

**[DBM NATIONAL BUDGET CIRCULAR NO. 533
DECEMBER 5, 2011, December 05, 2011]**

TO : HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING STATE UNIVERSITIES AND COLLEGES, AND ALL OTHERS CONCERNED

SUBJECT: FY 2011 PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)

1.0 Purposes

- 1.1 Pursuant to Section 21 and 23, Book VI of Executive Order No. 292 (Administrative Code of 1987), the Department of Budget and Management (DBM) shall prepare the Personal Services Itemization (PSI) of all national government agencies (NGAs) in support of the General Appropriations Act (GAA).
- 1.2 This Circular is issued to furnish NGAs with their FY 2011 Personal Services Itemization and Plantilla of Personnel (PSIPOP) based on the personal services appropriations under RA No. 10147, the FY 2011 GAA, to serve as: a) basis for determining the forward estimates of the personal services requirements, (b) source of information on government manpower, and c) basis for appointments to positions.
- 1.3 This Circular is also issued to provide guidelines on the verification, accomplishment and distribution of the PSIPOPs, and for other purposes.

2.0 PSIPOP Details

The PSIPOP contains the following details:

- 2.1 The unique item numbers, position titles, salary grades, authorized salaries, position levels, geographical location and functional deployment of permanent as of December 31, 2011.
- 2.2 Data on each incumbent of the position, such as name, actual salary, salary step, sex, date of birth, tax identification number (TIN), date of original appointment in government service, date of last promotion, status of appointment and civil service eligibility.
- 2.3 A summary of the number and annual salaries filled and unfilled positions, all lump-sum personal services components and the total agency appropriations for personal services for the year; and,
- 2.4 All special provisions and general provisions in the GAA pertaining

to salaries, salary adjustments, allowances, fringe benefits and other compensation that are applicable to the NGA concerned.

3.0 General Instructions

All NGAs with authorized permanent positions shall review and accomplish the PSIPOPs in accordance with the following guidelines:

3.1 Columns 1 to 3 contain authenticated information which shall not be modified/altered/ revised by the agency. Any approved change/staffing modification as of December 31, 2011 must be included therein.

- Column 1 refers to the unique item number of the position.
- Column 2 refers to the position title and salary grade allocation of the position in accordance with the Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS), as revised per recent approvals.
- Column 3 refers to the hiring rate or the first step of the salary grade allocation of the position for civilian personnel or the base pay for an itemized position for uniformed personnel using the salary/ base pay schedule in NBC No. 530 dated May 11, 2011.

3.2 Entries in columns 4 to 17 shall be reviewed by authorized agency personnel for accuracy and shall be updated as of December 31, 2011.

- Column 4 refers to the actual salary of the civilian incumbent of the position, inclusive of step increment and transition allowance, or the base pay of uniformed personnel holding an itemized position using the salary/base pay schedule in NBC No. 530 dated May 11, 2011.
- Column 5 refers to the salary step of the actual salary of the incumbent in the salary grade allocation of his/ her position.
- Column 6 and 7 refer to the geographical location of the position. Area Code (Column 6) refers to the Regional Code; Area Type (Column 7) refers to the Region (R), Province (P), District (D), Municipality (M) or Foreign Post (F).
- Column 8 refers to the level of the position in the organization as follows:
 - > KEY positions refer to executive, managerial, and chief of division or equivalent positions;
 - > TECHNICAL positions refer to those directly performing the substantive and/or frontline services or functions of the agency;