



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

November 21, 2025

DIVISION MEMORANDUM
No. 857 , s. 2025

**DISSEMINATION OF CIVIL SERVICE COMMISSION MEMORANDUM
CIRCULAR NO. 07, S. 2025**

(Amendment to the Education Requirements of First Level Positions in the Government)

To: Assistant Schools Division Superintendent
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates the attached DepEd Memorandum No. 102, s. 2025 titled **Dissemination of Civil Service Commission Memorandum Circular No. 07, s. 2025**, which adopts the **Amendment to the Education Requirements of First level Positions in the Government**.
2. This amendment ensures the alignment of qualification standards with the skills and competencies developed under the K to 12 curriculum and supports the broader effort to enhance the employability of SHS graduates and completers of relevant TESDA-certified vocational/trade courses in the public sector.
3. For details, please see attached DepEd Memorandum No. 102, s. 2025.
4. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/ADMIN/atm



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Republic of the Philippines
Department of Education

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DepEd MEMORANDUM
No. **102**, s. 2025

**DISSEMINATION OF CIVIL SERVICE COMMISSION MEMORANDUM
CIRCULAR NO. 07, S. 2025**

(Amendment to the Education Requirements of First Level Positions
in the Government)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
Attached Agencies
All Others Concerned

1. Pursuant to the enclosed Civil Service Commission (CSC) Memorandum Circular (MC) No. 07, s. 2025 and CSC Resolution No. 2500229, and in alignment with the Department's thrust to expand employment opportunities for senior high school (SHS) graduates and completers of relevant technical-vocational programs, the Department of Education (DepEd) adopts the **Amendment to the Education Requirements of First Level Positions in the Government**.

The following outlines the existing and amended education requirements:

Existing Education Requirement	Amended Education Requirement
High School Graduate	High School Graduate (prior to 2016), or Completion of Grade 10/junior high school (JHS) (starting 2016)
High School Graduate or Completion of a relevant vocational/trade course	High School Graduate (prior to 2016), or Completion of Grade 10/JHS (starting 2016) or Completion of a relevant vocational/trade course
Completion of two years of studies in college	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/SHS (starting 2016)*

Existing Education Requirement	Amended Education Requirement
Completion of two years of studies in college, or a High School Graduate with a relevant vocational/trade course	Completion of two years of studies in college (prior to 2018), or High school graduate with a relevant vocational/trade course (prior to 2018), or Completion of Grade 12/SHS under the Technical-Vocational-Livelihood Track, or Completion of Grade 10/JHS with relevant vocational/trade course (Technical Education and Skills Development Authority [TESDA] National Certificate [NC] Level II) (starting 2018)

**In light of the SHS Modeling Program, which was implemented as early as school year 2014-2015*

2. This amendment ensures the alignment of qualification standards with the skills and competencies developed under the K to 12 curriculum and supports the broader effort to enhance the employability of SHS graduates and completers of relevant TESDA-certified vocational/trade courses in the public sector.

3. All appointments to first level positions in the Department shall comply with the amended education requirements, subject to the applicable guidelines on recruitment, selection, and appointment to nonteaching positions.

4. This amendment shall not apply to first level positions with agency-specific and higher education requirements which are previously approved by the CSC and to first level positions that involve the practice of a profession regulated by board laws, as provided in the same CSC MC and CSC Resolution.

5. The amendment shall take effect prospectively on June 13, 2025, as provided in the CSC MC. Vacant positions that were published or posted prior to their effectivity shall be processed under the Qualification Standards (QS) in force at the time of their publication or posting.

Publication and posting of vacant positions made from June 13, 2025, up to the date of issuance of this Memorandum using the old QS shall be rectified accordingly by the concerned head of office, through the Human Resource Management Officer (HRMO), in coordination with the CSC Field Office concerned.

6. For more information, please contact the **Bureau of Human Resource and Organizational Development-Human Resource Development Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at bhrod.hrdd@deped.gov.ph or telephone number (02) 8470-6630.

7. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff



Encls.:
As stated

References:
DepEd Order No. 007, s. 2023 and 019, s. 2022

To be indicated in the Perpetual Index
under the following subjects:

AMENDMENT
APPOINTMENT
BUREAUS AND OFFICES
EMPLOYMENT
HIRING
OFFICIALS

POLICY
QUALIFICATIONS
SELECTION
SENIOR HIGH SCHOOL
TECHNICAL EDUCATION
VOCATIONAL EDUCATION



MC No. 07, s. 2025

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment to the Education Requirements of First Level Positions in the Government

Pursuant to **CSC Resolution No. 2500229** promulgated on **06 March 2025**, the Civil Service Commission (CSC) adopts the **Amendment to the Education Requirements for First Level Positions in the Government** as follows:

Existing Education Requirement	Amended Education Requirement
High School Graduate	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)
High School Graduate or Completion of relevant vocational/trade course	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course
Completion of two years studies in college	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*

Bawat Kawani, Lingkod Bayani

Existing Education Requirement	Amended Education Requirement
Completion of two years studies in college or High School Graduate with relevant vocational/trade course	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)

** In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015*

This amendment shall not apply to first level positions with agency-specific and higher education requirement which are previously approved by the CSC and to first level positions that involve practice of profession regulated by board laws.

CSC Resolution No. 2500229 dated 06 March 2025 was published in The Daily Tribune on 28 May 2025 and shall take effect **prospectively** on 13 June 2025.


ATTY. MARILYN B. YAP
Chairperson

15 July 2025



QUALIFICATION STANDARDS
Re: Amendment to the Education Requirement for First Level Positions in the Government

Number: 2500229

Promulgated: 06 March 2025

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RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC), as the central personnel agency of the Government, to “*establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.* x x x”;

WHEREAS, Section 12 (1), Chapter 3, Title I (A), Book V of Executive Order (EO) No. 292,¹ provides that the CSC shall administer and enforce the constitutional and statutory provisions on the merit system for all levels and ranks in the Civil Service;

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of the same EO provides that the CSC shall prescribe, amend, and enforce rules and regulations for carrying into effect the provisions of the Civil Service law and other pertinent laws;

WHEREAS, Section 4, Rule IV of the Omnibus Rules Implementing Book V of EO No. 292 and other pertinent Civil Service laws provide that the CSC shall adopt qualification standards for service-wide positions in the first and second levels and shall review and update, whenever necessary, those already established;

WHEREAS, in the 1997 Revised Qualification Standards Manual of the CSC, the education requirement for a number of first level positions requires high school graduate; or high school graduate or completion of relevant vocation/trade course; or completion of two years studies in college; or completion of two (2) years studies in college or high school graduate with relevant vocational/trade course;

WHEREAS, Republic Act (RA) No. 10533,² also known as the Enhanced Basic Education Act of 2013 was enacted to “*create a functional basic education system that will develop productive and responsible citizens equipped with essential competencies, skills and values for both life-long learning and employment.*” Section 4 of the law provides that “*The enhanced basic education program encompasses at least one (1) year*

¹ Administrative Code of 1987.

² An Act Enhancing the Philippine Basic Education System by Strengthening its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefore and For Other Purpose.

Bawat Kawani, Lingkod Bayani

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of kindergarten education, six (6) years of elementary education, and six (6) years of secondary education, in that sequence. Secondary education includes four (4) years of junior high school and two (2) years of senior high school education.” In 2016, the Department of Education (DepEd) implemented the Senior High School (SHS) program nationwide which produced the first set of SHS graduates in 2018;

WHEREAS, Section 6 of the above-cited law states that “*There shall be created a curriculum consultative committee chaired by the DepEd Secretary or his/her duly authorized representative and with members composed of, but not limited to, a representative each from the CHED, the TESDA, the DOLE, the PRC, x x x*”;

WHEREAS, in 2021, tripartite meetings among the CSC, DepEd, and Commission on Higher Education (CHED) ensued to discuss the proposal of the DepEd. Subsequently, the CSC sent letters to CHED and the Technical Education and Skills Development Authority (TESDA) to gather official comments on the proposed equivalency of completion of SHS to completion of two (2) years studies in college or completion of relevant vocational/trade course;

WHEREAS, the Second Congressional Commission on Education (EDCOM II) Commission Secretariat facilitated several technical working group meetings participated by DepEd, CHED, TESDA, and CSC, among others, to discuss several issues including the employability of SHS graduates where CSC actively participated in relation to the effect of the developments in education sector to the qualification standards of positions in government requiring completion of high school, completion of two (2) years studies in college, and completion of high school or relevant vocational/trade course;

WHEREAS, the DepEd, CHED, and TESDA determined the credit equivalency between the SHS curriculum and the old General Education (GenEd) curriculum of the CHED through a study on whether the intended learning outcomes for SHS graduates are comparable with those who have completed two (2) years of undergraduate studies via the GenEd curriculum;

WHEREAS, the CHED, through its Commission En Banc Resolution No. 327-2024 dated 11 June 2024, taking action on the request of the CSC for clarification on whether the intended learning outcomes for SHS graduates are comparable with those who have completed two (2) years of undergraduate studies through the general education curriculum prior to 2018, approved the Summary Matrix of Education Qualification Standards Requirement applicable to first level positions in government; and

WHEREAS, there is a need to amend the education requirement for a number of first level positions in government requiring high school graduate, high school graduate or completion of vocational/trade course, and completion of two (2) years studies in college in order to align with the purpose of RA No. 10533 and with the developments in the education sector. The amendment, however, shall not apply to first level positions with agency-specific and higher education requirement which are previously approved by the CSC and to first level positions that involve practice of profession regulated by board laws (Refer to Annex A).

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WHEREFORE, the CSC **RESOLVES to AMEND** the education requirement for first level positions in the government as follows:

Existing Education Requirement	Amended Education Requirement
High School Graduate	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)
High School Graduate or Completion of relevant vocational/trade course	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course
Completion of two years studies in college	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*
Completion of two years studies in college or High School Graduate with relevant vocational/trade course	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)

*In light of the SHS Modeling Program which was implemented as early as SY 2014-2015

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The **CSC FURTHER RESOLVES** that the amendment shall not apply to first level positions with agency-specific and higher education requirement which are previously approved by the CSC and to first level positions that involve practice of profession regulated by board laws.

This Resolution shall take effect **prospectively** after fifteen (15) days from publication in a newspaper of general circulation or the Official Gazette.

Quezon City.


ATTY. MARILYN B. YAP
Chairperson


ATTY. RYAN ALVIN R. ACOSTA
Commissioner

Did not participate
ATTY. LUIS MEINRADO C. PAÑGULAYAN, CESO I
Commissioner

Attested by:


Digitally signed by Limare-
Delmoro Katherine Cuevas
Date: 2025.03.06 13:09:14 +08'00'
KATHERINE LIMARE-DELMORO
Director IV
Commission Secretariat and Liaison Office