

**[DBM NATIONAL BUDGET MEMORANDUM NO. 68,
February 17, 1995]**

**UPDATING OF BP FORM 207 - PERSONAL SERVICES
ITEMIZATION**

1.0

Rationale

1.1 BP Form 207 which was introduced by DBM and accomplished by all agencies during the preparation of the 1995 budget, contains the base information for Personal Services necessary for the preparation of succeeding years' budgets and the documentation of the Personal Services Itemization.

1.2 The form, consisting of 15 columns, will establish the profile of each position as to salary grade, category level, geographical distribution, authorized vis-a-vis actual salary and its attribution to the agency's program/project/activity structure.

The updated BP 207 entries shall constitute the initial input and reference for the evaluation of the agencies' 1996 staffing modifications. It is a pre-requisite to the review of, but does not replace Budget Call forms 204 and 205.

1.3 The yearly updating of the entries is a joint undertaking of DBM and the agencies concerned, in order to effect an interactive review, editing, validation and confirmation of information.

2.0

Purpose

2.1 To validate and confirm the entries in Columns 1-8.

Columns 1-8 refer to the number of authorized positions, position title, authorized annual salary and the corresponding 1994 item numbers.

2.2 To review, edit, update and provide information in columns 9-15.

Those columns refer to geographical distribution of position information on filled and unfilled positions and the program, project, activity attribution of positions.

3.0

Specific Guidelines and Procedures

Detailed instructions on the update and schedule of submission is contained in Annex "A" of this Circular.

Please be guided accordingly.

Adopted: 17 Feb. 1995

(SGD.) SALVADOR M. ENRIQUEZ, JR.
Secretary

Annex "A"

Updating of BP Form 207

1.0

Objectives

1.1 To inform agencies of the new format of the Personal Services Itemization starting CY 1995.

1.2 To update the personal services itemization (PSI) of all agencies as of end of 31 December 1994;

1.3 To confirm total number of positions and their levels as of 31 December 1994;

1.4 To prescribe guidelines and procedures in filling columns 9-15 of BP Form 207.

2.0

General Guidelines and Procedures

2.1 All agencies shall be provided with a print-out of their draft BP Form 207.

2.2 For 1995 PSI. The first 8 columns contain information updated by DBM as of 31 December 1994 while columns 9-15 shall be edited, revised, or updated, as the case may be by the agencies, as of 31 December 1994.

2.2.1 The new personal services itemization format to be adopted starting 1995 shall be similar to the first 8 columns of BP 207. Positions shall be listed individually to facilitate tracking of modifications and related entries.

The information contained in columns 1-8 of the form shall be the basis for the 1995 PSI.

2.2.2 Agencies shall confirm the total number of positions reflected in column 6 (no. of positions) vis-a-vis the position titles reflected in column 4 (position title).

2.3 For the preparation of the 1996 Budget

2.3.1 The updated BP 207 entries shall constitute the initial input and reference for the evaluation of the agencies' 1996 staffing modifications. It is a pre-requisite to the review of, but does not replace Budget Call Forms 204 and 205. Agencies are enjoined to provide accurate information in filling columns 9-15.

3.0

Specific Guidelines and Procedures

3.1 Columns 1-8

3.1.1 Entries for Columns 1-8 shall be verified and confirmed by the agency.

ANY DISCREPANCY SHALL BE BROUGHT TO THE ATTENTION OF THE CPCB DIVISION OR DBM REGIONAL OFFICE CONCERNED. AGENCIES ARE REQUIRED TO PRESENT PERTINENT OFFICIAL DOCUMENT(S) TO EFFECT CHANGES IN SAID COLUMNS, IF ANY.

3.2 Columns 9-15

3.2.1 Columns 9-10 refer to the geographical dispersion of positions in the agency.

Area code (column 9) refers to the Regional Code; while area type (column 10) refers to Region, Province, District, Municipality or Foreign Post.

The actual place of assignment for each position shall be specified using the following codes:

	<u>Area Code</u>
Central Office	000
National Capital Region	001
Region I	010
Cordillera Administrative Region	011
Region II	020
Region III	030
Region IV	040
Region IV-A	041
Region IV-B	042
Region IV-B1	043
Region IV-B2	044
Region V	050
Region VI	060
Region VI-A	061
Region VI-B	062
Region VII	070
Region VIII	080
Region IX	090
Region IX-A	091
Region IX-B	092
Region X	100
Region XI	110
Region XI-A	111
Region XII	120
Autonomous Region for Muslim Mindanao	130

Area Type Code