



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

January 9, 2020

**DEPARTMENT MEMORANDUM**

No. 2020- 0003

**FOR: MINISTER OF HEALTH-BARMM, ALL DIRECTORS OF CENTER FOR HEALTH DEVELOPMENT, REGIONAL NEWBORN SCREENING COORDINATORS, NEWBORN SCREENING REFERENCE CENTER-NIH, AND OTHERS CONCERNED**

**SUBJECT: Civil Service Commission Resolution No. 1901504 or the Amendment of the Qualification Standards for Various Positions in the Department of Health under the DOH-Centers for Health Development Newborn Screening Program**


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The Department of Health (DOH) requested to amend the qualification standards (QS) for the various contractual positions under the DOH-Center for Health Development (DOH-CHD) Newborn Screening (NBS) Program to the Civil Service Commission (CSC).

CSC Resolution No. 1901504 was promulgated on December 9, 2019 with an evaluation of the proposed QS for the subject positions showed compliance with the existing rules and policies on the establishment of QS for positions in the government. Hence, the CSC resolved to approve the following QS for contractual Project Development Officer IV (NBS Medical Coordinator), Project Development Officer III (NBS Nurse Coordinator) and Administrative Aide IV (Driver) positions under the DOH-CHD.

Enclosed herein is the certified true copy of CSC Resolution No 1901504 for your reference and strict compliance. Should there be a need for clarifications, please coordinate with Ms. Lita L. Orbillo, RN, MPH thru email [litaorbillo\\_rn@yahoo.com](mailto:litaorbillo_rn@yahoo.com) or [children@doh.gov.ph](mailto:children@doh.gov.ph) and telephone no. (02) 651-7800 local 1728-29.

By Authority of the Secretary of Health:

  
**MYRNA C. CABOTAJE, MD, MPH, CESO III**  
Undersecretary of Health  
Public Health Services Team



**QUALIFICATION STANDARDS**

Re: QS for Various Positions in the Department of Health  
(DOH) under the DOH-Centers for Health Development  
(DOH-CHDs) Newborn Screening Program

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**NOTICE OF RESOLUTION**

Sir/Madam:

The Commission promulgated on **December 9, 2019 Resolution No. 1901504** on the above-cited case, copy attached. Its original is on file with this Commission.

December 12, 2019.

Very truly yours,

  
**DOLORES B. BONIFACIO**  
Director IV

Commission Secretariat and Liaison Office

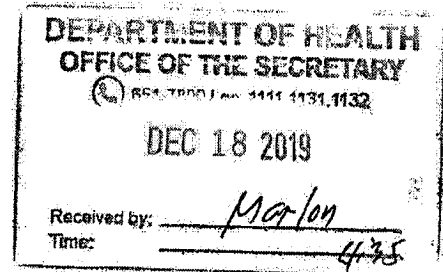
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Department of Health  
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1000 Manila

Director IV Judith D. Chicano  
Civil Service Commission National Capital Region  
No. 25 Kaliraya Street, Barangay Doña Josefa  
1100 Quezon City

Director II Noel V. Salumbides  
Civil Service Commission Field Office – DOH  
Room 104, Ground Floor, Building 12, San Lazaro Compound  
1000 Sta. Cruz, Manila

  
CSLO/SSD/APS/vcc



**Bawat Kawani, Lingkod Bayani**



**QUALIFICATION STANDARDS**

Re: QS for Various Positions in the Department of Health (DOH) under the DOH-Centers for Health Development (DOH-CHDs) Newborn Screening Program

Number: 1901504

Promulgated: 09 DEC 2019

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**RESOLUTION**

The Department of Health (DOH) requests amendment of the following qualification standards (QS) for the various contractual positions under the DOH-Centers for Development (DOH-CHDs) Newborn Screening (NBS) Program:

Position Title	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Project Development Officer IV  (NBS Medical Coordinator)	22	Doctor of Medicine	3 years in public health care management program	16 hours of relevant training	R.A. 1080
Project Development Officer III  (NBS Nurse Coordinator)	18	Bachelor of Science in Nursing	2 years experience in public health or relevant work experience to the job	8 hours of relevant training	R.A. 1080
Administrative Aide IV (Driver)	4	Elementary School Graduate	None required	None required	Professional Driver's License

The said request was endorsed by the DOH Undersecretary Myrna C. Cabotaje in a letter to the Commission dated August 22, 2019. In the initial letter of Undersecretary Cabotaje dated May 8, 2019, it was represented that the NBS Program was institutionalized in 2004 with the enactment of Republic Act No. 9288 (Newborn Screening Act of 2004) with the DOH as the lead agency in the implementation of the program.

Further, "xxx In 2008, Department Memorandum 2009-0025 was released directing all DOH-CHDs to hire full-time nurse/medical staff coordinators whose job responsibilities are focused on the newborn screening program. xxx" and "The said staff are critical in implementation of the program at the regional level." Moreover, DOH Department Memorandum No. 2017-0388, dated August 11, 2017 stated that the compensation and benefits of the staff shall be sourced from the 4% of the NBS fund as provided in Section 16 of R.A. No. 9288, and the NBS personnel shall be hired under contractual status.

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**Certified True Copy:**

**ARTHUR P. SALONGA**  
 Chief Human Resource Specialist  
 Commission Secretariat and Liaison Office  
 Civil Service Commission

Bawat Kawani, Lingkod Bayani

Section 22 (2), 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."*

Section 37, Part I (General Policies), Rule VIII (Qualification Standards), of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions<sup>1</sup>, as amended, states that:

*"Sec. 37. Appointees to casual, contractual, and coterminous positions that are not primarily confidential in nature must meet the education, training and experience requirements of the positions as proposed by the respective Agency heads and approved by the Civil Service Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these non-career appointments."*


An evaluation of the proposed qualification standards for the subject positions shows that they are compliant with the existing rules and policies on the establishment of QS for positions in the government.

**WHEREFORE**, in view of the foregoing, the Commission **RESOLVES** to **APPROVE** the following qualification standards for contractual Project Development Officer IV (NBS Medical Coordinator), Project Development Officer III (NBS Nurse Coordinator) and Administrative Aide IV (Driver) positions under the Department of Health-Centers for Development (DOH-CHDs) Newborn Screening (NBS) Program, as follows:

Position Title	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Project Development Officer IV (NBS Medical Coordinator)	22	Doctor of Medicine	3 years experience in public health care management program	16 hours of relevant training	R.A. 1080 (Physician)
Project Development Officer III (NBS Nurse Coordinator)	18	Bachelor of Science in Nursing	2 years experience in public health or relevant work experience to the job	8 hours of relevant training	R.A. 1080 (Nurse)

<sup>1</sup> Disseminated in CSC MC No. 14, s. 2018 dated August 30, 2018.

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**ARTHUR P. SALONGA**  
 Chief Human Resource Specialist  
 Commission Secretariat and Liaison Office  
 Civil Service Commission

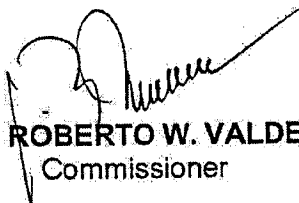
Position Title	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Aide IV (Driver)	4	Elementary School Graduate.	None required	None required	Professional Driver's License (MC No. 10, s. 2013- Cat. IV)

The Commission **FURTHER RESOLVES** that the herein qualification standards shall be the bases of the Civil Service Commission in attesting contractual appointments and in evaluating other human resource actions to subject positions in the Department of Health.

Copies of this Resolution shall be furnished the CSC National Capital Region and CSC FO Department of Health for their information and guidance.

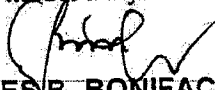
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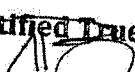
  
**ALICIA dela ROSA - BALA**  
 Chairperson

  
**LEOPOLDO ROBERTO W. VALDEROSA, JR.**  
 Commissioner

  
**AILEEN LOURDES A. LIZADA**  
 Commissioner

Attested By:

  
**DOLORES B. BONIFACIO**  
 Director IV  
 Commission Secretariat and Liaison Office

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**ARTHUR P. SALONGA**  
 Chief Human Resource Specialist  
 Commission Secretariat and Liaison Office  
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