

**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.

<b>Journeyman 2<sup>nd</sup> Level</b> <i>(As a general rule, there is only one journeyman level.)</i>		<b>II</b>	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
<b>Participating Supervisor or Foreman</b> <i>(For Sub- professional work)</i>	<b>III</b>	<b>Senior</b>	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.
<b>Supervisory or General Foreman</b> <i>(For Sub- professional work)</i>	<b>IV</b>	<b>Supervising</b>	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.
<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.

### **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.*