

# 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 provides 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, 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 and salary grade, and for 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 position is given an *alphanumeric Class Identification* which reflects the level of the position in the Series.

While this IOS contains classes of positions unique to local government units (LGUs), a separate IOS will be reissued for LGUs in view of the peculiarity of their PCP.

## 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:

<b>Level</b>	<b>When Numerical Suffix is used</b>	<b>When Mixed Adjectival Prefix and Numerical Suffix is used</b>	<b>General Duties and Responsibilities of a Class of Position</b>
<b>Entrance</b>	<b>I</b>	<b>Junior</b>	Under immediate supervision and with detailed rules and procedures, performs the simplest sub-professional or professional work.

Level	When Numerical Suffix is used	When Mixed Adjectival Prefix and Numerical Suffix is used	General Duties and Responsibilities of a Class of Position
<b>Journeyman 1<sup>st</sup> Level</b>	II	I	Under general supervision and with limited latitude for the exercise of independent judgment, performs simple but responsible sub-professional or professional work.
<b>Journeyman 2<sup>nd</sup> Level</b> <i>(As a general rule, there is only one journeyman level.)</i>		II	Under general supervision and with some latitude for the exercise of independent judgment, performs somewhat difficult responsible sub-professional or professional work requiring training, moderate experience and a broad knowledge of a special subject matter.
<b>Participating Supervisor or Foreman</b> <i>(For Sub-professional work)</i>	III	Senior	Under general supervision and with some latitude for the exercise of independent judgment, either 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: a) training and moderate experience or lower training but considerable experience and b) a good knowledge of a special subject matter.
<b>Supervisory or General Foreman</b> <i>(For Sub-professional work)</i>	IV	Supervising	Under general supervision and with substantial latitude for the exercise of independent judgment, either 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 sub-professional or professional work requiring: a) training and moderate experience or lower training but considerable experience and b) thorough knowledge of a special subject matter.

<b>Level</b>	<b>When Numerical Suffix is used</b>	<b>When Mixed Adjectival Prefix and Numerical Suffix is used</b>	<b>General Duties and Responsibilities of a Class of Position</b>
<b>Chief of Division</b>	<b>V</b>	<b>Chief</b>	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.