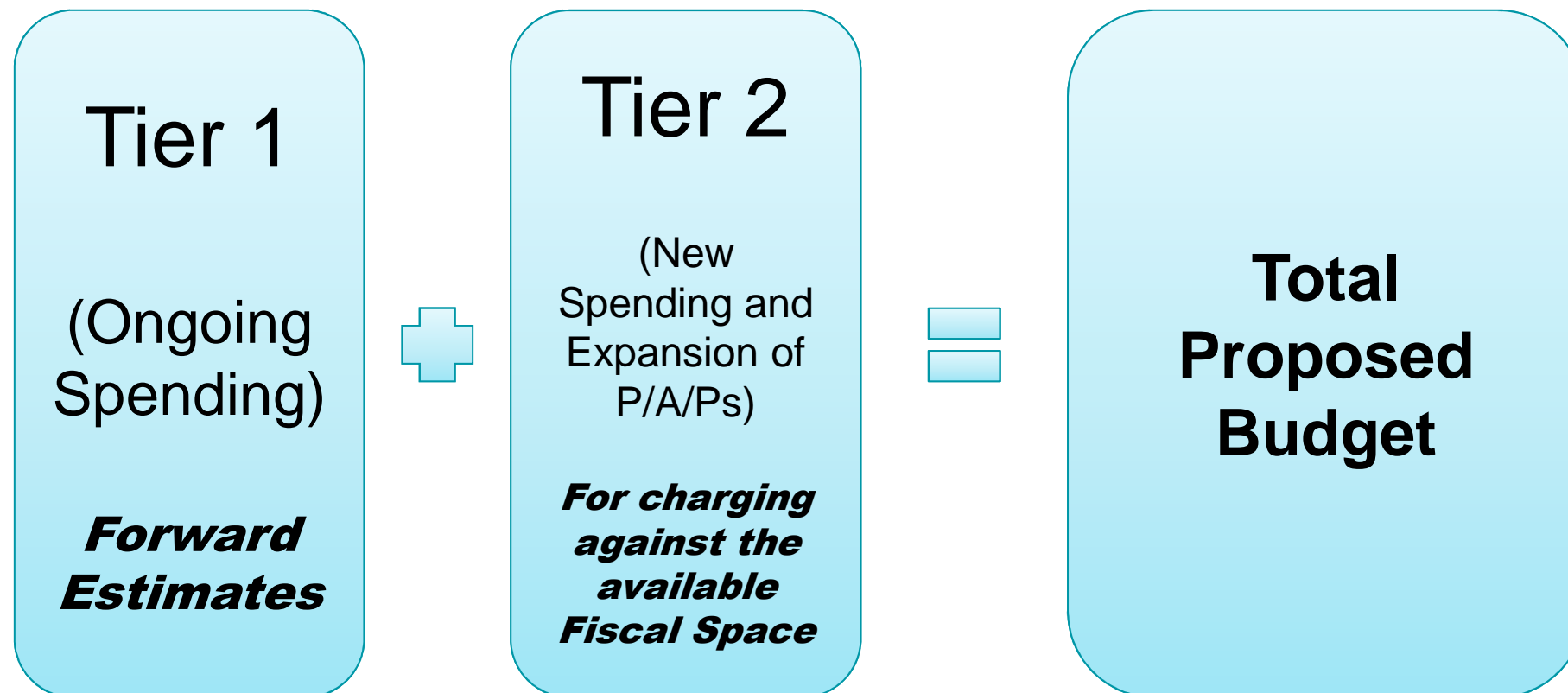




Guidelines on the Formulation of the FY 2021 Tier 1 and Tier 2 Personnel Services (PS) Levels

Director Gerald R. Janda
Department of Budget and Management
Organization, Position Classification and Compensation Bureau

Tier 1 Composition : PS



Tier 1 Composition : PS

1. Agency-Specific Budgets:

- **For CFAG Agencies: Salaries and allowances** of all **filled and unfilled positions** reported in the DBM's Government Manpower Information System (GMIS) as of December 31, 2019
- **For Other Agencies:**
 - **Salary** of all **filled positions** reported in the GMIS as of December 31, 2019

Tier 1 Composition : PS

1. Agency-Specific Budgets: (cont'd)

- **For All Agencies:**
 - Standard ***allowances, benefits and incentives of filled positions*** reported in the GMIS as of December 31, 2019, e.g., PERA, Uniform/Clothing Allowance, Mid-Year Bonus, Year-end Bonus, Cash Gift, PEI, RATA

Tier 1 Composition : PS

1. Agency-Specific Budgets: (cont'd)

- **For All Agencies:**
 - Other **Non-interface PS items** such as Anniversary Bonus during milestone year, Magna Carta Benefits, and Loyalty Pay of qualified filled positions reported in the GMIS as of December 31, 2019, as well as existing authorized **allowances and collaterals of Military and Uniformed Personnel (MUP)** such as Hazard Pay, Subsistence Allowance, etc.

Tier 1 Composition : PS

1. *Agency-Specific Budgets: (cont'd)*

- ***For All Agencies:***
 - ***Step Increment Due to Length of Service***, consistent with CSC-DBM Joint Circular No. 2012-1
 - ***Lump-sum for Casuals and Contractuals***, subject to submission of Budget Preparation (BP) Form 204

Tier 1 Composition : PS

2. Miscellaneous Personnel Benefits Fund (MPBF)

- ***For Unfilled Positions:***

- A. May be transferred to Agency Budget during Tier 2 deliberation:*

- **100% of the PS cost** of the following unfilled positions as of December 31, 2019:
 - Teaching positions
 - Military personnel in DND
 - Uniformed personnel (PNP, BJMP, BFP, PCG, NAMRIA, and BuCor)
- **75% of the PS cost** of unfilled medical and medical-allied positions

Tier 1 Composition : PS

2. Miscellaneous Personnel Benefits Fund (MPBF)

- *For Unfilled Positions:*

B. For other agencies:

- **30% of the PS cost** of the unfilled positions, except those provided otherwise

Tier 1 Composition : PS

2. MPBF (cont'd)

May be transferred to Agency Budget during Tier 2 deliberation:

- ***For New Positions:***
 - **100% of the PS cost** of new positions created per population-based formulas (e.g., teaching items, and positions for MUP)

Tier 1 Composition : PS

3. Pension and Gratuity Fund (PGF)

- **Pension payments** for existing retirees for MUP, and agencies covered by special laws (i.e. OSG, OGCC, PRC, LRA, NAPROS, PAO, NLRC, and ERC)

Tier 1 Composition : PS

3. PGF

May be transferred to Agency Budget during Tier 2 deliberation:

- **Terminal leave (TL)** benefits of compulsory retirees, subject to submission of BP 205
- **TL and Retirement Gratuity (RG)** of MUPs and compulsory retirees of other agencies covered by special laws; **Pension payments** for existing **retirees** under CFAG, i.e, Judiciary and Office of the Ombudsman

Tier 2 Composition : PS

1. Agency-Specific Budgets

- Adjustment in PS due to budget policy decision such as:
 - Implementation of a new program or activity
 - Abolition or expansion of PAP
 - Major change in the organizational structure of an agency
 - Transfer of functions between agencies

Tier 2 Composition : PS

1. Agency-Specific Budgets: (cont'd)

- Additional casual and contractual positions for duly **established and functioning ad-hoc bodies co-existent with the operations of the particular ad-hoc bodies**

Tier 2 Composition : PS

2. MPBF

- **100% of the PS cost** of new positions and staffing modifications approved by the DBM after December 31, 2019 (i.e., January to May 2020)
- **75% of the PS cost** of positions proposed for creation and staffing modifications with legal basis, established standards, or with technical evaluation based on **complete agency submission of documentary requirements**

Tier 2 Composition : PS

2. MPBF (cont'd)

- ***Step Increment Due to Meritorious Performance***
per CSC-DBM Joint Circular No. 2012-1
- ***Proposed overtime pay requirements*** per
CSC-DBM JC No. 2015-2

Tier 2 Composition : PS

3. *PGF*

- *TL and RG* for optional retirees
- *Pension payments* for *new* retirees for MUP, and agencies covered by special laws, i.e., OSG, OGCC, NLRC, PRC, ERC, LRA, NAPROS, and PAO
- *Monetization* of Leave Credits

Tier 2 Composition : PS

3. PGF (cont'd)

- **Separation benefits and/or incentives** of affected personnel pursuant to organizational restructuring of agencies affected by the integration and automation of the Budget and Treasury Management System and the operationalization of the Treasury Single Account under EO No. 55, s. 2011, and due to rightsizing, merger, streamlining, abolition or privatization authorized under applicable laws, rules and regulations

Tier 2 Composition : PS

3. PGF (cont'd)

May be transferred to Agency Budget during Tier 2 deliberation:

- Pension payments for **new** retirees covered under CFAG, i.e., Judiciary and the Office of the Ombudsman

Updating of Personal Services Itemization and Plantilla of Personnel (PSIPOP)

National Budget Circular No. 549, s. 2013

“4.0 Procedural Guidelines

*All NGAs with authorized permanent positions shall review the PSIPOP and update the POP portion on a **monthly basis** and uploaded to the DBM GMIS database **every last week of the month xxx.**”*

Key Actors in Updating PSIPOP

- **End-User** – the one who does the editing of the agency's PSIPOP (e.g. HR Officer)
- **Approver Level 1** – the one who validates/approves the edits done by the End-User (e.g. Administrative Service Director)
- **Approver Level 2** – the one who approves the action/edits/update done the agency's plantilla (e.g. Agency Head)
- **DBM** – uploads the agency edits in the Government Manpower Information System (e.g., OPCCB and DBM ROs)

Status of Last Update, By Department

Agencies	Date of Last Update
Office of the President	July 5, 2019
Office of the Vice President	December 27, 2019
Department of Agrarian Reform	January 10, 2020
Department of Agriculture	January 10, 2020
Department of Budget and Management	December 26, 2019
Department of Education	December 27, 2020
Department of Energy	January 2, 2020
Department of Environment and Natural Resources	January 6, 2020
Department of Finance	December 26, 2019
Department of Foreign Affairs	January 7, 2020
Department of Health	January 3, 2020
Department of Information and Communications Technology	January 10, 2020
Department of the Interior and Local Government	January 3, 2020
Department of National Defense	January 2, 2020
Department of Justice	May 17, 2019
Department of Labor and Employment	September 11, 2019

Status of Last Update, By Department

Agencies	Date of Last Update
Department of Public Works and Highways	December 19, 2019
Department of Science and Technology	January 10, 2020
Department of Social Welfare and Development	December 27, 2018
Department of Tourism	September 11, 2019
Department of Transportation	December 26, 2019
Department of Trade and Industry	January 3, 2020
National Economic Development Authority	December 19, 2019
Presidential Communications Operations Office	December 4, 2019



*Thank
you*

