**ANNEX G-2**

**Organizational Effectiveness Proposal**

**[Department/Agency/GOCC]**

**Summary of Positions to be Transferred, Reclassified, Converted, Retitled, Abolished, and/or Created**

1. **Personnel and Their Positions for Transfer to Other Units Within the Department/Agency/GOCC**

| **Name of Personnel** | **Unique Item****No./a** | **Position Title and****Salary Grade/b** | **FROM** | **TO** | **Remarks/****Justifications** |
| --- | --- | --- | --- | --- | --- |
| **Organizational Unit****(Organizational Code)/c** | **Organizational Unit****(Organizational Code) /d** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total No. of Personnel:** |  |  |  |
| /a | Unique item number of the position per the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) |
| /b | Position title and corresponding salary grade of the incumbent |
| /c | Organizational unit where the position is currently deployed and the corresponding organizational code per the PSIPOP |
| /d | Organizational unit in the department/agency/GOCC where the position is proposed to be deployed and the corresponding organizational code per the PSIPOP |

1. **Positions for Reclassification**

| **FROM** | **TO** | **Remarks/Justifications/f** |
| --- | --- | --- |
| **Unique Item** **No. /a** | **Position Title and****Salary Grade/b** | **Annual Personnel Services Cost/c****(PhP)** | **Position Title and****Salary Grade/d** | **Annual Personnel Services Cost/c****(PhP)** |
| ***Organizational Unit/e*** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total No. of Positions:** | **Total PS Cost:** | **Total No. of Positions:** | **Total PS Cost:** |  |
| /a | Unique item number of the position per the PSIPOP |
| /b | Existing position title and corresponding salary grade per the PSIPOP proposed to be reclassified |
| /c | Annual salary and other compensation |
| /d | Proposed new position title and corresponding salary grade  |
| /e | Organizational unit where the position is currently subsumed/deployed per the PSIPOP |
| /f | Should include/indicate the duties and responsibilities of the position, as reclassified |

1. **Positions for Conversion**

| **FROM** | **TO** | **Remarks/****Justifications** |
| --- | --- | --- |
| **Unique Item** **No. /a** | **Position Title and****Salary Grade/b** | **Annual Personnel Services Cost/c****(PhP)** | **Position Title and****Salary Grade/d** | **Annual Personnel Services Cost/c****(PhP)** |
| ***Organizational Unit/e*** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total No. of Positions:** | **Total PS Cost:** | **Total No. of Positions:** | **Total PS Cost:** |  |
| /a | Unique item number of the position per the PSIPOP |
| /b | Existing position title and corresponding salary grade per the PSIPOP proposed to be converted |
| /c | Annual salary and other compensation |
| /d | Proposed new position title and corresponding salary grade  |
| /e | Organizational unit where the position is currently subsumed/deployed per the PSIPOP |

1. **Positions for Retitling**

|  |  |  |
| --- | --- | --- |
| **FROM** | **TO** | **Remarks/****Justifications** |
| **Unique Item****No. /a** | **Position Title and****Salary Grade/b** | **Position Title and****Salary Grade/c** |
| ***Organizational Unit/d*** |  |  |  |
| 1. |  |  |  |
| 2. |  |  |  |
| **Total No. of Positions:** |  |  |  |
| /a | Unique item number of the position per the PSIPOP |
| /b | Existing position title and corresponding salary grade per the PSIPOP proposed to be retitled |
| /c | Proposed new position title and corresponding salary grade |
| /d | Organizational unit where the position is currently subsumed/deployed per the PSIPOP  |

1. **Positions for Abolition**

| **Unique Item** **No. /a** | **Position Title and****Salary Grade/b** | **Annual Personnel Services Cost/c****(PhP)** | **Remarks/****Justifications** |
| --- | --- | --- | --- |
| ***Organizational Unit/d*** |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total No. of Positions:** | **Total PS Cost:** |  |
| /a | Unique item number of the position per the PSIPOP |
| /b | Existing position title and corresponding salary grade per the PSIPOP proposed to be abolished |
| /c | Annual salary and other compensation |
| /d | Organizational unit where the position is currently subsumed/deployed per the PSIPOP |

1. **Positions for Creation**

| **Position Title and****Salary Grade/a** | **Annual Personnel Services Cost/b****(PhP)** | **Remarks/****Justifications** |
| --- | --- | --- |
| ***Organizational Unit/c*** |  |  |
|  |  |  |
|  |  |  |
| **Total No. of Positions:** | **Total PS Cost:** |  |
| /a | Position title and corresponding salary grade of position proposed to be created |
| /b | Annual salary and other compensation |
| /c | Organizational unit where the position is proposed to be subsumed/deployed |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Prepared by: |  | Reviewed by: |  | Approved by: |
|  |  |  |  |  |
| Name and Position/Designation |  | Name and Position/Designation |  | Department/Agency Head |

**Notes:**

* This shall identify the names of personnel and their positions to be transferred to other units within the department/agency/GOCC, reclassified, converted, retitled, abolished, and/or created, and the corresponding justifications for said actions.
* The department/agency/GOCC may propose other staffing actions, e.g., transfer and reclass/retitle/conversion, as necessary.