

**MANUAL OF
INFORMATION RELATIVE
TO THE
PHILIPPINE CIVIL SERVICE**

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Manual of Information Relative to the Philippine Civil Service by Various

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VARIOUS

**MANUAL OF
INFORMATION RELATIVE
TO THE
PHILIPPINE CIVIL SERVICE**

Philippine Bureau of Civil Service

PHILIPPINE CIVIL SERVICE BOARD

MANUAL OF INFORMATION

RELATIVE TO THE

PHILIPPINE CIVIL SERVICE

SHOWING THE POSITIONS, CLASSIFIED AND UNCLASSIFIED, THE METHODS GOVERNING EXAMINATIONS AND CERTIFICATIONS FOR APPOINTMENT, THE REGULATIONS FOR RATING EXAMINATION PAPERS, SPECIMEN EXAMINATION QUESTIONS, AND CONDITIONS OF APPOINTMENT AND SERVICE.

THE REPORTS OF THE BOARD, SHOWING THE RESULTS OF ITS WORK AND CONTAINING THE CIVIL SERVICE ACT, RULES, AND REGULATIONS, MAY BE OBTAINED UPON REQUEST THEREFOR, OR CAN BE CONSULTED AT THE OFFICE OF THE BOARD IN MANILA AND AT THE OFFICES OF THE PROVINCIAL BOARDS; ALSO AT THE LIBRARIES OF THE PRINCIPAL PUBLIC INSTITUTIONS IN THE UNITED STATES.

MANILA:
BUREAU OF PUBLIC PRINTING,
1903.

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SCHEDULE OF EXAMINATIONS FOR 1903.

Examinations in Manila are held according to the following schedule, provided that examinations named under paragraphs 1 and 4, except first grade, may be given on any Monday.

1. On the third Monday of every month, in either English or Spanish, as competitors may desire: First grade, bookkeeper, stenographer, typewriter, translator, interpreter, and clerk of court.

2. On the fourth Monday of January, March, May, July, September, and November: Second grade, in English only.

3. On the fourth Monday of February, April, June, August, October, and December: Second grade, in Spanish only.

4. On the fourth Monday of every month: All examinations of which the second grade forms a part, including ranger, junior typewriter, letter carrier, junior translator, and junior interpreter.

5. Examinations for professional, technical, and scientific positions, and for positions indicated in section 30 of the Manual, will be held whenever the needs of the service require. Applicants who file applications for these positions will be notified when they may be examined. An examination for assistant will be held on April 15 and 16, and for teacher on May 20 and 21.

6. On the second Monday of every month: Examinations for first and third class patrolmen for the Police Department, prison guards for Bilibid Prison, drivers and firemen under the Fire Department, and for trades positions in the Bureau of Public Printing.

7. Examinations of the third grade will be held quarterly, in Spanish only, on the first Monday of January, April, July, and October.

611 J'et M.C.T.

MANUAL OF INFORMATION.

SECTION 1. This Manual contains information relative to the conditions under which appointments are made to the Philippine civil service. The scope and character of the principal examinations for entrance to the service are outlined and information is given upon other matters which are usually the subject of correspondence. Persons seeking information in regard to the service should therefore carefully read this Manual before making inquiries of the Board in regard to questions which may be fully answered herein. If information is desired which is not given in the Manual, letters of inquiry may be addressed to the Philippine Civil Service Board, Manila. In this connection, however, attention is called to the fact that the Philippine Civil Service Act provides for the holding of examinations for this service in the United States under the auspices of the United States Civil Service Commission, Washington, D. C., to which Commission all correspondence from applicants resident in the United States should be addressed.

Civil positions in the Military Division of the Philippines are not in the Philippine civil service, but are in the civil service of the United States, and vacancies therein are, therefore, not subject to be filled by examination or certification by this Board. The positions referred to include those under the Adjutant-General, Inspector-General, Chief Quartermaster, Chief Commissary, Chief Surgeon, Chief Paymaster, Chief Engineer Officer, Chief Ordnance Officer and Chief Signal Officer. The Board does not receive applications for admission to the civil service of the United States. All such applications should be addressed to the United States Civil Service Commission, Washington, D. C.

On September 19, 1900, the United States Philippine Commission enacted a law known as the "Civil Service Act," providing for the organization of the Philippine Civil Service Board, which is authorized by the Act to prepare rules and to formulate examinations for entrance to and promotion in the service covered by the Act, the purpose of which is declared to be "the establishment and maintenance of an efficient and honest civil service in the Philippine Islands."

The term "Unclassified Service" indicates that portion of the Philippine civil service, positions in which may be filled without reference to the provisions of the Civil Service Act and rules.

The term "Classified Service" indicates that portion of the service which is subject to the provisions of the Act and the Rules, and in which vacancies must be filled according to the methods therein prescribed. A vacancy in a position in the classified service may be filled: First, by original appointment through examination and certification by the Board; second, by promotion of a person in the classified service to the vacant position; third, by the reinstatement of a person formerly in the service; fourth, by the transfer of a person from a position in the classified service of the Philippine Islands or from the Federal classified civil service of the United States to the vacant position. These various methods of filling vacancies are explained in this Manual.

Certain positions, as shown in the schedules below, when not filled by promo-

tion, transfer, or reinstatement, must be filed by competitive examination while others may be filled by non-competitive examination if in the opinion of the Board a competitive examination is not practicable.

Classified and unclassified positions.

Sec. 2. The following schedules show the methods of entrance to the various positions in the different branches of the service:

Schedule A.—All positions, principally clerical, not included in the following schedules, filled by employees of whatever designation, who are compensated by a fixed salary or otherwise, in all offices and departments of the central government of the Philippine Islands, in the provincial government service, and in the municipal service of Manila. The positions and employments included in this schedule are classified, and vacancies therein not filled by promotion, reduction, transfer, or reinstatement shall be filled by competitive examination.

Schedule B.—Professional, technical, and scientific positions, including all such employees of whatever designation, whether compensated by a fixed salary or otherwise. The offices and positions in this schedule are classified, and vacancies therein if not filled by promotion, reduction, transfer, or reinstatement shall be filled by selections from certifications of eligibles secured by competitive or non-competitive examination, as the Board may determine to meet the needs of the service. This schedule includes positions for which registers of eligibles are not ordinarily maintained and in which vacancies occur less frequently than in those of the preceding schedule. Examinations for these positions are held only when eligibles are needed. It is the practice of the Board to announce such examinations through the newspapers as items of news. No complete list of such positions can be furnished, as it is impossible to predict in what positions vacancies may occur. Below there follows a partial list:

Chemist; assistant chemist; chemist and food analyst; chemist and investigator; agricultural chemist; physical chemist; analytical chemist; physiological chemist; pharmacologist; laboratory assistant; pharmacist; assistant bacteriologist; pathologist; assistant pathologist; assistant biologist; geologist; mineralogist; entomologist; municipal physician; house physician; anatomical artist; director of serum institute; director of vaccine institute; medical inspector; director of experiment station, Bureau of Public Health; forestry inspector; assistant forestry inspector; forester; assistant forester; manager timber-testing laboratory; instrument maker; superintendent of experiment station, Bureau of Agriculture; agricultural explorer; fiber expert; horticulturist; botanist; sugar culturist; manager of stock farm; expert in animal husbandry; veterinary inspector; veterinary surgeon; additional deputy customs collector; customs appraiser; deputy customs surveyor; appraiser of textiles; admeasurer; special agent; cashier; civil engineer; mechanical engineer; architectural draftsman; mechanical draftsman; topographical draftsman; junior draftsman; sanitary engineer; provincial supervisor; copyist or tracer of drawings; electrician; observer, Coast and Geodetic Survey; computer; photographer; law clerk; editorial clerk; librarian; engraver; boiler inspector; harbor master; provincial treasurer; superintendents; inspectors.

Schedule C.—Positions of skilled workmen, mechanics or artisans. These positions are classified under Clause (b), Section 6 of the Civil Service Act. Examinations given for these positions are generally non-educational and non-competitive in character. Each applicant is required to complete and submit on Form No. 35 evidence of his age, character as workman, experience, and physical condition, these elements composing the examination. No educational test or practical questions are given except for certain trades and technical or skilled occupations,

such as printer, mechanical engineer, electrician, etc., the examinations for which are generally competitive. Watchmen in Class C, or below, and teamsters in Class B, or below, are treated as skilled workmen, in that the examination for these positions is non-educational and non-competitive. Following is a partial list of positions, vacancies in which are filled by non-educational examination, as provided in Form No. 35:

Baker; blacksmith; blacksmith-helper; cabinet maker; canvas worker; carpenter; cranesman; assistant cranesman; dredge engineer; dredge inspector; dynamo tender; engineer helper; engineman; fireman; foreman and assistant foreman, except in the Bureau of Public Printing; gardener; gas fitter; hardwood finisher; harness maker; horseshoer; assistant inspector; light-house keeper; lineman; lock expert; machinist; assistant machinist; market collector; mason; master and pilot; master of launch; master of lorchas; master mechanic; master workman; mate of launch; matron; mechanic; money counter; moulder; oiler; overseer; assistant overseer; packer; painter; pilot; pipe fitter; plumber; prison keeper; rodman; sailmaker; sheet iron worker; steam engineer; assistant steam engineer; steam engineer and machinist; steam fitter; assistant storekeeper; superintendent of corral; teamster; tinsmith; watchman; wireman; wood worker; wheelwright.

Schedule D.—The Executive Secretary; the members of the Civil Service Board; the Insular Purchasing Agent; the Chief of the Forestry Bureau; the Chief of the Mining Bureau; the Chief of the Bureau of Agriculture; the Chief of the Bureau of Public Lands; the Chief of Coast Guard and Transportation; the Director of Posts; the Assistant Director of Posts; the Postmaster at Manila; the Chief of Philippine Constabulary; the Collector of Customs for the Philippine Archipelago; the Deputy Collector of Customs for the Philippine Archipelago; the Surveyor of Customs for the Philippine Archipelago; the Cashier of the Collector of Customs for the Philippine Archipelago; the Collector of Customs at Iloilo; the Collector of Customs at Cebu; the Collector of Internal Revenue for the Islands; the General Superintendent of Education; the Chief of the Bureau of Public Printing; the Chief Statistician; the Chief of the Bureau of Archives; the Chief of the Bureau of Architecture; the Chief of the Fire Department of Manila; the City Assessor and Collector of Manila; the Chief of Police of Manila; the chief or head of any bureau hereafter organized, unless otherwise expressly provided by law. Vacancies occurring in said offices shall be filled without examination, as provided in the Civil Service Act, from a class to be composed of all the first, second, and third assistants in such offices, the intention of this provision being that the appointing power may, by virtue hereof, transfer from one office to another a person deemed competent to fill a vacancy.

Schedule E.—One private secretary to the Civil Governor and to each member of the Philippine Commission, except the President; persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, unless otherwise specifically provided by law; any person in the military or naval service of the United States who may be detailed for the performance of civil duties; all persons employed merely as laborers and all employees whose rate of compensation is \$120 or less per annum; the members of the Board of Health for the Philippine Islands; the presidents of provincial boards of health; the Director of the Agricultural College and Experiment Station; the Director, the three Assistants, and the Secretary of the Weather Bureau; the Chief of the Bureau of Non-Christian Tribes; the Superintendent and Directors of Government Laboratories; the Attending Physician and Surgeon of the Philippine Civil Hospital; postmasters compensated on a percentage basis as provided by law; postmasters and customs inspectors in the provinces whose rates of compensation do not exceed \$300 and \$180 per annum, respec-