

ESTABLISHING THE SYSTEM OF POSITION CLASSIFICATION AND COMPENSATION FOR THE OFFICE OF THE PRIME MINISTER (PROPER) AS WELL AS THE RULES AND REGULATIONS FOR ITS IMPLEMENTATION

EXECUTIVE ORDER NO. 813, June 22, 1982

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WHEREAS, pursuant to the 1981 Amendments to the Constitution, the Office of the Prime Minister was created under Executive Order No. 708 dated July 27, 1981;

WHEREAS, the Prime Minister is the head of the Cabinet and the Chairman of the Executive Committee, as well as, responsible for the day-to-day supervision of all ministries and the details of administration of the government pursuant to the provisions of the Constitution and the aforementioned Executive Order;

WHEREAS, in view of the transfer of personnel from the Office of the President to the Office of the Prime Minister under Executive Order No. 708 and the need to adopt a comparable position classification and compensation scheme for the purpose; and

WHEREAS, the constitutional responsibilities of the Prime Minister require an effective, responsive and efficient organizational structure and staff;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order and promulgate the following:

SECTION 1. The System. – The system consists of the Position Classification Plan and the Compensation Plan for the Office of the Prime Minister (Proper).

SECTION 2. Coverage. – The system shall cover all regular positions in the Office of the Prime Minister (Proper) except the positions of the Prime Minister and Deputy Prime Minister.

SECTION 3. The Position Classification Plan. – The Position Classification Plan shall consist of (a) positions in the Office divided into two main categories, namely, the Career Executive Service Level and the Sub-Career Executive Service Level which is sub-divided into occupational groups under which are position classes, and (b) the rules and regulations for its implementation and administration.

SECTION 4. Position Classes and Salary Ranks. – The position classes and the corresponding ranks in the Career Executive Service Level are as follows:

Position

Rank

Secretary-General

Exempt

Deputy Secretary-General

I

Staff Office Director

II

Special Officer

III

Executive Officer

III

Deputy Staff Office Director

III

Staff Service Director

III

Deputy Staff Service Director

IV

The Secretary-General position shall not be covered by CES ranking and shall have a compensation equal to two-grades higher than Rank I positions.

The position classes and the corresponding pay ranges in the Sub-Career Executive Service Level are as follows:

Position

Pay Range

Staff Officers Group

Chief OPM Staff Officer

20

Supervising OPM Staff Officer

18

Senior OPM Staff Officer

16

OPM Staff Officer

12

Junior OPM Staff Officer

9

Staff Secretarial Group

Private Secretary II

14

Private Secretary I

12

Staff Assistants Group

Supervising Staff Assistant

8

Senior Staff Assistant

7

Staff Assistants

6

Stenographic Group

Senior Stenographer to the Prime Minister

16

Stenographer to the Prime Minister

12

Stenographer Reporter

6

Supervising Staff Stenographer

6

Senior Staff Stenographer

4

Staff Stenographer

3

Building and Grounds Supervisor

10

Maintenance General Foreman

6

Maintenance Foreman

4

General Utility Services Group

Supervising Utility Man

3

Senior Utility Man

2

Utility Man

1

Automotive Equipment and Operation Group

Motorpool Superintendent

10

Assistant Motorpool Superintendent

8

OPM Chauffeur

4

Driver

3

General Clerical Group

Supervising Staff Aide

4

Senior Staff Aide

3

Staff Aide

2

SECTION 5. The Compensation Plan. – The salary scale of the Career Executive Service shall apply to CES level positions in the Office of the Prime Minister; Provided, that such positions shall have a one-grade advantage over comparable positions in the CES Compensation Plan.

The salary scale for the Sub-Career Executive Service Level in the Office of the Prime Minister shall be as follows:

Pay

Range

1st

Step

2nd

Step

3rd

Step

4th

Step

5th

Step

1

P5640

P6240

P6888

P7608

P8400

2

6240

6888

7608

8400

9288

3

6888

7608

8400

9288

10260

4

7608

8400

9288

10260

11328

5

8400

9288

10260

11328

12516

6

9288

10260

11328

12516

13824

7

10260

11328

12516

13824

15264

8

11328

12516

13824

15264

16860

9

12516

13824

15264

16860

18636

10

13824

15264

16860

18636

20580

11

15264

16860

18636

20580

22728

12

16860

18636

20580

22728

25116

13

18636

20580

22728

25116

27732

14

20580

22728

25116

27732

30624

15

22728

25116

27732

30624

33816

16

25116

27732

30624

33816

37344

17

27732

30624

33816

37344

41232

18

30624

33816

37344

41232

45540

19

33816

37344

41232

45540

50292

20

37344

41232

45540

50292

55536

21

41232

45540

50292

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61344

22

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SECTION 6. Classification Rules.

- a. Positions shall first be classified by the Office of Budget and Management before inclusion in the regular or special budgets.
- b. Positions shall be classified on the basis of regular and permanent duties and responsibilities attached thereto and the qualification requirements therefor.
- c. Proposals for the creation of new positions shall be in accordance with the provisions of Presidential Decree Nos. 985 and 1177.
- d. Reclassification of a position may be proposed whenever there are significant and permanent changes in the duties and responsibilities thereof. The proposal, supported by a duly accomplished position description form and such other papers as may be required, shall be incorporated in the budget estimates of the Office and shall be processed by the Office of Budget and Management.
- e. The classification or reclassification of position to another class with the same pay range allocation or to a lower class shall take effect upon its approval. Reclassification action from one class to a higher class shall take effect not earlier than the beginning of the next calendar year.
- f. The classification plan herein provided shall apply to all positions now existing or hereafter created in the Office of the Prime Minister.

SECTION 7. Salary Rules

- a. The hiring rate for new employees shall follow existing OBM Circulars and Memoranda.
- b. An employee may be allowed a salary rate higher than the minimum of the range allocation of the position in case he had previously received a higher salary in the government services; Provided, that such a salary rate is within the pay range allocation of the position and; Provided, Further, that there is sufficient appropriation for that particular position.
- c. An employee who is promoted to a position in a higher class and whose present salary is over the maximum rate of the pay range allocation of the position to which he is being promoted, may be allowed to continue to receive his present salary at the higher position.
- d. Upon certification by the Secretary-General that an employee's services are satisfactory, the salary may be increased to the next higher step of his pay range after one year at his present step, provided there is sufficient appropriation in the particular position of the employee.
- e. Employees whose actual salaries are between the steps of the pay ranges of the classes to which their positions have been allocated shall be entitled to adjustment to the next higher step, if an appropriation has been provided therefor.
- f. Voluntary demotion may be made without loss of salary except where the current salary is higher than the maximum of the class to which demoted, and provided that there is sufficient appropriation for the particular position.
- g. Notwithstanding the provisions of any other rule, no officer or employee shall receive a salary higher than the salary of his immediate supervisor.

SECTION 8. Salary Increases for Employees Paid Out of Lump-Sum Appropriations. – Employees whose salaries are paid out of lump sum appropriations may be granted salary increases upon recommendation of the Minister of the Budget and the approval of the Prime Minister. The funds for the purpose shall be charged against the respective lump-sum appropriations.

SECTION 9. Salary Increases. – Whenever a national government salary increase is allowed on the basis of a periodic nation-wide salary survey conducted by the Office of Budget and Management, positions in the Office may be granted across-the-board or in-step increases, upon recommendation of the Minister of the Budget and the approval of the President.

SECTION 10. Revision of the Plans. – If the results of the periodic nation-wide salary survey require the revision of the Classification and Compensation Plans to keep them up-to-date, the same may be revised upon recommendation of the Minister of the Budget and Prime Minister and the approval of the President.

SECTION 11. Additional Compensation. – The following policies shall be adopted in the granting of additional compensation:

a. Transportation and Representation Allowances

Commutable transportation and representation allowances shall be granted only to the officials, and those of equivalent rank, specified in the General Provisions of the Appropriations Act. The determination of equivalent ranks for the purpose shall be made by the Office of Budget and Management

b. Cost of Living Allowances

The employees of the Office of the Prime Minister shall be entitled to the cost of living allowances for national government employees, subject to the availability of funds.

c. Clothing Allowances

All regular female employees shall be granted uniform/clothing allowances at the rates authorized in the General Provisions of the Appropriations Act. Funds for the purpose will be charged against savings or the appropriation for “other services.”

d. Per Diems

Regular employees in the Office of the Prime Minister shall be entitled to per diems in accordance with the provisions of Section 79, Presidential Decree No. 1177.

e. Ceilings

The maximum amount paid for each type of allowance shall be determined in accordance with the pertinent General or Special Provision in the approved Personal Services Itemization.

SECTION 12. National Compensation and Position Classification Plan. – The compensation and position classification plans for the Office of the Prime Minister similar with the OP Classification Plan (Executive Order No. 530) are established within the context of Presidential Decree No. 985 and shall not be changed without the approval of the President upon recommendation of the Minister of the Budget.

SECTION 13. Lump-Sum Appropriation. – The amount of P500,000 out of any available funds from the National Treasury is hereby appropriated to cover the difference between the authorized and actual salary of OP personnel transferred to the OPM pursuant to Executive Order No. 708.

SECTION 14. Repealing Clause. – Any and all laws, executive orders, rules and regulations or part thereof inconsistent with this Order are hereby repealed or modified accordingly.

If for any reason, any section or provision of this Order is declared to be unconstitutional or invalid, the other sections or provisions thereof which are not affected thereby, shall continue in full force and effect.

SECTION 15. Effectivity. – This Order shall take effect April 1, 1982.

Done in the City of Manila, this 22nd day of June in the Year of Our Lord, Nineteen Hundred and Eighty-Two.

(Sgd.) FERDINAND E. MARCOS
President of the Philippines

By the President:

(Sgd.) JUAN C. TUVERA
Presidential Executive Assistant

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