



# *Updates on Compensation Matters*

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**Department of Budget and Management**

*2020 1<sup>st</sup> Quarterly Seminar & Meeting  
Punta Villa Resort, Iloilo City  
March 11-14, 2020*

# Outline of Presentation

## I. Government Compensation

- a. Constitutional Provision on Government Compensation**
- b. Congress Joint Resolution No. 4, s.2009**
- c. Executive Order No. 201, s. 2016**
- d. Republic Act No. 11466 (Salary Standardization Law 5)**

## II. Provisions of Executive Order No. 77, s. 2019

## III. Guidelines on the Engagement of Job Order/Contract of Service Workers

## IV. Reclassification of Positions



# Background: Constitutional Provision on Compensation Standardization

## ***1987 Philippine Constitution Section 5, Article IX-B***

***"Section 5. The Congress shall provide for the standardization of compensation of government officials and employees, including those in government-owned or controlled corporations with original charters, taking into account the nature of the responsibilities pertaining to and the qualifications required for their positions."***

# Salary Increases since 1989

**SSL 1**

**RA 6758, s. 1989**

**SSL 2**

**Congress JR No. 1, s. 1994  
- Implementation in 1994-1997**

**2001**

**5% Salary increase**

**2007**

**10% Salary increase**

**2008**

**10% Salary increase**

**SSL 3**

**Congress JR No. 4, s. 2009  
- Implementation in 2009-2012**

**SSL 4**

**EO No. 201, s. 2016  
- Implementation in 2016 - 2019**

# Congress JR No. 4, s. 2009 (SSL 3)

## Reform Measures

- **Veered away from the populist tones of across-the-board increases**
- **Gave reality to the principle of “equal pay for work of equal value”**
- **Eliminated salary overlaps which caused issues between superiors and subordinates**
- **Established the Total Compensation Framework**



## Total Compensation Framework

**Basic  
Salary**

**Standard  
Allowances  
and  
Benefits**

**Specific-  
Purpose  
Allowances  
and  
Benefits**

**Incentives**



# Basic Salary, including Step Increment

- **Standard salary schedule**
  - ✓ **1-33 Salary Grades**
  - ✓ **1-8 Salary Steps**
- **Daily rate = monthly salary divided by 22 working days per month**
- **Step increment:**
  - ✓ **due to length of service**
  - ✓ **due to meritorious performance**



# Standard Allowances and Benefits

- **Given to all employees at prescribed rates and guidelines**
  - ✓ **PERA (P2,000/month)**
  - ✓ **Uniform/Clothing Allowance (P6,000)**
  - ✓ **Mid-Year Bonus (1 month salary)**
  - ✓ **Year-End Bonus (1 month salary)**
  - ✓ **Cash Gift (P5,000)**





# Specific Purpose Allowances and Benefits (1)

- **Given to employees under specific conditions and situations related to actual performance of work, at prescribed rates and guidelines**
  - ✓ **RATA – for officials down to division chief**
  - ✓ **Per Diem – for membership in collegial bodies**
  - ✓ **Honoraria**
    - **for resource persons**
    - **for special projects**
    - **for personnel in government procurement**



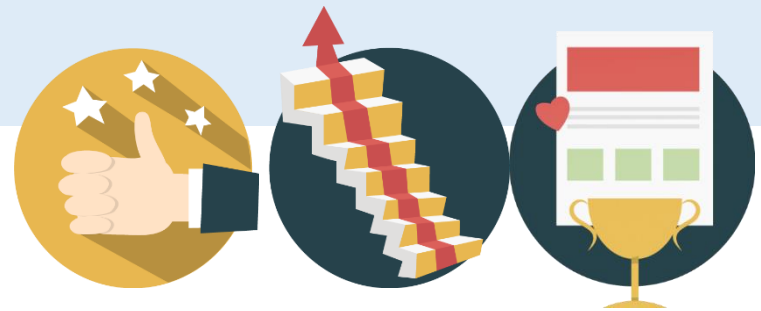
# Specific Purpose Allowances and Benefits (2)

- **Given to employees under specific conditions and situations related to actual performance of work, at prescribed rates and guidelines**
  - ✓ **Night Shift Differential**
  - ✓ **Overtime Pay**
  - ✓ **Subsistence Allowance**
  - ✓ **Hazard Pay**
  - ✓ **Special Counsel Allowance**
  - ✓ **Overseas Allowance for Personnel Assigned Abroad**



# Incentives

- **Given to reward loyalty to government service and contribution to performance**
  - ✓ **Loyalty Incentive**
  - ✓ **Anniversary Bonus**
  - ✓ **Productivity Enhancement Incentive**
  - ✓ **CNA Incentive**



# Periodic Review under Congress JR No. 4

***Congress Joint Resolution No. 4 (June 17, 2009), states that "a periodic review of the government's Compensation and Position Classification System shall be conducted every three (3) years"***

***To determine:***

- **The competitiveness of government pay in relation to the private sector; and,**
- **The compensation strategy to bring government pay closer to market rates.**

**DBM conducted the Study on Compensation and Benefits in the Public Sector in FY 2015**



# Compensation Strategy

## Objectives:

- ✓ **To be competitive with the market thereby attract and retain talent**
- ✓ **Strengthen the link between pay and performance**
- ✓ **Allow higher take home pay, especially for government personnel belonging to lower salary grades**



# Executive Order No. 201, s. 2016

## ***Title: Modifying the Salary Schedule for Civilian Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel***



### WHO WILL BENEFIT?



Executive,  
Legislative,  
and Judicial  
Branches



State  
Universities  
and Colleges  
(SUCs)



Local  
Government  
Units (LGUs)



Constitutional  
Commissions  
and Offices



Government-  
Owned or  
Controlled  
Corporations  
(GOCCs)<sup>1</sup>

2020 1<sup>st</sup> Quarterly Seminar & Meeting  
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# Republic Act No. 11466

## ***Title: An Act Modifying the Salary Schedule for Civilian Personnel and Authorizing the Grant of Additional Benefits, and for Other Purposes***



### WHO WILL BENEFIT?



Executive,  
Legislative,  
and Judicial  
Branches



State  
Universities  
and Colleges  
(SUCs)



Local  
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# Guiding Principles for SSL 5

- All government personnel shall be paid just and equitable compensation in accordance with the principle of equal pay for work of equal value.
- Differences in pay shall be based upon substantive differences in duties and responsibilities and the qualification requirements of positions.
- The compensation for all civilian government personnel shall generally be competitive with those in the private sector doing comparable work in order to attract, retain, and motivate a corps of competent civil servants.





# Guiding Principles for SSL 5

- A performance-based incentive scheme which integrates personnel and organizational performance shall be established to reward exemplary civil servants and well-performing organizations.
- The compensation scheme shall take into consideration the financial capability of the government.



# Republic Act No. 11466 (SSL 5)

- ❑ Implements another round of four tranches salary increase from FY 2020 to FY 2023
- ❑ The Mid-Year Bonus and the Program on Awards and Incentives for Service Excellence (PRAISE) are now integrated to the Incentives component of the Total Compensation Framework



# Compensation Adjustment Strategy

- The salaries of government personnel shall be raised to a level closer to market rates, while giving **priority to the rank-and-file** (consisting of positions in the sub-professional and professional categories).
- The grant of the **Mid-Year Bonus** equivalent to one (1) month basic salary shall be **institutionalized** as part of the Incentives under the Total Compensation Framework.
- To maintain equity and fairness, there shall be **no salary overlaps.**



# SSL 5 Salary Schedule, Step 1 (2020-2023)

Salary Grade	EO 201	Proposed				% Increase
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	2019 vs. 2023
<b>1</b>	11,068	11,551	12,034	12,517	13,000	17.5%
<b>2</b>	11,761	12,276	12,790	13,305	13,819	17.5%
<b>3</b>	12,466	13,019	13,572	14,125	14,678	17.7%
<b>4</b>	13,214	13,807	14,400	14,993	15,586	18.0%
<b>5</b>	14,007	14,641	15,275	15,909	16,543	18.1%
<b>6</b>	14,847	15,524	16,200	16,877	17,553	18.2%
<b>7</b>	15,738	16,458	17,179	17,899	18,620	18.3%
<b>8</b>	16,758	17,505	18,251	18,998	19,744	17.8%
<b>9</b>	17,975	18,784	19,593	20,402	21,211	18.0%
<b>10</b>	19,233	20,219	21,205	22,190	23,176	20.5%
<b>11</b>	20,754	22,316	23,877	25,439	27,000	30.1%
<b>12</b>	22,938	24,495	26,052	27,608	29,165	27.1%
<b>13</b>	25,232	26,754	28,276	29,798	31,320	24.1%
<b>14</b>	27,755	29,277	30,799	32,321	33,843	21.9%
<b>15</b>	30,531	32,053	33,575	35,097	36,619	19.9%
<b>16</b>	33,584	35,106	36,628	38,150	39,672	18.1%
<b>17</b>	36,942	38,464	39,986	41,508	43,030	16.5%



# SSL 5 Salary Schedule, Step 1 (2020-2023)

Salary Grade	EO 201	Proposed Salary				% Increase
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	2019 vs. 2023
<b>18</b>	40,637	42,159	43,681	45,203	46,725	15.0%
<b>19</b>	45,269	46,791	48,313	49,835	51,357	13.4%
<b>20</b>	51,155	52,703	54,251	55,799	57,347	12.1%
<b>21</b>	57,805	59,353	60,901	62,449	63,997	10.7%
<b>22</b>	65,319	66,867	68,415	69,963	71,511	9.5%
<b>23</b>	73,811	75,359	76,907	78,455	80,003	8.4%
<b>24</b>	83,406	85,074	86,742	88,410	90,078	8.0%
<b>25</b>	95,083	96,985	98,886	100,788	102,690	8.0%
<b>26</b>	107,444	109,593	111,742	113,891	116,040	8.0%
<b>27</b>	121,411	123,839	126,267	128,696	131,124	8.0%
<b>28</b>	137,195	139,939	142,683	145,427	148,171	8.0%
<b>29</b>	155,030	158,131	161,231	164,332	167,432	8.0%
<b>30</b>	175,184	178,688	182,191	185,695	189,199	8.0%
<b>31</b>	257,809	262,965	268,121	273,278	278,434	8.0%
<b>32</b>	307,365	313,512	319,660	325,807	331,954	8.0%
<b>33</b>	388,096	395,858	403,620	411,382	419,144	8.0%



# Salary Increase for SGs 11 to 13

- Positions allocated to **SGs 11 – 13** will have biggest salary increase, as follows:

<b>SG</b>	<b>FY 2019</b>	<b>FY 2023</b>	<b>% Increase</b>
<b>11</b>	20,754	27,000	<b>30.1%</b>
<b>12</b>	22,938	29,165	<b>27.1%</b>
<b>13</b>	25,232	31,320	<b>24.1%</b>



# Salary Increase for Teachers

- As a result, the salary of teachers in government will continue to outpace the pay of teachers in the private sector:

Position Title	Basic Monthly Salary (in Pesos)		Gov't/ Private
	Government, Step 1 (SSL 5)	Market Median	
Teacher I, SG-11	27,000	16,340	<b>165%</b>
Teacher II, SG-12	29,165		<b>178%</b>
Teacher III, SG-13	31,320	16,752	<b>187%</b>



# Republic Act No. 11466 (SSL 5)

- ❑ *The modified Salary Schedule and additional benefits under RA No. 11466 may be granted to LGU personnel, subject to:*
  - Authorization from their respective Sanggunian pursuant to Sections 447(a), 458(a), and 468(a) of RA No. 7160
  - Compliance with the Personnel Services limitations under Sections 325 and 331 of RA No. 7160





# Republic Act No. 11466 (SSL 5)

## For Local Government Units

- *The salaries of LGU personnel that may be authorized shall correspond to the LGU's income classification and shall not exceed the percentage of the Salary Schedule provided in RA No. 11466:*

	For Provinces/Cities	For Municipalities
Special Cities	100%	
1 <sup>st</sup> Class	100%	90%
2 <sup>nd</sup> Class	95%	85%
3 <sup>rd</sup> Class	90%	80%
4 <sup>th</sup> Class	85%	75%
5 <sup>th</sup> Class	80%	70%
6 <sup>th</sup> Class	75%	65%



# Republic Act No. 11466 (SSL 5)

## ***For Local Government Units***

- In case of partial implementation, the same shall be at uniform percentage across all positions in the LGU*



# Republic Act No. 11466 (SSL 5)

## ***For Barangay Units***

- The basic pay of barangay personnel shall be in the form of Honoraria which shall not exceed the percentage of the Salary Schedule corresponding to the income classification of the LGU*
- They may be given Year-End Bonus based on the monthly honoraria as of October 31 of the year and Cash Gift of P5,000*



# Applicability to Certain Officials

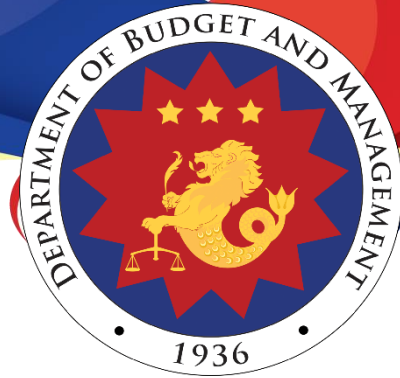
## 1987 Philippine Constitution

### ***Section 10 of Article VI***

*The salaries of Senators and Members of the House of Representatives shall be determined by law. **No increase in said compensation shall take effect until after the expiration of the full term of all the Members of the Senate and the House of Representatives approving such increase.***

### ***Section 6 of Article VII***

*The President shall have an official residence. The salaries of the President and Vice-President shall be determined by law and shall not be decreased during their tenure. **No increase in said compensation shall take effect until after the expiration of the term of the incumbent during which such increase was approved.** They shall not receive during their tenure any other emolument from the Government or any other source.*

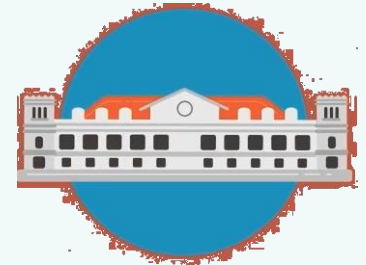


# *Travel Allowances and Expenses for Official Local and Foreign Travels of Government Personnel*

# President's Authority to Set Travel Rates

## **EO No. 292, Administrative Code of 1987**

(Section 72, Chapter 7, Book VI)



- **The rates of per diem and other allowances for official travel shall be determined by the President**
- **The rates may be changed from time to time upon recommendation of the Travel Rates Committee (TRC)**

# President's Authority to Set Travel Rates

## EO No. 292, Administrative Code of 1987

(Section 72, Chapter 7, Book VI)

- **The TRC is composed of the Secretary of Budget as Chairman and the Secretary of Foreign Affairs, the Secretary of Tourism and the Chairman, Commission on Audit, or their representatives, as members**



# EO No. 77

## **EO No. 77 issued on March 15, 2019:**

- **Consolidates, updates and rationalizes the rules and regulations and rates of travel expenses under the category of conferences, special missions and other non-study trips**
- **Repeals EO Nos. 248, 248-A, 298, and 459**
- **Modifies MC No. 35 and other related Presidential issuances**



# Coverage

*EO No. 77 dated March 15, 2019*

## **Official local and foreign travels of personnel in the:**

- ✓ **Executive Department, including SUCs, GOCCs, and GFIs**
- ✓ **Congress of the Philippines**
- ✓ **Judiciary**
- ✓ **Constitutional Commissions**
- ✓ **Office of the Ombudsman**
- ✓ **LGUs**



# Authorized Official Travel

**Official local and foreign travels should meet the following criteria:**

- ✓ **Essential to effective performance of mandates and functions**
- ✓ **Is required to meet the needs of the agency**
- ✓ **The presence of the official/employee is critical to the outcome of the conference, seminar or similar activity**
- ✓ **Expenses are not excessive**

# Travel Beyond 50-Km Radius

## **Allowable Expenses:**

- **Transportation and Miscellaneous Expenses from the permanent official station to the destination (Transportation expense not allowed if government vehicle is used)**
- **Daily Travel Expenses (DTE)**

# Daily Travel Expenses (DTE)

*Section 5(b)(i) of EO Np. 77*

## Maximum allowable DTE

Destination				Maximum DTE
<b>Cluster I</b>	Region I	Region V	Region XII	<b>P1,500</b>
	Region II	Region VIII	Region XIII	
	Region III	Region IX	ARMM	
<b>Cluster II</b>	CAR	Region VII	Region XI	<b>P1,800</b>
	Region VI	Region X		
<b>Cluster III</b>	NCR	Region IV-A	Region IV-B	<b>P2,200</b>

# Apportioned Travel Expenses

## *Section 5(c)*

- ❖ **The allowable DTE shall be based on the following apportionment:**

Particulars	Percentage	To Cover
Day of arrival at destination (regardless of time) and succeeding day/s	100%	Hotel/Lodging (50%) Meals (30%) Incidental Expenses (20%)
Day of departure for official station (regardless of time) if other than date of arrival	50%	Meals (30%) Incidental Expenses (20%)

# Travel Expenses in Excess of Authorized Rates

## ***Section 5(c)***

*Claims for reimbursement of actual accommodation expenses in excess of the accommodation component of the DTE (50%) may be allowed; the difference not to exceed 100% of such component, and only upon:*

- Submission of certification by the agency head as absolutely necessary***
- Presentation of bills and receipts. A certification or affidavit of loss shall not be considered as appropriate replacement for lost bills and receipts***

# Travel Within 50-Km Radius

## **Allowable expenses:**

- **Actual transportation expenses**
- **DTE provided the personnel stays in the place of assignment and does not commute daily to and from residence and place of assignment**
- **Claim for hotel expense shall be substantiated by a bill or invoice.**



# ***OFFICIAL FOREIGN TRAVEL OF GOVERNMENT PERSONNEL***

2020 1<sup>st</sup> Quarterly Seminar & Meeting  
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March 11-14, 2020



# Pre-departure Expenses

## *Section 11(a)*

- Pre-departure expenses not exceeding **P3,500** to cover miscellaneous expenses for taxi, passport processing, immunization and medical laboratory fees, photographs, porterage, airport terminal fees, etc.



# Transportation Expenses



## ***Section 12***

- ❖ **If not provided by a sponsor, transportation expenses allowed for the economy class (does not include premium economy class)**
- ❖ **For long haul trips (more than 4 hours, without counting lay-overs) of Secretaries, Undersecretaries and Assistant Secretaries, business class may be allowed, subject to OP approval**

# Clothing Allowance

## ***Section 13(a)***

***Foreign travel for more than one month to tropical or temperate countries coinciding with the summer and spring seasons***

<b>Duration</b>	<b>Rate</b>
<b>More than 1 month but less than 3 months</b>	<b>US\$200</b>
<b>3 Months and more but less than 6 months</b>	<b>US\$300</b>
<b>6 months and more</b>	<b>US\$400</b>

# Clothing Allowance

## ***Section 13(b)***

***Foreign travel to temperate countries coinciding with the autumn or winter seasons***

<b>Duration</b>	<b>Rate</b>
<b>2 weeks or less</b>	<b>US\$200</b>
<b>More than 2 weeks but less than 1 month</b>	<b>US\$300</b>
<b>1 month or more</b>	<b>US\$400</b>

# Clothing Allowance

## *Section 13(e)*

- ❖ **The clothing allowance may be granted more than once in every 24 months.**
- ❖ **Total clothing allowance shall not exceed US\$400 within a 24-month period.**



# Daily Subsistence Allowance (DSA)

## *Section 14(a)*

- ❖ **DSA shall be based on the daily rates established by the International Civil Service Commission of the United Nations.**
- ❖ **If destination is not listed therein, the DSA for the nearest country shall be adopted.**
- ❖ **If city of destination is not listed therein, the “elsewhere” rate for the country shall be adopted.**

# Daily Subsistence Allowance (DSA)

## ***Section 14(b)***

❖ ***The DSA shall be apportioned as follows:***

Particulars	Percentage	To Cover
Day of arrival at destination (regardless of time) and succeeding day/s	100%	Hotel/Lodging (50%) Meals (30%) Incidental Expenses (20%)
Day of departure for official station (regardless of time) if other than date of arrival	50%	Meals (30%) Incidental Expenses (20%)

# Daily Subsistence Allowance (DSA)

## *Section 14(c), (d)*

- ❖ **If hotel/lodging, meals and incidental expenses are provided by host country or donor institution, DSA shall not be allowed.**
- ❖ **Claims for DSA under Section 14(a) and (b) shall not require presentation of bills and receipts**



# Daily Subsistence Allowance (DSA)

## *Section 14(e)*

- ❖ **Subject to the approval of appropriate authorities, claims for reimbursement of actual accommodation expenses in excess of the accommodation component of DSA may be allowed, but not to exceed 30% of such component of DSA**



# Daily Subsistence Allowance (DSA)

## *Section 14(e)*

### *Reimbursement of actual expenses:*

- ❖ *Only upon certification by agency head as absolutely necessary, and presentation of bills and receipts*
- ❖ *Affidavit of loss not considered appropriate replacement for receipts/bills*



# Reimbursement of Representation Expenses

## *Section 16(a)*

- **Reimbursement of actual representation expenses not exceeding the prescribed rates, subject to approval of authorities, based on justifications presented and presentation of bills and receipts**
- **May be allowed for officials authorized to attend conferences or meetings, or undertake official missions or assignments in the exigency of the service**

# Reimbursement of Representation Expenses

Particulars	Representation Rates
<b>Cabinet Members and those of equivalent rank</b>	<b>US \$1,000</b>
<b>Department Undersecretaries and those of equivalent rank, if designated as head of delegation</b>	<b>US \$700</b>
<b>Department Assistant Secretaries and those of equivalent rank, if designated as head of delegation</b>	<b>US \$500</b>
<b>Positions lower than Assistant Secretary level, if designated as head of delegation</b>	<b>US \$300</b>

# Reimbursement of Representation Expenses

## *Section 16(a), (b)*

- **Such expenses may cover necessary entertainment, contributions, flowers, wreaths, and the like, when justified by circumstances and in conformity with generally accepted customs, and practices**
- **Officials on travel abroad for speaking engagements, or for scholarships, fellowships, trainings, workshops and studies, or whose travels are fully funded by donors or sponsoring organizations, shall not be allowed reimbursement of representation expenses**

# Insurance


## *Section 18*

- **Personnel on foreign travel pursuant to EO No. 77 may be entitled to travel insurance at the minimum amount required by the country of destination, or a travel coverage of P500,000 if there is no minimum coverage set by a country**



# Miscellaneous Provisions

## *Section 19*

- **All forms of travel junkets are strictly prohibited.**
  - **Strategic planning workshops or team building activities abroad are not allowed.**
  - **The taking of personal leave immediately before or after the official activity is highly discouraged.**
  - **If travel circumstances indicate that the trip is mainly for personal purposes, no part thereof shall be considered as official.**
- 

# Miscellaneous Provisions

## *Section 20*

- **Official foreign trips partially or fully funded by private corporations or individuals shall be fully disclosed.**
- **No official or personal travel shall be funded directly or indirectly, fully or partially, by private individuals, including suppliers or contractors.**



# Miscellaneous Provisions

## *Section 21a(i), a(ii)*

- **Department Secretaries and those of equivalent ranks shall cause the preparation and issuance of internal guidelines on local and foreign travels of personnel in NGAs, including SUCs, GOCCs, and GFIs under/attached to their respective departments/agencies**
- **The Secretary of the Department of the Interior and Local Government shall cause the preparation and issuance of the rules and regulations governing official local and foreign travels of LGU personnel**

# Miscellaneous Provisions

## *Section 22(a)*

- **Within 2 calendar months after return to the Philippines (official foreign travel), or within 1 calendar month of return to permanent official station (official local travel), personnel shall render an account of cash advance received in accordance with existing applicable rules and regulations.**





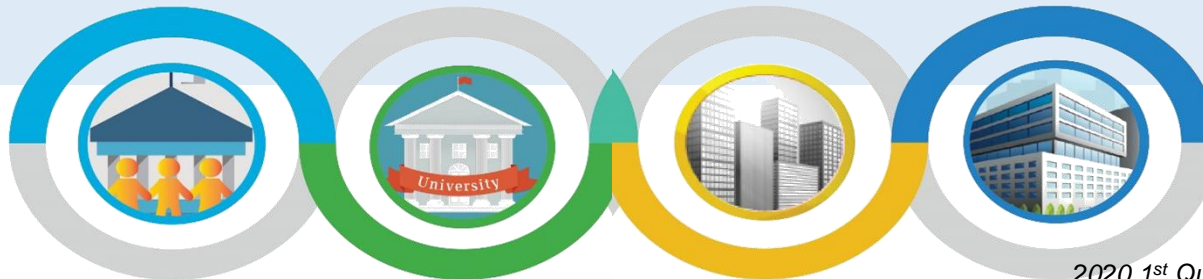
# *Contract of Service and Job Order Workers in Government*

# Rules and Regulations on Contract of Service (COS) and Job Order (JO) Workers

## ***CSC-COA-DBM Joint Circular No. 1, s. 2017 dated June 15, 2017***

### ***Coverage***

- ***National Government Agencies***
- ***Government–Owned or –Controlled Corporations with original charters***
- ***State Universities and Colleges***
- ***Constitutional Bodies***



# Definition of Terms

## **Contract of Service**

***Engagement of services of an individual, private firm, other government agency, non-government agency or international organization as consultant, learning service provider or technical expert to undertake a special project or job within a specific period***

## **Job Order**

***A piece work (pakyaw) or intermittent or emergency jobs such as clearing of debris, canals, waterways, etc., other manual, trades and crafts services such as carpentry, plumbing, electrical. These jobs are of short duration and for a specific piece of work***



# Engagement of COS/JO Workers

- **Hiring under COS shall be limited to consultants, learning service providers, or other technical experts to undertake special project or job within a specific period**
- **Project or job is not part of the regular functions of the agency, or the expertise is not available in the agency, or it is impractical or more expensive for the agency to directly undertake the service provided by the individual or institutional contractor**



# Engagement of COS/JO Workers

- **Hiring of JO workers shall be limited to emergency or intermittent work, such as clearing of debris after disasters/occurrences, other trades and crafts, and manual tasks such as carpentry, plumbing, painting, electrical, and the like which are not part of the regular functions of the agency**
- **COS and JO workers should not be designated to positions exercising control or supervision over regular and career employees**



# Engagement of COS/JO Workers

- **Services of COS and JO workers are not covered by Civil Service law and rules, thus, are not creditable as government service**
- **They do not receive benefits such leave, PERA, RATA and thirteenth month pay**





# Amendment to CSC-COA-DBM JC No. 1, s. 2017

## ***CSC-COA-DBM JC No. 1, s. 2018 dated November 9, 2018***



- **Amends Section 11 (Transitory Provisions) of previous circular**
- **Amended Section 11 now provides that:**
  - ✓ **Agencies may engage the services of new COS and JO workers through individual contract and renew existing individual contracts until December 31, 2020.**
  - ✓ **Thereafter, the engagement of COS and JO workers shall be in accordance with the provisions of JC No. 1, s. 2017**



# Amendment to CSC-COA-DBM JC No. 1, s. 2017

- ✓ **Services of individual COS or JO shall be paid salary/wage equivalent to the daily salary/wage of comparable positions in government and a premium of up to 20% of such salary/wage effective January 1, 2019**
- ✓ **The premium of 20% may be paid monthly, in lump sum or in tranches (i.e., mid-year and year-end payments) as may be stated in the contract.**
- ✓ **Charged to MOOE in the approved budget**



# Amendment to CSC-COA-DBM JC No. 1, s. 2017



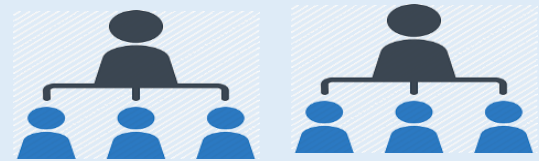
**The institutional contract of an agency with a contractor or service provider shall include a provision that existing qualified COS or JO workers may be considered in the hiring by the contractor or service provider**

- ✓ **The existing qualified COS and JO workers shall be considered for appointment to vacant positions subject to Civil Service law and rules and agency CSC-approved Merit Selection Plan**



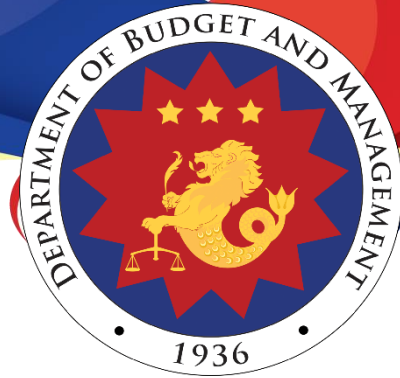
# Amendment to CSC-COA-DBM JC No. 1, s. 2017

- ✓ **Agencies shall review their functions, systems and procedures, organizational structure and staffing to determine the appropriate human resource complement for their programs/activities/ projects**



- ✓ **The creation of permanent positions may be considered for regular functions, while the hiring of casual or contractual personnel may be considered for projects and activities that are temporary in nature, subject to evaluation of DBM or GCG**





# *Reclassification of Positions*

# Definition

- ✓ **Reclassification is a form of staffing modification or position classification action which is applied only when there is warranted substantial change in the regular duties of an incumbent of a position**

**It involves a change in any or all of the position attributes, i.e., position title, salary grade or position level**



# Coverage, Exclusions and Prohibition

- ✓ **Reclassification applies only to filled regular positions**
- ✓ **Reclassification shall not apply to casual and contractual positions in view of their limited tenure**
- ✓ **The reclassification of positions in the LGUs is prohibited in view of Section 325 (f) of RA No. 7160, s. 1991**



# Guidelines under Budget Circular No. 2018-3

- ✓ **A position may be reclassified only within the same class category**
- ✓ **Reclassification may involve an upward or downward change in the classification of a position, but not to exceed one (1) position level**
- ✓ **A position may be reclassified only if the present incumbent fully meets the QS prescribed by the CSC**





# Guidelines under Budget Circular No. 2018-3

- ✓ **The reclassification shall not result in a distortion in the hierarchy and mix of positions in the staffing pattern nor in the organizational structure**
- ✓ **Reclassification shall not apply to vacant regular positions**



# Guidelines under Budget Circular No. 2018-3

- ✓ **Reclassification applies to the following:**
  - **There are changes in the level/category of the government entity which will bear on the level of key positions;**
  - **There are changes in the quantitative and other factors used in determining the appropriate position and level in accordance with existing position classification standards;**
  - **Provided by law or Presidential authority**



# Reclassification Based on the Incumbent's Qualification

- ✓ **Implementation of the Equivalents Record Forms of teachers pursuant to Section 14 of Presidential Decree No. 985, as implemented by DBM Circular Letter No. 84-4 and Budget Circular No. 2004-1**
- ✓ **Implementation of the Master Teachers career path under Executive Order No. 500, as implemented by National Budget Circular No. 303 and National Compensation Circular No. 24**



# Reclassification Based on the Incumbent's Qualification

- ✓ **Implementation of NBC No. 461 for faculty members of SUCs, higher education institutions, and TESDA technical education institutions, and of NBC No. 308 in the case of faculty members of the UP System and Mindanao State University System**



Thank You  
and  
Good Day



*2020 1<sup>st</sup> Quarterly Seminar & Meeting  
Punta Villa Resort, Iloilo City  
March 11-14, 2020*