

[LETTER OF IMPLEMENTATION NO. 62, February 23, 1978]

TO: Heads of all Government Corporations and Others Concerned

The Acting Commissioner of the Budget

Pursuant to Presidential Decree No. 985 dated August 22, 1976, the following policies, rules and regulations are promulgated as part thereof and made applicable to all government owned or controlled corporations:

1.0 Position Classification

1.1 A position classification system based on duties, responsibilities and qualification requirements patterned after that of the national position classification plan, shall be adopted by all government owned or controlled corporations.

1.2 The official class titles so established for positions of these government corporations shall be used for personnel, budget and fiscal purposes without precluding the use of organizational or other titles for internal administration, public convenience, law enforcement or similar purposes.

1.3 For uniform 30b terminology and to facilitate the determination of comparable positions especially among the groupings of comparable government corporations, new positions that shall be created by the Governing Board of a government owned or controlled corporation shall use national government class titles, Where no appropriate national government class title covers the duties, responsibilities and qualification requirements of positions needed to pursue agency programs, such may be created by the Governing Board subject to subsequent action thereon by the Budget Commission through the Office of Compensation and Position Classification (OCPC).

1.4 New positions shall be filled only after being classified by OCPC in accordance with OCPC classification standards.

1.5 Duties, responsibilities and qualification requirements of a position submitted in connection with requests for classification/reclassification/or reconsideration and also personnel actions needed by the Civil Service Commission in connection with processing of appointments, shall be described in the duly accomplished Position Description Form (P.D.F.) using the revised PDF identified as BC-CSC Form No. 1 as prescribed under Joint BC-CSC Memorandum Circular No. 2, s, 1976.

1.6 The Plantillas of Personnel of government-owned or controlled corporations and financial institutions whether wholly supported from government funds or wholly from corporate funds, or a combination of both, shall be checked and/or reviewed by OCPC, which shall certify as to the accuracy and completeness of item number, class title and salary grade of positions or salary allowable. The Civil Service Commission shall be furnished a copy of the certified plantilla,

after which appointments may be directly submitted to the CSC without the necessity of coursing such appointments thru OCFC.

2.0 Compensation

2.1 As a general rule, existing Salary and/or Compensation Plans as of August 22, 1976, (the effectivity date of P.D. No. 985) of government-owned or controlled corporations and financial institutions shall continue to be in full force and effect. Subsequent changes of salary rates in said plans after the cut-off date, shall however be subject to evaluation and approval by the President upon the recommendation of the Budget Commission.

2.2 No reduction in pay. An officials and employees of government corporations and financial institutions, now covered by the Compensation System of the National Government under P.D. No. 985 shall continue to receive not lower than the rates of pay, including all other emoluments, that they were receiving as of August 22, 1976.

2.3 Proposed appointments of personnel at such salary rate which falls either at the minimum, within range or maximum of the salary scale, range level or grade of the position under the existing Salary and/or Compensation Plan of such Corporate entity as of August 22, 1976, but not beyond the maximum of the salary grade or range allocation of the position in said Pay Plan, may be allowed even if such salary rate is beyond or over the maximum of existing OCPC Salary Rate for similar or comparable positions.

2.4 Government corporations may continue to use their own Salary or Wage Schedules as long as these are compatible with the Compensation System of the National Government whereby the Salary or Wage Schedules ultimately shall each consist of twenty-eight (28) salary grades, with eight (8) prescribed steps within each grade. Each grade will represent a level of work difficulty and responsibility which distinguishes it from other grades in their respective Schedules.

2.5 Notwithstanding a standardized salary or compensation system for all government employees, additional financial incentives may be established and allowed for viable and profit-making government corporations and financial institutions to be supported fully from their net earnings/profits.

2.6 The Governing Board of a corporation or financial institutions may provide additional appropriations for any individual position which has been classified in accordance with OCPC standards, to bring the rate of salary of such individual position to the level of an existing comparable position in such corporation.

2.7 Salary Guidelines. Pending the establishment of Compensation Committees, as provided hereinafter, the following guidelines for profit-making/viable government corporations and financial institutions shall be adopted:

2.7.1 Capacity to pay based on income derived from its business operations or revenue generated by a corporation to support itself, without recurring infusion