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PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL FOR FY 2000

DBM NATIONAL BUDGET CIRCULAR NO. 472, October 30, 2000

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1.0 Purposes

1.1 Pursuant to Sections 21 and 23, Book VI of Executive Order No. 292 (the Administrative Code of 1987), the Department of Budget and Management (DBM) shall prepare the Personal Services Itemization (PSI) of all national government agencies (NGAs) which shall likewise prepare and submit their respective Plantilla of Personnel (POP) to the (DBM).

1.2 In this connection, this Circular is being issued to furnish NGAs with their PSIs for FY 2000 which already includes their POP for FY 2000 and provide guidelines in the verification, accomplishment and distribution of the same.

2.0 The PS1POP

2.1 The attached pre-formatted PSIPOP presents, in detail, the unique item numbers, titles, salary grades, authorized salaries, level, geographical location and functional deployment of positions.

2.2 It also includes data on the incumbents thereof such as their salary step, actual salary, name, sex, date of birth, tax identification number, date of original appointment in government service, date of last promotion, status of appointment and civil service eligibility.

2.3 It likewise incorporated all lump-sum appropriations of other personal services components and the total appropriations for personal services, and all pertinent General Provisions and Special Provisions pertaining to salary adjustments, allowances, fringe benefits and other components of personnel compensation that are applicable to NGAs concerned.

3.0 General Instructions

3.1 All NGAs shall accomplish the said PSIPOP of their respective agencies in accordance with the following guidelines:

3.1.1 Columns 1 to 3 contain authenticated information which shall NOT be modified/altered/revised by the agency. Any previously approved change/modification up to September 30, 2000 not contained therein shall be separately submitted to the Budget and Management Bureaus (BMBs) or the Regional Offices (ROs) concerned of the DBM using the format of the PSIPOP mentioned in Item 2.1 hereof.

- Column 1 refers to the unique item numbers of the position.

- Column 2 refers to the classification and salary grade allocation of the position in the Index of Occupational Services.

- Column 3 refers to the hiring rate of the position or the first step of the salary grade allocation of the position.

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3.1.2 Entries in Columns 4 to 17 shall be accomplished based on data as of December 31, 2000.

- Column 4 refers to the actual adjusted salaries of the incumbent of the positions inclusive of step increments or merit increase/length of service and transition allowance.

- Column 5 refers to the numerical place of the salary rate of the incumbent on the Salary Grade of his position.

- Columns 6 and 7 refer to the geographical location of the position. Area Code (Column 8) shall refer to the Regional Code; while Area Type (Column 9) shall refer to Region (R), Province (P) District (D), Municipality (M) or Foreign Post (F). The actual place of assignment of each position shall be specified using the Codes indicated in Annex A (Municipality File and Foreign Post File) of NBC No. 447, dated January 2, 1996.

- Column 8 (Position Level) refers to the level of the position in the organization, to wit:

- Key positions refer to executive, managerial, and chief of division or equivalent positions.

- Technical positions refer to those directly performing the substantive and/or front-line services functions of the agency.

- Support to technical positions refer to those which provide staff or technical support functions to key and technical positions but do not perform front-line services functions.

- Administrative positions refer to those performing general services; clerical; human resource, financial and records management; custodial; and other related functions.

- Column 9 (P/P/A Attribution) refers to the specific functional deployment of positions.

- Columns 10 to 17 refer to the personal profile of the incumbents of the positions.

3.1.3 All entries shall be certified correct by the Administrative/Human Resource Management Officer and approved by the Head of Agency. The date when the entries were certified correct and approved shall be accordingly indicated.

4.0 Distribution of the PSIPOP

The PSIPOP shall be accomplished in four (4) copies to be distributed to the DBM, Civil Service Commission and the Commission on Audit not later than January 15, 2001. One copy shall be retained by the agency.

5.0 Non-Compliance

Failure to comply with the provisions of this Circular shall, pursuant to Section 57 of EO 292, subject the agency concerned with appropriate sanctions under existing budget rules and regulations.

Adopted: 30 Oct. 2000

(SGD.) BENJAMIN E. DIOKNO
Secretary

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