**ANNEX G-1**

**Organizational Effectiveness Proposal**

**[Department/Agency/GOCC]**

**Summary of Offices/Units to be Abolished, Merged/Consolidated, Transferred, and/or Created**

1. **For Abolition**

| **Name of Office/Unit/a** | **Organizational Code/b** | **Remarks** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| /a | Nomenclature of existing organizational unit per the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) |
| /b | Organizational code per the PSIPOP |

1. **For Merger and/or Consolidation**

| **FROM** | **TO** | **Remarks** |
| --- | --- | --- |
| **Name of Office/Unit/a** | **Organizational Code/b** |  | **Name of Office/Unit/a** | **Organizational Code/b** | **Name of Office/Unit and Organizational Location/c** |
| **I. MERGER** |  |  |  |  |  |  |
|  |  |  | 1. |  |  |  |
|  |  |  | 2. |  |  |  |
| **II. CONSOLIDATION** |  |  |  |  |  |  |
|  |  |  | 1. |  |  |  |
|  |  |  | 2. |  |  |  |
| /a | Nomenclature of existing organizational unit per the PSIPOP |  |
| /b | Organizational code per the PSIPOP |  |
| /c | Name of the proposed office/organizational unit and where the new office/unit will be located/placed (e.g., under the Office of the Secretary) |  |

1. **For Transfer**

| **Name of Organizational Unit/a** | **FROM** | **TO** | **Remarks** |
| --- | --- | --- | --- |
| **Name of Office/Unit/b** | **Organizational Code/c** | **Name of Office/Unit/d** | **Organizational Code/c** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| /a | Specific organizational unit proposed for transfer per the PSIPOP |  |
| /b | Office/organizational unit where subject office/unit is currently located or subsumed per the PSIPOP (e.g., under the Office of the Secretary) |  |
| /c | Organizational code of per the PSIPOP |  |
| /d | Office/organizational unit where subject office/unit is being proposed to be located/placed |  |

1. **For Creation**

| **Name of Office/Unit/a** | **Organizational Location/b** | **Proposed Functions and Justifications for Creation** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| /a | Nomenclature of the proposed office/organizational unit |
| /b | Organizational unit where the new office/unit will be located/placed (e.g., under the Office of the Secretary) |

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

**Notes:**

* This shall identify the offices/units for: ***1)*** abolition or deactivation, if the functions of the office/unit are already redundant or no longer relevant or necessary, or could be better undertaken by another entity given the devolution of functions to the LGUs; ***2)*** merger or consolidation, if functions are unnecessarily overlapping or duplicating, or could be undertaken by a single entity; ***3)*** transfer to other offices/units within the department/agency/GOCC or to other government agencies where they are appropriately attached or where their functions are more aligned; and ***4)*** creation, if no other existing offices/units are performing their intended functions given the strengthening of the “steering” role of the NGAs, and the corresponding justifications.
* Two (2) objectives for organizational change can be presented in these annexes. First, the changes resulting from the devolution of functions to the LGUs. Second, the changes resulting from the new thrusts, direction, and programs which the NGA is adopting to address the emerging challenges and issues which the country is facing, if any.
* Please indicate the rationale for the proposed organizational action under the Remarks portion, as well as the functional description of offices/units as a result of the downscaling and/or strengthening of their functions in view of the changes in the organizational structure of the department/agency/GOCC.