, as the central human resource agency of the Philippine government is mandated by the Constitution to adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness in the civil service (Section 3, Art. IX B);

WHEREAS, Section 12 (1) and (7), Chapter 3 of Book V of the Administrative Code of 1987 provides that the Commission shall administer and enforce the constitutional and statutory provisions on the merit system for all levels and ranks in the civil service, and control, supervise, and coordinate Civil Service examinations;

WHEREAS, Section 2 (3) of Republic Act No. 7192 otherwise known as the “Women in Development and Nation Building Act” specifically stipulates that all government departments and agencies shall review and revise all their regulations, circulars, issuances, and procedures to remove gender bias therein;

WHEREAS, incorporating GAD perspectives in civil service examinations adds to the consciousness and understanding of gender equality among prospective and present members of the civil service and is pivotal in the continuing effort towards the full integration of women in the politico-economic, social and cultural development at the local, national and international levels;

WHEREAS, CSC needs to replenish its test bank with GAD perspectives in the existing subject areas of the test;

WHEREFORE, the Commission **RESOLVES** to:

1. incorporate Gender and Development (GAD) Perspectives in Civil Service Examinations, specifically in the verbal and analytical sub-tests of these examinations;
2. integrate GAD perspectives in civil service examinations through the indirect approach where textual references pertaining to gender and development shall be incorporated in the tests, i.e., in vocabulary, grammar, organization and comprehension;
3. develop a test bank of at least 200 items with GAD perspectives by end of year 2000;
4. incorporate the GAD perspectives in civil service tests beginning year 2001 and sustain the use of GAD test items beyond the effectivity of the said project; and
5. employ measures to adequately inform prospective examinees about the GAD scheme in civil service tests.

Quezon City on December 16, 1999.

CORAZON ALMA G. DE LEON
Chairman

THELMA P. GAMINDE
Commissioner

JOSE F. ERESTAIN, JR.
Commissioner

ATTESTED BY:

ARIEL G. RONQUILLO
Director III