

PLANTILLA OF PERSONNEL FOR FY 1996

DBM NATIONAL BUDGET CIRCULAR NO. 455, October 28, 1996

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1.0

Purpose

1.1 Pursuant to Sections 21 and 23, Book VI of Executive Order No. 292 (the Administrative Code of 1987), each department, bureau, office or agency of the national government shall prepare and submit their respective Plantilla of Personnel to the Department of Budget and Management.

1.2 In this connection, this Circular is being issued to provide guidelines in the verification and accomplishment of the Plantilla of Personnel for FY 1996 by all national government agencies.

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General Instructions

2.1 All agencies of the national government shall accomplish the attached pre-formatted Plantilla of Personnel for FY 1996 for their respective agencies. In the case of agencies attached to departments or other units of government, a separate Plantilla of Personnel shall be accomplished.

2.2 The attached Plantilla of Personnel shall be accomplished in accordance with the following guidelines:

2.2.1 Columns 2 to 5 contain authenticated information as of March 31, 1996 that shall NOT be modified/altered/revised by the agency. Any previously approved change/modification effective April 1, 1996 until December 31, 1996 not contained therein shall be separately submitted to the Compensation and Position Classification Bureau (CPCB), Regional Coordination Service (RCS) or the Regional Offices (ROs) concerned of the Department of Budget and Management (DBM) using the format of the Plantilla of Personnel mentioned in Item 2.1 hereof.

2.2.2 Entries in Columns 6 to 10 shall be checked/verified/confirmed as to their accuracy based on current records of the agency.

2.2.2.1 Column 6 refers to the actual 1996 adjusted salaries of the positions per Executive Order No. 290 as implemented by National Budget Circular (NBC) No. 448, dated January 2, 1996, plus step increments for merit increase/length of service, transition and other over and above allowances.

2.2.2.2. Column 7 refers to the numerical place on the Salary Grade of the Salary Schedule representing multiple rates.

2.2.2.3 Columns 8 and 9 refer to the geographical location of the position.

2.2.2.3.1 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).

2.2.2.3.2 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.

2.2.2.4 Column 10 (Position Level) refers to the level of the position in the organization, to wit:

2.2.2.4.1 Key Positions — refer to executive, managerial, and chief of division or equivalent positions.

2.2.2.4.2 Technical Positions — refer to positions directly performing the substantive and/or front-line services functions of the agency prescribed for its mandate.

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

2.2.2.4.4. Administrative Positions — refer to positions performing general services; clerical; human resource; financial and records management; custodial; and other related functions.

2.2.3 Column 11 (PAP Attribution) which shall be left blank refer to the specific functional deployment of positions.

2.2.4 Columns 12 to 17 shall be accomplished based on data as of December 31, 1996.

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

3 Distribution of the Plantilla of Personnel

The Plantilla of Personnel 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 31, 1997.

4 Changes in the Plantilla of Personnel

All duly approved changes in Columns 6 to 10 of the Plantilla of Personnel effective January 1, 1997 and thereafter shall be submitted quarterly to the CPCB/RCS/ROs concerned of the DBM using the prescribed format for the Plantilla of Personnel. Such changes shall be reflected by the DBM in the succeeding Plantilla of Personnel.

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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: 28 Oct. 1996

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

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