

INDEX
of
OCCUPATIONAL SERVICES,
OCCUPATIONAL GROUPS,
CLASSES and SALARY GRADES
(IOS)

CY 2022 Edition

Organization, Position Classification and Compensation Bureau

DEPARTMENT OF BUDGET AND MANAGEMENT

March 2022

Table of Contents

- I. Foreword
- II. Guide to Users of the Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS)

III **Volume I:** Index of Classes by Occupational Service

<u>Occupational Service (OS)</u>	<u>OS Code</u>	<u>Page No.</u>
General Administrative Service	01-GA	10-14
Financial Service	02-FS	15-20
Planning Service	03-PS	21-24
Architecture and Engineering Service	04-AE	25-27
Transportation, Communication and Public Utilities Service	05-TC	28-32
Crafts, Trades and Related Service	06-CT	33-37
Social Sciences and Welfare Service	07-SS	38-44
Information, Art and Recreation Service	08-IA	45-49
Medicine and Health Service	09-MH	50-54
Education, Library, Museum and Archival Service	10-EL	55-60
Agrarian, Agricultural and Environmental Service	11-AA	61-64
Trade, Tourism and Industry Service	12-TT	65-67
Mathematics, Physical and Biological Sciences Service	13-MP	68-71
Defense and Security Service	14-DS	72-76
Legal and Judicial Service	15-LJ	77-80
Foreign Relations Service	16-FR	81-82
Miscellaneous Service	17-MS	83-84
Executive Service	18-ES	85-87
Legislative Service	19-LS	88
Corporate Management	20-CM	89

IV. **Volume II:** Index of Classes by Alphabetical Order 90-150

V. **Volume III:** Index of Classes by Salary Grade 151-221

FOREWORD

The **Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS for brevity)** of the Position Classification and Compensation System of the Philippine Government is being updated pursuant to Sections 6 and 9 of *Republic Act (RA) No. 6758*¹ dated August 21, 1989, and Sections 3(b) and 4(b) of *Congress Joint Resolution No. 4, s. 2009*² dated July 28, 2009.

The IOS contains a list of classes or position titles by occupational service and by occupational group. It is updated to reflect recent changes due to creation, abolition, retitling and reallocation of classes of positions.

Government agencies and other users will find the IOS a convenient guide in understanding the position classification system, and in identifying classes of positions for purposes of effective personnel management, organizational analysis, budgeting, and financial management.

Whenever necessary, modifications in the IOS will be issued by the Department of Budget and Management as developments occur in the nature and context of work and occupations in the government.


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¹ *“An Act Prescribing a Revised Compensation and Position Classification System in the Government and for Other Purposes”*

² *“Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and For Other Purposes*

**GUIDE to USERS of the
INDEX of OCCUPATIONAL SERVICES,
OCCUPATIONAL GROUPS, CLASSES and SALARY GRADES**

The Content and Structure of the IOS

The IOS lists the different occupational services, occupational groups, and classes of positions existing in the Position Classification Plan (PCP) of the Philippine Government. It shows the *Occupational Service Code*, *Occupational Group Code*, *Class Identification*, and the *Salary Grade* assignment of each class of position.

Occupational Service is the main grouping in the PCP based on broadly related or similar professions or occupations, e.g., *Administrative Service*, *Architecture and Engineering Service*, *Medicine and Health Service*, etc.

Occupational Group is a subdivision of an Occupational Service consisting of one or more than one series of classes of positions belonging to the same or related occupations or occupational area, e.g., *Accounting Group*, *Management Group*, *Economics Group*, *Statistics Group*, etc.

Series is the subdivision of an Occupational Group consisting of one or more than one classes of positions which are similar as to specialized line of work, arranged by level of difficulty or responsibility, e.g., *Architect I*, *Architect II*, *Architect III*, *Architect IV*, and *Architect V*.

Class is the basic unit of the PCP consisting of all those positions having sufficiently similar duties, responsibilities and qualification requirements that they can be given the same class title, salary grade, and for all position classification and compensation purposes be treated alike, e.g., *Teacher I*, *Engineer I*, *Laboratory Technician II*, etc.

Position is a set of duties and responsibilities assigned by competent authority and performed by an individual.

Salary Grade is the zone of difficulty and responsibility of work. It covers all classes of positions which, although different with respect to the kind or subject matter of work are sufficiently equivalent as to level of difficulties and responsibilities and level of qualification requirements of the work to warrant the inclusion of such classes of positions within one range of basic compensation.

Each Occupational Service is given an *alphanumeric code*. Each Occupational Group is given an *alphabetic code*, while each class of positions is given an *alphanumeric Class Identification* which reflects the level of the position in the Series.

How to Use the IOS

The IOS is presented in three (3) volumes, namely:

- Volume I - **Index of Classes by Occupational Service and Occupational Group;**
- Volume II - **Index of Classes by Alphabetical Order;** and
- Volume III - **Index of Classes by Salary Grade.**

All three (3) volumes can assist the user in identifying classes of positions for effective personnel management and organizational analysis.

Volume I: Index of Classes by Occupational Service and Occupational Group

The primary method of identifying classes of positions is through the use of Volume I.

The other two (2) Volumes of the IOS are supplementary and should be used in conjunction with Volume I.

To use Volume I:

1. Obtain all the relevant facts about the position.
2. Find in the Table of Contents, the Occupational Service which seems most likely to cover the duties and responsibilities of the position.
3. Read carefully the Occupational Service definition and choose the most appropriate class from the Occupational Groups listed therein. If it does not describe the facts obtained about the position, repeat steps 1 and 2 to find the most appropriate class.

The following general descriptions serve as guide in identifying the class of position:

Level	When Numerical Suffix is used	When Mixed Adjectival Prefix and Numerical Suffix is used	General Duties and Responsibilities of a Class of Position
Entrance	I	Junior	Under immediate supervision and with detailed rules and procedures, performs the simplest routine sub-professional or professional work.
Journeyman 1st Level	II	I	Under general supervision and with limited latitude for the exercise of independent judgment, performs simple but responsible sub-professional or professional work.

<p>Journeyman 2nd Level <i>(As a general rule, there is only one journeyman level.)</i></p>		<p>II</p>	<p>Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult responsible sub-professional or professional work requiring, moderate experience and a broad knowledge o a special subject matter</p>
<p>Participating Supervisor or Foreman <i>(For Sub- professional work)</i></p>	<p>III</p>	<p>Senior</p>	<p>Under general supervision and with some latitude for the exercise of independent judgment, serves as head of a section or other unit of organization of similar import; engaged in moderately difficult but routine work; or performs difficult and responsible sub-professional or professional work requiring training and moderate experience; or lower training but considerable experience; and a good knowledge of a special subject matter.</p>
<p>Supervisory or General Foreman <i>(For Sub- professional work)</i></p>	<p>IV</p>	<p>Supervising</p>	<p>Under general supervision and with substantial latitude for the exercise of independent judgment, serves as assistant head of a division or other unit of organization of similar import; engaged in varied and difficult specialized work; or performs very difficult, important and responsible sup-professional or professional work requiring training and moderate experience; or a lower training but considerable experience; and thorough knowledge of a special subject matter.</p>
<p>Chief of Division</p>	<p>V</p>	<p>Chief</p>	<p>Under direction and with considerable latitude for the exercise of independent judgment, serves as head of a division or other unit of organization of similar import; engaged in varied and very difficult work; or performs exceptionally difficult, important and responsible professional work requiring training, considerable experience and demonstrated capacity for sound independent work; and profound knowledge of a subject matter.</p>

Volume II: Index of Classes by Alphabetical Order

If the class or position title is known, this Volume can be used as a lead to appropriate identification of the position. This Volume should be used only if one is unable to obtain sufficient information in Volume I.

To use Volume II

1. Look through Volume II for the title of the position. Note the Occupational Service Code, Occupational Group Code, and Class Identification Code of the position and track down in Volume I for an overview of all the other classes of positions in the series.

Example:

To find the position of Accountant I, look for it in the listing of positions under letter A. Once found, note the Occupational Service Code (02-FS), Occupational Group Code (AC), and Class Identification Code (A1). Using these codes as guide, locate the position in Volume I.

2. If the exact position title cannot be found, look for a similar position title and repeat step 1. Some clues are:
 - **Subject matter** – *Accounting Clerk, Assessment Clerk, Credit Officer*
 - **Machines used** – *Paper Cutting Machine Operator, Audio-Visual Equipment Operator*
 - **Materials used** – *Metals Technologist, Fabric Worker*
 - **Job location** – *Park Attendant, Farm Worker, Slaughterhouse Master*
 - **Services involved** – *Laundry Worker, Waiter, Barber*
 - **Activity performed** – *Teacher, Engineer, Dentist*

Volume III: Index of Classes by Salary Grades

This Volume is useful if one has limited information about a position. The salary grade of the position being searched may be known, but information about essential data such as machines and materials used, job location, services rendered and activity performed is limited.

To use Volume III:

1. Look through the list of classes or position titles by salary grades and select the class or position title.
2. Survey the position titles listed under the selected salary grade and choose the position title most likely to cover the duties and responsibilities of the position being searched for. Note the Occupational Service Code, Occupational Group Code and Class Identification Code and locate it in Volume I for an overview of all the other classes of positions in the series.

Example:

Look through the list of positions in the selected salary grade. If, for example, Administrative Aide I is selected, note the Occupational Service Code (01-GA), Occupational Group Code (ADS) and Class Identification Code (ADA1). Using these codes as guide, locate the position in Volume I.