

**[ EXECUTIVE ORDER NO. 813, June 22, 1982 ]**

**ESTABLISHING THE SYSTEM OF POSITION CLASSIFICATION  
AND COMPENSATION FOR THE OFFICE OF THE PRIME MINISTER  
(PROPER) AS WELL AS THE RULES AND REGULATIONS FOR ITS  
IMPLEMENTATION**

**WHEREAS**, pursuant to the 1981 Amendments to the Constitution, the Office of the Prime Minister was created under Executive Order No. 708 dated July 27, 1981;

**WHEREAS**, the Prime Minister is the head of the Cabinet and the Chairman of the Executive Committee, as well as, responsible for the day-to-day supervision of all ministries and the details of administration of the government pursuant to the provisions of the Constitution and the aforementioned Executive Order;

**WHEREAS**, in view of the transfer of personnel from the Office of the President to the Office of the Prime Minister under Executive Order No. 708 and the need to adopt a comparable position classification and compensation scheme for the purpose; and

**WHEREAS**, the constitutional responsibilities of the Prime Minister require an effective, responsive and efficient organizational structure and staff;

**NOW, THEREFORE, I, FERDINAND E. MARCOS**, President of the Philippines, by virtue of the powers vested in me by law, do hereby order and promulgate the following:

**SECTION 1.** The System. – The system consists of the Position Classification Plan and the Compensation Plan for the Office of the Prime Minister (Proper).

**SECTION 2.** Coverage. – The system shall cover all regular positions in the Office of the Prime Minister (Proper) except the positions of the Prime Minister and Deputy Prime Minister.

**SECTION 3.** The Position Classification Plan. – The Position Classification Plan shall consist of (a) positions in the Office divided into two main categories, namely, the Career Executive Service Level and the Sub-Career Executive Service Level which is sub-divided into occupational groups under which are position classes, and (b) the rules and regulations for its implementation and administration.

**SECTION 4.** Position Classes and Salary Ranks. – The position classes and the corresponding ranks in the Career Executive Service Level are as follows:

<u>Position</u>	<u>Rank</u>
Secretary-General	Exempt

Deputy Secretary-General	<b>I</b>
Staff Office Director	<b>II</b>
Special Officer	<b>III</b>
Executive Officer	<b>III</b>
Deputy Staff Office Director	<b>III</b>
Staff Service Director	<b>III</b>
Deputy Staff Service Director	<b>IV</b>

The Secretary-General position shall not be covered by CES ranking and shall have a compensation equal to two-grades higher than Rank I positions.

The position classes and the corresponding pay ranges in the Sub-Career Executive Service Level are as follows:

<u>Position</u>	<u>Pay Range</u>
Staff Officers Group	
Chief OPM Staff Officer	20
Supervising OPM Staff Officer	18
Senior OPM Staff Officer	16
OPM Staff Officer	12
Junior OPM Staff Officer	9
Staff Secretarial Group	
Private Secretary II	14
Private Secretary I	12
Staff Assistants Group	
Supervising Staff Assistant	8
Senior Staff Assistant	7
Staff Assistants	6
Stenographic Group	
Senior Stenographer to the Prime Minister	16
Stenographer to the Prime Minister	12
Stenographer Reporter	6
Supervising Staff Stenographer	6
Senior Staff Stenographer	4
Staff Stenographer	3
Building and Grounds Supervisor	10
Maintenance General Foreman	6
Maintenance Foreman	4
General Utility Services Group	
Supervising Utility Man	3
Senior Utility Man	2
Utility Man	1
Automotive Equipment and Operation Group	
Motorpool Superintendent	10
Assistant Motorpool Superintendent	8
OPM Chauffeur	4
Driver	3
General Clerical Group	
Supervising Staff Aide	4
Senior Staff Aide	3

**SECTION 5.** The Compensation Plan. – The salary scale of the Career Executive Service shall apply to CES level positions in the Office of the Prime Minister; Provided, that such positions shall have a one-grade advantage over comparable positions in the CES Compensation Plan.

The salary scale for the Sub-Career Executive Service Level in the Office of the Prime Minister shall be as follows:

Pay Range	1st Step	2nd Step	3rd Step	4th Step	5th Step
1	P5640	P6240	P6888	P7608	P8400
2	6240	6888	7608	8400	9288
3	6888	7608	8400	9288	10260
4	7608	8400	9288	10260	11328
5	8400	9288	10260	11328	12516
6	9288	10260	11328	12516	13824
7	10260	11328	12516	13824	15264
8	11328	12516	13824	15264	16860
9	12516	13824	15264	16860	18636
10	13824	15264	16860	18636	20580
11	15264	16860	18636	20580	22728
12	16860	18636	20580	22728	25116
13	18636	20580	22728	25116	27732
14	20580	22728	25116	27732	30624
15	22728	25116	27732	30624	33816
16	25116	27732	30624	33816	37344
17	27732	30624	33816	37344	41232
18	30624	33816	37344	41232	45540
19	33816	37344	41232	45540	50292
20	37344	41232	45540	50292	55536
21	41232	45540	50292	55536	61344
22	45540	50292	55536	61344	67764

**SECTION 6.** Classification Rules.

a. Positions shall first be classified by the Office of Budget and Management before inclusion in the regular or special budgets.

b. Positions shall be classified on the basis of regular and permanent duties and responsibilities attached thereto and the qualification requirements therefor.

c. Proposals for the creation of new positions shall be in accordance with the provisions of Presidential Decree Nos. 985 and 1177.

d. Reclassification of a position may be proposed whenever there are significant and permanent changes in the duties and responsibilities thereof. The proposal, supported by a duly accomplished position description form and such other papers as may be required, shall be incorporated in the budget estimates of the Office and shall be processed by the Office of Budget and Management.