

## [ BUDGET CIRCULAR NO. 2018-3, July 31, 2018 ]

### GUIDELINES ON THE RECLASSIFICATION OF POSITIONS

*Adopted: 30 July 2018*  
*Date Filed: 31 July 2018*

#### 1.0 Purpose

This Circular is issued to amend the guidelines on the reclassification of positions as part of the mandate of the Department of Budget and Management (DBM) to administer and maintain the Compensation and Position Classification System (CPCS) in the government.

#### 2.0 Coverage, Exclusion and Prohibition

2.1 Reclassification of positions shall apply only to filled regular positions in the national government covered by or following the CPCS established under Republic Act (RA) No. 6758<sup>[1]</sup>, as amended.

2.2 Reclassification of positions shall not apply in the case of casual and contractual positions in view of their limited tenure.

2.3 The reclassification of filled positions in local government units is prohibited in view of Section 325 (f) of RA. No. 7160<sup>[2]</sup>, s. 1991.

#### 3.0 Class Categories

Pursuant to Section (3)(a) of Congress Joint Resolution No. 4, s. 2009<sup>[3]</sup>, the classes of positions under the CPCS shall be categorized as follows:

3.1 **Sub-Professional category** - This category includes positions involved in structured work in support of office operations or those engaged in crafts, trades, manual or clerical work.

3.2 **Professional category** - This category includes positions performing work requiring the exercise of profession or application of knowledge acquired through formal training in a particular field or the exercise of a natural, creative and artistic ability or talent in arts and letters. Also included in this category are positions involved in research and application of professional knowledge and methods to a variety of technological, economic, social, industrial, and governmental functions.

3.3 **Executive category** - This category includes managerial positions

involved in the execution of laws, rules and regulations, in the legislation of laws and ordinances, and in the administration of justice.

#### **4.0 Guidelines**

4.1 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 the incumbent of the position.

It generally involves a change in any or all of the position attributes, i.e., position title, salary grade or position level. However, if the salary grade of the position is maintained, the staffing/classification action is deemed a retitling, provided that the new position title belongs to the same occupational group.

Reclassification of positions shall be subject to approval of the DBM.

4.2 Reclassification may be applied in the following cases:

4.2.1 There are changes in the level/category of the government entity which will bear on the level of key positions;

4.2.2 There are changes in the quantitative and other factors used in determining the appropriate position and level in accordance with existing position classification standards;

4.2.3 The reclassification of a position is provided by law or Presidential authority; or

4.2.4 Other meritorious cases as may be determined by the DBM.

4.3 The following are the only instances when reclassification is based on the qualification of the incumbent:

4.3.1 Implementation of the Equivalent Record Forms (ERFs) of teachers pursuant to Section 14 of Presidential Decree No. 985, as implemented by DBM Circular Letter No. 84-4 dated May 30, 1984 and Budget Circular No. 2004-1 dated January 23, 2004;

4.3.2 Implementation of the Master Teachers career path provided under Executive Order No. 500 dated March 21, 1978, as implemented by National Budget Circular (NBC) No. 303 dated April 10, 1979 and National Compensation Circular No. 24 dated May 20, 1983: and

4.3.3 Implementation of NBC No. 461 dated June 1, 1998 for faculty members of SUCs, higher education institutions, and TESDA technical education institutions, and of NBC No. 308 dated May 28, 1979 in the case of faculty members of the University of the Philippines System and the Mindanao State University System.

4.4 A position may be reclassified only within the same class category, as described under Item 3.0 of this Circular.

Accordingly, the previous policy which allows reclassification to a different class category is hereby rescinded.