



REPUBLIC OF THE PHILIPPINES
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
MINISTRY OF FINANCE, AND BUDGET AND MANAGEMENT
BANGSAMORO GOVERNMENT CENTER, COTABATO CITY

BANGSAMORO BUDGET CIRCULAR

No. 2021-04

MARCH 22, 2021

TO : All Heads of Ministries, BTA Parliament, and Offices of the Bangsamoro Government, Budget Officers, Accountants, Human Resource Management Officers; and All Others Concerned

SUBJECT : OMNIBUS GUIDELINES ON EXECUTION OF PERSONNEL SERVICES FUND

1.0 BACKGROUND

- 1.1 As provided in Title IV, Chapter 1 of the Bangsamoro Autonomy Act No. 13, it is the policy of the Bangsamoro Government to promote, adopt, and implement sound and efficient use of government resources for regional development and for the attainment of economic self-sufficiency and genuine development.
- 1.2 Pursuant thereto, the Ministry of Finance, and Budget and Management (MFBM) is primarily mandated to evolve sound, efficient and responsive fiscal management and utilization of resources. It shall be responsible for the formulation, institutionalization and administration of fiscal policies in coordination with other concerned ministries, offices and instrumentalities of the Bangsamoro Government.
- 1.3 As one of its main functions, the MFBM aims to conceptualize and administer the Bangsamoro Government's compensation and position classification policies consistent with national standards.
- 1.4 Relatedly, Civil Service Commission (CSC) Memorandum Circular (MC) No. 14, s. 2018 provides the updated and consolidated policies and procedures on appointments and other human resource actions applicable to employees appointed to first and second level positions, including executive/managerial positions who are not presidential appointees, in the career service and non-career service.

2.0 COVERAGE

All Ministries and Offices receiving Personnel Services (PS) Funds from the Bangsamoro Government stated in the General Appropriations Act of the Bangsamoro (GAAB).

3.0 EXCLUSIONS

The following are excluded from the coverage of this Circular:

- 3.1 Military and uniformed personnel;
- 3.2 Elective officials; and
- 3.3 Those hired without employee-employer relationship and funded from non-Personnel Services (PS) appropriations, as follows:
 - 3.3.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
 - 3.3.2 Laborers hired through job contracts (pakyaw) and workers paid on piecework or job order bases;
 - 3.3.1 Student workers and apprentices; and
 - 3.3.2 Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

4.0 GENERAL GUIDELINES

- 4.1 All filled positions of the Ministry/Office will form part of the for Comprehensive Release (FCR) Funds. These funds will automatically be released to the Ministry/Office through the GAAB as Allotment Order.
- 4.2 The unfilled portion of the Ministry/Office will form part of the for Later Release (FLR) Funds. FLR PS shall only be released to the Ministry/Office when positions are filled up and upon submission of documentary requirements as provided under the Procedural Guidelines 5.0 of this circular.
- 4.3 Appropriations for PS shall be used for the payment of compensation and personnel benefits authorized by law, including deficiencies thereof, to be given to Government personnel. Accordingly, use of PS appropriations for any PS deficiency will follow the rules provided under the guidelines for release of funds issued by MFBM.
- 4.4 Consistent with Section 36, GPs of the FY 2021 GAAB, the appropriations for PS shall be used for the payment of authorized personnel benefits to be given to Bangsamoro Government employees, to wit:

- Basic Salaries, including Step Increments;
 - Standard Allowances and Benefits, which shall be limited to the following:
 - Personnel Economic Relief Allowance;
 - Uniform or Clothing Allowance; and
 - Mid-year Bonus, Year-End Bonus and Cash Gift.
 - Specific-Purpose Allowances and Benefits, limited to the following:
 - Representation and Transportation Allowances;
 - Per Diem;
 - Honoraria;
 - Night-Shift Differential,
 - Overtime Pay;
 - Subsistence Allowance;
 - Laundry Allowance;
 - Hazard Pay;
 - Special Counsel Allowance; and
 - Other allowances and benefits as may be authorized by law or the Chief Minister of the Bangsamoro Government.
 - Incentives, which refer to the following:
 - Loyalty Incentive;
 - Anniversary Bonus;
 - Productivity Enhancement Incentive; and
 - Other existing benefits as may be categorized by the MFBM as incentives.
 - Magna Carta Benefits as authorized by law and its Implementing Rules and Regulations.
- 4.5 Available PS allotments released to the Ministries and Offices shall be used for the (i) original purpose of appropriations; and (ii) to cover PS deficiencies in authorized personnel benefits, such as:
- Award of Back Pay for the current year for cases with final and executory decision of a competent authority, such as courts, CSC, and COA, and be limited to the proportionate amount of back pay computed for the current year only; and
 - Deficiency in specific-purpose allowances and benefits, such as Overtime Pay, Honoraria, and Representation and Transportation Allowance, among others, subject to existing conditions in the grant of such benefits.

- 4.6 The following limitations in the use of available PS allotments shall be observed:
- 3.6.1 Retirement and Life Insurance Premium (RLIP) cannot be reallocated to other objects of expenditures under PS; and
 - 3.6.2 Released allotments for PS cannot be used to pay Collective Negotiation Agreement Incentives.
- 4.7 Available PS allotments referred to under Item 4.5 may be realized from unspent compensation of employees under the following instances:
- Incurrence of leaves of absence without pay;
 - Vacant positions on account of termination, resignation, transfer, retirement or separation;
 - Delay in the actual assumption of duty from the date of appointment;
 - Suspension and other disciplinary sanctions;
 - Erroneous computations of PS benefits; and
 - Other similar instances.
- 4.8 In instances where Ministries and Offices have newly-filled positions, the unobligated PS allotments may be utilized, subject to rules provided under the guidelines for release of funds issued by MFBM.
- 4.9 Any request for PS funds shall not be processed unless documentary requirements have been submitted. Upon submission of the request, MFBM will not receive incomplete documents (e.g. no date of signing, no signature, incomplete details, etc.), thus the request will be returned to the requesting ministry/office.
- 4.10 MFBM prepares the Personal Services Itemization (PSI) of all Ministries and Offices and issues the PSIPOP for updating by the Ministries and Offices concerned as basis for determining their Personnel Services requirement.
- 4.11 Effective FY 2021, updated PSIPOP will be submitted by the ministry/office to the MFBM. All entries shall be certified correct by the HRMO/AO and approved by the Head of the ministry/office.

PROCEDURAL GUIDELINES

5.0 REQUEST OF FUNDS FOR NEWLY-FILLED POSITIONS

The funding requirements for the newly-filled positions shall only be released to the Ministry/Office upon request, following the process flowchart as shown in Annex A of this Circular, and upon submission of the following documentary requirements:

5.1 Special Budget Request (SBR)

The SBR shall specifically state the total amount requested and the total number of newly-filled positions.

5.2 Financial Plan (BED No. 1) and Monthly Cash Program (BED No. 3)

In every PS request for newly-filled positions, separate Budget Execution Documents (BEDs) shall be attached:

- The Financial Plan (BED No. 1) shall contain the Ministry/Office's performance in the current year and plans during the budget year, in terms of obligation program, consistent with its budget level per Bangsamoro Expenditure Program (BEP).
- The Monthly Disbursement Program (BED No. 3) shall reflect the monthly disbursement requirements of Ministry/Office, by fund category. This shall be used by MFBM as basis for determining the monthly level of NCAs/other disbursement authorities to be issued to Ministries/Offices.

5.3 Computation

The amount stated in the SBR shall be duly supported by a computation based on the approved PS Budget of the Ministry/Office. The following are the usual Object of expenditures (ObEx) included in the computation, but not limited to:

5.3.1 Monthly Basic Salary

Salary Grades for 2021 shall be based in R.A. No. 11466 or the Salary Standardization Law of 2019 as shown in Annex B of this Circular.

Other Compensation common to all

5.3.2 Personnel Economic Relief Allowance (PERA)

In order to supplement the salaries of government personnel covered by R.A. No. 6758, as amended, Personnel Economic Relief Allowance (PERA), in the amount of Two Thousand Pesos (P2, 000) per month, is granted to all Bangsamoro Government personnel whether occupying regular, contractual or casual positions.

The grant of PERA shall be subject to the rules and regulations prescribed under B.C. No. 2009-3 dated August 18, 2009, as amended by B.C. No. 2011-2 dated September 26, 2011 of DBM, and such other guidelines as may be issued thereon.

5.3.3 Representation and Transportation Allowances (RATA)

In consistent with Section 43, GPs of the FY 2021 GAAB, government officials with the following ranks and their equivalent, as determined by the MFBM, while in the actual performance of their respective functions, are hereby authorized monthly commutable representation and transportation allowances at the rates indicated below, for each type of allowance:

- (a) P14,000 for Chief Minister or equivalent;
- (b) P11,000 for Deputy Chief Ministers/Speaker/Members of the Parliament or equivalent;
- (c) P9,000 for Ministers or equivalent;
- (d) P8,500 for Deputy Ministers/Bangsamoro Director-General or equivalent;
- (e) P7,500 for Director II and Director III or equivalent; and
- (f) P5,000 for Chief of Divisions, Director I or equivalent, identified as such in the Personnel Services Itemization and Plantilla of Personnel

The rationalized scheme on the grant of RATA based on the number of days of actual work performance on workdays by the officials/employees concerned is prescribed under NBC No. 548 dated May 15, 2013 by DBM as follows:

Number of Workdays of Actual Work Performance in a Month	Actual RATA for a Month
1 to 5	25% of the monthly RATA
6 to 11	50% of the monthly RATA
12 to 16	75% of the monthly RATA
17 and more	100% of the monthly RATA

5.3.4 Uniform/Clothing Allowance

An amount not exceeding Six Thousand Pesos (P6,000) per year is hereby authorized for the payment of uniform or clothing allowance to each qualified government employee, subject to B.C. No. 2018-1 dated March 8, 2018 of DBM and such other guidelines as may be issued thereon.

5.3.5 Mid-Year Bonus

The Mid-year Bonus equivalent to one (1) month basic salary shall be granted to all Bangsamoro Government personnel, whether under regular, temporary, casual or contractual status, on full-time or part-time basis, subject to the following:

- (a) Personnel have rendered at least a total or an aggregate of four (4) months of service from July 1 of the immediately preceding year to May 15 of the current year and who are still in the government service as of May 15 of the current year;
- (b) Personnel have obtained at least a satisfactory performance rating in the immediately preceding rating period; and
- (c) The provisions of B.C No. 2017-2 dated May 8, 2017 of DBM, as may be applicable, and such other guidelines as may be issued thereon.

5.3.6 Year-end Bonus and Cash Gift

The Year-end Bonus equivalent to one (1) month basic salary and additional cash gift of Five Thousand Pesos (P5,000) provided under R.A. No. 6686, as amended by R.A. No. 8441, shall be granted to all Bangsamoro Government personnel, whether under regular, temporary, casual or contractual status, on fulltime or part-time basis, subject to the following:

- (a) At least a total of four (4) months of service including leaves of absence with pay from January 1 to October 31 have been rendered during the current year, and who are still in the service by October 31 of the same year;
- (b) Those who have rendered at least a total or an aggregate of four (4) months of service from January 1 of the current year but who have retired or separated from government service before October 31 of the same year shall be granted within the month of retirement or separation, a prorated share of the Year-end Bonus based on the monthly basic pay immediately preceding the date of retirement or separation and a Cash Gift of P5,000; and
- (c) The provisions of B.C. No. 2016-4 dated April 28, 2016 of DBM, as may be applicable, and such other guidelines as may be issued thereon.

Such Year-end Bonus and Cash Gift shall be given in November of each year pursuant to E.O. No. 201, s. 2016 and existing laws.

5.3.7 Productivity Enhancement Incentive (PEI)

An amount not exceeding Five Thousand Pesos (P5,000) per year is hereby authorized for the payment of Productivity Enhancement Incentive to each qualified government employee, subject to the following:

- (a) The employees are still in the service as of November 30 of the current year; and
- (b) The employees have rendered at least a total or an aggregate of four (4) months of at least satisfactory service as of November 30 of the current year, including leaves of absence with pay.
- (c) The provisions of B.C. No. 2017-4 dated December 4, 2017 of DBM, as may be applicable, and such other guidelines as may be issued thereon.

Other Benefits

5.3.8 Compulsory Contributions

MFBM only releases the government/employer counterpart of PhilHealth (PHIC) Contributions, PAG-IBIG Contributions (HDMF), Employees Compensation Insurance Premiums (ECIP), and Retirement and Life Insurance Premiums (RLIP) subject to the provisions of PhilHealth Circular 2019-009, HDMF Circular No. 274, and R.A. No. 8291, respectively.

5.3.9 Hazard Pay

Hazard Pay is an additional compensation for performing hazardous duties and for enduring physical hardships in the course of the performance of duties.

The rates of Hazard Pay per month as provided in DBM-DOH Joint Circular 2016-1 are as follows:

Salary Grade	Hazard Pay (% of Monthly Basic Salary)
19 and below	25%
20	15%
21	13%
22	12%
23	11%
24-25	10%
26	9%
27	8%
28	7%
29-30	6%
31	5%

As a general compensation policy, and in line with Section 21 of R.A. No. 7305, Hazard Pay may be granted to PHWs only if the nature of the duties and responsibilities of their positions, their actual services, and location of work expose them to great danger, occupational risks, perils to life, and physical hardships; and only during the periods of actual exposure to hazards and hardships.

5.3.10 Subsistence Allowance

Pursuant to Section 22 of R.A. No. 7305, Public health workers (PHWs) who are required to render service within the premises of hospitals, sanitarium, health infirmaries, main health centers, rural health units and barangay health stations, or clinics, and other health-related establishments in order to make their services available at any and all times, shall be entitled to full subsistence allowance.

PHWs under the circumstances, however, are not entitled to Subsistence Allowance:

- (a) When not required to make their services available at all times such that they can leave their work stations during break-times;
- (b) When on leave of absence, with or without pay;
- (c) While on official travel and entitled to travel expenses under E.O. No. 298 and as amended; and
- (d) While attending trainings, seminars, workshops, and similar activities where meals are provided.

The Subsistence Allowance shall be P50 for each day of actual full-time service, or P25 for each day of actual part-time service.

5.3.11 Laundry Allowance

In view of Section 24 of R.A. No. 7305, Laundry Allowance may be granted to Public Health Workers (PHWs) in hospitals, sanitarium, health infirmaries, or other health-related establishments, to defray the cost for washing and pressing their personal protective clothing or uniforms required to be worn at all times while working – that will provide them the required degree of protection while re-assuring patients of their professionalism, competency, and identity.

Pursuant thereto, a PHW who rendered actual service on all workdays in a month shall be granted Laundry Allowance at P150/month.

A PHW who rendered less than a month of actual service shall be granted the Laundry Allowance for the month, LA, corresponding to the number of days of actual services rendered, D, computed by using the following formula:

$$LA = (P150/1 \text{ month}) (1 \text{ month}/22 \text{ days}) (D \text{ days of actual services rendered})$$

To simplify, $LA = (6.818) (D)$

Other Object of Expenditures:

The release of other PS ObEx shall be based on the existing guidelines for release thereof.

5.4 Appointment

The MFBM requires the submission of appointments as attachment to PS Request. It shall be **stamped received by the Civil Service Commission (CSC) – BARMM** and shall be filled up in accordance with the provisions of M.C. No. 14 s. 2018 by the CSC.

A. *In consistent with the provisions under Section 7 of M.C. No. 14 s. 2018, the following shall be strictly observed in the preparation of appointments for authorized positions found in the Plantilla of Personnel (POP) and lump sum appropriation for contractual employees:*

5.4.1 Appointment Form.

The appointment form (**CS Form No. 33, Revised 2018**), which shall be in English, shall be used for appointments in the career and non-career service except those for casual appointments.

The following items in the appointment form shall be properly filled in, as follows:

(a) Name of the Appointee.

The name indicated in the appointment must be the same name appearing in the Certificate of Live Birth submitted by the appointee and the Certificate of Marriage, in case of married female employee who opts to use the surname of her husband. The name of the appointee should be written in the following format: *First Name, Middle Name or Initial, Last Name and name extension, if any.*

- (b) **Position Title, Salary/Job/Pay Grade and Step.**
The position title, salary/job/pay grade and step (if applicable) indicated in the appointment shall conform to the approved POP and should be found in the Index of

Occupational Services (IOS), Position Titles and Salary Grades. The parenthetical title, if any, and salary/job/pay grade of the position shall be indicated after the position title. The parenthetical position title refers to the position title based on the actual duties and responsibilities in the Position Description Form and shall be the basis for the qualification standards.

Illustrative Examples:

Administrative Officer V (Human Resource Management Officer III), SG 18, Step 2

Administrative Officer V (Cashier III), SG 18, Step 1

- (c) **Employment Status.**
The employment status shall be indicated on the space provided therefor. It may be permanent, temporary, coterminous, fixed term, contractual, substitute, or provisional. For contractual appointment, the duration of employment shall be indicated on the space provided for the Status of Appointment.
- (d) **Ministry/Office.**
The name of the ministry/office shall be indicated in the appointment form. For station-specific appointments, the name of ministry/office/bureau/unit shall be indicated.
- (e) **Compensation Rate.**
The corresponding amount of the monthly salary of the position based on the salary/job/pay grade and salary step 1 thereof shall be indicated.
- (f) **Nature of Appointment.**
The nature of appointment, which may be original, promotion, transfer, reemployment, reappointment, reinstatement, reclassification, or demotion, shall be indicated on the space provided therefor.
- (g) **Plantilla Information.**
The name of the employee being replaced by the appointee should be indicated on the space provided, in addition to the Plantilla Item Number of the position and the page where the position can be found in the approved Plantilla of Personnel in the current year.

- (h) **Signature of the Appointing Officer/Authority.**
As provided under Section 7, Chapter 3, Title I of the BAA No. 13, the Chief Minister shall be the appointing authority of the deputy ministers, directors, or their equivalents, and all positions with a Salary Grade of 25 and above, unless otherwise expressly provided for by law. On the other hand, those positions with Salary Grade 24 and below, the Heads of Ministries/Offices shall appoint officials and employees to positions with in their respective agencies or offices.

In no case shall digital/electronic or rubber-stamped signature of the appointing officer/authority on the appointment be allowed.

(i) Date of Signing.

The date of signing, which is the date of the issuance and the date of effectivity of the appointment, shall be indicated below the signature of the appointing officer/authority.

The date of the appointment shall not fall on a Saturday, Sunday or holiday, except in cases where the date of issuance is specifically provided in a special law such as in the appointment of personal and confidential staff of Constitutional officials and elective officials and where the service should not constitute a gap such as in transfer and reappointment.

(j) Certification as to the Completeness and Authenticity of the Requirements. The HRMO shall thoroughly review and check the veracity, authenticity and completeness of all the requirements and documents in support of the appointment. He/she shall sign the certification at the back of the appointment.

B. In consistent with the provisions under Section 8 of M.C. No. 14 s. 2018, the following shall be strictly observed in the preparation of casual appointments:

(a) Appointment Form.

The Plantilla of Casual Appointment (CS Form No. 34, Revised/Series 2018), shall be used for appointments of casual employees. The appointment must be prepared in three (3) original copies (appointee's copy, CSC copy and agency copy). A **maximum of fifteen (15) names of appointees**, arranged alphabetically, shall be indicated in every page thereof.

(b) Source of Funds The source of funds for casual appointment shall always be indicated on the space provided.

(c) Name of Appointee/s.

The name indicated in the appointment must be the same name appearing in the Certificate of Live Birth submitted by the appointee and the Certificate of Marriage, in case of married female employee who opts to use the surname of her husband. The name of the appointee should be written in the following format: *First Name, Middle Name or Initial, Last Name and name extension, if any.*

Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments. The HRMO must also indicate 'NOTHING FOLLOWS' on the row following the name of the last appointee on the last page of the Plantilla. The ministry/office HRMO should provide paper pagination (Page n of n page/s).

(d) Position Title.

The position title indicated in the appointment should be found in the IOS. The salary/job/pay grade, level of position, and the corresponding compensation rate per day for each appointee listed in the Plantilla of Casual Appointment shall always be indicated.

(e) **Period of Employment.**

The period of employment, which shall be the duration of the casual appointment of each appointee listed in the Plantilla of Casual Appointment shall be indicated in the following format: month, day and year (e.g. From: 07/01/2017 To: 12/31/2017).

(f) **Nature of Appointment.**

The nature of appointment, such as original, reappointment or reemployment shall be indicated on the space provided.

(g) **Signature of the Appointing Officer/Authority.**

The appointment must be duly signed by the appointing officer/authority. In no case shall digital/electronic or rubber-stamped signature of the appointing officer/authority on the appointment be allowed.

(h) **Date of Signing.**

The date of signing, which is the date of the issuance and the date of effectivity of the appointment, shall be indicated below the signature of the appointing officer/authority.

(i) **Certification as to the Completeness and Authenticity of the Requirements.** The HRMO shall thoroughly review and check the veracity, authenticity and completeness of all the requirements and documents in support of the appointment. He/she shall sign the certification at the lower portion of the appointment.**5.5 Certification of Assumption to Duty**

The MFBM requires the submission of certification of assumption to duty (CS Form No. 4, Revised 2018) as attachment to PS Request. It shall be signed by the head of the ministry/office and attested by the HRMO. All of the information needed on the certification of assumption to duty shall be filled up properly.

5.6 Oath of Office

In addition to the attachments to PS Requests, the MFBM requires the submission of the Oath of Office (CS Form No. 32, Revised 2018). It shall be signed by the appointee and all of the information needed shall be filled up properly.

5.7 Service Record

Service record is needed to support the claim of the appointees for other compensation such as Clothing Allowance, Mid-Year and Year-end bonuses, Productivity Enhancement Incentive, and Cash Gift. This will be the basis for assessing if the appointee is entitled to receive the said benefits following the guidelines provided for each benefit.

5.8 Deployment Order (for MBHTE only)

Deployment Order is required as an attachment to PS Requests for newly-filled teaching positions under the Ministry of Basic, Higher, and Technical Education (MBHTE). The date of deployment will be our basis for the computation of the amount of PS to be released.

6.0 PRORATED COMPUTATION

Generally, the MFBM's computation for the release of PS fund for newly-filled positions is based on the date of signing of the appointing officer/authority, which is the date of the issuance and the date of effectivity of the appointment. The following formula is being used in the computation:

Monthly Basic Salary – MBS
 Personnel Economic Relief Allowance – PERA
 PhilHealth Contributions – PHIC
 PAG-IBIG Contributions – HDMF
 Employees Compensation Insurance Premiums – ECIP
 Retirement and Life Insurance Premiums – RLIP
 Representation and Transportation Allowances – RATA

$$\text{Monthly Release} = (\text{MBS} + \text{PERA} + \text{PHIC} + \text{HDMF} + \text{ECIP} + \text{RLIP} + \text{RATA})$$

In cases where the appointment date is other than the first working day of the month, the computation should be:

$$\begin{aligned} \text{Monthly Release} &= (\text{MBS} + \text{PERA} + \text{PHIC} + \text{RLIP}) \times n/22 \\ &+ (\text{HDMF} + \text{ECIP}) + (\text{RATA} \times \%) \end{aligned}$$

*Where n = total working days actually worked

Illustrative Example:

Juan Dela Cruz has been appointed as Chief Accountant, with Salary Grade 24 step 1, on January 18, 2021. Nature of appointment is original and the employment status is permanent.

Computation:

Based on SSL V, 2nd Tranche, Salary Grade 24 is P86,742;
 PERA is P2,000;
 PHIC is P1,225 per PhilHealth Circular 2019-009;
 RLIP is P 10,409.04 which is 12% of Monthly Basic Salary;
 HDMF is P100;
 ECIP is P100; and
 RA is P5,000 and TA is P5,000

Actual working days from January 18-31, 2021 is 10 days.

$$\begin{aligned} \text{Release for January} &= (\text{MBS} + \text{PERA} + \text{PHIC} + \text{RLIP}) \times n/22 \\ &+ (\text{HDMF} + \text{ECIP}) + (\text{RATA} \times \%) \\ &= (\text{P86,742} + \text{P2,000} + \text{P1,225} + \text{P10,409.04}) \times 10/22 \\ &+ (\text{P100} + \text{P100}) + (\text{P10,000} \times 50\%) \\ &= \underline{\underline{\text{P50,825.47}}} \end{aligned}$$

7.0 MONTHLY UPDATING OF THE PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSI POP)

The purpose of the monthly updating of the PSIPOP is to achieve the following objectives:

- 7.1 To obtain updated data on the status of agency staffing, particularly the number of filled and unfilled positions;
- 7.2 To have a reliable basis for updating the forward estimates on Personnel Services, and in determining the manpower requirements of the departments/agencies;
- 7.3 To serve as basis for appointments to positions; and
- 7.4 To familiarize Human Resource Management Officers (HRMOs)/ Administrative Officers (AOs) on the process of tagging the positions to the appropriate PAPs for greater accuracy of budget allocation for MFOs in the approved budget.

8.0 PROCEDURES ON MONTHLY UPDATING OF THE PSIPOP

All Ministries and Offices with authorized permanent positions shall review the PSIPOP and update the POP portion on a monthly basis every last Monday of the month, using the prescribed format by the MFBM, in accordance with the following guidelines:

- 8.1 Columns 1 to 3 contain authenticated information which shall not be modified, altered, nor revised by the Ministries and Offices. Any MFBM approved change/staffing modification during the current year must be included therein.
 - Column 1 refers to the unique item number of the position.
 - Column 2 refers to the position title and salary grade allocation of the position in accordance with the Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS), as revised per recent approvals.
 - Column 3 refers to the hiring rate or the first step of the salary grade allocation of the position for civilian personnel using the salary/base pay schedule in R.A. 11466 dated January 8, 2020.
- 8.2 Entries in columns 4 to 17 shall be reviewed by authorized Ministry or Office personnel for accuracy and shall be updated monthly.
 - Column 4 refers to the actual salary of the civilian incumbent of the position, inclusive of step increment, using the salary/base pay schedule in R.A. 11466 dated January 8, 2020.
 - Column 5 refers to the salary step of the incumbent in the salary grade allocation of his/her position.
 - Columns 6 and 7 refer to the geographical location of the position. Area Code (Column 6) refers to the Regional Code; Area Type (Column 7) refers to the Region (R), Province (P), District (D), Municipality (M) or Foreign Post (F).

- Column 8 refers to the level of the position in the organization as follows:
 - KEY positions refer to executive, managerial, and chief of division or equivalent positions;
 - TECHNICAL positions refer to those directly performing the substantive and/or frontline services or functions of the agency;
 - SUPPORT TO TECHNICAL positions refer to those which provide staff or technical support functions to key and technical positions but do not perform frontline services/functions; and
 - ADMINISTRATIVE positions refer to those performing general services, clerical, human resource management, financial management, records management, procurement, custodial and other related housekeeping functions.
- Column 9 refers to the functional grouping of the position based on the approved PAP.
- Columns 10 to 17 refer to the personal profile of the incumbents of positions. The agency personnel authorized to update the PSIPOP shall review carefully all entries therein to ensure accuracy and completeness of data, specifically the following:
 - Column 10 should indicate the full names of incumbents. Middle names shall be spelled out in full instead of just the middle initials;
 - Column 13 should indicate the accurate TIN based on the report furnished by the BIR.

8.3 All entries shall be certified correct by the HRMO/AO and approved by the Head of the ministry/office.

9.0 SEPARABILITY CLAUSE

If any part or provision of this Circular is held invalid or unconstitutional, other provisions not affected thereby shall remain in force and effect.

10.0 REPEALING CLAUSE

All provisions of existing Circulars and other issuances inconsistent with this Circular are modified accordingly.

11.0 EFFECTIVITY

This Circular shall take effect immediately.


AHOD BALAWAG EBRAHIM
 Chief Minister