



***Preparation of the FY 2020 Budget:  
Guidelines for the Formulation of Tier 1  
and Tier 2 Personnel Services (PS)  
Levels***

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**Organization, Position Classification and Compensation Bureau**

# Tier 1 Composition : PS

Tier 1

(Ongoing  
Spending)

***Forward  
Estimates***



Tier 2

(New  
Spending and  
Expansion of  
P/A/Ps)

***For charging  
against the  
available  
Fiscal Space***



**Total  
Proposed  
Budget**

# Tier 1 Composition : PS

## 1. *Agency-Specific Budgets:*

- ***For CFAG Agencies: Salaries and allowances*** of all ***filled and unfilled positions*** reported in the DBM's Government Manpower Information System (GMIS) as of December 31, 2018 (*4<sup>th</sup> Tranche Level*)

# Tier 1 Composition : PS

## 1. Agency-Specific Budgets: (cont'd)

- **For Other Agencies:**

- **Salary** of all **filled positions** reported in the GMIS as of December 31, 2018 (*4<sup>th</sup> Tranche Level*)
- Standard **allowances, benefits and incentives of filled positions** reported in the GMIS as of December 31, 2018, e.g., PERA, Uniform/Clothing Allowance, Mid-Year Bonus, Year-end Bonus, Cash Gift, PEI, RATA

# Tier 1 Composition : PS

## 1. *Agency-Specific Budgets: (cont'd)*

- *For All Agencies:*

- Other ***Non-interface PS items*** such as Anniversary Bonus during milestone year, Magna Carta Benefits, Loyalty Pay of qualified filled positions reported in the GMIS as of December 31, 2018, as well as existing authorized ***allowances and collaterals of Military and Uniformed Personnel (MUP)*** such as Hazard Pay, Subsistence Allowance, etc.

# Tier 1 Composition : PS

## 1. *Agency-Specific Budgets: (cont'd)*

- ***For All Agencies:***

- ***Step Increment Due to Length of Service***, consistent with CSC-DBM Joint Circular No. 2012-1
- ***Lump-sum for Casuals and Contractuals***, subject to submission of Budget Preparation (BP) Form 204
- ***Terminal Leave (TL) benefits*** of compulsory retirees
- ***TL and Retirement Gratuity (RG)*** of MUP and compulsory retirees of other agencies covered by special laws

# Tier 1 Composition : PS

## 2. *Miscellaneous Personnel Benefits Fund (MPBF)*

- ***For Unfilled Positions:***

- **100% of the PS cost** of the following unfilled positions:
  - Teaching positions
  - Uniformed personnel (PNP, BJMP, BFP, PCG, NAMRIA, and BuCor)
  - Military personnel in DND
- **75% of the PS cost** of unfilled medical and allied positions
- **30% of the PS cost** of the unfilled positions in agencies other than those mentioned above

- ***For New Positions:***

- **100% of the PS cost** of new positions based on population-based formulas

# Tier 1 Composition : PS

## 3. *Pension and Gratuity Fund (PGF)*

- *Pension payments* for existing retirees for MUP, Judiciary, OSG, OGCC, NLRC, PRC, ERC, and Office of the Ombudsman



# Tier 2 Composition : PS

## 1. *MPBF*

- ***100% of the PS cost*** of new positions and staffing modifications approved by the DBM after December 31, 2018 (i.e., January to April 2019)
- ***75% of the PS cost*** of positions proposed for creation and staffing modifications with legal basis, established standards, or with evaluation based on ***complete agency submission of documentary requirements***

# Tier 2 Composition : PS

## 1. *MPBF (cont'd)*

- ***Step Increment Due to Meritorious Performance***  
per CSC-DBM Joint Circular No. 2012-1
- ***Proposed overtime requirements*** per CSC-DBM  
JC No. 2015-2

# Tier 2 Composition : PS

## 2. *PGF*

- *TL and RG* for optional retirees
- *Pension payments* for *new* retirees for MUP, Judiciary, OSG, OGCC, NLRC, PRC, ERC, and Office of the Ombudsman
- *Monetization* of Leave Credits

# Tier 2 Composition : PS

## 3. *PGF (cont'd)*

- ***Separation benefits and/or incentives*** of affected personnel pursuant to the implementation of restructuring of agencies affected by the integration and automation of the Budget and Treasury Management System and the operationalization of the Treasury Single Account under EO No. 55, s. 2011, and rightsizing, merger, streamlining, abolition or privatization authorized under applicable laws, rules and regulations

# Updating of Personal Services Itemization and Plantilla of Personnel (PSIPOP)

## ***National Budget Circular No. 549, s. 2013***

### ***“4.0 Procedural Guidelines***

***All NGAs with authorized permanent positions shall review the PSIPOP and update the POP portion on a **monthly basis** and uploaded to the DBM GMIS database **every last week of the month xxx.**”***

# Key Actors in Updating PSIPOPOP

- **End-User** – the one who does the editing of the agency's PSIPOPOP (e.g. HR Officer)
- **Approver Level 1** – the one who validates/approves the edits done by the End-User (e.g. Administrative Service Director)
- **Approver Level 2** – the one who approves the action/edits/update done the agency's plantilla (e.g. Agency Head)
- **DBM** – uploads the agency edits in the Government Manpower Information System (e.g., OPCCB and DBM ROs)

Thank  
you

