

MODIFIED GUIDELINES IN THE PROCESSING OF AGENCY REQUESTS INVOLVING CHANGES IN STAFFING, POSITION CLASSIFICATION, COMPENSATION AND RELATED MATTERS

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Coverage

This Circular covers all departments, bureaus, and agencies of the national government, including government financial institutions and other government-owned and controlled corporations.

Guidelines

1. The Department of Budget and Management (DBM) is currently reviewing policies and procedures involving the creation/modification of organizational structures, staffing patterns, position classification, compensation and related matters in the government, with the end in view of rationalizing standardizing, simplifying, and clarifying existing policies.

2. In view of the above, and as an initial step to the eventual streamlining of staffing and position classification procedures, agencies are hereby notified of the following:

- Final DBM action on agency proposals involving a change/modification in their existing staffing pattern, position classification and organizational structure shall be incorporated in the annual national budget submitted to Congress. For this purpose, agencies are enjoined to submit such proposals in time for DBM evaluation during the period of preparing the national budget in accordance with the prescribed calendar.
- Agency proposals received after the prescribed calendar shall be processed and evaluated as part of the succeeding year's proposals. For instance, proposals received after the approval by the Cabinet of the proposed 1996 budget that will be submitted to Congress shall be considered during the preparation of the 1997 budget.
- Except when specifically stated or prescribed, the effectivity of all approved requests for changes in the organizational structure, staffing pattern or position classification of agencies shall be at the beginning of the calendar year immediately following the year of approval.
- In highly meritorious case, such as in cases where substantial savings will be realized by the government, or in case of emergency or when directed by the President, proposals may be acted upon during the current year.

3. The above only cover modifications in the staffing patterns or organization of the agency. They do not cover filling of existing vacant positions which will continue to be governed by existing vacant positions which will continue to be governed by existing civil service rules and regulations.

Effectivity

This Circular shall take effect immediately.

Adopted: 1 Mar. 1995

(SGD.) SALVADOR M. ENRIQUEZ, JR.

Secretary

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