

**[DBM NATIONAL BUDGET CIRCULAR NO. 447
SERIES OF 1996, January 02, 1996]**

PLANTILLA OF PERSONNEL FOR FY 1995

1. PURPOSE

This Circular is being issued to provide guidelines in verifying, conforming, accomplishing and distributing the Plantilla of Personnel for FY 1995.

2. STATEMENT OF POLICY

In accordance with Sections 21 and 23, Book VI of Executive Order (EO) No. 292 or the Administrative Code of 1987, it is hereby required that a Plantilla of Personnel for each department, bureau, office or agency be prepared and submitted to the Department of Budget and Management.

3. GENERAL INSTRUCTION

3.1 The attached pre-formatted Plantilla of Personnel* for FY 1995 shall be accomplished in four (4) copies.

3.2 Column 1 to 5 contain authenticated information as of March 31, 1995 that shall not be modified by the agency. any duly approved change/modification not contained therein shall be submitted to the Compensation and Position Classification Bureau (CPCB), Regional Coordination Service (RCS) or the Regional Coordination Service (RCS) or the regional Offices (ROs) concerned of the Department of Budget and Management (DBM) using the format of the above-cited Plantilla of personnel.

3.3 Entries in Columns 6 to 10 shall be checked/verified/confirmed as to their accuracy.

3.3.1 Column 6 refers to the actual 1996 adjusted 1996 salaries of the positions per Executive Order No. 290 plus step increments for merit increase/length of service, transition and other over and above allowances.

3.3.2 Column 7 refers to the numerical place on the Salary Grade of the Salary Schedule representing multiple rates.

3.3.3 Columns 8 and 9 refer to the geographical location of the position.

3.3.3.1 Area Code (Column 8) shall refer to the Regional Code; while Area Type (Column 9) shall refer to Region (R), Province (P), District (D), Municipality (M) or Foreign Post (F).