



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF BUDGET AND MANAGEMENT BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

LOCAL BUDGET CIRCULAR

No. <u>137</u> July 13, 2021

TO

All Provincial Govenors; City and Municipal Mayors; Members of the Sangguniang Panlalawigan/Panlungsod/Bayan; Barangay Chairmen; National/Provincial/CityMunicipal Presidents, Liga ng mga Barangay; Provincial/ City/Municipal Budget Officers; Provincial/City/Municipality Human Resource Management Officers; Regional Directors of the Department of the Interior and Local Government, Department of Finance, Civil Service Commission, Commission on Audit; and All Others Concerned

SUBJECT:

Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 Edition

- 1.0 Pursuant to the mandate of the Department of Budget and Management (DBM) as the administrator of the Compensation and Position Classification System (CPCS) established under Republic Act (RA) No. 6758 dated August 21, 1989¹, and Section 3 (b) of Congress Joint Resolution (JR) No. 4 dated July 28, 2009², and the authority of this Department under Administrative Order No. 42, s. 1993³ to continue to prescribe policies, standards and rules on compensation and position classification in the local government, an updated Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU for brevity) is hereby issued.
- 2.0 The IOS-LGU, CY 2021 Edition contains the updated list of classes or position titles existing in the local government units (LGUs) that are grouped by occupation.

Henceforth, all positions in the LGUs shall be allocated to their proper position titles and salary grades in accordance with said Index.

An Act Prescribing a Revised Compensation and Position Classification System in the Government and for Other Purposes

² Joint Resolution Authorizing the President of the Philippines to Modify the Compensation and Position Classification System of Civilian Personnel and the Base Pay Schedule of Military and Uniformed Personnel in the Government, and For Other Purposes

³ Clarifying the Role of the Department of Budget and Management in the Compensation and Classification of Local Government Positions under R.A. No. 7160

- 3.0 The IOS-LGU consists of two (2) parts:
 - 3.1 **Part I** covers all position titles applicable or may be created in municipalities, cities and provinces; and
 - 3.2 **Part II** covers position titles applicable or may be created in the barangays pursuant to Local Budget Circular No. 63⁴ dated October 22, 1996.
- 4.0 The DBM shall issue advisories whenever there are modifications in the IOS-LGU as a result of additional classes of positions, and the abolition, modification, retitling or modification of classes or position titles.
- 5.0 The Revised Index of Occupational Services, Position Titles and Salary Grades (IOS) in the Local Government under LBC No. 61 dated March 18, 1996 is deemed superseded with this issuance.
- 6.0 The CY 2021 IOS-LGU is available for downloading at the DBM website, http://www.dbm.gov.ph.
- 7.0 This Circular shall take effect immediately.

WENDEL E. AVISADO
Secretary

⁴ Position Classification and Compensation of Barangay Officials and Personnel

INDEX of OCCUPATIONAL SERVICES, POSITION TITLES and SALARY GRADES in the LOCAL GOVERNMENT (IOS-LGU)

CY 2021 Edition

Department of Budget and Management

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FOREWORD

The Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU for brevity), a component of the Compensation and Position Classification System of the Philippine Government, is being updated pursuant to the mandate of the Department of Budget and Management (DBM) as the administrator of the Compensation and Position Classification System (CPCS) established under Republic Act No. 6758, s. 1989*, as amended, and its authority under Administrative Order No. 42, s. 1993** to continue to prescribe policies, standards, and rules on compensation and position classification in the local government.

Specifically, the IOS-LGU contains a list of classes or position titles by occupational service. It is being updated to reflect recent changes due to the creation, abolition, retitling and reallocation of classes of positions through various legislations and issuances.

Government agencies and other users will find the IOS-LGU a convenient guide in understanding the position classification plan, and in identifying classes of positions appropriate to the type of functions of the organizational unit, and the specific duties and responsibilities of the positions.

Whenever necessary, modifications in the IOS-LGU will be issued by the DBM as developments occur in the nature and context of work and occupations in the government.

WENDEL E. AVISADO Secretary



^{*} Compensation and Position Classification Act of 1989

^{**} Clarifying the Role of the Department of Budget and Management in the Compensation and Classification of Local Government Positions under R.A. No. 7160

PART I

Position Title SG

01 GENERAL ADMINISTRATIVE SERVICE

Administrative Aide I

This Service includes occupations concerned with administrative functions such as human resources, supplies and records management, and executive and legislative staff assistance. It also includes occupations concerned with clerical, secretarial, and stenographic services.

Administrative

	Administrative Aide II Administrative Aide III Administrative Aide IV Administrative Aide V Administrative Aide VI Administrative Assistant I Administrative Assistant III Administrative Assistant IIII Administrative Assistant IV	2 3 4 5 6 7 8 9
	Administrative Assistant V Administrative Assistant VI Senior Administrative Assistant II Senior Administrative Assistant III Senior Administrative Assistant IVI Senior Administrative Assistant IV Senior Administrative Assistant V Administrative Officer I Administrative Officer II Administrative Officer IVI Administrative Officer V Supervising Administrative Officer Chief Administrative Officer	11 12 13 14 15 16 18 10 11 14 15 18 22 24
Board	Board Secretary I Board Secretary II Board Secretary III	14 17 20
0 1!-	Board Secretary V Board Secretary V	22 24
Cieric	al/Secretarial/Stenographic	
	Process Server	5
Execu	ıtive Assistance	
	Executive Assistant I Executive Assistant II	14 17

1

	Position Title	SG	
	Executive Assistant III	20	
	Executive Assistant IV	22	
	Executive Assistant V	24	
Leg	gislative Staff Assistance		
	Local Legislative Staff Employee I	2	
	Local Legislative Staff Employee II	4	
	Local Legislative Staff Assistant I	6	
	Local Legislative Staff Assistant II	8	
	Local Legislative Staff Assistant III	10	
	Local Legislative Staff Officer I	11	
	Local Legislative Staff Officer II	13	
	Local Legislative Staff Officer III	16	
	Local Legislative Staff Officer IV	19	
	Local Legislative Staff Officer V	22	
	Local Legislative Staff Officer VI	24	
Sup	pply Management		
	Warehouseman I	6	
	Warehouseman II	8	
	Warehouseman III	11	
	Warehouseman IV	13	

Position Title		SG
Positions to be converte	d to generic class titles	
From	То	
Administrative		
Administrative Assistant ^a Administrative Officer I ^a Administrative Officer II ^a Administrative Officer III ^a Administrative Officer IV ^a Administrative Officer V ^a	Administrative Assistant II Administrative Officer II Administrative Officer IV Administrative Officer V Supervising Administrative Officer Chief Administrative Officer	8 11 15 18 22 24
Clerical/Secretarial/Stenographic		
Messenger ^a Clerk I ^a Clerk II ^a	Administrative Aide II Administrative Aide III Administrative Aide IV	2 3 4
Clerk III ^a Clerk IV ^a Secretary I ^a Secretary II ^a	Administrative Aide VI Administrative Assistant II Administrative Assistant I Administrative Assistant III	6 8 7 9
Positions to be converted	d to generic class titles	
From	То	
Private Secretary I ^a Private Secretary II ^a Stenographer I ^a Stenographer III ^a Stenographic Reporter I ^a Stenographic Reporter III ^a Stenographic Reporter III ^a Stenographic Reporter III ^a Stenographic Reporter III ^a	Administrative Assistant V Senior Administrative Assistant III Administrative Aide IV Administrative Aide VI Administrative Assistant III Administrative Assistant I Administrative Assistant III Administrative Assistant V Senior Administrative Assistant I	11 15 4 6 9 7 9 11 13
Human Resource Management		
Human Resource Management Aide ^a Human Resource Management Assistant ^a Human Resource Management Officer I ^a Human Resource Management Officer II ^a Human Resource Management Officer III ^a Human Resource Management Officer IV ^a Human Resource Management Officer V ^a	Administrative Aide IV Administrative Assistant II Administrative Officer II Administrative Officer IV Administrative Officer V Supervising Administrative Officer Chief Administrative Officer	4 8 11 15 18 22 24

Position Title		SG
Positions to be co	onverted to generic class titles	
From	To	

Records Management

Records Officer I ^a	Administrative Officer I	10
Records Officer II ^a	Administrative Officer III	14
Records Officer III ^a	Administrative Officer V	18
Records Officer IV a	Supervising Administrative Officer	22
Records Officer V ^a	Chief Administrative Officer	24
Records Officer V	Chief Administrative Officer	24
Supply Management		
Buyer I ^a	Administrative Aide IV	4
Buyer II ^a	Administrative Aide VI	6
Buyer III ^a	Administrative Assistant III	9
Buyer IV ^a	Administrative Assistant V	11
Buyer V a	Senior Administrative Assistant I	13
•		
Property Custodian ^a	Administrative Assistant II	8
Storekeeper I ^a	Administrative Aide IV	4
Storekeeper II ^a	Administrative Aide VI	6
Storekeeper III ^a	Administrative Assistant III	9
Storekeeper IV a	Administrative Assistant V	11
Supply Officer I ^a	Administrative Officer I	10
Supply Officer II ^a	Administrative Officer III	14
Supply Officer III ^a	Administrative Officer V	18
Supply Officer IV ^a	Supervising Administrative Officer	22
Supply Officer V ^a	Chief Administrative Officer	24
Supply Officer v	Chief Administrative Officer	24

^a For deletion once converted to generic administrative class titles

Position Title SG

02 FINANCIAL SERVICE

This Service includes occupations concerned with the generation, allocation, and management of government financial resources through a systematic and organized process of recording, examination, and interpretation of financial records and reports; the evaluation, formulation and installation of accounting, auditing, and management control systems; and budget evaluation, planning, forecasting, and execution. It also includes occupations concerned with revenue, and treasury administration; cashiering; property appraisal; assessment examination; credit collection; and license inspection.

Accounting

Accountant I	12
Accountant II	16
Accountant III	19
Accountant IV	22
Chief Accountant	24

Assessment

Assessment Clerk I		4
Assessment Clerk II		6
Assessment Clerk III		9
Local Assessment Operations Officer I	1	11
Local Assessment Operations Officer II		15
Local Assessment Operations Officer III		18
Local Assessment Operations Officer IV		22
Local Assessment Operations Officer V		24

Auditing and Fiscal Examination

Internal Auditing Assistant	8
Internal Auditor I	11
Internal Auditor II	15
Internal Auditor III	18
Internal Auditor IV	22
Internal Auditor V	24

Credit Collection

Bill Collector	5
Credit Officer I	9
Credit Officer II	11
Credit Officer III	15
Credit Officer IV	18

Position Title	SG	
License Inspection	 22	
License Inspector I	6	
License Inspector II	8	
Licensing Officer I	11	
Licensing Officer II	15	
Licensing Officer III	18	
Licensing Officer IV	22	
Licensing Officer V	24	
· ·		
Local Treasury Operations		
Ticket Checker	3	
Revenue Collection Clerk I	5	
Revenue Collection Clerk II	5 7	
Revenue Collection Clerk III	9	
Local Revenue Collection Officer I	11	
Local Revenue Collection Officer II	15	
Local Revenue Collection Officer III	18	
Local Revenue Collection Officer IV	22	
Local Revenue Collection Officer V	24	
Local Treasury Operations Assistant	8	
Local Treasury Operations Officer I	11	
Local Treasury Operations Officer II	15	
Local Treasury Operations Officer III	18	
Local Treasury Operations Officer IV	22	
Local Treasury Operations Officer V	24	

Position Title SG Positions to be converted to generic class titles From To **Accounting** Accounting Clerk I a Administrative Aide IV 4 Accounting Clerk II a Administrative Aide VI 6 Accounting Clerk III a Administrative Assistant II 8 Bookkeeper I a Administrative Assistant II 8 Senior Bookkeeper^a Administrative Assistant III 9 **Auditing and Fiscal Examination** Fiscal Clerk I a Administrative Aide IV 4 Fiscal Clerk II a Administrative Aide VI 6 Fiscal Clerk III a Administrative Assistant II 8 Fiscal Controller I a Administrative Officer II 11 Fiscal Controller II a Administrative Officer IV 15 Fiscal Controller III a Administrative Officer V 18 Fiscal Controller IV a Supervising Administrative Officer 22 Fiscal Controller V a Chief Administrative Officer 24 Fiscal Examiner I a Administrative Officer II 11 Fiscal Examiner II a Administrative Officer IV 15 Fiscal Examiner III a Administrative Officer V 18 Budgeting Budgeting Aide a Administrative Aide IV 4 Budgeting Assistant a Administrative Assistant II 8 Budget Officer I a Administrative Officer II 11 Budget Officer II a Administrative Officer IV 15 Budget Officer III a Administrative Officer V 18 Budget Officer IV a Supervising Administrative Officer 22 Budget Officer Va Chief Administrative Officer 24 Cashiering Cash Clerk I a Administrative Aide IV 4 Cash Clerk II a Administrative Aide VI 6 Cash Clerk III a 8 Administrative Assistant II Disbursing Officer I^a Administrative Aide VI 6 Disbursing Officer II a Administrative Assistant II 8 Cashier I^a Administrative Officer I 10 Cashier II a Administrative Officer III 14 Cashier III a Administrative Officer V 18 Cashier IV^a Supervising Administrative Officer 22 Cashier Va Chief Administrative Officer 24

Position Title		SG
Positions to be conver	ted to generic class titles	
From	To	
Management Service		
Management and Audit Assistant ^a	Administrative Assistant II	8
Management and Audit Analyst I a	Administrative Officer II	11
Management and Audit Analyst II ^a	Administrative Officer IV	15
Management and Audit Analyst III a	Administrative Officer V	18
Management and Audit Analyst IV ^a	Supervising Administrative Officer	22
Management and Audit Analyst V ^a	Chief Administrative Officer	24
Financial and Management Officer I ^a	Supervising Administrative Officer	22
Financial and Management Officer IIa	Chief Administrative Officer	24

^a For deletion once converted to generic administrative class titles

Position Title SG

03 PLANNING SERVICE

This Service includes occupations concerned with the formulation, implementation, and evaluation of long-range and short-range development plans, programs, and projects. It also includes occupations concerned with research, analysis, evaluation and forecasting of economic facts affecting agriculture and natural resources, credit financing, taxation, industry, international trade and control; selection, collection, computation, verification, analysis, treatment, presentation and interpretation of numerical facts that reflect the significance of economic, social and political conditions; and management information systems requiring the application of computer and information systems, related principles and techniques.

Development Management

Development Management Officer I	11
Development Management Officer II	15
Development Management Officer III	18
Development Management Officer IV	22
Development Management Officer V	24

Economics

Economic Researcher		9
Economist I		11
Economist II	(15
Economist III		18
Economist IV		22
Economist V		24

Information Technology

Computer File Librarian I	8
Computer File Librarian II	10
Computer File Librarian III	12
Computer Maintenance Technologist I	11
Computer Maintenance Technologist II	15
Computer Maintenance Technologist III	17
Computer Programmer I	11
Computer Programmer II	15
Computer Programmer III	18
Information Systems Researcher I	10
Information Systems Researcher II	14
Information Systems Researcher III	17
Information Systems Analyst I	12
Information Systems Analyst II	16
Information Systems Analyst III	19
Information Technology Officer I	19
Information Technology Officer II	22
Information Technology Officer III	24

Position little	SG
Planning	
Planning Assistant	8
Planning Officer I	11
Planning Officer II	15
Planning Officer III	18
Planning Officer IV	22
Planning Officer V	24
Project Development and Evaluation	
Project Development Assistant	8
Project Development Officer I	11
Project Development Officer II	15
Project Development Officer III	18
Project Development Officer IV	22
Project Development Officer V	24
Project Evaluation Assistant	8
Project Evaluation Officer I	11
Project Evaluation Officer II	15
Project Evaluation Officer III	18
Project Evaluation Officer IV	22
Project Evaluation Officer V	24
Statistics	
Statistician Aide	4
Assistant Statistician	9
Statistician I	11
Statistician II	15
Statistician III	18
Statistician IV	22
Statistician V	24

	Position Title		SG	
Positions to be converted to generic class titles				
	From	То		
	Information Technology			
	Data Controller I ^a	Administrative Aide VI	6	
	Data Controller II a	Administrative Assistant II	8	
	Data Controller III ^a	Administrative Assistant V	11	
	Data Controller IV ^a	Senior Administrative Assistant I	13	
	Data Entry Machine Operator I ^a	Administrative Aide VI	6	
	Data Entry Machine Operator II ^a	Administrative Assistant II	8	
	Data Entry Machine Operator III ^a	Administrative Assistant V	11	
	Data Entry Machine Operator IV ^a	Senior Administrative Assistant I	13	
	Computer Operator I ^a	Administrative Assistant I	7	
	Computer Operator II ^a	Administrative Assistant III	9	
	Computer Operator III ^a	Administrative Assistant VI	12	
	Computer Operator IV a	Sonior Administrative Assistant II	14	

^a For deletion once converted to generic administrative class titles

Position Title SG

04 ARCHITECTURE AND ENGINEERING SERVICE

This Service includes occupations concerned with the practical application of physical laws and principles of engineering and/or architecture to attain maximum efficiency in the utilization of machines, materials, instruments, structures, processes, and services. It also includes occupations concerned with drafting of detailed drawing plans, zoning inspection, tax mapping, and tax mapping examination.

Architecture

Build	Architect I Architect II Architect III Architect IV Architect V Iing Regulation	12 16 19 22 24
	Building Inspector	11
Draft	ing	
	Draftsman I Draftsman II Draftsman III Draftsman IV	6 8 11 14
Dred	ge Operation	
	Dredgeman I Dredgeman II Dredgeman Foreman Dredge Master I Dredge Master II Dredge Master III	3 5 8 13 17 20
Engi	neering	
	Engineering Aide Engineering Assistant Engineer I Engineer II Engineer III Engineer IV Engineer V	4 8 12 16 19 22 24

Position Title	SG	
Surveying and Zoning		
Instrumentman	5	
Surveyman	6	
Zoning Inspector I	6	
Zoning Inspector II	8	
Zoning Officer I	11	
Zoning Officer II	15	
Zoning Officer III	18	
Zoning Officer IV	22	
Tax Mapping		
Tax Mapping Aide	4	
Tax Mapper I	11	
Tax Mapper II	15	
Tax Mapper III	18	
Tax Mapper IV	22	
Tax Mapper V	24	

Position Title SG

05 TRANSPORTATION, COMMUNICATION AND PUBLIC UTILITIES SERVICE

This Service includes occupations concerned with the development, operations, and regulation of land and water transportation. It also includes occupations concerned with providing telephone, telegraph, and radio services, and electricity and water distribution.

Automotive Equipment Operation

Light Equipment Operator	2
Heavy Equipment Operator I	4
Heavy Equipment Operator II	, 6
Heavy Equipment Operator III	9

Communications Development, Operation and Repair

Communications Equipment Inspector I	8
Communications Equipment Inspector II	. 11
Lineman I	3
Lineman II	5
Lineman III	8
Lineman IV	11

Maritime Service

Coxswain	3
Seaman	3
Boatswain	4
Quartermaster	4
Launch Patron	7
Assistant Launch Service Supervisor	9
Launch Service Supervisor	12
Harbor Operations Assistant	10

Public Utilities Administration and Regulation

Meter Reader I	4
Meter Reader II	6
Meter Reader III	9
Public Utilities Regulation Officer I	11
Public Utilities Regulation Officer II	15
Senior Public Utilities Regulation Officer	18
Supervising Public Utilities Regulation Officer	22
Chief Public Utilities Regulation Officer	24
Water Pump Operator	4
Waterworks Technician	6
Waterworks Supervisor	14
Waterworks Superintendent I	18
Waterworks Superintendent II	22

Position Title	SG	
Transportation Development and Regulation		
Driving Skills Rater	8	
Transportation Inspector	8	
Transportation Regulation Officer I	11	
Transportation Regulation Officer II	15	
Senior Transportation Regulation Officer	18	
Supervising Transportation Regulation Officer	22	
Chief Transportation Regulation Officer	24	

Position Title SG Positions to be converted to generic class titles **From** To **Automotive Equipment Operation** Driver I a Administrative Aide III 3 Driver II a Administrative Aide IV 4 Motorpool Dispatcher ^a 6 Administrative Aide VI Motorpool Supervisor I a Administrative Assistant I 7 Motorpool Supervisor II a Administrative Assistant III 9 **Communications Development, Operation and Repair** Communications Equipment Operator Ib Administrative Aide IV 4 Communications Equipment Operator IIb Administrative Aide VI 6 Communications Equipment Operator IIIb Administrative Assistant III 9 Communications Equipment Operator IVb Administrative Assistant V 11 Communications Equipment Operator V^b Senior Administrative Assistant I 13 **Electronics and Communications** Equipment Technician Ib Administrative Aide VI 6 **Electronics and Communications** Equipment Technician IIb Administrative Assistant II 8 **Electronics and Communications** Equipment Technician IIIb Administrative Assistant V 11 **Electronics and Communications** Equipment Technician IVb Senior Administrative Assistant III 15

^a For deletion once converted to generic administrative class titles

b Present classification of the position shall be retained if the duties and responsibilities are part of the main functions of the unit

Position Title SG

06 CRAFTS, TRADES AND RELATED SERVICE

This Service includes occupations concerned with bench working, buildings, grounds and highways construction and maintenance; general utility; laboratory services; machine operation and repair; metal working; and paper working.

Bench Working

Handicraft Worker I	3
Handicraft Worker II	5
Handicraft Worker III	8
Seamstress	2
Tailor	3

Buildings, Grounds and Highways Construction and Maintenance

Landscaping Supervisor	12
Construction and Maintenance Man	2
Construction and Maintenance Capataz	5
Construction and Maintenance Foreman	8
Construction and Maintenance General Foreman	11
Electrical Inspector I	6
Electrical Inspector II	8
Pipefitter I	3
Pipefitter II	5
Pipefitter Foreman	8
Plumbing and Tinning Inspector I	8
Plumbing and Tinning Inspector II	10

General Utility Services

Cemetery Caretaker	2
Metro Aide I	2
Metro Aide II	4
Well Driller I	3
Well Driller II	5

Laboratory Services

Laboratory Aide I	2
Laboratory Aide II	4
Laboratory Inspector I	8
Laboratory Inspector II	10
Laboratory Inspector III	14
Laboratory Technician I	6
Laboratory Technician II	8
Laboratory Technician III	10

	Position Title	SG
	Machine Operation and Repair	
	Automotive Equipment Inspector I	8
	Automotive Equipment Inspector II	11
	Marine Engineman I	4
	Marine Engineman II	6
	Medical Equipment Technician I	6
	Medical Equipment Technician II	8
	Medical Equipment Technician III	11
	Medical Equipment Technician IV	13
	Precision Instrument Technician I	6
	Precision Instrument Technician II	8
	Precision Instrument Technician III	11
r	Metal Working	
	Blacksmith I	4
	Blacksmith II	6
	Machinist I	4
	Machinist II	6
	Machinist III	9
	Machine Shop Foreman	11
	Metal Worker I	4
	Metal Worker II	6
	Metal Worker Foreman	9
	Welder I	4
	Welder II	6
	Welder Foreman	9

Position Title

Positions to be converted to generic class titles From To **Buildings, Grounds and Highways Construction and Maintenance** Carpenter Ib Administrative Aide III 3 Carpenter IIb Administrative Aide V 5 Carpenter Foremanb Administrative Assistant II 8 Carpenter General Foremanb Administrative Assistant IV 10 Electrician Ib Administrative Aide IV 4 Electrician IIb Administrative Aide VI 6 Electrician Foremanb Administrative Assistant III 9 Electrician General Foremanb Administrative Assistant V 11 Mason Ib Administrative Aide III 3 Mason IIb Administrative Aide V 5 Mason Foremanb Administrative Assistant II 8 Painter Ib Administrative Aide III 3 Painter IIb 5 Administrative Aide V Painter Foremanb Administrative Assistant II 8 Painter General Foremanb Administrative Assistant IV 10 Plumber Ib Administrative Aide III 3 Plumber IIb Administrative Aide V 5 Plumber Foremanb Administrative Assistant II 8 **General Utility Services** Crafts and Trades Helperb Administrative Aide I 1 Laborer Ib Administrative Aide I 1 Laborer IIb Administrative Aide III 3 Labor Foremanb Administrative Aide VI 6 Labor General Foremanb Administrative Assistant II 8 Utility Worker I a Administrative Aide I 1 Utility Worker II a Administrative Aide III 3 Utility Foreman a Administrative Aide VI 6 **Machine Operation and Repair** Mechanic Ib Administrative Aide IV 4 Mechanic IIb Administrative Aide VI 6 Mechanic IIIb Administrative Assistant III 9 Mechanical Shop Foremanb Administrative Assistant V 11 Mechanical Shop General Foremanb Senior Administrative Assistant I 13 Mechanical Plant Operator Ib Administrative Aide IV 4 Mechanical Plant Operator IIb Administrative Aide VI 6 Mechanical Plant Operator IIIb Administrative Assistant III 9

SG

	Position Title		SG
Positions to be converted to generic class titles			
	From	То	
	Paper Working		
	Bookbinder I ^b	Administrative Aide II	2
	Bookbinder II b	Administrative Aide IV	4
	Bookbinder III b	Administrative Assistant I	7
	Bookbinder IV b	Administrative Assistant IV	10
	Reproduction Machine Operator I ^a	Administrative Aide II	2
	Reproduction Machine Operator II ^a	Administrative Aide IV	4
	Penroduction Machine Operator III a	Administrative Assistant I	7

^a For deletion once converted to generic administrative class titles

^b Present classification of the position shall be retained if the duties and responsibilities are part of the main functions of the unit

Position Title SG

07 SOCIAL SCIENCES AND WELFARE SERVICE

This Service includes occupations concerned with rendering assistance to individuals, families, and groups in societal relationship or in meeting people's basic needs; community, labor, employment, manpower development, and local government operations. It also includes occupations involved with civil registration.

Community Affairs and Development

Community Affairs Assistant I	5
Community Affairs Assistant II	8
Community Affairs Officer I	11
Community Affairs Officer II	15
Community Affairs Officer III	18
Community Affairs Officer IV	22
Community Affairs Officer V	24
Community Development Assistant I	7
Community Development Assistant II	9

Disaster Risk Management

Local Disaster Risk Reduction and Manager	mont Accident
_	
Local Disaster Risk Reduction and Manager	ment Officer I 11
Local Disaster Risk Reduction and Manager	ment Officer II 15
Local Disaster Risk Reduction and Manager	ment Officer III 18
Local Disaster Risk Reduction and Manager	ment Officer IV 22
Local Disaster Risk Reduction and Manager	ment Officer V 24

Disability Affairs

Disability Affairs Assistant	. 8
Disability Affairs Officer I	11
Disability Affairs Officer II	15
Disability Affairs Officer III	18
Disability Affairs Officer IV	22

Home Management

Home Management Technologist	10
Home Management Specialist I	11
Home Management Specialist II	15
Senior Home Management Specialist	18
Supervising Home Management Specialist	22
Chief Home Management Specialist	24

Housing and Homesite Regulation

Housing and Homesite Regulation Assistant	8
Housing and Homesite Regulation Officer I	11

Position Title	SG
Harris and Harris to Barreletine Office II	40
Housing and Homesite Regulation Officer II	13
Housing and Homesite Regulation Officer III	16
Housing and Homesite Regulation Officer IV	19
Housing and Homesite Regulation Officer V	22
Housing and Homesite Regulation Officer VI	24
Labor, Employment and Manpower Development	
Labor and Employment Assistant	8
Labor and Employment Officer I	11
Labor and Employment Officer II	13
Labor and Employment Officer III	16
Senior Labor and Employment Officer	19
Supervising Labor and Employment Officer	22
Chief Labor and Employment Officer	24
Manpower Development Assistant	8
Manpower Development Officer I	11
Manpower Development Officer II	15
Senior Manpower Development Officer	18
Supervising Manpower Development Officer	22
Chief Manpower Development Officer	24
Population Control Program	
Population Program Worker I	5
Population Program Worker II	7
Population Program Officer I	11
Population Program Officer II	15
Population Program Officer III	18
Population Program Officer IV	22
Population Program Officer V	24
Public Service	
Public Services Foreman	6
Public Services Inspector I	6
Public Services Assistant	8
Public Services Officer I	11
Public Services Officer II	15
Public Services Officer III	18
Public Services Officer IV	22
Public Services Officer V	24
Registration	
Assistant Pagistration Officer	8
Assistant Registration Officer	10
Registration Officer I	
Registration Officer II	14
Registration Officer III	18

	Position Title	SG
7	Registration Officer IV	22 24
	Registration Officer V	24
	Religious Guidance	
	Chaplain	16
	Social Welfare Development	
	Day Care Worker I Day Care Worker II Social Welfare Aide Social Welfare Assistant Social Welfare Officer I Social Welfare Officer II Social Welfare Officer III Social Welfare Officer IV Social Welfare Officer IV	6 8 4 8 11 15 18 22
	Youth Development Assistant I Youth Development Assistant II Youth Development Officer I Youth Development Officer II Youth Development Officer III Youth Development Officer IV Youth Development Officer V	5 8 10 14 18 22 24
	Sociology	
	Psychologist I Psychologist II Psychologist III Sociologist I Sociologist II	11 15 18 11 15
	Special Operations	
	Special Operations Officer I Special Operations Officer II Special Operations Officer IV Special Operations Officer V	10 14 18 22 24

Position Title SG

08 INFORMATION, ART AND RECREATION SERVICE

This Service includes occupations concerned with the enlightenment of the general public on the functions, objectives, activities, and accomplishments of government functionaries through various media of communications, including the preparation of information materials. It also includes occupations concerned with the development and regulation of sports and other recreational activities; broadcast operation, and program production; photographing people and recording events; operating various media and communication facilities; translating and interpreting languages and dialects; conceptualizing, drawing and printing illustrations and other art works; and arrangement, rendition or direction of instrumental music.

Broadcast Operation and Program Production

9
12
16
22

Information Dissemination

Assistant Information Officer

The state of the s				U

Musicians

Musician	5
Bandmaster	9
Music Director	11

Recreation

Lifeguard	3
Recreation and Welfare Services Assistant	7
Recreation and Welfare Services Officer I	9
Recreation and Welfare Services Officer II	11
Recreation and Welfare Services Officer III	15
Recreation and Welfare Services Officer IV	18
Recreation and Welfare Services Officer V	22
Recreation and Welfare Services Officer VI	24

Sports and Games Regulation

Sports and Games Inspector I	6
Sports and Games Inspector II	8
Sports and Games Regulation Officer I	10
Sports and Games Regulation Officer II	14
Sports Development Officer I	10
Sports Development Officer II	14
Sports Development Officer III	18

R

Position Title	SG
Sports Development Officer IV	22
Sports Development Officer V	24
Translating	
Translator I	8
Translator II	11

Position Title SG Positions to be converted to generic class titles From To **Audio-Visual Equipment Operation and Repair** Audio-Visual Aids Technician I a Administrative Aide VI 6 Audio-Visual Aids Technician II a Administrative Assistant II 8 Audio-Visual Aids Technician III a Administrative Assistant IV 10 Audio-Visual Equipment Operator I a Administrative Aide III 3 Audio-Visual Equipment Operator II a 5 Administrative Aide V Audio-Visual Equipment Operator III a Administrative Assistant I 7 **Illustrating** Artist-Illustrator I a Administrative Aide VI 6 Artist-Illustrator II a Administrative Assistant II 8 Artist-Illustrator III a Administrative Assistant V 11 Illustrator I a Administrative Aide III 3 Illustrator II a Administrative Aide V 5 **Information Dissemination** Information Officer I a Administrative Officer II 11 Information Officer II a Administrative Officer IV 15 Information Officer III a Administrative Officer V 18 Information Officer IV^a Supervising Administrative Officer 22 Information Officer V^a Chief Administrative Officer 24 **Photography** Photographer I b Administrative Aide V 5 Photographer II b Administrative Assistant I 7 Photographer III b Administrative Assistant IV 10 **Public Relations** Public Relations Assistant ^a Administrative Assistant II 8 Public Relations Officer I^a Administrative Officer II 11 Public Relations Officer II a Administrative Officer IV 15 Public Relations Officer III a Administrative Officer V 18 Public Relations Officer IV^a Supervising Administrative Officer 22 Public Relations Officer V^a Chief Administrative Officer 24

^a For deletion once converted to generic administrative class titles

b Present classification of the position shall be retained if the duties and responsibilities are part of the main functions of the unit

Position Title SG

09 **MEDICINE AND HEALTH SERVICES**

Dental Aide

This Service includes occupations concerned with medicine, surgery, and dentistry; and related patient care areas, such as nursing, therapy, dietetics, rehabilitation, and pharmacy. It also includes occupations concerned with veterinary medicine, sanitation, and public health; studying the cause, prevention and cure of diseases and epidemics; and regulating the dispensation and the use of pharmaceutical drugs.

Dentistry

Dental Alde Dental Hygienist Dentist I Dentist II Dentist III Dentist IV	10 14 17 20 23
Dentist V	24
Dietetics	
Assistant Nutritionist-Dietitian Nutritionist-Dietitian I Nutritionist-Dietitian II Nutritionist-Dietitian III Nutrition Officer I Nutrition Officer II Nutrition Officer III Nutrition Officer IV Nutrition Officer V Health and Sanitation	7 11 15 18 10 14 18 22 24
Food-Drug Inspector Sanitation Inspector I Sanitation Inspector II Sanitation Inspector III Sanitation Inspector IV Sanitation Inspector V Sanitation Inspector VI Health Education and Promotion	8 6 8 11 13 15 18
	10
Health Education and Promotion Officer I	10

Health Education and Promotion Officer II

Health Education and Promotion Officer III

Health Education and Promotion Officer IV

Health Education and Promotion Officer V

14

18

22

24

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Position Title	SG
Health Program Development	
Barangay Health Aide Health Program Research Assistant Health Program Researcher Health Program Officer I	4 7 9 11
Health Program Officer II	15
Senior Health Program Officer	18
Supervising Health Program Officer	22
Chief Health Program Officer	24
Hospital Administration	
Chief of Hospital I	24
Chief of Hospital II	25
Chief of Hospital III	26
Medical Technology	
Acupressure Technician	6
Medical Laboratory Technician I	6
Medical Laboratory Technician II	8
Medical Laboratory Technician III	10
Medical Technologist I	11
Medical Technologist II	15
Medical Technologist III	18
Medical Technologist IV	20
Medical Technologist V	22
Radiologic Technologist I	11
Radiologic Technologist II	15
Radiologic Technologist III	18
Radiologic Technologist IV	20
Radiologic Technologist V	22
Medical	
Medical Officer I	16
Medical Officer II	18
Medical Officer III	21
Medical Officer IV	23
Medical Officer V	25
Medical Specialist I	22
Medical Specialist II	23
Medical Specialist III	24
Medical Specialist IV	25
Rural Health Physician	24
City Health Officer I	24
City Health Officer II	25
City Health Officer III	26

Position Title	SG
Provincial Health Officer I	25
Provincial Health Officer II	26
Nursing	
Midwife I	9
Midwife II	11
Midwife III	13
Midwife IV	15
Midwife V	17
Midwife VI	19
Nursing Attendant I	4
Nursing Attendant II	6
Nurse I	15
Nurse II	for updating
Nurse III	for updating
Nurse IV	for updating
Nurse V	for updating
Nurse VI	for updating
Ward Assistant	7
Occupational, Physical and Speech Therapy	
Occupational Therapy Technician I	6
Occupational Therapy Technician II	8
Occupational Therapist I	11
Occupational Therapist II	15
Occupational Therapist III	18
Physical Therapy Technician I	6
Physical Therapy Technician II	8
Physical Therapist I	11
Physical Therapist II	15
Physical Therapist III	18
Respiratory Therapist I	10
Respiratory Therapist II	14
Respiratory Therapist III	17
Speech Therapist I	10
Speech Therapist II	14
Pest Control	*
Fumigator	4
Fumigator Foreman	6
Pest Control Worker I	4
Pest Control Worker II	6
Pest Control Technician	7
,	-

 Position Title	SG
Pharmacy	
Pharmacist I	11
Pharmacist II	15
Pharmacist III	18
Pharmacist IV	20
Pharmacist V	22
Pharmacist VI	24
Veterinary	
Biological and Feed Products Inspector	8
Livestock Inspector I	6
Livestock Inspector II	8
Meat Inspector I	6
Meat Inspector II	8
Meat Inspector III	11
Meat Control Officer I	13
Meat Control Officer II	16
Veterinarian I	13
Veterinarian II	16
Veterinarian III	19
Veterinarian IV	22
Veterinarian V	24

Position Title SG

10 EDUCATION, LIBRARY, MUSEUM AND ARCHIVAL SERVICE

This Service includes occupations concerned with teaching; school, college, university and training center administration; library science; and the restoration, development and maintenance of historical and cultural landmarks, sites, relics, and related exhibits.

Educational Research, Planning and Supervision

Guidance Counselor I

	Education Research Assistant I Education Research Assistant II School Credits Evaluator	9 10 11
Librar	y Services	
	College Librarian I College Librarian II College Librarian III College Librarian IV	13 15 18 22
	College Librarian V Librarian I Librarian II Librarian III Librarian IV Librarian V	24 11 15 18 22 24
Museu	um and Shrine Curation	
	Museum Technician I Museum Technician II Museum Researcher I Museum Researcher II Museum Curator I	6 8 10 14 22
Schoo	l, College, University and Training Center Administration	
	Registrar II Registrar III Assistant College Department Head College Department Head Vocational School Administrator I College Administrator UC Vice President III UC Vice President IV UC President III	11 15 18 17 20 22 25 27 28 29
School, College and University Teaching		

11

Position Title	SG	
Guidance Counselor II	12	
Guidance Counselor III	13	
Teacher I	11	
Teacher II	12	
Teacher III	13	
Instructor I	12	
Instructor II	13	
Instructor III	14	
Assistant Professor I	15	
Assistant Professor II	16	
Assistant Professor III	17	
Assistant Professor IV	18	
Associate Professor I	19	
Associate Professor II	20	
Associate Professor III	21	
Associate Professor IV	22	
Associate Professor V	23	
Professor I	24	
Professor II	25	
Professor III	26	
University Research Services		
University Research Associate I	12	
University Research Associate II	14	
University Researcher I	16	
University Researcher II	18	
University Researcher III	20	
University Researcher IV	22	
University Researcher V	24	

Position Title SG

11 AGRARIAN, AGRICULTURE AND ENVIRONMENTAL RESOURCES SERVICE

This Service includes occupations concerned with the allocation and distribution of natural wealth; conduct of environmental and agricultural researches and studies; transfer of agricultural technology and techniques; and enforcement of applicable laws and regulations to enhance agricultural activity. It also includes occupations concerned with supportive tasks in agricultural and fish farms.

Agricultural Development

Agriculturist I Agriculturist II Senior Agriculturist Supervising Agriculturist Chief Agriculturist Agricultural Center Chief I	11 15 18 22 24 18
Agricultural Center Chief II	20
Agricultural Technician I Agricultural Technician II Agricultural Technologist Farm Worker I Farm Worker II Farm Foreman	6 8 10 2 4 6
Farm Supervisor Farm Superintendent I Farm Superintendent II Farm Superintendent III Municipal Agricultural Officer	8 11 15 18 20

Aquacultural Development

Aquacultural Technician I	6
Aquacultural Technician II	8
Aquacultural Technologist	10
Aquaculturist I	11
Aquaculturist II	15
Senior Aquaculturist	18
Supervising Aquaculturist	22

Ecosystems and Environmental Resources Management

SG
18
22 24
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Position Title SG

12 TRADE, TOURISM AND INDUSTRY SERVICE

This Service includes occupations concerned with developing, promoting, and regulating trade, tourism, cooperatives, and other commercial and industrial activities. It also includes occupations concerned with marketing or selling of commodities or services.

Cooperatives Development

Cooperatives Development Specialist I	11
Cooperatives Development Specialist II	15
Senior Cooperatives Development Specialist	18
Supervising Cooperatives Development Specialist	22
Chief Cooperatives Development Specialist	24

Market Operations and Research

Market Inspector I	6
Market Inspector II	8
Market Specialist I	11
Market Specialist II	15
Market Specialist III	18
Market Specialist IV	22
Market Specialist V	24
Market Supervisor I	10
Market Supervisor II	14
Market Supervisor III	18
Market Supervisor IV	22
Market Supervisor V	24
Slaughterhouse Master I	10
Slaughterhouse Master II	14
Slaughterhouse Master III	18
Slaughterhouse Master IV	22

Sales Promotion

Sales and Promotion Supervisor I	10
Sales and Promotion Supervisor II	14

Tourism Operations

Tourist Receptionist I	8
Tourist Receptionist II	10
Tourism Operations Assistant	7
Tourism Operations Officer I	11
Tourism Operations Officer II	15
Senior Tourism Operations Officer	18
Supervising Tourism Operations Officer	22
Chief Tourism Operations Officer	24

Position Title SG

13 MATHEMATICS, PHYSICAL AND BIOLOGICAL SCIENCES SERVICE

This Service includes occupations concerned with the application of mathematical and statistical techniques; investigation of astronomical, atmospheric, and celestial phenomena; investigation of the composition, structure, physical and biological history of the earth, and of the laws on matter and energy and their application to scientific problem and situations; research and development of the physical properties and compositional changes of substances; and research on the structure, life, processes, behavior, and classification of, and the application of findings to the prevention of disease and in the promotion of health in plants and animals.

Chemistry

	Chemist I Chemist II Chemist III Chemist IV		11 15 18 22
Geo	logy	d	
	Geologist I Geologist II Senior Geologist Supervising Geologist Chief Geologist		11 15 18 22 24
Phy	sics		
	Health Physics Technician Health Physicist I Health Physicist II Health Physicist III		6 15 18 22
Zoo	logy		
	Animal Keeper I Animal Keeper II Animal Keeper III Zoologist I Zoologist II Zoologist III Zoologist IV Zoologist V		4 6 9 11 15 18 22 24

Position Title SG

14 DEFENSE AND SECURITY SERVICE

This Service includes occupations concerned with the safety and protection of the public against crime through the maintenance of peace and order; and custodial and security services. It also includes occupations concerned with intelligence and investigative activities, and investigation and negotiation of water rights and right-of-way.

Civil Defense Administration

Civil Defense Assistant	8
Civil Security Services	
Prison Guard I Prison Guard II Prison Guard III Security Guard I Security Guard II	5 7 10 3 5
Security Guard III Security Agent I Security Officer I Security Officer II Security Officer III Security Officer IV Security Officer V Watchman I Watchman II Watchman III Assistant Provincial Warden Provincial Warden	8 8 10 11 15 18 22 24 2 4 7 18 22
Ordinance Manufacture, Regulation and Repair	
Munitions Production Technician I Munitions Production Technician II	6
Special Investigation	
Special Agent I Special Agent II Special Investigator I	8 10 11
Traffic Operations	
Traffic Aide I Traffic Aide II Traffic Aide III Assistant Traffic Operations Officer	3 5 7 8

Position Title	SG
Traffic Operations Officer I	11
Traffic Operations Officer II	15
Traffic Operations Officer III	18
Traffic Operations Officer IV	22
Traffic Operations Officer V	24

Position Title SG

15 LEGAL AND JUDICIAL SERVICE

Legal Assistant III

This Service includes occupations involved in legal counselling, and investigation and prosecution of illegal unjust and improper acts or omissions of any public official.

Attorneys

Attorney I Attorney II Attorney III Attorney IV	16 18 21 23
Legal Assistance	
Legal Aide	5
Legal Assistant I	10
Legal Assistant II	12

14

Position Title SG

16 MISCELLANEOUS SERVICE

This Service includes occupations concerned with domestic services, preparing, and serving food and drink; and providing laundry, grooming, cosmetic, and other related personal care service. It also includes occupations involved in parks administration, parking operations, and pound keeping.

Barbering and Cosmetology	
Barber	2
Food Service	
Cook I Cook II Food Service Supervisor I Food Service Supervisor II Food Service Supervisor III	3 5 9 11 15
Waiter I Waiter II	2 4
Laundry Working	
Laundry Worker I Laundry Worker II Laundry Worker III	1 3 6
Park Administration	
Park Attendant I Park Attendant II Park Attendant III Park Maintenance Foreman Park Maintenance General Foreman Park Maintenance Supervisor Park Operations Superintendent I Park Operations Superintendent II	2 4 6 8 10 14 16 18
Parking Operations	
Parking Aide I Parking Aide II Parking Aide III Parking Aide IV	2 4 6 7
Pound Keeping	
Pound Keeper I Pound Keeper II	3 6

Position Title SG

17 EXECUTIVE SERVICE

This Service includes occupations involved in planning, organizing, staffing, directing, controlling, and executing of laws, rules, and regulations of local governments; rendering advice on the promulgation of laws, rules, and regulations relative to matters of local importance; establishing policies and standards for the operation of local government units pursuant to program of government; promulgation of rules and regulations to carry out government objectives, policies, and functions and management of special development projects. It also includes occupations involved in planning, administering, supervising, and coordinating the activities of a department in local government unit.

Local Executives

City Vice Mayor I		26
City Vice Mayor II		28
City Mayor		30
City Government Assistant Department Head I		23
City Government Assistant Department Head II		24
City Government Assistant Department Head III		25
City Government Department Head I		25
City Government Department Head II		26
City Government Department Head III		27
City Government Office Head		26
Municipal Government Assistant Department Head I		22
Municipal Government Assistant Department Head II	c.	23
Municipal Government Department Head I		24
Municipal Government Department Head II		25
Municipal Vice Mayor I		25
Municipal Vice Mayor II		26
Municipal Mayor I		27
Municipal Mayor II		28
Provincial Government Assistant Department Head		24
Provincial Government Department Head		26
Provincial Vice Mayor		28
Provincial Governor		30

Position Title SG

18 LEGISLATIVE SERVICE

This Service includes occupations involved in the legislation of laws, ordinances, rules, and regulations of local concern.

Sangguniang Members

Sangguniang Bayan Member I	24
Sangguniang Bayan Member II	25
Sangguniang Panglungsod Member I	25
Sangguniang Panglungsod Member II	27
Sangguniang Panglalawigan Member	27

PART II

Barangays

Position Title SG

Subject to the availability of funds and the general limitation on Personnel Services, the honorarium rates of the barangay officials may be adjusted/increased. However, such adjusted rates shall not exceed the rate equivalent to the first step of the following Salary Grade in the city or municipality where the barangay belongs:

Punong Barangay	14
Sangguniang Barangay Member	10
Barangay Secretary	10
Barangay Treasurer	10

Positions other than those for the mandatory barangay officials may be created in the barangay and may be compensated in the form of salary or honorarium at the discretion of the barangay government concerned, at rates not exceeding the minimum of the salary grade allocation of the following indicative positions:

Administrative Aide I (Utility Worker I)	1
Administrative Aide III (Clerk I)	3
Administrative Aide IV (Accounting Clerk I)	4
Barangay Health Aide	4
Revenue Collection Clerk I	5
Day Care Worker I	6
Administrative Assistant I	7
Administrative Assistant II	8