

**QUALIFICATION STANDARDS
(Minimum Requirements)**

Position	DIVISION MANAGER A
Salary Grade	24
Education	Master's degree OR Certificate in Leadership and Management from the CSC
Experience	4 years of supervisory/management experience
Training	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility	Career Service Professional/Second Level eligibility
Other requirements: As per Memo Order No. 03-2016	<ol style="list-style-type: none"> 1. Citizen of the Philippines; 2. Height for male: 1.65m.; for female: 1.57m; 3. Weight – not more or less than five (5) kilograms from standard weight; 4. Must not have dishonorably discharged from military/police employment or dismissed for a cause from any civilian position in the government; 5. Must not have been convicted by final judgment of an offense or crime involving moral turpitude 6. RA 6505 Criminology/PD 907 Civil Service Eligibility to College Honor Student; 7. Photocopy of birth certificate issued by PSA; 8. Photocopies of Valid Clearances from government agencies/unit <ol style="list-style-type: none"> 8.1 National Bureau of Investigation (NBI); 8.2 Local PNP; 8.3 MTC/RTC 8.4 Barangay Clearance