

Chapter 2

The Position Classification Plan

2.1 The Position Classification Plan

The Position Classification Plan (PCP) consists of occupational services, occupational groups, classes in series, specifications or written descriptions of the classes and the rules and procedures for the administration and maintenance of the Plan.

2.2 Concepts of Position Classification

2.2.1 The position is the basic unit of an organization. It is a set of current duties and responsibilities assigned by competent authority to be performed by an individual either on a full-time or a part-time basis. It may be filled or vacant.

2.2.2 Positions are grouped by class on the basis of similarity of kind and level of difficulty and responsibility of work.

2.2.3 As a general rule, only the duties and responsibilities of the position are considered in position classification and not the incumbent's qualifications, except teaching positions where the incumbent's education, relevant training and experience and other factors are considered.

2.3 Grouping of Classes Under the PCP

A class consists of all those positions having sufficiently similar duties, responsibilities and qualification requirements such that they can be given the same position title, salary grade, and for all administrative and compensation purposes, be treated alike. Example: Public Health Nurse I.

The classes in the PCP are grouped into the following:

2.3.1 Series

A series consists of one or more classes of positions which are similar as to specialized line of work, arranged by level of difficulty and responsibility. Example: Public Health Nurse. This series is composed of Public Health Nurse I, Public Health Nurse II and Public Health Nurse III.

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2.3.2 Occupational Group

An occupational group consists of one or more series of classes of positions in the same or related occupation or occupational area. Example: Under the Medicine and Health Service is the Nursing Group.

2.3.3 Occupational Service

An occupational service consists of occupational groups of broadly related or similar professions or occupations. Example: The Medicine and Health Service is comprised of the following occupational groups, among others: Dentistry Group, Dietetics Group, Health and Sanitation Group, Medical Group, Medical Technology Group, Nursing Group, etc.

2.4 Categorization of Classes

Classes are categorized under RA No. 6758 as follows:

- 2.4.1 Professional Supervisory (PS) Category – This category includes responsible positions of a managerial character involving the exercise of management functions such as planning, organizing, directing, coordinating, controlling and overseeing within delegated authority the activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, and application of managerial or supervisory skills.

Positions in this category require intensive and thorough knowledge of a specialized field acquired through completion of bachelor degrees or higher degree courses.

The positions in this category are assigned Salary Grade 9 to Salary Grade 33. Examples: Engineer IV, Director II, Elementary School Principal I

- 2.4.2 Professional Non-Supervisory (PN) Category – This category includes positions performing tasks which usually require the exercise of a particular profession or application of knowledge acquired through formal training in a particular field or the exercise of a natural, creative and artistic ability or talent in literature, drama, music and other branches of arts and letters. Also included are positions involved in research and application of professional knowledge and methods to a variety of technological, economic, social, industrial, and governmental functions; in the performance of technical tasks

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auxiliary to scientific research and development; and in the performance of religious, educational, legal, artistic or literary functions.

These positions require thorough knowledge in the field of arts and sciences or learning acquired through completion of at least four years of college studies.

The positions in this category are assigned Salary Grade 8 to Salary Grade 30. Examples: Tourist Receptionist I, Chemist I, College Professor, University Professor

- 2.4.3 Sub-Professional Supervisory (SS) Category – This category includes positions performing supervisory functions over a group of employees engaged in work along technical, manual or clerical lines which are short of professional work, requiring training and moderate experience or lower training but considerable experience and knowledge of a limited subject matter or skills in arts, crafts or trades.

These positions require knowledge acquired from secondary or vocational education or completion of up to two years of college education.

The positions in this category are assigned Salary Grade 4 to Salary Grade 18. Examples: Bookbinder IV, Electrician Foreman, Chief Bookbinder

- 2.4.4 Sub-Professional Non-Supervisory (SN) Category – This category includes positions involved in routine or repetitive work in support of office or fiscal operations or those engaged in crafts, trades or manual work.

These positions usually require skills acquired through training and experience or completion of elementary education, secondary or vocational education or completion of up to two years of college education.

The positions in this category are assigned Salary Grade 1 to Salary Grade 10. Examples: Draftsman I, Proofreader II, Dental Aide

2.5 Index of Occupational Services, Position Titles and Salary Grades

A listing of the different occupational services, occupational groups and classes in series existing in the PCP is shown in the Index

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of Occupational Services, Position Titles, and Salary Grades (IOS). It also shows the salary grade assignment of each class.

The IOS consists of 3 volumes: Volume I is the Index of Classes by Occupational Services and Occupational Groups. Volume II is the Index of

Classes by Alphabetical Order. Volume III is the Index of Classes by Salary Grades.

2.6 Class Specification

A class specification is a written description of a class of positions consisting of: class category, class identification, class title, class definition, characteristics and qualifications guide.

2.6.1 Class Category

A class category may be either of the following: Professional Supervisory (PS), Professional Non-Supervisory (PN), Sub-Professional Supervisory (SS) or Sub-Professional Non-Supervisory (SN).

2.6.2 Class Identification (ID)

A class ID identifies the class of positions. It shows the alphanumeric acronym and level of a class in a series. The class IDs are indicated in the IOS. Example: The class ID for Nurse I is NURS1.

2.6.3 Class Title

A class title is a brief, concise and descriptive name of a class. As a general rule, a class title has three parts, namely:

Root word – This shows the general nature of the work such as Sorter, Mechanic, Inspector.

Specialty – This shows the field of specialization or field of activity such as Mail Sorter, Aircraft Mechanic, Meat Inspector.

Level – This can either be an adjective, a noun or a number which expresses the relative rank or level of the class such as Senior Mail Sorter, Aircraft Mechanic Foreman, Meat Inspector II.

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- **Levels of classes**

As a general rule, the following are the standard levels of classes of positions:

- ♣ Entrance Level or Level I – Classes under this level are under immediate supervision, and with detailed rules and procedures, perform the simplest, routine sub-professional or professional work. Examples: Carpenter I, Engineer I, Budget and Management Analyst
- ♣ Journeyman or Level II – Classes under this level are under general supervision and with limited latitude for the exercise of independent judgment, perform somewhat difficult but responsible sub-professional or professional work requiring training, some experience and a broad knowledge of a special subject matter. Examples: Radiologic Technologist II, Biologist II
- ♣ Senior Level/Participating Supervisor/Foreman or Level III – Classes under this level are under general supervision and with some latitude for the exercise of independent judgment, serve as heads of section or other unit of an organization of similar import, or in the case of those in the crafts and trades, a crew engaged in moderately difficult but routine work; or perform difficult and responsible sub-professional or professional work requiring training and moderate experience or lower training but with considerable experience and a very broad knowledge of a special subject matter. Examples: Plumber Foreman, Senior Tax Specialist, Engineer III
- ♣ Supervising Level/General Foreman or Level IV – Classes under this level are under direction and with substantial latitude for the exercise of independent judgment, serve as assistant heads of division or other unit of an organization of similar import or in the case of those in the crafts and trades, a large crew or several crews engaged in varied work ranging from routine to difficult and specialized work; or perform very difficult, important and responsible sub-professional or professional work requiring training and moderate experience or a lower training but with considerable experience and thorough knowledge of a special subject matter. Examples: Electrician General Foreman, Supervising Economic Development Specialist, Attorney IV

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- ♣ Chief Level or Level V – Classes under this level are under direction and with considerable latitude for the exercise of independent judgment, serve as heads of division or other unit of an organization of similar import engaged in varied work ranging from routine to very difficult work; or perform exceptionally difficult and responsible sub-professional or professional work requiring training, considerable experience and demonstrated capacity for sound independent judgment and intimate knowledge of special subject matter. Examples: Chief Photographer, Chief Air Traffic Controller, Forester V, Attorney V

- **Use of Roman Numerals for Levels of Positions**

For ranking purposes, Roman numerals like I, II, III are used to identify classes in a series when:

- ♣ Duties and responsibilities of the classes are similar, but the size of the organization, educational requirement/preparation, or some similar factors indicate higher responsibilities and, therefore, a higher level class. Examples:
 - ◆ Elementary School Principal I – supervises 10 to 29 teachers
 - ◆ Elementary School Principal II – supervises 30 to 59 teachers
 - ◆ Teacher I – Bachelor's degree for teachers (BSE, BSEE)
 - ◆ Teacher II – Bachelor's degree for teachers plus 20 MA units
- ♣ Duties and responsibilities of the class are in the same field of specialization with a relatively gradual increase in the complexity of the duties and responsibilities or where each class in the series consists of more than one job type. Examples: Engineer I, Engineer II, Engineer III.

2.6.4 Class Definition

A class definition is a general description of the overall duties and responsibilities of a class. It may indicate the alternative use of the class or job type. This usually begins with a statement as to the type of supervision received as follows:

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- Under immediate supervision - This is the closest degree of supervision. The position is subject to continuous and direct control. The position cannot decide on its own, hence, has to refer to specific and detailed guides and instructions. Its work is checked while in process and upon completion. This is the type of supervision received by entrance level positions.
- Under general supervision - The supervision received is not close, continuous or direct. Supervisory control is in terms of objectives and goals to be reached. The position is able to work with a reasonable degree of independence, referring only unusual or complicated matters to immediate supervisor for advice and direction.
- Under direction - The supervision received comes in the form of guidance from policies and objectives of the organization. Planning and organizing the details of the work and deciding the methods, systems and procedures are completely entrusted to the employee. This is the type of supervision received by assistant division chiefs and higher level positions.
- Under administrative or executive direction - This is the type of supervision received where the work of the position is subject only to administrative/executive determination of policy. This is the type of supervision received by heads of office and equivalents.

The last portion of the class definition is a general statement, "and does related work," to emphasize that the employee may be given other assignments related or incidental to his work.

2.6.5 Characteristics

- The characteristics portion enumerates specific tasks performed by the class. The typical tasks selected are those most significant in allocating positions to the class. The tasks are in the present tense verbs, third person, singular form with the tasks separated by semi-colons.
- When an alternate job type or types are necessary, separate paragraphs are used to describe separately the job types within a class because they may differ in objectives and in the manner of accomplishing the objectives. Each new paragraph begins with the conjunction, "Or." The sequence

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of the paragraphs follows the order in the general description of the job types in the "Definition" portion.

2.6.6 Qualifications Guide

The qualifications guide states the minimum education, training and experience needed to perform the duties and responsibilities of a class of positions.

Annex A of this Chapter is a sample class specification.

2.7 Position Classification Factors

A position classification factor is a characteristic/guide which measures or compares the requirements or demands of a position. It influences the grouping of positions into classes or the allocation of a position to a class.

2.7.1 The Basic Classification Factors

The 3 basic classification factors are:

- **Skills and Knowledge** – These measure the extent of formal education and work experience normally required for the satisfactory performance of the duties and responsibilities of a position.
- **Nature of Work** – This measures the characteristics inherent in the position. It considers the supervisory content of the work, analysis and problem solving required, degree of mental/physical effort and exposure to hazards, and the degree and extent of internal and external relations.
- **Responsibility** – This measures the accountability of a position for supervision exercised, decisions and actions, degree of control of assets, and accuracy and confidentiality of records and reports.

2.7.2 The Sub-Classification Factors

The 3 basic classification factors are divided into the following sub-factors:

2.7.2.1 Skills and Knowledge

- **Education** – This considers the minimum formal education, applicable training or equivalent

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knowledge required for the satisfactory performance of the duties and responsibilities of a position.

- **Experience** – This considers the length of time necessary for an average new employee with the required minimum education to acquire the needed skills for satisfactory performance of the job.

2.7.2.2 Nature of Work

- **Supervision Received** – This considers the type, frequency and latitude by which assignments and instructions are received, how work methods are followed, and how work is checked for quality and quantity.
- **Analysis and Problem Solving Required** – This considers the degree of difficulty and complexity of the assigned tasks and the extent to which the work involved requires analytical ability, exercise of judgment and creativity necessary to achieve the desired results.
- **Mental/Physical Effort** – This considers the amount and continuity of physical exertion or mental concentration required in the completion of work, taking into consideration the pressure and extent of physical and/or mental effort involved.
- **Internal and External Relationships** – This refers to the nature of communication and association with others, both within and outside of the office, as required for the satisfactory performance of the duties and responsibilities of a position on a regular basis. Contacts include personal discussions, telephone conversations and written communications. This sub-factor is evaluated according to the nature and limits of contact.
- **Hardship, Hazard and Personal Risk Involved** – This considers the degree and continuity of exposure to health or accident hazards in the performance of the duties and responsibilities of a position.

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2.7.2.3 Responsibility

- For Work of Others or Supervision Exercised – This sub-factor considers the responsibility of a position for the various facets of supervision such as work planning and organization, work assignments and review, and the exercise of supervisory functions.
- For Decision-Making – This measures the mental processes involved in weighing facts and conditions to determine appropriate courses of action. It reflects the extent of analysis and planning exercised, the creativity required in developing policies, rules, methods or procedures. It also considers the impact of such decisions.
- For Accuracy of Records and Reports – This considers the accuracy required and importance of information, records and reports prepared or reviewed by a position.
- For Funds, Property and Equipment – This considers the accountability of a position for assets such as cash, negotiable instruments, equipment, supplies, materials and tools. Negligence could result in monetary loss or property damage.

2.7.3 Other Classification Factors

- rank of the position in the organizational hierarchy;
- functions of the unit where the position is located;
- kind and number of existing positions in the unit performing similar or related tasks;
- consistency of the classification and salary grade assignment of the positions in the unit, in the agency, and in other government agencies;
- other quantitative factors, such as number of elementary/secondary school teachers supervised, etc.

2.8 The Position Classification Process

The position classification process is the series of actions leading to the grouping of positions into classes or to the determination of the appropriate class for a given position using the position classification factors as guides.

2.8.1 Steps in the Classification Process

There are 3 steps in the classification process. They are fact-finding, analysis and evaluation.

2.8.1.1 Fact-Finding

2.8.1.1.1 Fact-finding involves the gathering of facts about the duties and responsibilities of a position. In fact-finding, the 2 sources of facts are as follows:

- Primary Sources – These include the accomplished Position Description Form, incumbent of the position, the supervisor of the position, organizational charts and work samples; and
- Secondary Sources – These include laws, rules and regulations, standard operating procedures, reports and publications, forms and materials used.

2.8.1.1.2 Fact-finding may employ the following 4 techniques/tools:

- Use of the Position Description Form (PDF)
 - ♣ The PDF is the basic document in the position classification process.
 - ♣ The PDF and the instructions for accomplishing the same are attached as Annexes B and C, respectively, of this Chapter.
- Conduct of Work Audit

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- ♣ The conduct of work audit involves the verification of the work through an interview of the incumbent of the position, the immediate supervisor or the next higher supervisor and when necessary, of peers or subordinates. It is intended to validate, clarify, or supplement information gathered from the PDF. Interviews are resorted to under the following circumstances:
 - ◆ Information in the PDF is incomplete, unclear, or contains terminology, concepts or procedures not well understood;
 - ◆ The tasks of the position involve different levels of difficulty; and
 - ◆ The duties and responsibilities stated pertain to different occupations.
- ♣ The information gathered in the work audit are documented in the form of a written audit report containing the following:
 - ◆ the title and item number of the position audited;
 - ◆ the organizational location of the position;
 - ◆ the persons interviewed: names, position titles, and item numbers;
 - ◆ an accurate and adequate description of the work performed and the amount of time spent on various duties and responsibilities; and
 - ◆ an analysis of the position stating the degrees of the pertinent allocation factors that were considered.

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- Observation of Work Operations
 - ♣ This involves gathering facts through mindful watching of a work in process and the recording/summarizing of activities/ actions observed. Data gathered may be documented in the form of a flow chart.
 - ♣ Flowcharting is an analytical technique to document the process of work or activities in a clear, concise and logical manner, showing the movements of documents and action taken through various steps from their origin to their final destination.
- Use of Organizational Charts
 - ♣ An organizational chart is a graphic presentation of the units, functions or positions of an agency. The three basic types of organizational charts are:
 - ◆ Structural Organization Chart - This chart is a graphic representation of the organizational units in boxes. This chart provides a basis for determining organizational relationships.
 - ◆ Functional Chart - This chart contains the statements of functions of all organizational units indicated in boxes. This chart provides information about the general objective and responsibilities of each unit. The duties and responsibilities of a position are better understood by analyzing the functions of a unit.
 - ◆ Position Chart - This chart shows the authorized positions in the organizational unit, listed by item number, position title and salary

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grade. This chart ascertains the official location of the position and its relation to other positions in the organizational unit.

2.8.1.2 Analysis

Analysis is the critical examination of the duties and responsibilities and other facts about the position. The process involves selecting, organizing and commenting upon the duties and responsibilities of the position in terms of the position classification factors to determine the distinguishing characteristics of the position.

The steps in the analysis of the duties and responsibilities and other facts about the position follow:

Step 1: Organize the facts obtained about the position by listing down its major duties and responsibilities. The major duties and responsibilities represent the primary reason for the position's creation. Typically, they occupy most of the employee's time. They may be performed in a continuous, uninterrupted manner or performed at recurring intervals.

Make a separate list for incidental duties and responsibilities which generally occupy a small portion of the employee's time and are not the primary purpose for which the position was created.

Step 2: Determine the occupational group and the series on the basis of the kind of work involved in the position.

Step 3: Tentatively determine the classes in the series to which the position may be classified using the position classification factors as guides.

Step 4: Ascertain whether or not there are written standards or class specifications for the classes in the series.

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Step 5: Determine the distinguishing characteristics of the classes in the series.

Step 6: If no class specifications are available, list the facts pertinent to the position being classified against those of positions already classified in the series.

Hereunder is an illustrative example of analyzing a position for classification:

Step 1: Facts as organized

- Location of Position - Accounting Division
- Immediate Supervisor - Accountant I
- Positions Supervised - 2 Accounting Clerk I and 1 Accounting Clerk II
- Actual Duties -

50% Supervises and participates in the work of accounting clerks engaged in posting and balancing accounts in the general ledger and maintaining books of accounts;

40% Prepares trial balance and monthly income and expenditures; and

10% Prepares correspondences on bookkeeping matters as may be directed by supervisors.

Step 2: Series of classes as determined by the kind of work:

- Accounting Clerk and Bookkeeper - recording and posting financial transactions and maintaining books of accounts

Note: The classes under the Accounting Group mentioned on this page and on the succeeding 2 pages have been allocated to the corresponding levels of Administrative Officer, Administrative Aide and Administrative Assistant classes pursuant to Budget Circular No. 2004-3 dated March 6, 2004.

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Step 3: The position appears to be allocable to the class, Bookkeeper.

Step 4: Class specifications or written standards are available for the Accounting Clerk and Bookkeeper series.

Step 5: Distinguishing characteristics of the following classes have been determined as follows:

- Accounting Clerk I – posts data and updates records for payment and deductions for salaries, wages and other accounts
- Accounting Clerk II - maintains subsidiary ledgers; reconciles subsidiary ledger balances with controlling account balances in the general ledger
- Accounting Clerk III – supervises the activities of accounting clerks engaged in posting entries from the journals to the subsidiary and general ledgers
- Bookkeeper – supervises the work of accounting clerks; prepares trial balances; maintains the journal or books of original entry; prepares adjusting entries and bank reconciliation

Step 6: This is not necessary in this particular case since class specifications or written standards are available.

2.8.1.3 Evaluation

After the duties and responsibilities and other facts about the position have been reviewed and analyzed the next step is to evaluate it, i.e., to determine its relative worth.

2.8.1.3.1 The Pre-Determined Class Method

- The Philippine government's Position Classification Plan adopts the pre-determined class method in the evaluation process. Under this method,

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classes with their appropriate salary grades and written standards are established.

- Using the position classification factors as guides, the facts pertaining to the position are compared with those in the class specification or standards for the class. If the duties and responsibilities of the position meet the allocation standards for the class, a decision is made to allocate the position to the class.
- Using the same position in Sub-item 2.8.1.2 as an example, the following last 2 steps constitute the evaluation process:

Step 7: All facts about the position are compared with the facts found in the class specifications for the series.

Step 8: All facts about the position are found in the class, Bookkeeper. Decide to allocate the position to the class, Bookkeeper, SG-8.

2.8.1.3.2 Evaluation of a Position in the Absence of a Class Specification

In the absence of a class specification, a classifier must resort to the following:

- Determine the series to which the position may be allocated.
- Determine whether or not there have been positions classified under the series.
- If there are positions classified under the series, compare the facts pertaining to the position being classified against those of the positions already classified to the series. If the duties and responsibilities of the position are comparable with those of the classified

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position, the position is allocated to the particular class in the series.

- If the duties and responsibilities of the position do not fall within the allocation standards for the class requested or any other existing class, consider recommending the creation of a new class.

2.8.1.3.3 Evaluation of Mixed-Grade Positions

- “Mixed-Grade” positions refer to positions in which the work falls partly in one class and partly in another. There is no single rigid rule for determining the classification of this kind of position. Only general guides can be cited because these positions occur under so many circumstances.
- ♣ As a general rule, the preponderant duties and responsibilities or those which take up the majority of the employee’s working time must govern.
- ♣ When the position involves a set of duties and responsibilities or a task which enhances the relative value of the position and is paramount in influence or weight even though it does not consume a majority of the employee’s time, the position may be classified on that basis.

In this case, the following conditions should be observed:

- ◆ The duties and responsibilities serving as the bases for the decision are regular or recurring and are not emergency, infrequent, incidental or temporary in nature.
- ◆ The duties and responsibilities serving as basis for the decision are so different from the other duties and responsibilities as to require

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materially higher qualifications, which are, or will be reflected in the qualifications standards used in recruiting, testing and selection.

2.9 Administration and Maintenance of the PCP

The PCP was designed as guide for the proper classification of positions in the Philippine government based on major duties and responsibilities of the position in pursuance of agency functions.

To implement and manage the PCP, the Department of Budget and Management (DBM) formulates and issues policies, standards, rules and procedures. Changes in organization, duties and responsibilities, however, may result from reorganization, new work techniques or procedures, abolition of functions, changes in administrative policies, or a variety of other causes.

Effect of such changes on the contents of the PCP must be determined so that the latter could be modified/updated. The administration and maintenance of the PCP, therefore, is a continuous process which rests on those concerned in the DBM and in government agencies.

2.9.1 Rules and Procedures in the Administration of the PCP

2.9.1.1 Original Classification

Original classification action is applied to positions classified for the first time such as new positions.

- The agency submits a request for creation of positions, together with the following:
 - ♣ justifications for their creation;
 - ♣ duly accomplished PDFs;
 - ♣ organizational charts;
 - ♣ funding source; and
 - ♣ such other documents as may be necessary.
- The DBM analyst evaluates the necessity for the creation of positions and classifies the positions. For itemized positions, a corresponding Notice of Organization, Staffing and Classification Action

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(NOSCA) is issued to the agency. For non-itemized positions such as casual or contractual positions, DBM issues a letter authorizing their creation and their corresponding classification.

- The details in the NOSCA serve as inputs to the Personal Services Itemization and Plantilla of Personnel (PSIPOP) for itemized positions issued by the DBM to agencies each year. The original copy of the agency accomplished PSIPOP is submitted to the DBM. For non-itemized positions, the agency prepares the corresponding Plantilla of Personnel.

2.9.1.2 Reclassification

Reclassification is a form of staffing modification and/or position classification action which may be applied only when there has been a substantial change in the regular duties and responsibilities of the incumbent of the position and which may result in a change in any or all of the position attributes: position title, level and salary grade.

Such reclassification, however, should not result in a distortion in the staffing pattern nor in an unauthorized change in organizational structure or leveling, not only within the unit where said position is deployed, but also among equivalent or parallel structures in the agency.

Reclassification generally involves a change in the position title and may be accompanied by an upward or downward change in salary grade. However, if the salary grade of the position is maintained, the staffing modification and/or position classification action is deemed as retitling, provided that such is within the same occupational group.

2.9.1.2.1 Reclassification may also be applied when:

2.9.1.2.1.1 There are changes in the level/category of the government entity which will bear on the level of key positions, e.g., President and Vice-President positions in state universities and colleges (SUCs) and General Manager, Assistant

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General Manager, and other Managerial positions in Local Water Districts;

- 2.9.1.2.1.2 There are changes in quantitative factors used in determining the appropriate position and level in accordance with existing position classification standards, e.g., coverage of agricultural facility for certain positions under the Department of Agriculture;
 - 2.9.1.2.1.3 There are changes in the position titles and salary grades in the Index of Occupational Services, Position Titles and Salary Grades approved by the DBM; and
 - 2.9.1.2.1.4 The reclassification of a position is provided by law or Presidential authority.
- 2.9.1.2.2 The following shall not be used as bases for the reclassification of positions:
- 2.9.1.2.2.1 Non-performance of the regular duties and responsibilities of a position by reason of the incumbent's inability or incompetence;
 - 2.9.1.2.2.2 New duties/assignments which are temporary in nature;
 - 2.9.1.2.2.3 Qualifications of the incumbent except those enumerated in items 2.9.1.2.3.1 to 2.9.1.2.3.3
- 2.9.1.2.3 The following are the instances when reclassification is based on the qualifications of the incumbent:

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2.9.1.2.3.1 Implementation of the Equivalent Record Forms (ERFs) of teachers pursuant to Section 14 of Presidential Decree No. 985, as implemented by DBM Circular Letter No. 84040 dated May 30, 1984 and Budget Circular No. 2004-1 dated January 23, 2004;

2.9.1.2.3.2 Implementation of the Master Teachers career path provided under Executive Order No. 500 dated March 21, 1978, as implemented by National Budget Circular (NBC) No. 303 dated April 10, 1979 and National Compensation Circular No. 24 dated May 20, 1983; and

2.9.1.2.3.3 Implementation of NBC No. 461 dated June 1, 1998 for faculty members of SUCs, higher education institutions, and TESDA technical education institutions, and of NBC No. 308 dated May 28, 1979 in the case of faculty members of the University of the Philippines System and the Mindanao State University System.

2.9.1.2.4A position may be reclassified if the incumbent fully meets the CSC's qualification standards requirement for the position as reclassified, pursuant to CSC law, rules and regulations.

2.9.1.2.5 Reclassification shall not apply to vacant regular positions which necessitate changes in their position titles for being under any of the instances cited in items 2.9.1.2.1.1 to 2.9.1.2.1.4. Instead, they shall be converted, i.e., they shall be abolished and the appropriate positions shall be created.

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2.9.1.2.6 Procedural Guidelines

2.9.1.2.6.1 Government agencies shall submit to the DBM Budget and Management Bureau or Regional Office concerned their requests for reclassification of positions as endorsed by agency heads, together with the following:

- Duly accomplished Position Description Forms (PDFs);
- Organization, functional and position charts;
- Justification for the reclassification of the positions;
- A certification that the incumbent fully meets the qualification standards requirement for the position as reclassified, pursuant to CSC rules and regulations.
- If no amount is appropriated specifically for the reclassification of positions, a proposal to implement the "scrap and build" policy, i.e., funded vacant positions are to be offered for abolition which shall be used as funding source for the said purpose; and
- Justification for the abolition of the funded vacant positions by considering the effects on the operation of the affected units.

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- 2.9.1.2.6.2 The analyst in the DBM Office concerned shall evaluate the requests. Should there be a need to validate, clarify or supplement information gathered from the PDFs, the agencies shall assist the DBM analyst in his/her conduct of position/work audit.
- 2.9.1.2.6.3 An agency shall be informed of the approval of the reclassification of positions through a Notice of Organization, Staffing and Compensation Action (NOSCA) or through a DBM letter, as the case may be; otherwise, the agency shall be informed of the denial action through a DBM letter.
- 2.9.1.2.6.4 A request for reconsideration may be made within thirty (30) calendar days after receipt of the NOSCA/DBM action.
- 2.9.1.2.6.5 Agencies which have been granted budget flexibilities by the DBM may reclassify filled positions provided that the condition in item 2.9.1.2.4 is satisfied; that such are in accordance with the position classification standards and that such are within their budget management authorities. Any additional funding requirement shall be sourced out of the abolition of funded vacant positions. Upon receipt of the budgetary actions made by the agency, the DBM analyst concerned shall evaluate the same. If found in order, the corresponding NOSCA shall be

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prepared to formalize the change in the GMIS database, subject to approval of the DBM authorities concerned. The NOSCA shall be issued to the agency. However, if upon receipt of the budgetary actions, the reclassification actions made by agencies are not in order, the DBM reserves the right to make alterations therein.

2.9.1.2.6.6 In the implementation of reclassification action, the following salary rules shall apply:

2.9.1.2.6.6.1 An employee whose position is reclassified without change in salary grade shall continue to be paid his present salary.

2.9.1.2.6.6.2 If reclassified to a position with a higher salary grade, the following salary rules on promotion shall apply:

2.9.1.2.6.6.2.1 If the basic salary of the employee in his/her former position is below the hiring rate of the reclassified position, the employee shall be allowed the

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1st step or the hiring rate;

2.9.1.2.6.6.2.2

If the present salary falls in between steps, the employee shall be allowed the higher step;

2.9.1.2.6.6.2.3

If the present salary is in excess of the maximum or 8th step, the employee shall be allowed to continue to receive his/her present salary with the excess over the 8th step treated as "transition allowance" which shall be deducted from any future salary adjustment of the employee.

2.9.1.2.6.6.2.4

If to a lower salary grade, the employee shall be allowed to continue to receive his/her present salary.

Position Classification Plan

2.9.1.3 Reconsideration

An agency may request reconsideration of the classification/reclassification of a position if it believes that the classification/reclassification action made was erroneous on the grounds that pertinent facts were not considered in the evaluation, and that such omission caused the classification error.

- A request for reconsideration may be made within 30 calendar days after receipt of the NOSCA/DBM action. The agency submits the request for reconsideration together with the following:
 - ♣ identification of the position which classification is requested for reconsideration;
 - ♣ proposed classification of the position; and
 - ♣ explanation why the existing classification was erroneous, or a declaration of the facts which, if considered, would have resulted in a different classification.
- The DBM evaluates the request in accordance with existing position classification standards.
- The DBM issues a revised NOSCA or a letter if a request concerns casual/contractual positions. For a denied request, the agency is informed through a DBM letter.

2.9.1.4 Upgrading

Upgrading of a class involves upward change in the salary grade allocation of the class and consequently all positions allocated to the class, without change in class title, if the duties and responsibilities and other facts about the class so warrant.

2.9.1.5 Retitling

Retitling of a class involves a change to a more appropriate title of a class and consequently all positions allocated to the class, without change in salary grade.

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2.9.2 Effectivity of Implementation of Classification Actions

- 2.9.2.1 All classification actions take effect on the date indicated in the NOSCA or DBM letter. For positions in schools and educational institutions, the effectivity is not earlier than June 1 of the current year. For non-itemized positions, the effectivity date is indicated in the DBM letter.
- 2.9.2.2 A reclassification action takes effect on the date indicated in the NOSCA but not earlier than the date when funds for the purpose are authorized in the General Appropriations Act. For positions under the Department of Education and other schools, the effectivity is not earlier than June 1 of the current year.
- 2.9.2.3 The implementation of a reconsideration action takes effect on the effectivity date of the original classification/ reclassification of a position.
- 2.9.2.4 The retitling/upgrading of a position takes effect on the date indicated in the NOSCA.

2.9.3 Maintaining/Updating the PCP

The DBM maintains/updates the PCP as follows:

2.9.3.1 Creation of New Occupational Services, Occupational Groups, Classes in Series

New occupational services, occupational groups, classes in series may be created when new duties and responsibilities are found to exist or are not comparable to those existing in the PCP such that the positions cannot be allocated to existing classes.

2.9.3.2 Merging, Splitting, Abolition of Occupational Services/Occupational Groups/Classes in Series

Existing occupational services, occupational groups, classes in series may be merged, split, or abolished when existing conditions of work assignments on which they were based are modified. These may include splitting of functions, addition of new functions, abolition of functions, changes in work methods due to technological development, organizational development, changes in work entrance

Position Classification Plan

requirements, etc., which may cause the addition to or changes in the duties and responsibilities of a position.

2.9.3.3 Procedure

- The BMB/DBM Regional Office concerned conducts initial evaluation of the need for creation/merging/splitting/abolition of occupational services/occupational groups/classes in series. It submits its recommendations relative thereto, the corresponding draft class specifications and other pertinent documents to OPCCB.
- Using the position classification factors as guides, the OPCCB breaks down the facts pertaining to the positions and compares them with those of existing classes to ascertain the need for creation of new/modified classes.
- After deciding that new/modified classes are to be created, OPCCB undertakes the following:
 - ♣ Determines the occupational service and occupational group;
 - ♣ Within the occupational group, determines the different levels of difficulty of duties and responsibilities;
 - ♣ Reviews and finalizes the draft class specifications;
 - ♣ Allocates each class to a salary grade on the basis of grade level definitions or in the absence thereof, on the basis of comparability with established classes in the PCP;
 - ♣ Submits its recommendation for approval of the DBM Secretary;
- The DBM, through the OPCCB, issues a notice of change in the IOS to all DBM offices and to the government agencies concerned; and
- The BMB or DBM Regional Office concerned adopts the new/modified class in processing the agency request.

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2.9.3.4 Updating/Revision of Class Specifications or Standards

Occasionally and following consultations with government agencies, the DBM through the OPCCB updates class specifications or standards. The DBM may revise, supplement or abolish existing class specifications or standards so that as nearly as practicable, positions existing at any given time within the government service shall be covered by current standards.

2.9.3.5 Revision of Rules and Procedures

The rules and procedures for implementing the PCP are revised as the need arises to keep pace with changes in administrative policies and other developments in the government.

2.9.3.6 Use of Official Class Titles

The class titles found in the IOS shall be the official class titles of positions and shall be used for personnel, budget and fiscal purposes, without precluding the use of alternate titles for internal administration, public convenience, law enforcement, or similar purposes.

SN ELEC1

ELECTRICIAN I

Definition

Under general supervision, does skilled electrical work in the installation maintenance and repair of electrical wiring and equipment; or of power lines and electrical lighting; or of electrical generating and utilization equipment; and does related work.

Characteristics

Follows blueprints and specifications for the installation of channel boards, circuits and outlets and other equipment; installs electrical wiring, conduits, switches, cables, fuse boxes or circuit breakers in buildings, plants and pumping stations and other structures; installs electrical circuits for building automation controls, security devices, fire alarm devices, audio and video systems, communication trunks, air-conditioning and refrigeration systems; installs additional circuits for additional lights and appliances; installs electrical equipment such as storage heaters, water heaters and electrical signs; installs electrical wiring in marine craft; tests electrical circuit to ensure safe operation as designed; installs coaxial or fiber optic cable from computers and other telecommunications equipment; regularly inspects electrical wiring and equipment to identify potential problems; takes corrective action immediately; repairs or replaces defective parts of the electrical system.

Or interprets electrical transmission and distribution plans; installs electric wires from powerhouse to pole; installs on poles electrical fixtures and equipment such as insulators, transformers, street lighting, lightning arresters and platforms and traffic signals; tests installed electrical equipment and lighting to ensure safe operation; installs connecting wires from main power lines to buildings and other structures; tests, locates and inspects main line and connecting lines to locate source of power failure; repairs or replaces defective parts of the power system and lighting; may operate aerial bucket truck or any large construction equipment.

Or determines repairs and replacements to be made on electrical generating, utilization and control equipment using testing instruments; following using diagrams, rewinds armatures and field coils of motors and generators and primary and secondary windings of transformers; checks and repairs electric wiring of motor vehicles and heavy equipment; repairs, rebuilds

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and recharges storage batteries; repairs magnetic switches and horn relays; repairs water temperature and oil gauges and indicators.

Qualifications Guide

Any combination of training and experience equivalent to graduation from secondary trade school.

Position Classification Plan

Annex B

Republic of the Philippines : 1. NAME OF EMPLOYEE
 DBM-CSC Form No. 1 :
 (POSITION DESCRIPTION FORM) : (Family Name) (Given Name) (Middle Name)
 Name) :

2. DEPARTMENT, CORPORATION OR : 3. BUREAU OR OFFICE
 AGENCY/LOCAL GOVERNMENT UNIT :
 :

4. DEPARTMENT/BRANCH/DIVISION : 5. WORK STATION/PLACE OF WORK

6a. PRES. APPROP. ACT/BOARD RES./	6b. PREV. APPROP. ACT/BOARD RES./	7.a SALARY AUTHORIZED	7.b OTHER COMPENSATION
ORD. NO.	ORD. NO.	ACTUAL	
ITEM NO.	ITEM NO.		

8. OFFICIAL DESIGNATION OF POSITION : 9. WORKING OR PROPOSED TITLE
 :

10. DBM CLASSIFICATION OF THIS POSITION : 11. OCCUPATIONAL GROUP TITLE
 (Leave Blank)
 :

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT CLASS

MUNICIPAL <input type="checkbox"/>	CITY <input type="checkbox"/>	PROVINCE <input type="checkbox"/>
1 st <input type="checkbox"/>	2 nd <input type="checkbox"/>	3 rd <input type="checkbox"/>
4 th <input type="checkbox"/>	5 th <input type="checkbox"/>	6 th <input type="checkbox"/>

13. STATEMENTS OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of Working Time	:	Duties and Responsibilities
	:	
	:	
	:	
	:	
	:	
	:	
	:	
	:	
	:	
	:	

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
 :
 :

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than seven (7), list only their item nos. and position titles.)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work

<p>18. CONTACTS</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 15%; text-align: center;">Occasional</td> <td style="width: 15%; text-align: center;">Frequent</td> <td style="width: 10%; text-align: center;">:</td> <td style="width: 30%;"></td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">:</td> <td><input type="checkbox"/> Normal Working Condition</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">:</td> <td><input type="checkbox"/> Field Work</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">:</td> <td><input type="checkbox"/> Field Trips</td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">:</td> <td><input type="checkbox"/> Exposed to Varied Weather</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">:</td> <td><input type="checkbox"/> Others (Specify)</td> </tr> </table>		Occasional	Frequent	:		General Public	<input type="checkbox"/>	<input type="checkbox"/>	:	<input type="checkbox"/> Normal Working Condition	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	:	<input type="checkbox"/> Field Work	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	:	<input type="checkbox"/> Field Trips	Management	<input type="checkbox"/>	<input type="checkbox"/>	:	<input type="checkbox"/> Exposed to Varied Weather	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	:	<input type="checkbox"/> Others (Specify)	<p>19. WORKING CONDITIONS</p>
	Occasional	Frequent	:																												
General Public	<input type="checkbox"/>	<input type="checkbox"/>	:	<input type="checkbox"/> Normal Working Condition																											
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	:	<input type="checkbox"/> Field Work																											
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	:	<input type="checkbox"/> Field Trips																											
Management	<input type="checkbox"/>	<input type="checkbox"/>	:	<input type="checkbox"/> Exposed to Varied Weather																											
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	:	<input type="checkbox"/> Others (Specify)																											

20. I certify that the above answers are accurate and complete.

Date

Signature of Employee

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

21. Describe briefly the general function of the unit or section.

22. Describe briefly the general function of the position.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching.)

Education:

Experience:

23b. Licenses or certificates required to do this work, if any.

24. I hereby certify that the above answers are accurate and complete.

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Head of Agency

INSTRUCTIONS FOR ACCOMPLISHING THE POSITION DESCRIPTION FORM

The following instructions show how the Position Description Form (PDF) should be filled and how the supervisor should review it.

THE ADMINISTRATIVE OFFICER

The Administrative Officer or equivalent officer of the department, corporation, agency, or local government unit in charge of human resource management functions in which the position is located should fill in Items 1 to 12, except Item 11.

Item 1. Name of Employee – Write the name of the employee presently occupying the position. Write the word “vacant” if the position is vacant at the time this form is accomplished.

Item 2. Department, Corporation or Agency/Local Government – Write down the exact name of the Office. Avoid using abbreviations. (Write “Department of Justice” instead of “DOJ” if a department, “Social Security System” instead of “SSS” if a corporation, and “Rizal Provincial Government” instead of “Rizal” if a local government unit.)

Item 3. Bureau or Office – Write down the major subdivision of the agency to which the position belongs and is directly under, such as “Bureau of Immigration” or “Financial and Management Service” if in the department proper.

Item 4. Department/Branch/Division – Write down the immediate subdivision of the office indicated in Item 3 where the position is deployed, such as “Administrative Services Department,” “Personnel Branch,” or “Management Division.”

Item 5. Work Station/Place of Work – Indicate the geographic location of the position, such as Manila, Bataan, Davao, etc.

Items 6a and 6b. Appropriations Act/Board Resolution - Write down the present and previous appropriations act, board resolution or ordinance number and the item number of the position in said appropriations act, board resolution or ordinance.

Items 7a and 7b. Salary and Other Compensation – Write down the salary of the position as authorized in the appropriations act, board resolution

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or ordinance and the actual salary of the employee occupying the position. If the position is vacant at the time this form is being accomplished, indicate N.A. for not applicable opposite actual salary. Write down the other regular compensation for the position.

Item 8. Official Designation of Position – Write down the class title of the position as authorized in the appropriations act, board resolution or ordinance.

Item 9. Working or Proposed Title – Write down the class title of the position as requested.

Item 10. DBM Classification of this Position – Write down the classification of the position as certified to the agency by the DBM. Leave blank if the position is new and not yet classified.

Item 11. Occupational Group Title – Leave this blank. DBM will indicate the occupational group title after the position has been classified.

Item 12. For local government positions, check the appropriate local government unit and income class of the unit where the position is authorized.

THE EMPLOYEE

Writing the statements of duties and responsibilities (position description) is the responsibility of the employee holding the position as well as his/her supervisor so as to insure the adequacy, validity and correctness of the statements made therein. Any duly accomplished PDF submitted, signed and endorsed becomes an official record and a public document. Therefore, care should be taken in accomplishing the PDF. The employee who presently occupies the position should write the description of the duties and responsibilities of the position as performed and understood by him/her. In case the position is vacant, the immediate supervisor of the position shall accomplish the PDF for the position.

Below are pointers in writing position descriptions:

- A. Do not attempt to write down in a single sitting all the duties and responsibilities of the position. Take time and give them a little thought. Note down on a sheet of paper the duties and responsibilities as recalled. Examine the relationship of the position with the other positions in the organization. This will help in visualizing the tasks performed by the position in the overall organizational pattern.
- B. After all the duties and responsibilities of the position have been written, rearrange them in descending order from the most important to the least important, indicating the percent of working time spent on each of the duties and responsibilities.

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- C. Simple, clear and short statements should be used in discussing the duties and responsibilities. Such statements, therefore, should indicate the what-it-is, the why or purpose, and the how-it-is accomplished. Samples of the work which cannot be adequately described should be attached to the PDF such as reports made, forms accomplished, designs and drawings made, etc.
- D. Avoid using vague terms such as "maintains," "checks," "helps," and "prepares." Explain in detail how the position "maintains" mechanical equipment and/or records; "checks" plans and/or reports; "helps" carpenters or engineers; "prepares" reports and/or layouts. For example, a statistician may "prepare" statistical reports, and so does a typist.
- E. Finally, copy what were written on the sheet of paper to the PDF under Item 13 (Statements of Duties and Responsibilities). It is suggested that before doing so, a final review of the statements be made by asking the following questions:

Have all the duties and responsibilities pertinent to the position been written down?

Are the duties and responsibilities statements written in the most concise and specific terms possible and outlining the what, why and how?

Can the position description be used as an instruction sheet for a new employee of the position?

Item 13. Statements of Duties and Responsibilities. This is the most important part of the form. Write down in detail what are actually done by the position. The "Percent of Working Time" in the left-hand column should indicate the percentage of working time consumed in performing each statement of duties and responsibilities. List the duties and responsibilities in the order of their importance with the most important duty and responsibility first, the second most important duty second and so on. State fully whether instructions are received in detail or in a general way (work is reviewed closely or from time to time only). Describe also the degree of supervision received and given to subordinates, if a supervisor). "Degree of Supervision Received" means the amount and type of instructions and guidance usually received from the immediate supervisor, including the rules and regulations, office practices and procedures and the extent the supervisor controls the performance of the subordinate's work.

Item 14. Position Title of Immediate Supervisor – Write down the authorized position or class title of the first or immediate supervisor. "Immediate supervisor" refers to the supervisor nearest in level to the position supervised. For example, in a division consisting of seven (7) positions,

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inclusive of one (1) Information Officer V as chief of division and one (1) Information Officer IV as assistant chief of division, the immediate supervisor is the latter and not the former.

Item 15. Position Title of Next Higher Supervisor – Write down the authorized position or class title of the next higher supervisor. In the example given in Item 14, this would be the chief of division, the Information Officer V.

Item 16. Names, Titles, and Item Numbers of Employees Supervised Directly – One supervises employees when one gives work assignments or instructions to them and reviews their work. Write down the names, item numbers, and positions or class titles of the employees supervised.

Item 17. Machines, Equipment and Tools Used – Write down the machines, equipment or tools used regularly such as a typewriter, mechanic's tools or calculator or those operated regularly such as a water pump, diesel generator or computer.

Item 18. Contacts – Check the appropriate box to describe the approximate frequency of the contacts required of the position in connection with its work.

Item 19. Working Condition – Check the appropriate box that describes the working condition of the position.

Item 20. Certification by the Employee for Accomplishing the Form – Indicate the date the form was fully filled-up. The incumbent of the position signs his/her name. Leave this item blank if the position is vacant.

THE SUPERVISOR

The first or immediate supervisor should review the accuracy of the statements from Items 13 to 20. He may add to or explain any of the employee's statements that may be inaccurate or incomplete. He/She should also fill in Items 21 to 24.

Item 21. Brief Description of the General Function of the Unit or Section – Write a brief description of the function of the unit where the position is deployed.

Item 22. Brief Description of the General Function of the Position – Write a brief description of the function of the position. Any exception to any statement of duties and responsibilities described by the employee under Item 13 of this form may be indicated.

Item 23a. Minimum Qualifications Required – The supervisor indicates the suggested minimum number of years of training and experience which will have to be considered of an applicant in filling a vacancy for this position. It is

Position Classification Plan

important that the qualifications of the present incumbent of the position should not be considered. Other skills, knowledges and abilities preferably required of an incumbent of this position should also be indicated. The filling of this item is important especially if the position under consideration is new or proposed.

Item 23b. Licenses or Certificates of Proficiency. Indicate licenses or certificates required of an incumbent of this position. If no license or certificate is required, write down "None."

Item 24. Certification of Immediate Supervisor – After reading the statements carefully and giving comments on the adequacy, validity and correctness of the facts stated, the immediate supervisor certifies to the completeness and accuracy of the statements/data in the PDF by signing his/her name and indicating the date of certification.

THE AGENCY HEAD

Item 25. Approved - The agency head signs his/her name on the space provided to indicate his/her approval of the statements/data in the PDF.