

**[ DBM NATIONAL BUDGET CIRCULAR NO. 439,  
January 11, 1995 ]**

**GUIDELINES IN PROVIDING THE ORGANIZATION STRUCTURE  
AND STAFFING REQUIREMENTS OF FOREIGN-ASSISTED AND  
LOCALLY-FUNDED PROJECTS**

1.0  
Purpose

This Circular is being issued to:

- 1.1 Provide guidelines in establishing organization structure and staffing requirement of new projects, whether foreign or locally funded; and
- 1.2 Provide guidelines on requests for modification of the organization structure and staffing of ongoing projects.

2.0  
Declaration of Policy

It is the policy of the government to pursue the streamlining of the bureaucracy with the end in view of promoting an effective and efficient civil service. For this purpose, the creation of additional positions including contractual and casual positions, are discouraged. Furthermore, in the implementation of programs and projects, agencies are enjoined to tap the services of existing permanent personnel whose functions pertain to the said programs or projects.

3.0  
General Guidelines

The following shall govern the determination of the requisite organization structure and staffing pattern in the implementation of all projects whether foreign-assisted or locally funded.

3.1 On Organizational Structure

- 3.1.1 The implementation of a project shall be assigned to an agency's existing organizational unit such as a bureau, an office, a department or a division, as may be appropriate, charged with the function to which the project relates to.
- 3.1.2 When deemed necessary by the agency concerned, a Project Management Office (PMO) or implementing unit may be created to implement a project provided that this does not involve creation of additional positions in the government. For this purpose, positions may be tapped from within the agency concerned or from other agencies within the government.