

**[DBM NATIONAL BUDGET CIRCULAR NO. 455,
October 28, 1996]**

PLANTILLA OF PERSONNEL FOR FY 1996

1.0

Purpose

1.1 Pursuant to Sections 21 and 23, Book VI of Executive Order No. 292 (the Administrative Code of 1987), each department, bureau, office or agency of the national government shall prepare and submit their respective Plantilla of Personnel to the Department of Budget and Management.

1.2 In this connection, this Circular is being issued to provide guidelines in the verification and accomplishment of the Plantilla of Personnel for FY 1996 by all national government agencies.

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General Instructions

2.1 All agencies of the national government shall accomplish the attached pre-formatted Plantilla of Personnel for FY 1996 for their respective agencies. In the case of agencies attached to departments or other units of government, a separate Plantilla of Personnel shall be accomplished.

2.2 The attached Plantilla of Personnel shall be accomplished in accordance with the following guidelines:

2.2.1 Columns 2 to 5 contain authenticated information as of March 31, 1996 that shall NOT be modified/altered/revised by the agency. Any previously approved change/modification effective April 1, 1996 until December 31, 1996 not contained therein shall be separately submitted to the Compensation and Position Classification Bureau (CPCB), Regional Coordination Service (RCS) or the Regional Offices (ROs) concerned of the Department of Budget and Management (DBM) using the format of the Plantilla of Personnel mentioned in Item 2.1 hereof.

2.2.2 Entries in Columns 6 to 10 shall be checked/verified/confirmed as to their accuracy based on current records of the agency.

2.2.2.1 Column 6 refers to the actual 1996 adjusted salaries of the positions per Executive Order No. 290 as implemented by National Budget Circular (NBC) No. 448, dated January 2, 1996, plus step increments for merit increase/length of service, transition and other over and above allowances.