



REPUBLIC OF THE PHILIPPINES

Department of Budget and Management  
Bldg. I, Gen. Solano Street, San Miguel, Manila



**BUDGET CIRCULAR**

No. 2004 - 3  
March 6, 2004

**TO :** Heads of Departments, Bureaus, Offices, Agencies of the National Government; Government-Owned and Controlled Corporations; Government Financial Institutions; Local Government Units; and All Others Concerned

**SUBJECT :** Conversion of Positions Performing Staff/Non-Technical Functions

**1.0 Background**

- 1.1 Presidential Decree No. 985 as amended by Republic Act No. 6758 or the Salary Standardization Law provides, among others, that:

**"Section 8. Allocation and Reallocation of Positions.** Subject to approval by the Secretary of Budget and Management, the CPCB (Compensation and Position Classification Bureau now Organization, Position Classification and Compensation Bureau (OPCCB)) shall have the authority to change the allocation of a position from one class to another class whenever facts warrant. . .

**Section 17. Powers and Functions.** The Secretary of Budget and Management, principally through the CPCB (now OPCCB) shall, in addition to those provided in the other Sections of this Decree, have the following powers and functions:

- a. Administer the compensation and position classification established herein and revise it as necessary."

- 1.2 To streamline the numerous administrative classes, the Administrative Services Group under the General Administrative Service of the Position Classification Plan is hereby modified by including under it the following classes of positions:

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<b>Sub-Professional Level</b>	<b>Salary Grade</b>
Administrative Aide I	1
Administrative Aide II	2
Administrative Aide III	3
Administrative Aide IV	4
Administrative Aide V	5
Administrative Aide VI	6
Administrative Assistant I	7
Administrative Assistant II	8
Administrative Assistant III	9
Administrative Assistant IV	10
Administrative Assistant V	11
Administrative Assistant VI	12
Senior Administrative Assistant I	13
Senior Administrative Assistant II	14
Senior Administrative Assistant III	15
Senior Administrative Assistant IV	16
Senior Administrative Assistant V	18

**Professional Level**

Administrative Officer I	10
Administrative Officer II	11
Administrative Officer III	14
Administrative Officer IV	15
Administrative Officer V	18
Supervising Administrative Officer	22
Chief Administrative Officer	24

**2.0 Purpose**

To implement the conversion of existing positions to the above-listed new classes.

**3.0 Coverage and Exemption**

3.1 This Circular shall cover all positions as shown in Annex A hereof in the administrative/financial units of agencies, including administrative/support positions in their operating/technical units, whether permanent, casual, contractual or emergency in nature now existing or hereafter created in National Government/Agencies (NGAs), Government-Owned and Controlled Corporations (GOCCs); Government Financial Institutions (GFIs) and Local Government Units.

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3.2 It shall not cover, however, the following positions:

- Legal Officers, Engineers, Librarians, etc. and those which require passing bar/board examinations;
- Medical and Allied Medical positions which are covered by RA 7305 or the Magna Carta of Public Health Workers, some of which also require passing board examinations;
- Positions rendering security of buildings;
- Chief Accountant and lower level accountant positions which head accounting units;
- Municipal/City/Provincial Government Assistant Department Heads/Department Head; and
- ✓ • Positions performing line functions of the agency, e.g.: carpenters in engineering Districts, bookbinders in the National Printing Office, and photographers in Office of the Press Secretary.

#### **4.0 Definition of Administrative Services Group**

4.1 Administrative Services Group includes positions which are responsible for planning, coordination, supervision and performance of functions relating to human resource management, budgeting, fiscal examination and control, financial and management analysis, cashiering, information technology, management and audit analysis, supply and records management, information dissemination and public relations. It also includes those involved in messengerial, clerical, secretarial, stenographic, buying, storekeeping, bookbinding, disbursement, automotive equipment operation, communications equipment operation and repair, electronics and communications equipment technology, carpentry, electrical, painting, plumbing, laboring, crafts and trades, utility working, machine repair, air-conditioning technology, mechanical plant operation and repair, bookbinding, reproduction machine operation, stitching, audio-visual equipment operation and repair, illustrating functions and such other related functions.

4.2 It does not include positions performing duties and responsibilities that are part of the main functions of their agencies.

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## 5.0 Implementing Guidelines

- 5.1 The offices concerned of the Department of Budget and Management (DBM) shall issue a Notice of Organization, Staffing and Classification Action (NOSCA) reflecting the conversion of positions performing staff/non-technical function to the new classes.
- 5.2 The duties and responsibilities of the new position titles shall consist of the duties and responsibilities of the positions titles compressed to it.

Example:

Reproduction Machine Operator I, SG 2 – operates and maintains simple reproduction machines such as photocopying machines

and

Messenger, SG 2 – collects and delivers inter- and intra-office communications

Compressed to

Administrative Aide II, SG 2 - operates and maintains simple reproduction machines such as photocopying machines; collects and delivers inter- and intra- office communications.

- 5.2 Positions allocated to the new position titles may be assigned any combination of the duties and responsibilities of the previous position titles.
- 5.3 Agencies shall have the flexibility to modify the duties and responsibilities of a vacant position to any of the new position titles that is needed for its operations provided it will not require additional funds.

Example:

Records Officer II, SG 14 and Cashier II, SG-14 were both compressed to Administrative Officer III, SG 14. One of the positions is vacant. The agency needs a position for supply management. The agency concerned may convert the duties and responsibilities of the vacant AO III position to those pertaining to supply management and transfer the said position to the appropriate unit without need of the approval of the DBM. It shall inform however the DBM of such transfer.

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5.4 Upon implementation, the incumbents of positions shall retain their designated salary steps. The conversion shall not affect the counting of the years of service for the purpose of step increments.

5.5 The conversion authorized herein shall not constitute reclassification, but rather allocation of the position to its proper class.

## **6.0 Procedural Guidelines**

6.1. The Human Resource Management Officer/Administrative Officer of the entity concerned shall, upon receipt of the NOSCA, prepare a Plantilla of Position Allocation and Appointment (PPAA) (Annex B).

6.2. A PPAA shall also be prepared for contractual, casual and emergency positions.

6.3. The original and three (3) copies of the said PPAA which shall be certified correct by the Human Resource Management Officer/Administrative Officer and approved by the Head of the government entity shall be submitted for post-audit, within thirty (30) days after the receipt of the said NOSCA, to the appropriate Budget and Management Bureau (BMB), or DBM Regional Office for regionalized offices. The BMB or the DBM Regional Office shall examine and verify the said Plantilla based on its records and the NOSCA and certify the PPAA accordingly. The certified copies shall then be distributed as follows:

6.3.1. one copy to the Civil Service Commission Regional Office and Field Office concerned;

6.3.2. one copy to the Commission on Audit, for compliance with auditing requirements;

6.3.3. once copy to the Office of origin concerned for proper implementation; and

6.3.4. the original shall remain with the BMB or DBM Regional Office for records, control and post-audit purposes.

6.4. The rules and regulations on the PPAA governing the status and preparation of appointments and other personnel action shall be as prescribed by the Civil Service Commission (CSC).

- 6.5. The Head of the government entity shall notify the official/employee of any change in his position title and the corresponding salary grade of his position through a Notice of Position Allocation (For Individuals) Annex C). The information in the Notice shall conform with the entries in the PPAA submitted to the DBM as to position title and salary. A copy of this Notice shall be furnished the CSC and the GSIS.
- 6.6. For officials/employees having similar data and information such as classification of position and salary grade, a Notice of Position Allocation (For Groups) (Annex D) shall be issued in lieu of the form prescribed in paragraph 6.5. A copy of the Notice shall be furnished the CSC and the GSIS.

## **7.0 Responsibility of the Head of Government Entity**

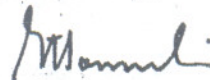
The Head of a government entity shall be responsible for the submission of the required reports.

## **8.0 Saving Clause**

Cases not covered by the provisions of this Circular shall be referred to the Secretary of Budget and Management for resolution.

## **9.0 Effectivity**

This Circular shall take effect March 1, 2004.



**EMILIA T. BONCODIN**  
Secretary

## ALLOCATION OF SUB-PROFESSIONAL AND PROFESSIONAL ADMINISTRATIVE POSITIONS

From		To	
Position Title	Salary Grade	Position Title	Salary Grade

## Sub-Professional Level

Crafts and Trades Helper *	1	} Administrative Aide I	1
Laborer I*	1		
Utility Worker I	1		

\* The present classification of these positions shall be retained if their duties and responsibilities are part of the main functions of the agency where they are located.

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From		To	
Position Title	Salary Grade	Position Title	Salary Grade

Messenger	2	} Administrative Aide II	2
Bookbinder I*	2		
Reproduction Machine Operator I	2		
Stitcher I*	2		
Laborer II*	3	} Administrative Aide III	3
Utility Worker II	3		
Driver I	3		
Carpenter I*	3		
Mason I*	3		
Painter I*	3		
Plumber I*	3		
Audio-Visual Equipment Operator I	3		
Illustrator I	3		
Clerk I	3		

\* The present classification of these positions shall be retained if their duties and responsibilities are part of the main functions of the agency where they are located.

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From		To	
Position Title	Salary Grade	Position Title	Salary Grade
Storekeeper I	4	} Administrative Aide IV	4
Driver II	4		
Bookbinder II*	4		
Reproduction Machine Operator II	4		
Stitcher II*	4		
Electrician I*	4		
Mechanic I*	4		
Mechanical Plant Operator I*	4		
Printing Machiner Operator I*	4		
Auxiliary Machine Operator I	4		
Communications Equipment Operator I*	4		
Clerk II	4		
Stenographer I	4		
Human Resource Management Aide	4		
Buyer I	4		
Accounting Clerk I	4		
Fiscal Clerk I	4		
Budgeting Aide	4		
Cash Clerk I	4		
Chauffeur I	5	} Administrative Aide V	5
Carpenter II*	5		
Mason II*	5		
Painter II*	5		
Plumber II*	5		
Audio-Visual Equipment Operator II	5		
Photographer I*	5		
Illustrator II	5		
Accounting Machine Operator I	5		

\* The present classification of these positions shall be retained if their duties and responsibilities are part of the main functions of the agency where they are located.

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From		To	
Position Title	Salary Grade	Position Title	Salary Grade
Chauffeur II	6	} Administrative Aide VI	6
Utility Foreman	6		
Microfilming Machine Operator I	6		
Electrician II*	6		
Labor Foreman*	6		
Air-Conditioning Technician I	6		
Mechanic II*	6		
Mechanical Plant Operator II*	6		
Printing Machiner Operator II*	6		
Audio-Visual Aids Technician I	6		
Auxiliary Machine Operator II	6		
Data Entry Machine Operator I	6		
Data Controller I	6		
Communications Equipment Operator II*	6		
Electronics and Communications Equipment Technician I*	6		
Artist-Illustrator I	6		
Clerk III	6		
Stenographer II	6		
Buyer II	6		
Storekeeper II	6		
Accounting Clerk II	6		
Fiscal Clerk II	6		
Cash Clerk II	6		
Disbursing Officer I	6		
Motor Pool Dispatcher	6		

\* The present classification of these positions shall be retained if their duties and responsibilities are part of the main functions of the agency where they are located.

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From		To	
Position Title	Salary Grade	Position Title	Salary Grade
Chauffeur III	7	Administrative Assistant I	7
Bookbinder III*	7		
Reproduction Machine Operator III	7		
Stitcher III*	7		
Audio-Visual Equipment Operator III	7		
Photographer II*	7		
Computer Operator I	7		
Secretary I	7		
Stenographic Reporter I	7		
Accounting Machine Operator II	7		
Motor Pool Supervisor I	7		
Chauffeur IV	8	Administrative Assistant II	8
Microfilming Machine Operator II	8		
Carpenter Foreman*	8		
Mason Foreman*	8		
Painter Foreman*	8		
Plumber Foreman*	8		
Labor General Foreman*	8		
Air-Conditioning Technician II	8		
Audio-Visual Aids Technician II	8		
Auxiliary Machine Operator III	8		
Data Entry Machine Operator II	8		
Date Controller II	8		
Electronics and Communications Equipment Technician II*	8		
Artist-Illustrator II	8		
Administrative Assistant	8		
Clerk IV	8		
Human Resource Management Assistant	8		

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\* The present classification of these positions shall be retained if their duties and responsibilities are part of the main functions of the agency where they are located.

From		To	
Position Title	Salary Grade	Position Title	Salary Grade
Property Custodian	8	Administrative Assistant II	8
Accounting Clerk III	8		
Bookkeeper	8		
Fiscal Clerk III	8		
Budgeting Assistant	8		
Cash Clerk III	8		
Disbursing Officer II	8		
Management and Audit Assistant	8		
Assistant Officer	8		
Public Relations Assistant	8		
Electrician Foreman*	9	Administrative Assistant III	9
Mechanic III*	9		
Mechanical Plant Operator III*	9		
Printing Machine Operator III*	9		
Computer Operator II	9		
Communications Equipment Operator III*	9		
Secretary II	9		
Stenographer III	9		
Stenographic Reporter II	9		
Buyer III	9		
Storekeeper III	9		
Senior Bookkeeper	9		
Motor Pool Supervisor II	9		
Bookbinder IV*	10	Administrative Assistant IV	10
Carpenter General Foreman*	10		
Painter General Foreman*	10		
Audio-Visual Aids Technician III	10		
Photographer III*	10		
Accounting Machiner Operator III	10		

\* The present classification of these positions shall be retained if their duties and responsibilities are part of the main functions of the agency where they are located.

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From		To	
Position Title	Salary Grade	Position Title	Salary Grade
Microfilming Machine Operator III	11	Administrative Assistant V	11
Electrician General Foreman*	11		
Mechanical Shop Foreman*	11		
Printing Machine Operator IV*	11		
Auxiliary Machine Operator IV	11		
Data Entry Machine Operator III	11		
Data Controller III	11		
Communications Equipment Operator IV*	11		
Electronics and Communications Equipment Technician III*	11		
Artist-Illustrator III	11		
Private Secretary I	11		
Stenographic Reporter III	11		
Buyer IV	11		
Storekeeper IV	11		
Computer Operator III	12	Administrative Assistant VI	12
Photographer IV*	12		
Mechanical Shop General Foreman*	13	Senior Administrative Assistant I	13
Data Entry Machine Operator IV	13		
Data Controller IV	13		
Communications Equipment Operator V	13		
Stenographic Reporter IV	13		
Buyer V	13		
Audio-Visual Aids Technician IV	14	Senior Administrative Assistant II	14
Computer Operator IV	14		

\* The present classification of these positions shall be retained if their duties and responsibilities are part of the main functions of the agency where they are located.

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From			To	
Position Title	Salary Grade		Position Title	Salary Grade
Photographer V*	15	}	Senior Administrative Assistant III	15
Electronics and Communications Equipment Technician IV*	15			
Private Secretary II	15			
Stenographer to the President	15			
Senior Stenographer to the Regional Governor	16		Senior Administrative Assistant IV	16
Photographer VI*	18	}	Senior Administrative Assistant V	18
Private Secretary III	18			
Senior Stenographer to the President	18			
<b>Professional Level</b>				
Records Officer I	10	}	Administrative Officer I	10
Supply Officer I	10			
Cashier I	10			
Administrative Officer I	11	}	Administrative Officer II	11
Human Resource Management Officer I	11			
Information Officer I	11			
Public Relations Officer I	11			
Financial Analyst I	11			
Fiscal Examiner I	11			
Fiscal Controller I	11			
Budget Officer I	11			
Clearing Officer	11			
Management and Audit Analyst I'	11			
Accountant I	11			

\* The present classification of these positions shall be retained if their duties and responsibilities are part of the main functions of the agency where they are located.

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From		To	
Position Title	Salary Grade	Position Title	Salary Grade
Records Officer II	14	Administrative Officer III	14
Supply Officer II	14		
Cashier II	14		
Administrative Officer II	15	Administrative Officer IV	15
Human Resource Management Officer II	15		
Information Officer II	15		
Public Relations Officer II	15		
Financial Analyst II	15		
Fiscal Examiner II	15		
Fiscal Controller II	15		
Budget Officer II	15		
Management and Audit Analyst II	15		
Accountant II	15		
Administrative Officer III	18	Administrative Officer V	18
Human Resource Management Officer III	18		
Records Officer III	18		
Supply Officer III	18		
Cashier III	18		
Information Officer III	18		
Public Relations Officer III	18		
Financial Analyst III	18		
Fiscal Examiner III	18		
Fiscal Controller III	18		
Budget Officer III	18		
Management and Audit Analyst III	18		
Accountant III**	18		

\* The present classification of these positions shall be retained if their duties and responsibilities are part of the main functions of the agency where they are located.

\*\* The present classification of the position shall be retained if it is the highest accountant in the agency/office.

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From		To	
Position Title	Salary Grade	Position Title	Salary Grade
Administrative Officer IV	22	Supervising Administrative Officer	22
Human Resource Management Officer IV	22		
Records Officer IV	22		
Supply Officer IV	22		
Cashier IV	22		
Information Officer IV	22		
Public Relations Officer IV	22		
Financial Analyst IV	22		
Fiscal Examiner IV	22		
Fiscal Controller IV	22		
Budget Officer IV	22		
Management and Audit Analyst IV	22		
Financial and Management Officer I	22		
Accountant IV**	22		
Administrative Officer V	24	Chief Administrative Officer	24
Human Resource Management Officer V	24		
Records Officer V	24		
Supply Officer V	24		
Chief Accountant **	24		
Financial Analyst V	24		
Fiscal Examiner V	24		
Fiscal Controller V	24		
Budget Officer V	24		
Cashier V	24		
Management and Audit Analyst V	24		
Financial and Management Officer II	24		
Information Officer V	24		
Public Relations Officer V	24		

\* The present classification of these positions shall be retained if their duties and responsibilities are part of the main functions of the agency where they are located.

\*\* The present classification of the position shall be retained if it is the highest accountant in the agency/office.

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PLANTILLA OF POSITION ALLOCATION AND APPOINTMENT

Agency : \_\_\_\_\_  
 \_\_\_\_\_

Item No. FY 2002 (1)	Present Position Title (2)	Salary Grade (3)	New Position Title (4)	Salary Grade (5)	Monthly Salary* (6)	NAME OF INCUMBENT (7)	STATUS OF APPOINTMENT		DURATION OF APPOINTMENT/ CONTRACT FOR CASUAL, EMERGENCY AND CONTRACTUAL EMPLOYEES (10)	CSC ACTION REMARKS (11)
							As of Dec. 31, 2003 (8)	As of Jan. 1, 2004 (9)		

Prepared/Certified Correct:

Approved:

\_\_\_\_\_  
 Adm. Officer/HRMO

\_\_\_\_\_  
 Head of Agency

\*NBC No. 474 for NGAs, GOCCs and GFIs  
 LBC No. 74 for LGUs

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\_\_\_\_\_  
Name of Agency

Notice of Position Allocation  
(For Individuals)

Date \_\_\_\_\_

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Pursuant to Budget Circular No. \_\_\_\_\_ your position of Clerk IV, SG-8 has been allocated to Administrative Assistant II, SG-8 effective January 1, 2004.

Very truly yours,

\_\_\_\_\_  
Head of Government Agency/Regional Director

cc.: The GSIS/CSC

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\_\_\_\_\_  
Name of Agency

Notice of Position Allocation  
(For Groups)

Date \_\_\_\_\_

Special Order  
No. \_\_\_\_\_, s. 2003

Pursuant to Budget Circular No. \_\_\_\_\_, the positions of the following officials/employees have been allocated from Cashier I, SG-10 to Administrative Officer I, SG-10 effective January 1, 2004.

Name of Employee

**Item No.**  
**FY 2002**  
**PSIPOP**

- 1.
- 2.
- 3.

Very truly yours,

\_\_\_\_\_  
Head of Government Agency/Regional Director

cc.: The GSIS/CSC

