UPDATING OF BP FORM 207 – PERSONAL SERVICES ITEMIZATION

DBM NATIONAL BUDGET MEMORANDUM NO. 68, February 17, 1995

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1.0

Rationale

1.1 BP Form 207 which was introduced by DBM and accomplished by all agencies during the preparation of the 1995 budget, contains the base information for Personal Services necessary for the preparation of succeeding years' budgets and the documentation of the Personal Services Itemization.

1.2 The form, consisting of 15 columns, will establish the profile of each position as to salary grade, category level, geographical distribution, authorized vis-a-vis actual salary and its attribution to the agency's program/project/activity structure.

The updated BP 207 entries shall constitute the initial input and reference for the evaluation of the agencies' 1996 staffing modifications. It is a pre-requisite to the review of, but does not replace Budget Call forms 204 and 205.

1.3 The yearly updating of the entries is a joint undertaking of DBM and the agencies concerned, in order to effect an interactive review, editing, validation and confirmation of information.

2.0

Purpose

2.1 To validate and confirm the entries in Columns 1-8.

Columns 1-8 refer to the number of authorized positions, position title, authorized annual salary and the corresponding 1994 item numbers.

2.2 To review, edit, update and provide information in columns 9-15.

Those columns refer to geographical distribution of position information on filled and unfilled positions and the program, project, activity attribution of positions.

3.0

Specific Guidelines and Procedures

Detailed instructions on the update and schedule of submission is contained in Annex "A" of this Circular.

Please be guided accordingly.

Adopted: 17 Feb. 1995

(SGD.) SALVADOR M. ENRIQUEZ, JR.
Secretary

Annex "A"

Updating of BP Form 207

1.0

Objectives

1.1 To inform agencies of the new format of the Personal Services Itemization starting CY 1995.

1.2 To update the personal services itemization (PSI) of all agencies as of end of 31 December 1994;

1.3 To confirm total number of positions and their levels as of 31 December 1994;

1.4 To prescribe guidelines and procedures in filling columns 9-15 of BP Form 207.

2.0

General Guidelines and Procedures

2.1 All agencies shall be provided with a print-out of their draft BP Form 207.

2.2 For 1995 PSI. The first 8 columns contain information updated by DBM as of 31 December 1994 while columns 9-15 shall be edited, revised, or updated, as the case may be by the agencies, as of 31 December 1994.

2.2.1 The new personal services itemization format to be adopted starting 1995 shall be similar to the first 8 columns of BP 207. Positions shall be listed individually to facilitate tracking of modifications and related entries.

The information contained in columns 1-8 of the form shall be the basis for the 1995 PSI.

2.2.2 Agencies shall confirm the total number of positions reflected in column 6 (no. of positions) vis-a-vis the position titles reflected in column 4 (position title).

2.3 For the preparation of the 1996 Budget

2.3.1 The updated BP 207 entries shall constitute the initial input and reference for the evaluation of the agencies' 1996 staffing modifications. It is a pre-requisite to the review of, but does not replace Budget Call Forms 204 and 205. Agencies are enjoined to provide accurate information in filling columns 9-15.

3.0

Specific Guidelines and Procedures

3.1 Columns 1-8

3.1.1 Entries for Columns 1-8 shall be verified and confirmed by the agency.

ANY DISCREPANCY SHALL BE BROUGHT TO THE ATTENTION OF THE CPCB DIVISION OR DBM REGIONAL OFFICE CONCERNED. AGENCIES ARE REQUIRED TO PRESENT PERTINENT OFFICIAL DOCUMENT(S) TO EFFECT CHANGES IN SAID COLUMNS, IF ANY.

3.2 Columns 9-15

3.2.1 Columns 9-10 refer to the geographical dispersion of positions in the agency.

Area code (column 9) refers to the Regional Code; while area type (column 10) refers to Region, Province, District, Municipality or Foreign Post.

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The actual place of assignment for each position shall be specified using the following codes:

Area Code

Central Office

000

National Capital Region

001

Region I

010

Cordillera Administrative Region

011

Region II

020

Region III

030

Region IV

040

Region IV-A

041

Region IV-B

042

Region IV-B1

043

Region IV-B2

044

Region V

050

Region VI

060

Region VI-A

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061

Region VI-B

062

Region VII

070

Region VIII

080

Region IX

090

Region IX-A

091

Region IX-B

092

Region X

100

Region XI

110

Region XI-A

111

Region XII

120

Autonomous Region for Muslim Mindanao

130

Area Type Code

Region R

Province P

District D

Municipality M

Foreign Post F

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For the collection districts of the Bureau of Customs, indicate R for Region.

-

For engineering districts of the DPWH, which is a unit under a Regional Office, indicate P for Province.

-

A district, composed of two or more municipalities, refers to the subdivision of a province. A cluster of municipalities to form circuitized municipalities shall also be categorized as a district. For circuitized municipalities of the COA and the Judiciary, indicate D for district.

-

For school districts of the DECS, indicate D for district if said district is composed of two (2) or more municipalities. If the school district represents only (1) municipality or if one (1) municipality has two (2) or more districts, indicate M for Municipality.

3.2.2 Column 11 shall refer to the number of filled positions as of December 31, 1994. Column 12 is the corresponding total actual salaries of the said filled positions.

3.2.2.1 Actual salaries shall refer to the authorized salary per NCC 72 plus step increments for merit/length of service, transition, and over and above allowances.

3.2.3 Column 13 shall refer to the number of unfilled positions which must equal Column 6 less Column 11. Column 14 is the corresponding total authorized annual salaries of unfilled positions. Column 14 can be computed by multiplying Column 13 by Column 7, the authorized annual salary.

3.2.4 Column 15 (P/A/P Attribution), refers to the specific deployment of positions.

Each position shall be assigned to an activity or project in the agency's Program/Activity/Project structure. For this undertaking, the P/P/A structure in RA 7845 (GAA 1995) shall be used.

Where the function of a position covers two or more activities or projects, it shall be attributed in the activity or project which occupies majority of the position's time and effort.

Illustration:

To attribute and code the position of Information Officer V, SG 24, at Philippine Information Agency (PIA), establish the following:

> a) Performing regular function? - use code A. for program
>
> or
>
> Involved mainly in locally funded or foreign assisted project? - use code B. for projects

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b) If performing regular function,

under GAS? - use code 01.

under Support to Operations? - use code 02.

under Operations? - use code 03.

If involved in project,

Locally funded? - use code 01.

Foreign assisted - use code 02.

c) If under GAS, Support to Operation, Operation, Locally funded project or FAPS,

Identifying the corresponding function or geographical dispersion, as the case may be;

- use the corresponding alpha code of the function statement e.g., a. Public Information Services

then

the corresponding activity under the function or geographical dispersion as the case may be;

- use the corresponding numeric code of the activity, e.g. 1. Production of information program through print...

the lowest level of sub-activity or sub-regional dispersion of the activity

- use the corresponding alpha code e.g., (for DPWH, or similarly structure agencies) b. Urgent Metro Manila Flood Control Projects

Thus, the entry under Column 15 for the position of Information Officer V shall be coded as A.03.A01 derived as follows:

A. Program_____

|

A. 03. a. 01

III Operation_____| | |

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a. Public Information Services_____| |

a. Production of ..... _____|

3.3 The accomplished BP Form 207, all pages of which shall be initialed by the Administrative/Human Resource Management Officer, shall be submitted on or before March 15, 1995 to the Department of Budget and Management. Regional Offices of DECS and DOH as well as SUCS shall however submit through the DBM Regional Offices concerned. All others will submit to Compensation and Position Classification Bureau, DBM Building I, General Solano St., San Miguel, Manila.

3.4 The cooperation of everyone concerned is hereby enjoined for the success of this common endeavor.

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