

## **[ DBM NATIONAL BUDGET CIRCULAR NO. 472, October 30, 2000 ]**

### **PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL FOR FY 2000**

#### **1.0 Purposes**

1.1 Pursuant to Sections 21 and 23, Book VI of Executive Order No. 292 (the Administrative Code of 1987), the Department of Budget and Management (DBM) shall prepare the Personal Services Itemization (PSI) of all national government agencies (NGAs) which shall likewise prepare and submit their respective Plantilla of Personnel (POP) to the (DBM).

1.2 In this connection, this Circular is being issued to furnish NGAs with their PSIs for FY 2000 which already includes their POP for FY 2000 and provide guidelines in the verification, accomplishment and distribution of the same.

#### **2.0 The PS1POP**

2.1 The attached pre-formatted PS1POP presents, in detail, the unique item numbers, titles, salary grades, authorized salaries, level, geographical location and functional deployment of positions.

2.2 It also includes data on the incumbents thereof such as their salary step, actual salary, name, sex, date of birth, tax identification number, date of original appointment in government service, date of last promotion, status of appointment and civil service eligibility.

2.3 It likewise incorporated all lump-sum appropriations of other personal services components and the total appropriations for personal services, and all pertinent General Provisions and Special Provisions pertaining to salary adjustments, allowances, fringe benefits and other components of personnel compensation that are applicable to NGAs concerned.

#### **3.0 General Instructions**

3.1 All NGAs shall accomplish the said PS1POP of their respective agencies in accordance with the following guidelines:

3.1.1 Columns 1 to 3 contain authenticated information which shall NOT be modified/altered/revised by the agency. Any previously approved change/modification up to September 30, 2000 not contained therein shall be separately submitted to the Budget and Management Bureaus (BMBs) or the Regional Offices (ROs) concerned of the DBM using the format of the PS1POP