

SCIENTIFIC CAREER SYSTEM FOR STATISTICIANS¹

I. INTRODUCTION

One of the major thrusts of the Philippine Statistical System (PSS) is to strengthen the capability of statistical human resources in the country. To give impetus to this thrust, the Executive Board of the National Statistical Coordination Board (NSCB) as specified in its Resolution No. 11, Series of 2004 has approved the establishment of a Scientific Career System (SCS) for Statisticians following the rules and regulations of the Philippine Scientific Career System (PSCS).

The career path of statisticians has always been built along the lines of the Career Executive Service (CES). With the adoption of the above noted resolution, a scientific career path is now open to all statisticians (along with counterpart in other disciplines – Annex A) who are connected with statistical agencies or statistical units and offices of any government agency.

The SCS for Statisticians is governed by the rules of the Philippine Scientific Career System. As such, it cannot introduce rules and procedures that are not consistent with the PSCS. Pertinent details underlying the Merit System for the Scientific Career System can be found in Annex B.

1. Concepts and Definitions

- 1.1 **Agency** – The mother institution or unit where the plantilla item of the scientist-applicant is, at the time of his/her application. In cases of secondment, detail, and other similar personnel assignment, agency refers to the mother agency and not to the receiving agency.
- 1.2 **Career Advancement** – The promotion in scientific rank usually accompanied by an increase in salary.
- 1.3 **Career Executive Service** – The managerial class or the third/highest level in the group of career positions in the Philippine civil service. In the CES are public managers who occupy positions above division chief level and exercise managerial functions.
- 1.4 **Conferment** – The award of a rank of Scientist after an assessment of the qualifications of the S&T personnel in statistics.
- 1.5 **Merit System** – Personnel system in which comparative competence, qualifications, integrity and achievement govern the selection, utilization, training, recognition, retention and discipline of personnel in an organization.

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- 1.6 **Philippine Statistical System** – The statistical organizations at all administrative levels, the personnel therein and the national statistical program. This includes a policy-making and coordinating body, a statistical research and training center, a single general purpose statistical agency, all departments, bureaus, offices, agencies and instrumentalities of the national and local government and all government owned and controlled corporations and the subsidiaries that are engaged in statistical activities either as their primary functions or as part of their administrative or regulatory functions.
- 1.7 **Research and Development** – The aggregate of basic and applied research and development with applied research directed towards practical application of knowledge, and basic/fundamental research directed primarily towards developing new or fuller scientific knowledge or understanding of the subject rather than the practical application. The term may also refer to creative work undertaken on a systematic basis in order to increase the stock of knowledge in science and technology.
- 1.8. **Science Career Evaluation Committee** – a committee of at least five members who are substantially involved in research and development whose primary function is to screen candidates for appointment to the SCS by reviewing the papers and endorsing to the head of the Agency who then submits the same to the SCC for consideration.
- 1.9 **Science Career Performance Evaluation System** – The mechanism for rating the performance of conferred scientists.
- 1.9 1.10 **Scientific Career System** – The system of recruitment, career progression, recognition and reward of scientists in the public service, as a means of developing a pool of highly qualified and productive scientific personnel.
- 1.11 **Scientist** – An individual who has been conferred the Scientist rank based on criteria prescribed by the SCS.
- 1.12 **Statistical Research** – This involves the development, testing and/or experimentation of statistical theories, concepts, definitions, methods and techniques aimed at improving statistical information in terms of quality, reliability, completeness and scope, and cost-effectiveness of producing or delivering statistical outputs
- 1.13 **Statisticians** – Personnel in the government service who are occupying statistical positions or working in the statistical agencies or statistical units/offices of government agencies and performing statistical or statistics-related functions.

2. Career Options for Statisticians

As earlier noted, statisticians in the government service have the option to pursue a career path along the career executive service or the scientific career system. To opt for the latter, a statistician has to follow the

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Scientific Career System (SCS) for Statisticians. There are five (5) ranks under the SCS. The ranks and their corresponding salary grades are as follows:

<u>Scientist Rank</u>	<u>Salary Grade</u>
Scientist I	SG 26
Scientist II	SG 27
Scientist III	SG 28
Scientist IV	SG 29
Scientist V	SG 30

On the other hand, there are six (6) ranks under the career executive service. Statisticians who would like to pursue a career path under the career executive service need to pass the eligibility requirements for the Career Executive Service Eligibility (CESE) administered by the Career Executive Service Board (CESB) or the Career Service Executive Eligibility (CSEE) administered by the Civil Service Commission (CSC)*.

The establishment of the Scientific Career System for Statisticians augurs well for statisticians who wish to pursue the scientific career system. Thus, for statisticians who wish to seek conferment of the desired scientist rank, the process starts from the agency/department where he/she is affiliated.

II. DEPARTMENT/AGENCY-BASED SCIENTIFIC CAREER EVALUATION COMMITTEE (SCEC)

The Scientific Career System requires that a Scientific Career Evaluation Committee (SCEC) be established in each agency or department which has personnel substantially involved in research and development. The SCEC shall be composed of at least five (5) members who shall be appointed by the Department/Agency Head.

* There are six (6) ranks that can be conferred to CESE eligibles. These are:

<u>CESO Rank</u>	<u>Salary Grade</u>
CESO I	SG 30
CESO II	SG 29
CESO III	SG 28
CESO IV	SG 27
CESO V	SG 26
CESO VI	SG 25

Although the CSEE eligibility qualifies a statistician for a third level position, it is not sufficient to qualify him or her for conferment of CESO rank. The CSEE eligible needs to pass the other levels of exams beyond MATB exam required for CESE eligibility in order to qualify for conferment of CESO rank.

The SCS provides that a government employee in a non-executive (third level) position can be a scientist and obtain a salary grade upgrading equivalent to his scientist rank after all the SCS requirements have been complied with. In contrast, a CESE or a CSEE eligible occupying a non-executive position cannot get a salary grade upgrade equivalent to an executive position without a promotion.

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Members of the committee shall possess the appropriate expertise needed to assess the application of the nominees and monitor/evaluate the performance of the scientists in the department/agency.

1. Functions

- 1.1 It shall assist in the preliminary screening of candidates for appointment to the SCS by reviewing all pertinent documents and endorsing to the head of the Department/Agency who then submits the same to the SCC for consideration; and
- 1.2 It shall monitor and evaluate the performance of the scientists by reviewing the scientists' performance targets and standards based on the Scientific Career Performance Evaluation System (SCPES) [see Annex C] and prepare the Final Department/Agency Rating of each scientist in the agency.

Statisticians who meet the minimum requirements for scientist rank may apply for confirmation regardless of their current plantilla position. Nominations shall be endorsed by the department/agency head and evaluated by the department/agency-based Scientific Career Evaluation Committee (SCEC).

2. Role of the Department/Agency Head

The department/agency head plays a critical role in the endorsement of application and conferment of scientist rank to the statistician under his or her supervision. Heads of agencies shall be responsible for the following:

- 2.1. Appoints the member of the department/agency SCEC;
- 2.2. Pre-screen the applicant to the Scientific Career System;
- 2.3. Endorse the applicant to the department/agency-based SCEC for evaluation;
- 2.4. Endorse the applicant to the Scientific Career Council (SCC) for Evaluation by the appropriate Special Technical Committee (STC) upon recommendation by the department/agency-based SCEC; and
- 2.5. Monitor and evaluate the annual performance of the conferred scientists by reviewing the Scientist's Performance Targets and Standards based on SCPES.

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III. PHILIPPINE STATISTICAL SYSTEM-WIDE SCIENTIFIC CAREER EVALUATION COMMITTEE

1. Rationale for Creating a PSS-wide SCEC

As per Section 10 of the Merit System for the Scientific Career System, a Scientific Career Evaluation Committee (SCEC) shall be established in each agency/department which has personnel substantially involve in R&D. However, many agencies in the Philippine Statistical System (PSS) do not have enough personnel who are involved in R&D to constitute an SCEC. At present, the Bureau of Agricultural Statistics (BAS), Bureau of Labor and Employment Statistics (BLES), National Statistics Office (NSO), National Statistical Coordination Board (NSCB) and the Statistical Research and Training Center (SRTC) have no SCEC. Thus, to facilitate the review and evaluation of documents of the statistician applicants and endorsement of qualified applicants by their respective department/agency heads to the SCC, a PSS-wide SCEC is created. Agencies that do not have or cannot have their own SCEC may opt to submit the applicants' documents to the PSS-wide SCEC for screening and evaluation. PSS-wide SCEC will endorse qualified applicants to their respective department/agency heads, who in turn will endorse the nomination of the applicants to the SCC for further evaluation.

2. Composition

The PSS-wide SCEC shall be composed of at least five members who shall be selected by the NSCB Executive Board through the recommendation of the SRTC. Members of the Committee should have substantial involvement in statistical researches in order to assess comprehensively the application. The PSS-wide SCEC shall formulate its own rules and procedures based on the rules set by the SCC. It shall convene at least once a year and the membership of the PSS-wide SCEC will be on ad-hoc basis.

The minimum qualification of any member of the PSS-wide SCEC is as follows:

- 2.1 Should have substantial involvement in statistical researches in order to assess comprehensively the application
- 2.2 With a master's degree in statistics or related field, preferably with Ph.D.
- 2.3 Should have credibility, integrity and stature to judge or evaluate the nominees; and
- 2.4 With at least five (5) published statistical research output either as principal author/co-author

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3. Functions

In general, the system-wide SCEC is expected to conduct the preliminary screening of applicants endorsed by the heads of agencies. Specifically, it shall:

- 3.1 Review the completeness of documents submitted;
- 3.2 Validate the authenticity of the submitted documents;
- 3.3 Determine if the productive work is statistical or statistics- related;
- 3.4 Conduct preliminary evaluation in terms of scientific productivity. The rating systems to be used in the evaluation will be exactly the same as the one indicated in SCS Form 2 - Rating Sheet for Evaluating Nominees (Annex E)
- 3.5 Prepare the pre-screened rating of the applicant;
- 3.6 Recommend the endorsement of the applicant by the head of department/agency if the applicant met the minimum of 50 points;
- 3.7 Recommend the endorsement of the applicant by the head of the department/agency for promotion to higher scientist rank if the applicant has a conferred scientist rank and qualifies for promotion to a higher rank; and
- 3.8 Act on the grievances filed by an applicant based on the prescribed grievance procedure.

4. Secretariat

The PSS-wide SCEC shall have a secretariat that will be based at SRTC. It shall have the following specific functions:

- 4.1 Assist in the review of the completeness of documents as claimed and submitted by the applicant. If incomplete, the documents will be returned by the Secretariat to the applicant;
- 4.2 Assist in validating the authenticity of the documents submitted;
- 4.3 Arrange the meetings of the PSS-wide SCEC, including the items for agenda, and get confirmation of attendance to these meetings;
- 4.4 Prepare the minutes of all meetings including decisions or actions of the Committee and ensure the safekeeping of these files in soft and hard copies;
- 4.5 Prepare communications to concerned department/agency head and applicants regarding the decision of the PSS-wide SCEC on the application, to be signed by the Chair; and

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- 4.6 Coordinate and follow up the status of work of the PSS-wide SCEC.

IV. RULES AND REGULATION OF THE SYSTEM

Based on the rules set by the Scientific Career Council (SCC), the SCEC, whether based in the department/agency or PSS-wide shall be guided by the following:

1. Qualification Standards

To qualify, applicants must possess the following minimum qualifications:

- 3.1.1 1.1 Presently employed with permanent appointment in any government agency;
- 1.2 Completion of at least master's degree in statistics.
- 1.3 If a statistician is a master's degree holder and applying for the rank of Scientist I to IV, he/she should have at least **ten (10) years** of productive scholarship and professional R&D work in statistics.
- 1.4 If a statistician is a doctorate degree holder, and applying for the rank of Scientist I to IV, he/she should have at least **five (5) years** of productive scholarship and professional R&D work in statistics.
- 1.5 If a statistician is applying for the rank of Scientist V, he/she should be a holder of a doctorate degree with **ten (10) years** of productive scholarship and professional R&D work on statistics beyond the doctorate.
- 1.6 The productive scholarship and professional R&D work in statistics being referred hereto are measured in terms of:
 - a. Discoveries, inventions, major research papers, book articles, technologies, other scientific and technological findings, etc. in statistics; and
 - b. Acceptance and/or adoption of discoveries, inventions, major research papers, book articles, technologies, other scientific and technological findings in statistics as evidenced by awards/citations/recognitions by accredited organizations/ agencies and/ or acceptance by end users.

No application will be considered if the applicant (i) has retired from the government service; (ii) applied for conferment/ upgrading in rank six (6) months **before** retirement, whether voluntary or compulsory; and (iii) is on extension period beyond compulsory retirement.

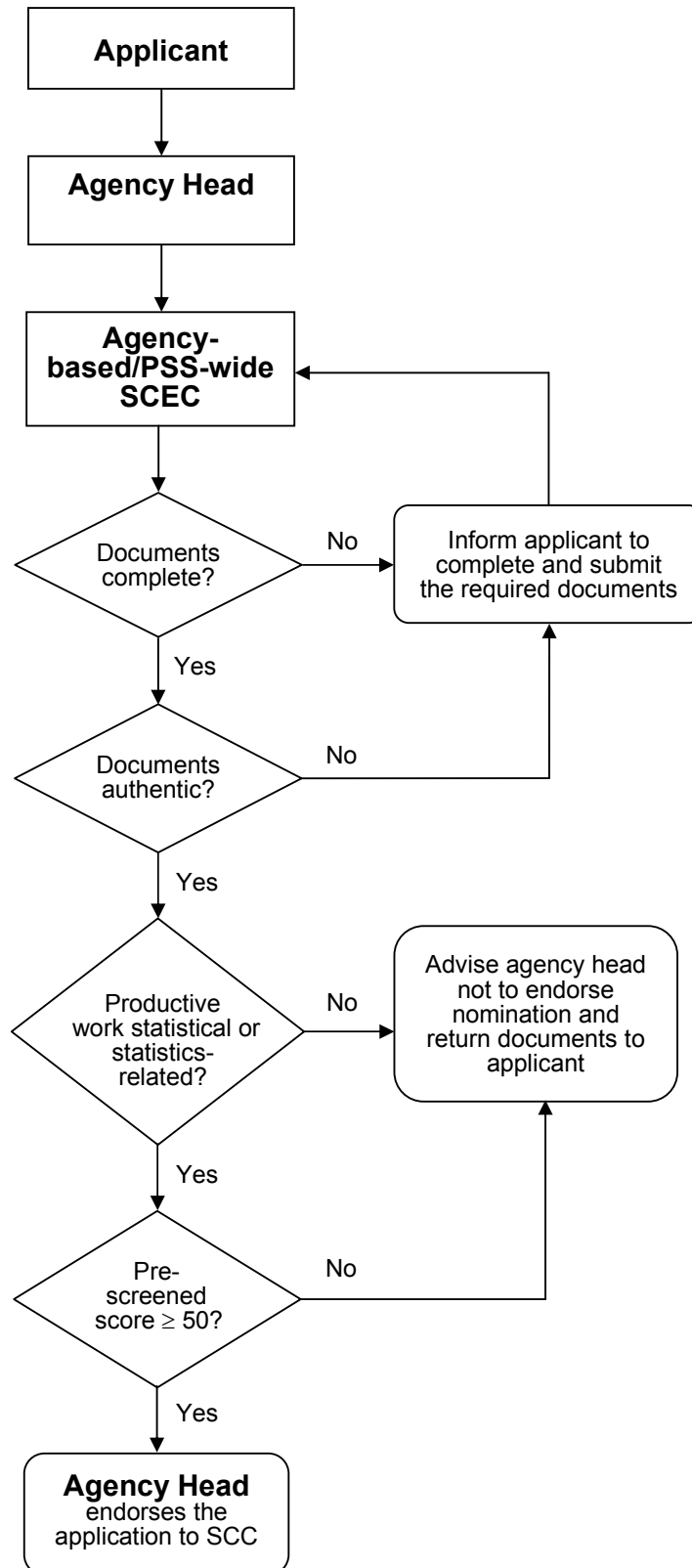
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2. Application Process

- 2.1 All applicants should ensure that the minimum requirements for nomination to the SCS for Statisticians are met. Once qualified, he/she should fill up the SCS Form 1 - Application/Nomination form (Annex D) and compile all the documents as proof of claim. Presentation of these documents should be properly organized. All written and published works must be reproduced in their entirety. At least seven (7) copies of these documents must be prepared. All expenses related to the preparation of the documents shall be borne by the applicant.
- 2.2 The applicant should forward his or her application to his/her department/agency head. If approved by his or her department/agency head, the application should be forwarded to the department/agency-based SCEC for evaluation. If the department/agency has no SCEC, the application may be submitted to the Philippine Statistical System-wide SCEC.
- 2.3 The SCEC shall review the completeness of the documents submitted, validate authenticity, and evaluate whether the productive work is statistical or statistics-related. The applicant may be called by the SCEC to provide clarifications if necessary.
- 2.4 The SCEC shall perform preliminary evaluation in terms of productive scholarship and R&D work in statistics. The applicant should garner a minimum of 50 pre-screened points in order to be recommended for nomination.
- 2.5 The head of the department/agency and the applicant shall be informed by the SCEC of the results of their evaluation.
- 2.6 If the applicant passed the evaluation, the department/agency head shall endorse the application to the DOST-based Scientific Career Council (SCC). The endorsement includes the result of the SCEC evaluation and recommendation. The applicant and his/her agency shall be responsible for the submission of all documents required for the nomination.

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**PROCEDURE FOR APPLICATION PRIOR TO
ENDORSEMENT OF AGENCY HEAD TO SCC SECRETARIAT**



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3. Promotion to Higher Scientist Rank

- 3.1 Application for promotion to higher scientist rank shall go through the process of evaluation by the department/agency-based SCEC whether he or she has earned the required points corresponding to the rank of the Scientist as indicated below.

<u>Rank</u>	<u>Points</u>
Scientist I	At least 50
Scientist II	At least 60
Scientist III	At least 70
Scientist IV	At least 80
Scientist V	At least 90

- 3.2 In addition to the required number of points, the candidate should be able to obtain a rating of at least “Highly Meritorious” in the SCPES. The evaluation shall be done by the head of the department/agency. The details of the SCPES are discussed in Section 17 of Annex B and in Annex C.

4. Conferment

The following conferment policies and procedures shall be observed (See also Annex F):

4.1 Conferment Policies

- a. Conferment of rank shall be issued to a person actively engaged in research and development work, who meets the qualification standards established for the Scientist Rank as contained in Section 6 of Annex B;
- b. No person shall be considered for conferment unless he/she possesses eligibility under Republic Act No. 1080 as amended or Presidential Decree No. 907, or PD 997, or other appropriate eligibilities; and
- c. No conferment/adjustment in rank shall be allowed to the following:
 - Those who have retired from government service;
 - Those who applied for conferment/adjustment in rank six (6) months before retirement; and
 - Those who are serving the government on an extension period beyond compulsory retirement.

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4.2 Conferment Procedures

- a. Institution/Agency Head nominates to the SCC through the DOST as Secretariat of the SCC.
- b. DOST refers nominees to SCC-STC. If documents are not complete, DOST requests nominating department/agency for the completion of documents.
- c. SCC-STC evaluates and recommends action to the SCC.
- d. SCC approves and confers the rank of Scientist I-IV.
- e. SCC recommends to the Office of the President the conferment of the Rank of Scientist V.
- f. The Office of the President approves and confers the rank of Scientist V.

5. Grievance Procedure

- 5.1 An applicant for the rank of Scientist or for adjustment of rank as Scientist who feels aggrieved at any point in the process of evaluation of the department/agency-based/PSS-wide SCEC must file his/her complaint/grievance to the Chair of the department/agency-based or PSS-wide SCEC.
- 5.2 If the complaint/grievance is not satisfactorily resolved by the Chair of the department/agency-based or PSS-wide SCEC the applicant must file his/her complaint to his/her Agency head who will in turn discuss the complaint with the department/agency-based or PSS-wide SCEC.
- 5.3 Grievance/complaint against the Department/agency head must be filed with the SCC.

No grievance/complaint against the decision of the STC will be entertained since the decision of the STC is always considered final.

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