



MC No. 20, s.2005

MEMORANDUM CIRCULAR

TO : ALL HEADS OF LOCAL GOVERNMENT UNITS AND
GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS

SUBJECT : Updating of the Plantilla of Personnel

The Civil Service Commission is in the process of establishing an e-Government civil servants' database of the personal and employment information for all civil servants that will be linked under one Government Human Resources Management Information System (GHRMIS) with the Department of Budget and Management-maintained database of positions, plantilla and personal services itemization.

Currently, the DBM has in their database the Personal Services Itemization Plantilla of Personnel (PSI-POP) of all agencies except for Local Government Units and Government-Owned and Controlled Corporations. The CSC, in coordination with DBM, will embark on the data capture of POP of all LGUs and GOCCs.

To ensure that accurate information will be encoded in the data capture process of the POP, all Human Resources Management Officers (HRMOs) of LGUs and GOCC's shall update their POP using the attached Form. The POP Form is standardized to contain the data required for the GHRMIS.

Accomplished forms shall be submitted to the concerned Field Office on or before January 20, 2006.

KARINA CONSTANTINO-DAVID
Chair

December 20, 2005

GENERAL INSTRUCTIONS

All entries shall be certified correct by the Administrative/Human Resource Management Officer and approved by the Head of Agency. The date when the entries were certified correct and approved shall be accordingly indicated.

This POP report shall be accomplished in two (2) copies to be submitted to the Civil Service Commission not later than January 20, 2006. One copy shall be retained by the agency.

Accomplish the Planilla of Personnel (POP) in accordance with the following guidelines:

1. Department – refers to the name of the Department (ex. Department of Interior and Local Government; Government Service Insurance System)
2. Bureau/Agency – refers to name of Bureau/Agency/Subsidiary (ex. Bohol Provincial Government, City Government of Makati, Metro Manila; Municipal Government of San Mateo, Rizal Province)
3. Item No. – refers to the unique item number of the position (ex. 2005-001)
4. Position Title – refers to the Position Title as found in the list of Positions or the Index of Occupational Services used by the Corporation/Local Government Unit. Position Title should NOT be abbreviated. (ex. Administrative Officer II)
5. Salary Grade – refers to the salary/grade/rate in the salary schedule/scale of the Corporation/Local Government Unit (ex. SG-15)
6. Authorized Annual Salary - refers to the hiring rate of the position or the first step of the salary grade allocation of the position
7. Actual Annual Salary – refers to the actual adjusted salary of the incumbent of the position inclusive of step increments for merit/length of service and transition allowance as of Dec 31, 2005.
8. Step – refers to the numerical place or salary step of the salary rate of the incumbent on the Salary Grade of the position
9. Code – Refers to the Regional Code, to wit:

1 Region 1	5 Region 5	9 Region 9	13 NCR
2 Region 2	6 Region 6	10 Region 10	14 CAR
3 Region 3	7 Region 7	11 Region 11	15 CARAGA
4 Region 4	8 Region 8	12 Region 12	16 ARMM

10. Type – Refers to the area type, to wit:

R Region	M Municipality
P Province	F Foreign Post
D District	
11. Level – refers to the level of the position in the organization, to wit:
 - K key positions refer to executive, managerial, and chief of division chief or equivalent position
 - T technical positions refer to those directly performing the substantive and/or frontline services or functions of the agency as prescribed in its mandate
 - S support to technical positions refer to those which provide staff or technical support functions to key and technical positions but do not perform frontline services/functions
 - A Administrative positions refer to those performing general services, clerical, human resource management, financial management, records management, custodial and other related functions

12. Last Name – refers to the Last Name of the incumbent (ex. De Guzman)
13. First Name – refers to the First Name of the incumbent. Name extension should be included herein if applicable (ex. Pete Jr.; John)
14. Middle Name - refers to the Middle Name of the incumbent (ex. Perez)
15. Date of Birth – refers to the Date of Birth of the incumbent. Entry should be formatted as MM/DD/YYYY and must contain a value (ex. 09/13/1945)
16. Date of Original Appointment – refers to the date of the Original Appointment of the incumbent. Entry should be formatted as MM/DD/YYYY and must contain a value (ex. 03/01/1998)
17. Date of Last Promotion – refers to the date of the Last Promotion of the incumbent to the position. Entry should be formatted as MM/DD/YYYY (ex. 11/15/2005)
18. Status – refers to the status of appointment of the incumbent, to wit:

P Permanent/Regular	Co Co-terminus	Ps Provisionary Substitute
Ca Casual	T Temporary	P Provisionary
Cn Contractual	S Substitute	E Elective
19. Total Number of Position Items – refers to the total count of position items in the POP report