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CPCB FILE
DATE



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA



NATIONAL BUDGET CIRCULAR

No. 447
Series of 1996

T O : Heads of Departments, Bureaus, Offices and Agencies of the National Government, Including State Universities and Colleges and All Others Concerned

SUBJECT : **PLANTILLA OF PERSONNEL FOR FY 1995**

1. Purpose

This Circular is being issued to provide guidelines in verifying, confirming, accomplishing and distributing the Plantilla of Personnel for FY 1995.

2. Statement of Policy

In accordance with Sections 21 and 23, Book VI of Executive Order (EO) No. 292 or the Administrative Code of 1987, it is hereby required that a Plantilla of Personnel for each department, bureau, office or agency be prepared and submitted to the Department of Budget and Management.

3. General Instructions

- 3.1 The attached pre-formatted Plantilla of Personnel for FY 1995 shall be accomplished in four (4) copies.
- 3.2 Columns 1 to 5 contain authenticated information as of March 31, 1995 that shall not be modified by the agency. Any duly



"Tulong-tulong sa pagsulong!"

approved change/modification not contained therein shall be submitted to the Compensation and Position Classification Bureau (CPCB), Regional Coordination Service (RCS) or the Regional Offices (ROs) concerned of the Department of Budget and Management (DBM) using the format of the above-cited Plantilla of Personnel.

3.3 Entries in Columns 6 to 10 shall be checked/verified/confirmed as to their accuracy.

3.3.1 Column 6 refers to the actual 1996 adjusted salaries of the positions per Executive Order No. 290 plus step increments for merit increase/length of service, transition and other over and above allowances.

3.3.2 Column 7 refers to the numerical place on the Salary Grade of the Salary Schedule representing multiple rates.

3.3.3 Columns 8 and 9 refer to the geographical location of the position.

3.3.3.1 Area Code (Column 8) shall refer to the Regional Code; while Area Type (Column 9) shall refer to Region (R), Province (P), District (D), Municipality (M) or Foreign Post (F).

3.3.3.2 The actual place of assignment of each position shall be specified using the Codes indicated in Annex A (Municipality File and Foreign Post File).

3.3.4 Column 10 (Position Level) refers to the level of the position in the organization, to wit:


- 3.3.4.1 Key Positions - refer to executive, managerial, and chief of division or equivalent positions.
 - 3.3.4.2 Technical Positions - refer to positions directly performing the substantive and/or front-line services functions of the agency prescribed for its mandate.
 - 3.3.4.3 Support to Technical Positions - refer to positions which provide staff or technical support functions to key and technical positions but do not perform front-line services functions.
 - 3.3.4.4 Administrative Positions - refer to positions performing general services; clerical; human resource, financial and records management; custodial; and other related functions.
- 3.4 Column 11 (PAP Attribution) which shall be left blank refer to the specific functional deployment of positions.
 - 3.5 Columns 12 to 17 shall be accomplished based on data as of January 1, 1996.
 - 3.6 All entries shall be certified correct by the Administrative/Human Resource Management Officer and approved by the Head of Agency. The date when the entries were certified correct and approved shall be accordingly indicated.
4. **Distribution of the Plantilla of Personnel**
- Copies of the duly approved Plantilla of Personnel for the DBM, Civil Service Commission and the Commission on Audit shall be distributed on or before **February 29, 1996**.

5. **Changes in the Plantilla of Personnel**

All duly approved changes in the Plantilla of Personnel after January 1, 1996 shall be submitted quarterly to the CPCB, RCS and the ROs concerned of the DBM using the format of the said Plantilla of Personnel.

6. **Failure to Comply with the Provisions of this Circular**

Failure to comply with the provisions of this Circular shall, pursuant to Section 57 of EO 292, subject the agency concerned with appropriate sanctions under existing budget rules and regulations.



SALVADOR M. ENRIQUEZ, JR.
Secretary

January 2, 1996