NATIONAL ADMINISTRATIVE REGISTER · JANUARY 11, 1995

GUIDELINES IN PROVIDING THE ORGANIZATION STRUCTURE AND STAFFING REQUIREMENTS OF FOREIGN-ASSISTED AND LOCALLY-FUNDED PROJECTS

DBM NATIONAL BUDGET CIRCULAR NO. 439, January 11, 1995

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1.0
Purpose

This Circular is being issued to:

1.1 Provide guidelines in establishing organization structure and staffing requirement of new projects, whether foreign or locally funded; and

1.2 Provide guidelines on requests for modification of the organization structure and staffing of ongoing projects.

2.0
Declaration of Policy

It is the policy of the government to pursue the streamlining of the bureaucracy with the end in view of promoting an effective and efficient civil service. For this purpose, the creation of additional positions including contractual and casual positions, are discouraged. Furthermore, in the implementation of programs and projects, agencies are enjoined to tap the services of existing permanent personnel whose functions pertain to the said programs or projects.

3.0
General Guidelines

The following shall govern the determination of the requisite organization structure and staffing pattern in the implementation of all projects whether foreign-assisted or locally funded.

3.1 On Organizational Structure

3.1.1

The implementation of a project shall be assigned to an agency's existing organizational unit such as a bureau, an office, a department or a division, as may be appropriate, charged with the function to which the project relates to.

3.1.2

When deemed necessary by the agency concerned, a Project Management Office (PMO) or implementing unit may be created to implement a project provided that his does not involve creation of additional positions in the government. For this purpose, positions may be tapped from within the agency concerned or from other agencies within the government.

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3.1.3

The PMO or implementing unit may be organized out of existing organizational units as an internal arrangement within the agency, or may be formally created, upon approval by the DBM.

3.1.4

In the case of projects designed to institutionalize an undertaking such as the establishment of certain facilities which could not be handled by an existing unit/s, a project management office involving additional positions may be established, subject to approval by DBM.

3.1.5

All PMOs shall be coterminous with the project. PMOs and other implementing units which had been phased out upon completion or termination of the projects involved. A winding up period not exceeding six (6) months after project completion may be allowed to clear all accountabilities pertaining to the project, provided the cost shall be charged against unused projects funds.

3.2 On Staffing

3.2.1

An agency which has been authorized to implement a project, whether foreign-assisted or locally-funded, shall utilize its existing regular personnel for the purpose. These existing personnel may be augmented through detail of regular personnel from other agencies in accordance with established rules and procedures.

3.2.2

The assignment of existing regular personnel to a project shall be approved by the head of agency concerned. It shall be done on the basis of project need, considering the number and type of personnel and expertise needed in the implementation of the project.

3.2.3

Regular personnel assigned/detailed to projects shall be entitled to honoraria in accordance with budgetary guidelines for the purpose.

3.2.4

The regularization of contractual/casual positions already authorized for on-going projects shall not be allowed, except when the projects involve the institutionalization of facilities where additional personnel are necessary to operate the facility subject to existing budgeting policies and standards.

3.3 On Consultants/Experts

The hiring of consultants/experts for projects shall be in accordance with National Budget Circular No. 433, dated

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March 1, 1994, which prescribes the rules and regulations on the hiring of individual consultants or experts.

4.0
Repealing Clause

Previous related issuances of the Department of Budget and Management which are inconsistent in whole or in part with this Circular are hereby repealed or modified accordingly.

5.0
Effectivity

This Circular shall take effect immediately.

Adopted: 11 Jan. 1995

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

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