**ANNEX C-2**

**Summary of Recommended Organizational Structure and Staffing Complement for the LGUs**

**[Department/Agency/GOCC]**

**Province/City/Municipality/Barangay/a**

| **Organizational Unit****[1]** | **Position Title****[2]** | **Salary Grade****[3]** | **Minimum Qualifications and Competencies****[4]** | **No. of Positions****[5]** | **Description****[6]** |
| --- | --- | --- | --- | --- | --- |
| ***Provinces*** |  |  |  |  |  |
| Provincial SDWO | Xxxx | Xx | Xxxx | 1 |  |
|  |  |  | **Total** |  |  |
| ***Cities*** |  |  |  |  |  |
| City SDWO | Xxxx | Xx | Xxxx | 2 |  |
| **Total** |  |  |
| /a | Each level of LGU shall have its own organizational structure, unless deemed unnecessary, and may be further disaggregated per LGU class |

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

**Legend:**

|  |  |
| --- | --- |
| [1] | Refers to an appropriate office, committee or work group in the LGU, whether existing or proposed, with defined authority and accountability that will assume or perform the devolved function/service, which may include mandated organizational structures or offices, as well as local special bodies and other support groups in which the LGU stakeholders participate (e.g., disaster management teams) |
| [2] and [3] | Indicates the position and corresponding salary grade, consistent with the latest *Index of Occupational Services, Occupational Groups, Classes and Salary Grades* issued or to be issued by the DBM |
| [4] | States the eligibilities (e.g., years of work experience, educational attainment, certification/licensure) required to qualify for the position, as well as the relevant knowledge and skills or technical/functional competencies of the incumbent in order to perform the assigned functions |
| [5][6] | Indicates the number of positions needed to perform the jobIndicates the functions and/or importance of the organizational unit, and whether there is already an existing unit or position in the LGU, as well as the functions and/or importance of the position and the corresponding period wherein the services of said position is considered necessary, i.e., short term (FYs 2021-2022) and medium term (FYs 2023-2025) |

**Notes:**

* This shall contain information on the organizational structures and critical/minimum staffing complement which the NGA concerned deems appropriate for the LGUs to enable them to undertake the devolved functions effectively and efficiently in a phased manner, e.g., in the short term (FYs 2021-2022) and the medium term (FYs 2023-2024).
* The NGA may start by identifying the most important set of LGUs to their sector and begin with the activities which need to be implemented and assumed by the LGUs with a skeletal workforce and with minimum capacities before going into the more complex activities. Inputs from operations units and regional offices which have been assisting the LGUs in these devolved activities will be very useful for this exercise.
* Activities which are deemed important to be done by the LGU and can be done by the existing mandatory positions in the LGU should be brought up to said LGUs.
* Organizational structure and best practices of model LGUs may be presented to replicate their effectiveness to other LGUs.