

Chapter 4

Responsibility Centers in the Administration of the Position Classification and Compensation System

4.1 Department of Budget and Management

The Department of Budget and Management (DBM) is the primary government agency responsible for the formulation and implementation of the National Budget through the efficient and sound utilization of government funds and resources for the attainment of the country's development objectives. One of the major functions of the DBM to fulfill its mandate is the development, administration and maintenance of a unified government Position Classification and Compensation System (PCCS). It carries this out principally through the Organization, Position Classification and Compensation Bureau (OPCCB), Budget and Management Bureaus (BMBs) and DBM Regional Offices (DBM-ROs). Below are the pertinent functions of each bureau/office in so far as the PCCS is concerned.

4.1.1 Organization, Position Classification and Compensation Bureau

- 4.1.1.1 Administer and maintain the PCCS;
- 4.1.1.2 Develop standards, guidelines, rules and regulations on organization, staffing, and classification and compensation of positions;
- 4.1.1.3 Render advice to or process requests of government entities referred by DBM offices, or by other government offices on organization, staffing, position classification and compensation matters;
- 4.1.1.4 Maintain, update and enforce position classification and compensation policies and standards;
- 4.1.1.5 Monitor government manpower levels and maintain a comprehensive database on government positions and compensation through the Government Manpower Information System (GMIS);
- 4.1.1.6 Establish the government-wide budgetary requirements for personal services and associated budgetary items for inclusion in the annual national budget;

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- 4.1.1.7 Prepare recommendations/position papers on legislative proposals/bills and proposed executive issuances with policy and government-wide implications on organization, staffing and position classification and compensation;
- 4.1.1.8 Conduct training programs in the field of organization, staffing position classification and compensation;
- 4.1.1.9 Conduct compensation surveys in private industry to determine prevailing rates of pay for comparable positions in the government; and
- 4.1.1.10 Perform other related functions as may be provided by law.

4.1.2 Budget and Management Bureaus (BMBs) A-E

- 4.1.2.1 Evaluate and process organization, staffing, position classification and compensation proposals of government agencies under their coverage;
- 4.1.2.2 Establish agency-specific annual budgetary requirements for personal services and associated budgetary items for inclusion in the annual national budget;
- 4.1.2.3 Conduct position audits in government agencies to ascertain the duties and responsibilities of positions, as necessary;
- 4.1.2.4 Provide technical assistance to government agencies under their coverage on organization, staffing, position classification and compensation matters; and
- 4.1.2.5 Prepare recommendations/position papers on legislative proposals/bills and proposed executive issuances with specific agency issues on organization, staffing, position classification, and compensation; and with funding implications.

4.1.3 The DBM Regional Offices

- 4.1.3.1 Evaluate and process position classification and compensation proposals of government entities delegated to DBM-ROs;

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- 4.1.3.2 Establish annual budgetary requirements for personal services and associated budgetary items of delegated government entities for inclusion in the annual national budget;
- 4.1.3.3 Conduct position audits in delegated government entities to ascertain the duties and responsibilities of positions, as necessary;
- 4.1.3.4 Review budgets of provinces and highly urbanized cities under their coverage, particularly the personal services component, to ensure compliance with existing laws, rules and regulations; and
- 4.1.3.5 Provide technical assistance to government entities delegated to DBM-ROs on organization, staffing, position classification and compensation matters.

4.2 The Department/Bureau/Office

4.2.1 Agency Head

The head of the department, bureau, office or agency shall:

- 4.2.1.1 Ensure compliance by all concerned with the rules and regulations on position classification and compensation;
- 4.2.1.2 Prescribe the duties and responsibilities of each employee in accordance with the approved classification of the position; and
- 4.2.1.3 When requested, provide information about the functions of the organization and such other matters necessary for position classification, pay determination and preparation of class specifications.

4.2.2 The Administrative Officer or Equivalent Officer

The Administrative Officer or equivalent officer of a government agency in charge of human resource management functions serves as the link between the agency and the DBM through the OPCCB/BMB/DBM-RO concerned. The Administrative Officer or equivalent officer shall:

- 4.2.2.1 Cause the preparation of the Position Description Form (PDF);

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- 4.2.2.2 Review the accomplished PDF for completeness;
- 4.2.2.3 Indicate BMB/DBM-RO classification action on the agency copy of the PDF and in the Personal Services Itemization and Plantilla of Personnel (PSIPOP);
- 4.2.2.4 Prepare position classification and compensation reports as required by the DBM; accomplish and update the PSIPOP; and
- 4.2.2.5 Keep and maintain official position classification and compensation records.

4.2.3 The Immediate Supervisor

The immediate supervisor shall:

- 4.2.3.1 Assign to the incumbent the duties and responsibilities used as basis for the classification of the incumbent's position; and
- 4.2.3.2 Review the PDF of employees for consistency with actual duties and responsibilities.

4.3 Submission of Required Agency Documents/Reports to DBM

- 4.3.1 A well maintained PCCS would proactively address all issues related to human capital, and would be an invaluable tool for strategic planning and decision-making in all levels of management. To keep the PCCS updated and responsive with the times, the DBM enlists the full support of agencies through the submission of agency documents/reports on personnel complement and compensation matters for monitoring, planning and other purposes.
- 4.3.2 Failure on the part of agency heads, chief accountants, administrative officers, and other responsible agency officers to submit current PSIPOP and such other documents/reports as may be required by the DBM shall subject the agency concerned to appropriate sanctions under existing rules and regulations.