

DEPARTMENT OF BUDGET AND MANAGEMENT  
and  
COMMISSION ON HIGHER EDUCATION



JOINT CIRCULAR No. 2, s. 2003  
July 28, 2003

**TO :** THE HEADS OF STATE UNIVERSITIES AND COLLEGES (SUCs); THE REGIONAL DIRECTORS OF THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) AND THE COMMISSION ON HIGHER EDUCATION (CHED); AND ALL OTHERS CONCERNED

**SUBJECT :** ALLOWABLE NUMBER OF VICE PRESIDENT POSITIONS IN SUCs

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- 1.0 This Circular is issued to prescribe the allowable number of Vice Presidents (VP) in a SUC falling under any of the four (4) institutional levels, as established under National Compensation Circular (NCC) No. 56, dated September 30, 1989, implementing Republic Act (RA) No. 6758 otherwise known as the Compensation and Position Classification Act of 1989, and based on the criteria as prescribed in Joint DBM-CHED Circular No. 1, s. 2003 dated May 29, 2003.
- 2.0 The existing levels of VP positions as provided in the Index of Occupational Services, Position Titles and Salary Grades are as follows:

<u>SUC Level</u>	<u>Position Title and Salary Grade</u>
4	SUC Vice-President IV, SG 28
3	SUC Vice-President III, SG 27
2	SUC Vice-President II, SG 26
1	SUC Vice-President I, SG 25

- 3.0 Section 6 of RA 8292 allows more than one (1) VP per SUC. For this purpose, designations shall be made instead of creating regular VP positions and issuing permanent appointments thereto. This will extend the opportunity for undertaking executive responsibilities to those who are qualified and inclined for such work and give the Board the flexibility for developing promising SUC personnel for higher responsibilities.
- 4.0 The Governing Board of each SUC, upon recommendation of the SUC President may designate VPs in lieu of creation/appointment, the number of which shall depend on the SUC level, as follows:


<u>SUC Level</u>	<u>No. of VPs</u>
4	3
3	2
2	2
1	1


The designated VP for Administrative Affairs may not necessarily be a member of the faculty.

- 5.0 The SUC President has the authority/flexibility to choose the area of responsibility that will be handled by each VP.
- 6.0 Faculty members who are designated VPs shall be entitled to the difference between their present salaries and the 1<sup>st</sup> step of the salary grade of a permanent VP position as shown in Section 2 hereof.
- 7.0 Designated VPs shall also be entitled to representation and transportation allowances (RATA) at the rates indicated in the General Appropriations Act for officials who are considered to be of equivalent rank as follows:

<u>SUC Level</u>	<u>Official of Equivalent Rank</u>
4	Bureau Director
3	Assistant Bureau Director
2	Bureau Regional Director
1	Assistant Bureau Regional Director

- 8.0 A designated VP who is already receiving a salary higher than the 1<sup>st</sup> step of a permanent position of VP, shall only be entitled to the corresponding RATA for the position. In no case shall the designee's basic salary plus the salary difference exceed the hiring rate prescribed for a permanently appointed VP for the particular SUC level.
- 9.0 SUCs that already have filled permanent VP positions may still designate additional VPs up to the prescribed number only as specified herein, inclusive of the former. Vacant VP positions shall be immediately abolished. Those with incumbents shall be abolished once vacated.
- 10.0 SUCs may designate additional VPs in excess of the allowable number as may be warranted in conformance with Section 6 of RA No. 8292, subject to the approval of the respective Governing Boards provided that funding shall not be sourced from their appropriations.
- 11.0 This Circular shall take effect immediately.

  
**EMILIA T. BONCODIN**  
Secretary  
Department of Budget and Management

  
**Bro. ROLANDO R. DIZON**  
Chairperson  
Commission on Higher Education