




FEB 23 2005

DepED ORDER
No. 7, s. 2005

DEPARTMENT GUIDELINES IMPLEMENTING THE CONTINUED ADOPTION
OF AUSTERITY MEASURES THROUGH THE NON-FILLING
OF VACANT POSITIONS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Chiefs of Divisions
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. For the information, guidance and compliance of all concerned, enclosed is a copy of Joint Civil Service Commission (CSC)-Department of Budget and Management (DBM) Circular No. 03, s. 2004 on the ***Continued Adoption of Austerity Measures Through the Non-Filling of Vacant Positions.***
2. Immediate dissemination of and strict compliance with this Order is directed.


FLORENCIO B. ABAD
Secretary

Encls.: As stated
Reference: DepED Order: No. 61, s. 2004
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
FUND
POLICY

Madel:c:adoption of austerity
2-18-05



REPUBLIC OF THE PHILIPPINES
CIVIL SERVICE COMMISSION
DEPARTMENT OF BUDGET AND MANAGEMENT
JOINT CIRCULAR NO. 03, s. 2004

TO : Heads of Departments, Bureaus, Offices and Agencies, Including State Universities and Colleges (SUCs), Government-Owned and/or-Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and Other Government Corporate Entities (OGCEs)

SUBJECT : **Continued Adoption of Austerity Measures Through the Non-Filling of Vacant Positions**

1.0 Purpose

This Circular is issued to provide the guidelines on the implementation of Section 2 of Administrative Order No. 103 (Directing the Continued Adoption of Austerity Measures in the Government) issued on August 31, 2004.

2.0 Coverage

All regular positions in national government agencies, including SUCs, GOCCs, GFIs, OGCEs and other instrumentalities under the Executive Branch, whether or not funded through the General Appropriations Act, are covered by this Circular.

3.0 Policy Guidelines

3.1 As a general rule, the filling of positions which have been vacated by resignation, retirement, dismissal, death, or transfer to another government office is prohibited.

3.2 The following positions are exempted from said prohibition, provided they are funded within agency budgets for personal services:

3.2.1 Teaching positions in schools under the Department of Education, Commission on Higher Education, Technical Education and Skills Development Authority, SUCs and training institutions under the departments/agencies;

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- 3.2.2 Medical and allied medical positions in hospitals, sanitaria, health infirmaries and other similar establishments, excluding those assigned in the clinics of departments/agencies catering only to their employees;
- 3.2.3 Positions for uniformed/military personnel under the Department of National Defense, Department of the Interior and Local Government and the Philippine Coast Guard; and
- 3.2.4 Positions in local water districts (LWDs) provided these are in accordance with the DBM-prescribed model organizational structure and staffing pattern for LWDs.
- 3.3 Fifty percent (50%) of the Personal Services savings realized from funded vacant/vacated regular positions may be used for any of the following purposes:
- 3.3.1 For filling positions without seeking authority
- The agency head shall have the discretion as to which positions will be filled provided the total cost thereof shall not exceed 50% of the Personal Services savings.
- 3.3.2 For reclassification of filled positions or for conversion of vacant/vacated positions if necessary, by following the "scrap and build" policy, subject to approval by the DBM
- Only funded vacant/vacated positions shall be offered for abolition to fund the positions for reclassification/conversion.

4.0 Responsibilities of Agency Heads

- 4.1 The agency heads shall be held responsible and personally liable for any filling of vacant positions in violation of this Circular.
- 4.2 At the end of the year, the agency heads shall submit an annual report to the DBM, copy furnished the CSC, on the extent of compliance with the Circular, following the format attached as Annexes A and B.

5.0 Effectivity of Implementation

This Circular shall take effect fifteen (15) days after publication in the Official Gazette or in a newspaper of general circulation.



KARINA CONSTANTINO-DAVID
Chairperson
Civil Service Commission



EMILIA T. BONCODIN
Secretary
Department of Budget and Management

Report on Funded Vacant/Vacated Regular Positions
 FY _____

Department _____
 Bureau/Agency _____

Unique Item Number (1)	Position Title and Salary Grade (2)	Annual Salary (3)	Personnel Economic Reform Allow. (4)	Additional Compensation (5)	Year-end Benefits (6)	Uniform/ Clothing Allow. (7)	Other Allowances/ Benefits (8)	Employee Compensation Insurance Premium (9)	PHC Contribution (10)	Paig-BAC Contribution (11)	Retirement and Life Insurance Premium (12)	Total Annual Personal Services Appropriation (13)	Personal Services Savings for the Year (14)	Open the Position New Vacated (15)
TOTAL														

Prepared/Certified Correct:

Approved:

Human Resource Management Office

Agency Head

(Annex B to DepED Order No. 7, s. 2005)

Annex B

Report on Positions Filled
FY _____

Department _____
Bureau/Agency _____

Unique Item Number (1)	Position Title and Salary Grade (2)	Actual Salary (3)	Personal Economic Refr. Allow. (4)	Additional Compensation (5)	Uniform/Clothing Allow. (7)	Other Allowances/Benefits (8)	Employees Compensation Insurance Premium (9)	PHIC Contribution (10)	Pag-IBIG Contribution (11)	Retirement and Life Insurance Premium (12)	Actual Personal Services Expenditure for the Year (13)	Date the Position Was Filled (14)
TOTAL												

Prepared/Certified Correct:

Approved:

Human Resource Management Officer

Agency Head