

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

February 27, 1989

DECS O R D E R
No. 14, s. 1989

SUBMISSION OF PLANTILLA OF PERSONNEL

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Regional Directors
Schools Superintendents
Chiefs of Services and Heads of Centers/Units
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of National Budget Circular No. 402 of the Department of Budget and Management dated January 10, 1989 on the submission of Plantilla of Personnel which is self-explanatory.
2. Please be guided accordingly. Compliance is requested.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incl.:
As stated

Reference:
None

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
EMPLOYEES
OFFICIALS
PLANTILLA
RULES & REGULATIONS

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacanang, Manila

January 10, 1989

NATIONAL BUDGET CIRCULAR NO. 402

TO : Heads of Departments and Chiefs of Bureaus and Offices including Constitutional Offices and the Judiciary

SUBJECT : Submission of Plantilla of Personnel

1.0 PURPOSE

This Circular is issued to provide the proper processing of appointments of personnel in the various agencies of the National Government which are submitted to the Department of Budget and Management for the necessary certification, as required under P.D. No. 985, on the appropriate classification and allowable compensation rate of positions.

2.0 STATEMENT OF POLICY

In accordance with Presidential Decree No. 1177, dated July 30, 1977, as amended, known as the Budget Reform Decree of 1977, it is hereby required that five (5) legible copies, including the original, of the Plantilla of Personnel of each department, bureau or office as of January 1 of each year be submitted to the Compensation and Position Classification Bureau (CPCB) on or before the 31st of January of each year in accordance with the form prescribed herein.

3.0 GENERAL GUIDELINES

Plantilla of personnel covered by special budgets should be submitted within 30 days after such special budgets are finally approved by the authorities concerned.

3.1 The Plantilla should be typewritten lengthwise on legal bond paper (8" x 13"); the spaces between items or sub-items, as the case may be, to be double-spaced; should be initialed by the head of the agency on every page except the first and last page where he should affix his full signature; and should contain the following data:

3.1.1 Column (1) Item No., GAA No. _____
CY _____/Special Budget (current)

3.1.2 Column (2) Item No., GAA No. _____
CY _____/Special Budget (previous)

- 3.1.3 Column (3) Designation of position as per GAA No. _____, CY _____/Special Budget (current)
- 3.1.4 Column (4) Classification/title of position as per CPCB Notice of Allocation furnished each agency or as per approved CPCB classification of positions in staffing patterns.
- 3.1.5 Column (5) Salary Range as of January 1, _____ (current)
- 3.1.6 Column (6) Authorized Salary in GAA No. _____ CY _____/Special Budget (current)
- 3.1.7 Column (7) Actual Adjusted Salary of incumbent as of December 31, _____ (current)
- 3.1.8 Column (8) Name of Incumbent
- 3.1.9 Column (9) Date of Original Appointment
- 3.1.10 Column (10) Status ("T") for Temporary and ("P") for Permanent
- 3.1.11 Column (11) Civil Service Eligibility
- 3.1.12 Column (12) Date of Last Promotion
- 3.1.13 Column (13) Remarks (Under this column appointments issued but not yet approved should be indicated)

3.2 The Plantilla should be prepared in accordance with approved appointments. Original appointments issued but still pending approval by proper authorities should be included but a notation of their pendency should be made under the column "Remarks".

3.2.1 For uniformity, a sample form of plantilla called for is hereto attached.

4.0 REPEAL

This Circular repeals/supersedes National Budget Circular No. 353 dated November 13, 1981.

5.0 EFFECTIVITY

This Circular shall take effect immediately.

(SGD.) QUILLERMO N. CARAQUE
Secretary of Budget and Management

Department Office
Regional Office No.

PLANTILLA OF PERSONNEL
January 1, 19__

Plantilla No.	Designation of Position	Authorizing Act	Appropriation	Grade	Salary Range	Appointing Authority	Incumbent	Position	Date of Appointment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

APPROVED:

CELTED CORONA

(Head of Department/Agency)

(Personnel Officer/Administrative Officer)