DIRECTING THE DEPARTMENT OF BUDGET AND MANAGEMENT TO ESTABLISH A COMPREHENSIVE DATABASE ON GOVERNMENT MANPOWER FOR BUDGET MANAGEMENT AND FOR OTHER PURPOSES

OP Executive Order No. 31, s. 2011, March 30, 2011

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Adopted: 30 March 2011
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WHEREAS, Section 22, Article VII of the Constitution requires the President to submit to Congress the yearly national budget as the basis of the General Appropriations Bill;

WHEREAS, Section 3, Chapter I, Title XVII, Book IV of Executive Order No. 292, otherwise known as the "Administrative Code of 1987", mandates the Department of Budget and Management (DBM) to assist the President in the preparation of the national budget as an instrument of national development to ensure that public funds are utilized effectively;

WHEREAS, there is a need to strengthen the results-orientation of the budget, and afford full transparency and accountability in all government expenditure operations;

WHEREAS, the Personal Services (PS) appropriations comprise more than thirty-two percent (32%) of the national budget so the government should have complete and accurate data on its manpower complement in order to effectively manage and control its PS expenditures;

WHEREAS, the DBM currently administers the Government Manpower Information System (GMIS), a computer-based management information system on government manpower in the Executive, Legislative, and Judicial Branches, including Constitutional Offices, and utilizes the same for budget and personnel management purposes;

WHEREAS, the existing GMIS does not cover the military personnel of the Department of National Defense (DND), uniformed personnel of the Department of the Interior and Local Government (DILG) and Philippine Coast Guard (PCG), casual and contractual government personnel, and personnel of the government-owned or controlled corporations (GOCCs) and government financial institutions (GFIs);

WHEREAS, the effective management and control of PS expenditures require the urgent coverage in the GMIS of all personnel in all these aforementioned departments and agencies, including GOCCs, GFIs, and Constitutional Offices, through the enhancement and continuous development of this information system in order to accurately determine the government 's manpower complement for budget management purposes.

NOW, THEREFORE, I, BENIGNO S. AQUINO III, President of the Philippines, by virtue of the powers vested in me by law, do hereby order the following:

> SECTION 1. Establishment of a Comprehensive Database on Government Manpower. The DBM shall establish a comprehensive database on government manpower within three (3) years from the issuance of this

Executive Order. For this purpose, the existing GMIS shall be enhanced to provide a complete and accurate database of all positions, incumbents, and authorized compensation in the Executive, Legislative, and Judicial Branches of the government, including GOCCs, GFIs, and Constitutional Offices.

SECTION 2. Submission of Agency Personnel Information. All heads of departments and agencies of the national government shall submit immediately to the DBM complete information, to include positions, incumbents, and authorized compensation, on all their respective civilian, military, and uniformed personnel complement, whether regular, casual or contractual in nature, regardless of the funding source of their PS requirement: Provided, that the DND, DILG, Philippine Coast Guard, and National Map ping and Resource Information Authority shall submit their roster of military or uniformed personnel, as the case may be, within the first half of the year 2011.

SECTION 3. Responsible Budgeting. The heads of the departments and agencies of the national government shall ensure that their proposed PS requirement is computed based on the personnel information provided under the preceding section and in accordance with their respective authorized compensation.

In relation thereto, the DBM during the review of the proposed budgets of national government agencies, including GOCCs, GFIs, and Constitutional Offices, shall only recommend the PS requirement that is consistent with the Comprehensive Database on Government Manpower. Consequently, the national government, including GOCCs, GFIs, and Constitutional Offices shall only provide and make payments for the authorized compensation of personnel as reflected in the Comprehensive Database on Government Manpower. Any and all payments made beyond or in excess of the foregoing shall be considered illegal disbursement of public funds, and shall make the responsible officials administratively and criminally accountable therefor.

The DBM, in coordination with the Civil Service Commission (CSC), shall conduct a risk-based personnel audit of the manpower complement of government agencies on a regular basis.

SECTION 4. Authorized Compensation. The authorized compensation referred to in this Executive Order shall pertain to the basic salary, allowances and benefits, and incentives authorized under Republic Act (R.A.) No. 6758 (Salary Standardization Law), as amended, or the respective charters of agencies and entities exempted from the coverage of this law, as amended.

SECTION 5. Regular Updating of the Government Manpower Database. The Comprehensive Database on Government Manpower shall be updated on a regular basis by the departments and agencies of the national government, including GOCCs, GFIs, and Constitutional Offices to reflect all changes in positions and incumbents.

SECTION 6. Use of the Advancement in Information Technology. The DBM shall make use of advancement in information technology to further enhance and ensure reliability and transparency of the Comprehensive Database on Government Manpower.

SECTION 7. Inter and Intra-Agency Linkage. In order to optimize the benefits of the Comprehensive Database on Government Manpower, the same shall be linked with the personnel information systems of the CSC, Government Service Insurance System, Bureau of Internal Revenue, and other concerned agencies of the government, including the human resource management information systems and payroll systems administered by the different agencies of the government.

SECTION 8. Confidentiality of Information. The DBM shall protect the confidentiality of all data and information gathered and stored in the Comprehensive Database on Government Manpower. Any breach of confidentiality or unauthorized disclosure of these data and information shall make the responsible officials administratively and criminally liable therefor under the existing laws.

SECTION 9. Implementing Guidelines . The DBM shall issue the implementing rules and regulations to ensure the proper implementation of, and the immediate compliance with, this Executive Order.

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SECTION 10. Repealing Clause. All orders, rules, regulations and issuances, or parts thereof, which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION 11. Separability Clause. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 12. Effectivity. This Executive Order shall take effect immediately upon its publication in a newspaper of general circulation.

(SGD.) BENIGNO S. AQUINO III

By the President:

(SGD.) PAQUITO N. OCHOA, JR.
Executive Secretary

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