

REPUBLIC OF THE PHILIPPINES

Department of Budget and Management

DBM Bldg. I, Gen. Solano St., San Miguel, Manila

BUDGET CIRCULAR

No. **2004-3A**

December 14, 2004

TO : Heads of Departments, Bureaus, Offices, Agencies of the National Government; Government-Owned and Controlled Corporations (GOCCs); Government Financial Institutions (GFIs), Local Government Units; and All Others Concerned

SUBJECT : Conversion of Positions Performing Staff/Non-Technical Functions

1.0 Purpose

This Circular is issued to amend the pertinent implementing guidelines provided under Budget Circular (BC) No. 2004-3 dated March 6, 2004.

2.0 Sub-item 1.2 of said Circular is amended to read as follows:

“1.2 To streamline the numerous classes concerned with the provision of administrative/support functions included under the General Administrative Service, Financial Service and other services of the Index of Occupational Services, Position Titles and Salary Grades, the Administrative Service Group under the General Administrative Service is hereby modified by including under it the following classes of positions: x x x x .”

3.0 Sub-item 3.2 (fourth bullet) of said Circular is amended to read as follows:

“3.2 x .”

- Chief Accountant and lower level Accountant positions which head accounting units; and filled Accountant positions.”

4.0 The following paragraphs are added to Sub-item 5.1 of said Circular to read as follows:

“5.1 In line with local autonomy, the conversion of positions in all LGUs performing staff and non-technical functions to the new classes authorized under BC No. 2004-3 shall be done by the LGUs and included in the Personnel Schedule of the 2005 LGU budgets to be submitted to the Sangguniang Panlalawigan/DBM for review. If the conversion of said positions is not included in

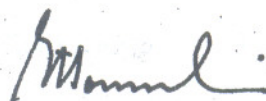
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the FY 2005 budgets of LGUs due to time constraints, a special provision in the respective appropriation ordinances for the FY 2005 budgets may be cited that the local chief executive may cause the conversion of said positions during the FY 2005 budget execution phase, provided that such conversion shall not involve any change in salary grade. If such special provision is not included, then the conversion of said positions may be effected through a Sangguniang Resolution.

The post-audit of the converted positions in LGUs shall be done during budget review.”

- 5.0 Positions performing staff/non-technical functions but the position titles of which are not among those listed in Annex A of BC No. 2004-3, may be converted to positions with new position titles under the Administrative Service Group.
- 6.0 Positions allocated to classes listed in Column 1 of said Annex A but provide support to technical functions or perform technical functions shall not be converted to positions allocated to the new classes under the Administrative Service Group.
- 7.0 Effectivity

This Circular shall take effect March 1, 2004.



EMILIA T. BONCODIN
Secretary