

DOCUMENTARY REQUIREMENTS FOR BUDGETARY REQUESTS

ORGANIZATION, STAFFING, COMPENSATION AND POSITION CLASSIFICATION

ANNEX C

Type of Request/ DBM Action	Documentary Requirements	Legal Basis
Organizational Structure & Staffing Pattern Requirement		
1. Initial/New Organizational Structure & Staffing Pattern (OSSP)	<ol style="list-style-type: none"> 1. Agency request endorsed by the Department/Agency Head 2. Legal basis, if any 3. Rationale for the creation of new organizational structure and staffing pattern (OSSP) 4. Proposed: <ol style="list-style-type: none"> a. Organizational chart/structure b. Functional statements (by organizational unit) c. Programs/Activities/Projects (P/A/P) Structure d. Major Final Outputs and Performance Indicators/Targets e. Annual Work Program f. Organizational linkages/work flows g. Staffing pattern would include the following information: <ul style="list-style-type: none"> • Number of positions • Position title/salary grade • Functions/duties/ responsibilities of the positions • Organizational deployment • Projected workload and schedule of operations of the units where the positions would be deployed 5. Detailed computation of the personal services (PS) cost 6. Funding source 	
2. Reorganization with Major Staffing Modification	<ol style="list-style-type: none"> 1. Agency request endorsed by the Department/Agency Head 2. Legal basis, if any 3. Rationale of the proposal 4. Present and Proposed: <ol style="list-style-type: none"> a. Organizational chart/structure b. Functional statements (by organizational unit/s) c. PAP structure (if modification is required) d. Major Final Output and Performance Indicators/Targets e. Annual Work Program/Financial Plan f. Organizational linkages/work flows g. Comparative matrix of the existing and proposed organizational structure and staffing pattern. The existing shall be based on the DBM approved PSIPOP. The proposed staffing pattern would include the following information: <ul style="list-style-type: none"> • Number of positions • Unique item number/Position title/salary grade • Functions/duties/reponsibilities of the positions • Organizational deployment 	

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	<ul style="list-style-type: none"> • Projected workload and schedule of operations of the units where the positions would be deployed • Funding status <ol style="list-style-type: none"> 5. Total annual PS cost requirements of proposed positions vis-à-vis existing positions 6. Funding source 7. In the absence of specific appropriations, the following shall be submitted: <ol style="list-style-type: none"> a. List of vacant positions offered for abolition (indicate the unique item number, position title, SG and deployment of the positions) b. Justification for the abolition of positions <p>3. Staffing Modifications (Creation, Reclassification, Conversion, Transfer and Abolition of Positions)</p> <ol style="list-style-type: none"> 1. Agency request endorsed by the Department/Agency Head 2. Legal basis, if applicable 3. Rationale/justifications of the proposal 4. Description of the positions involved, which would include the following: <ol style="list-style-type: none"> a. Number of positions b. Position title/salary grade/unique item number, as necessary c. Functions/duties/ responsibilities of the proposed positions d. Funding status, as necessary e. Organizational deployment of the proposed positions f. Projected workload and schedule of operations of the units where the proposed positions would be deployed g. Computation of the annual PS cost of the proposed positions h. Similar filled items (permanent/ casual/ contractual) in the unit concerned 5. Funding source <p>4. Allowances and Other Compensation</p> <ol style="list-style-type: none"> 1. Agency request endorsed by the Department/Agency Head 2. Legal basis 3. Rationale 4. Recipients 5. Pertinent data/information to support the request <p>5. Creation of New Class Title/Position (for Local Government Units)</p> <ol style="list-style-type: none"> 1. Letter-request of the Local Chief Executive (LCE) 2. Justification for the creation of the class title/ position 3. Duly accomplished Position Description Form (PDF) for each position 4. Organizational chart 	

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<p>6. Creation of a Project Management Office (PMO) Implementing Foreign-Assisted Projects and Locally-Funded Projects</p>	<p>5. Position Allocation List (PAL) by department/ division/unit</p> <p>6. Functions of each department/division/unit, with emphasis on the unit where the position to be created will be deployed</p> <p>7. Sanggunian Resolution creating the new position/s</p> <p>8. Appropriation Ordinance providing funds for the creation of new position/s</p> <p>9. Certification from the Local Budget Officer/Local Finance Committee that the PS cap/limitation has not been exceeded despite the creation</p> <p>1. Agency request endorsed by the Department/Agency Head</p> <p>2. Rationale of the proposal</p> <p>3. Proposed:</p> <ul style="list-style-type: none"> a. Organizational chart/structure b. Functional statements (by organizational unit) c. P/A/P Structure d. MFOs/PIs, as applicable e. Annual Work Program f. Organizational linkages/work flows <p>g. Staffing pattern would include the following information:</p> <ul style="list-style-type: none"> • Number of positions • Position title/salary grade/item number, as applicable • Functions/duties/ responsibilities of the positions • Organizational deployment • Projected workload and schedule of operations of the units where the positions would be deployed <p>4. "Sources" (origin of transfers/detail/secondment, reclassification and/or conversion) of positions/ personnel for the PMO, as applicable</p> <p>5. Detailed computation of the PS cost</p> <p>6. Funding source</p>	<p>Section 7.1 of National Budget Circular (NBC) No. 485 (Rationalization of Project Management Offices) dated 13 March 2003</p>