



MC No. 12, s. 2022

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : 2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in Local Government Units

Pursuant to **CSC Resolution No. 2200373** promulgated on **20 September 2022**, the CSC adopts the **2022 Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns (OSSPs) in Local Government Units (LGUs)**, as follows:

“Pursuant to Section 76 of R.A. No. 7160, the CSC shall prescribe minimum standards and guidelines in the design and implementation of OSSPs in LGUs. It provides, as follows:

“Section 76. Organizational Structure and Staffing Pattern. – Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.”

It is, therefore, the responsibility of every LGU to design, approve, and implement its OSSP in accordance with the following 2022 Guidelines and Standards in the Establishment of OSSPs in LGUs:

Section 1. *The appropriate OSSPs of LGUs shall be determined and established in accordance with Section 17 (Basic Services and Facilities) of R.A. No. 7160 and other existing laws, and the priority needs identified by the local chief executive, the sanggunian, and/or the local development council concerned.*

Bawat Kawani, Lingkod Bayani

Section 2. *The OSSP shall likewise be established within the financial capability of LGUs, taking into consideration the budgetary limitations provided for in Section 325 of R.A. No. 7160, such as:*

- 2.1 *The total appropriation, whether annual or supplemental, for personnel services¹ of an LGU for one (1) fiscal year shall not exceed forty-five percent (45%) in the case of first to third-class provinces, cities, and municipalities, and fifty-five percent (55%) in the case of the fourth class or lower, of the total annual income from regular sources realized in the next preceding fiscal year. (Sec. 325.a)*
- 2.2. *The appropriations for salaries, wages, and representation and transportation allowances of officials and employees of the public utilities and economic enterprises owned, operated, and maintained by the LGUs concerned shall not be included in the annual budget or in the computation of the maximum amount for personnel services. The appropriation for the personnel services of such economic enterprises shall be charged to their respective budgets. (Sec. 325.a)*
- 2.3 *No official or employee shall be entitled to a salary rate higher than the maximum fixed for the position or other positions of equivalent rank by applicable laws or rules and regulations issued thereunder. (Sec. 325.b)*
- 2.4 *No local fund shall be appropriated to increase or adjust salaries or wages of officials and employees of the National Government, except as may be expressly authorized by law. (Sec. 325.c)*
- 2.5 *In cases of the abolition of positions and the creation of new ones resulting from the abolition of existing positions in the career service, such abolition or creation shall be made in accordance with pertinent provisions of R.A. No. 7160 and the civil service laws, rules, and regulations. (Sec. 325.d)*
- 2.6 *Positions in the official plantilla for career positions which are occupied by incumbents holding permanent appointments shall be covered by adequate appropriations. (Sec. 325.e)*
- 2.7 *No changes in designation or nomenclature of positions resulting in a promotion or demotion in rank or increase or decrease in compensation shall be allowed, except when the position is actually vacant, and the filling of such positions shall be strictly made in accordance with the civil service laws, rules, and regulations. (Sec. 325.f)*
- 2.8 *The creation of new positions and salary increases or adjustments shall in no case be made retroactive. (Sec. 325.g)*

¹ The term used under the 2021 General Appropriations Act (GAA).



Section 3. Each LGU may create the following Offices subject to the provisions of Sections 1, 2, and 9 of these Guidelines:

Province
<ol style="list-style-type: none"> Office of the Provincial Governor Office of the Provincial Vice Governor Office of the Sangguniang Panlalawigan Office of the Provincial Accountant Office of the Provincial Administrator Office of the Provincial Agricultural and Biosystems Engineer² Office of the Provincial Agriculturist Office of the Provincial Architect Office of the Provincial Assessor Office of the Provincial Budget Officer Office of the Provincial Cooperatives Development Officer Office of the Provincial Disaster Risk Reduction and Management Officer³ Office of the Provincial Engineer Office of the Provincial Environment and Natural Resources Officer Office of the Provincial General Services Officer Office of the Provincial Health Officer Office of the Provincial Human Resource Management Officer⁴ Office of the Provincial Information Officer Office of the Provincial Internal Audit Service⁵ Office of the Provincial Legal Officer Office of the Provincial Persons with Disability Affairs Officer⁶ Office of the Provincial Planning and Development Coordinator Office of the Provincial Population Officer Office of the Provincial Public Employment Service Manager⁷ Office of the Provincial Social Welfare and Development Officer Office of the Provincial Treasurer Office of the Provincial Tourism Officer⁸ Office of the Provincial Veterinarian Office of the Provincial Youth Development Officer⁹
City
<ol style="list-style-type: none"> Office of the City Mayor Office of the City Vice Mayor Office of the Sangguniang Panlungsod Office of the City Accountant Office of the City Administrator Office of the City Agricultural and Biosystems Engineer² Office of the City Agriculturist Office of the City Architect Office of the City Assessor Office of the City Budget Officer Office of the City Civil Registrar

² Section 34, R.A. No. 10915 or the "Philippine Agricultural and Biosystems Engineering Act of 2016".

³ Section 12, R.A. No. 10121 or the "Philippine Disaster Risk Reduction and Management Act of 2010" and Section 1, Rule 6 of the Implementing Rules and Regulations (IRR).

⁴ Subject to Section 8 of these Guidelines.

⁵ R.A. No. 3456 or the "Internal Auditing Act of 1962," as amended by R.A. No. 4177 and DBM BC No. 2004-4 dated 22 March 2004.

⁶ Section 1, R.A. No. 10070, "An Act Establishing Institutional Mechanism to Ensure the Implementation of Programs and Services for Persons with Disabilities in Every Province, City and Municipality, Amending Republic Act No.7277, Otherwise Known as the Magna Carta for Disabled Persons, as amended, and for Other Purposes" and Section 5, Rule IV of the IRR.

⁷ Section 1, R.A. No. 10691, "An Act Defining the Role of the Department of Labor and Employment (DOLE), the Local Government Units (LGUs), and Accredited Nongovernment Organizations (NGOs) in the Establishment and Operation of the Public Employment Service Office (Peso), and the Operation of Job Placement Offices in Educational Institutions (EIs), Amending for the Purpose Sections 3, 5, 6, 7, and 9 of Republic Act No. 8759, Otherwise Known as the "Public Employment Service Office Act of 1999" and Section 1, Rule V of the IRR.

⁸ Section 42, R.A. No. 9593 or "The Tourism Act of 2009" and Section 42, Subchapter II-E of the IRR.

⁹ Section 25, R.A. No. 10742 or the "Sangguniang Kabataan Reform Act of 2015" and Section 26, Rule IV of the IRR.

12. Office of the City Cooperatives Development Officer
13. Office of the City Disaster Risk Reduction and Management Officer³
14. Office of the City Engineer
15. Office of the City Environment and Natural Resources Officer
16. Office of the City General Services Officer
17. Office of the City Health Officer
18. Office of the City Human Resource Management Officer⁴
19. Office of the City Information Officer
20. Office of the City Internal Audit Service⁵
21. Office of the City Legal Officer
22. Office of the City Persons with Disability Affairs Officer⁶
23. Office of the City Planning and Development Coordinator
24. Office of the City Population Officer
25. Office of the City Public Employment Service Manager⁷
26. Office of the City Senior Citizen Affairs Head¹⁰
27. Office of the City Social Welfare and Development Officer
28. Office of the City Treasurer
29. Office of the City Tourism Officer⁸
30. Office of the City Veterinarian
31. Office of the City Youth Development Officer⁹

Municipality

1. Office of the Municipal Mayor
2. Office of the Municipal Vice Mayor
3. Office of the Sangguniang Bayan
4. Office of the Municipal Accountant
5. Office of the Municipal Administrator
6. Office of the Municipal Agricultural and Biosystems Engineer²
7. Office of the Municipal Agriculturist
8. Office of the Municipal Architect
9. Office of the Municipal Assessor
10. Office of the Municipal Budget Officer
11. Office of the Municipal Civil Registrar
12. Office of the Municipal Cooperatives Development Officer
13. Office of the Municipal Disaster Risk Reduction and Management Officer³
14. Office of the Municipal Engineer
15. Office of the Municipal Environment and Natural Resources Officer
16. Office of the Municipal General Services Officer
17. Office of the Municipal Health Officer
18. Office of the Municipal Human Resources Management Officer⁴
19. Office of the Municipal Information Officer
20. Office of the Municipal Internal Audit Service⁵
21. Office of the Municipal Legal Officer
22. Office of the Municipal Persons with Disability Affairs Officer⁶
23. Office of the Municipal Planning and Development Coordinator
24. Office of the Municipal Population Officer
25. Office of the Municipal Public Employment Service Manager⁷
26. Office of the Municipal Senior Citizen Affairs Head¹⁰
27. Office of the Municipal Social Welfare and Development Officer
28. Office of the Municipal Treasurer
29. Office of the Municipal Tourism Officer⁸
30. Office of the Municipal Veterinarian
31. Office of the Municipal Youth Development Officer⁹

Barangay

1. Office of the Punong Barangay
2. Office of the Sangguniang Barangay



¹⁰ Section 6, R.A. No. 9994 or the "Expanded Senior Citizens Act of 2010" and Article 21, Rule VI of the IRR.

Section 4. The following local appointive positions shall be mandatory or optional as indicated hereunder:

Province¹¹
<p style="text-align: center;"><u>Mandatory</u></p> <ol style="list-style-type: none"> 1. Provincial Accountant 2. Provincial Administrator 3. Provincial Agricultural and Biosystems Engineer² 4. Provincial Agriculturist 5. Provincial Assessor 6. Provincial Budget Officer 7. Provincial Cooperatives Development Officer¹² 8. Provincial Engineer 9. Provincial Persons with Disability Affairs Officer⁶ 10. Provincial Disaster Risk Reduction and Management Officer³ 11. Provincial General Services Officer 12. Provincial Health Officer 13. Provincial Legal Officer 14. Provincial Planning and Development Coordinator 15. Provincial Public Employment Service Office Manager⁷ 16. Provincial Social Welfare and Development Officer 17. Provincial Treasurer 18. Provincial Tourism Officer⁸ 19. Provincial Veterinarian 20. Provincial Youth Development Officer⁹ 21. Secretary to the Sangguniang Panlalawigan <p style="text-align: center;"><u>Optional</u></p> <ol style="list-style-type: none"> 22. Provincial Architect 23. Provincial Environment and Natural Resources Officer 24. Provincial Human Resource Management Officer⁴ 25. Provincial Information Officer 26. Provincial Internal Audit Service Officer¹³ 27. Provincial Population Officer 28. Assistant Provincial Assessor¹⁴ 29. Assistant Provincial Treasurer¹⁵
City¹⁶
<p style="text-align: center;"><u>Mandatory</u></p> <ol style="list-style-type: none"> 1. City Accountant 2. City Administrator 3. City Agricultural and Biosystems Engineer² 4. City Assessor 5. City Budget Officer 6. City Civil Registrar 7. City Cooperatives Development Officer¹⁷ 8. City Persons with Disability Affairs Officer⁶ 9. City Disaster Risk Reduction and Management Officer³ 10. City Engineer 11. City General Services Officer 12. City Health Officer 13. City Legal Officer 14. City Planning and Development Coordinator 15. City Public Employment Service Office Manager⁷

¹¹ Section 463, LGC.

¹² Section 3, R.A. No. 11535.

¹³ DBM Budget Circular No. 2004-4 dated 22 March 2004.

¹⁴ Section 473, LGC.

¹⁵ Section 471, LGC.

¹⁶ Section 454, LGC.

¹⁷ Section 2, R.A. No. 11535.

16. City Senior Citizens Affairs Head¹⁰
17. City Social Welfare and Development Officer
18. City Treasurer
19. City Tourism Officer⁸
20. City Veterinarian
21. City Youth Development Officer⁹
22. Secretary to the Sangguniang Panlungsod

Optional

23. City Agriculturist
24. City Architect
25. City Environment and Natural Resources Officer
26. City Human Resource Management Officer⁴
27. City Information Officer
28. City Internal Audit Service Officer¹³
29. City Population Officer
30. Assistant City Assessor¹³
31. Assistant City Treasurer¹⁴

Municipality¹⁸

Mandatory

1. Municipal Accountant
2. Municipal Agricultural and Biosystems Engineer²
3. Municipal Assessor
4. Municipal Budget Officer
5. Municipal Civil Registrar
6. Municipal Cooperatives Development Officer¹⁹
7. Municipal Disaster Risk Reduction and Management Officer³
8. Municipal Engineer/Building Officer
9. Municipal Health Officer
10. Municipal Persons with Disability Affairs Officer (1st to 3rd Class Municipalities)⁶
11. Municipal Planning and Development Coordinator
12. Municipal Public Employment Service Office Manager⁷
13. Municipal Senior Citizen Affairs Head¹⁰
14. Municipal Treasurer
15. Municipal Tourism Officer⁸
16. Municipal Youth Development Officer⁹
17. Secretary to the Sangguniang Bayan

Optional

18. Municipal Administrator
19. Municipal Agriculturist
20. Municipal Architect
21. Municipal Environment and Natural Resources Officer
22. Municipal Persons with Disability Affairs Officer (4th to 6th Class Municipalities)⁵
23. Municipal Human Resource Management Officer⁴
24. Municipal Information Officer
25. Municipal Internal Audit Service Officer¹³
26. Municipal Legal Officer
27. Municipal Population Officer
28. Municipal Social Welfare and Development Officer
29. Municipal Veterinarian
30. Municipal Youth Development Officer
31. Assistant Municipal Assessor¹³
32. Assistant Municipal Treasurer¹⁴

¹⁸ Section 443, LGC.

¹⁹ Section 1, R.A. No. 11535.

Barangay²⁰
<p style="text-align: center;"><u>Mandatory</u></p> <ol style="list-style-type: none"> 1. <i>Barangay Secretary</i> 2. <i>Barangay Treasurer</i>

Section 5. LGUs shall create mandatory positions. It may create optional positions, provided that all mandatory positions shall have been created, and in accordance with the limitations provided under the law and these Guidelines. It is understood that the creation of positions shall have the corresponding budget, approved by the sanggunian, to be considered valid.

The creation of mandatory positions shall likewise comply with the 45%-55% budgetary limitations for personnel services.

Section 6. LGUs which have already exceeded the budgetary ceiling pursuant to Section 325 of R.A. No. 7160 shall not create the mandatory and optional positions until such time that their financial capability could allow the creation of such positions unless otherwise provided by law.

Section 7. The term of the positions of Administrator, Information Officer, and Legal Officer (with the rank of department head) shall be coterminous (primarily confidential) with that of the local chief executive who appointed them unless the LGU Charter, which was promulgated after R.A. No. 7160, provides otherwise.

Section 8. LGUs are strongly encouraged to create a Human Resource Management (HRM) Office which shall be responsible for human resource management and maintenance of effective liaison with the CSC. Provided, that when the number of personnel of an LGU does not warrant the creation of an Office, the LGUs are strongly encouraged to create at least a 2nd level HRM Officer position to perform the abovementioned duties and responsibilities and/or if funds are available capacitating the LGUs to further create other HRM positions.

Section 9. Other offices and positions not provided under Sections 3 and 4 of these Guidelines may be created by LGUs; Provided, that they are the priority needs as identified by the local chief executive, the sanggunian and/or the local development councils concerned consistent with Section 17 of R.A. No. 7160; Provided, further, that the mandatory positions shall have been created; and, Provided, finally, that the budgetary limitations under Section 325 of R.A. No. 7160 have been complied with.

Section 10. Heads of departments or offices, with the rank of department head, shall be appointed by the local chief executive with the concurrence of the majority of all the members of the sanggunian concerned subject to Civil Service laws, rules, and regulations.

²⁰ Section 387, LGC.



The salary grade of such heads of departments or offices shall be determined by the sanggunian concerned; Provided, that such compensation shall be based upon the pertinent provisions of R.A. No. 6758,²¹ as amended by existing law;²² Provided, further, that it shall not be higher than the compensation of elective local officials except for positions allowed under the DBM Index of Occupational Services for LGUs.

Section 11. *The qualification requirements provided for in R.A. No. 7160 or special laws for local appointive positions shall be applied. The qualification standards (QS) approved by the CSC (CSC QS Manual or LGU-specific QS) shall be applied for other positions. No substitution for deficiency in the education, training, and/or experience requirements shall be allowed.*

Section 12. *Subject to their financial capability and service requirements, LGUs may design and establish their organizational structure based on the Local Government Organizational Models Guidebooks²³ and/or existing laws.*

The LGUs, composed of several offices pursuant to R.A. No. 7160 and special laws, may establish, through their sanggunian, the following structural units:

- a. A Department is the highest structural unit/level headed by an employee with the rank of Department head.*
- b. A Division is the second highest structural unit/level and may be composed of sections performing dissimilar tasks but related functions headed by an employee with the rank of Division Chief.*
- c. A Section is the lowest structural unit/level which may be composed of positions performing similar tasks headed by an employee with the rank of Section Chief.*

The levels of positions created by the LGUs shall depend on their income classification based on DBM-issued guidelines.

Section 13. *The titles of positions in LGUs corresponding to the same or similar functional description as those established under the latest DBM Local Budget Circular on the "Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU) CY 2021 Edition" shall be used and adopted.*

*However, in the issuance of appointment, the generic position titles shall be accompanied by a parenthetical title (**Annexes B-1 and B-2**)²⁴*

²¹ Compensation and Position Classification Act of 1989.

²² Currently by R.A. No. 11466 or the Salary Standardization Law of 2019.

²³ "Government Issuances" section of the CSC website: <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/1778-e-o-no-138.html>

²⁴ Based on DBM Local Budget Circular (LBC) No. 137 dated 13 July 2021.



which shall be used to determine the qualification standards and the duties and functions of the position, if applicable.

Illustrative examples:

<i>Generic Position Title</i>	<i>Parenthetical Title</i>
<i>Municipal Government Department Head I (SG 24)</i>	<i>Municipal Assessor</i>
<i>Provincial Government Assistant Department Head (SG 24)</i>	<i>Provincial Assistant Treasurer</i>
<i>Administrative Officer V (SG 18)</i>	<i>Human Resource Management Officer III</i>
	<i>Budget Officer III</i>
	<i>Records Officer III</i>

The position title shall appear in the appointment, as follows:

- *Municipal Government Department Head I (Municipal Assessor), SG 24*
- *Provincial Government Assistant Department Head (Provincial Assistant Treasurer), SG 24*
- *Administrative Officer V (Human Resource Management Officer III), SG 18*

Section 14. *Two or more LGUs may establish a single organizational structure or staffing pattern for the purposes of consolidating or coordinating their efforts and resources for the delivery of common basic services, maintenance of common facilities, and other purposes beneficial to them. Upon approval of the sanggunian concerned and after a public hearing conducted for the purpose, they may contribute funds, real estate, equipment, and other properties, and appoint or assign personnel through a memorandum of agreement.²⁵*

Section 15. *LGUs, in order to complement their existing organizational structures and personnel or effect efficiency and economy in operation, may enter into joint ventures and/or such other cooperative arrangements with people's and non-governmental organizations to engage in the delivery of certain basic services, capability-building, and livelihood projects, and to develop local enterprises designed to improve productivity and income, diversify agriculture, spur rural industrialization, promote ecological balance, and enhance the economic and social well-being of the people.²⁶*

Section 16. *Subject to the provisions of R.A. No. 7160 and these Guidelines, LGUs shall have the authority to approve their respective OSSPs.*

²⁵ Section 33, LGC.

²⁶ Section 35, LGC.

OSSPs with appropriation ordinances shall be subject to review by the DBM in the case of provinces, highly urbanized cities, independent component cities, and municipalities within the Metropolitan Manila area and the Sangguniang Panlalawigan for component cities and municipalities.²⁷

Section 17. *The local chief executive shall furnish a copy of the sanggunian-approved OSSP to the CSC Regional/Field Office concerned, within thirty (30) days from the date of its approval, for their information and guidance in processing appointments and other human resource actions.*

Section 18. *The CSC Field Offices, upon request, may render technical assistance in the design and implementation of the OSSP in LGUs within their jurisdiction.*

Section 19. *In the reorganization of LGUs, the provisions of R.A. No. 6656, otherwise known as “An Act to Protect the Security of Tenure of Civil Service Officers and Employees in the Implementation of Government Reorganization” and its implementing rules and regulations (IRR) as embodied in CSC MC No. 13, s. 1988, shall apply.*

Section 20. *The CSC shall act on appeals of aggrieved parties in the implementation of the reorganization of LGUs in consonance with R.A. No. 6656 and its IRR pursuant to civil service law, rules, and regulations.*

Section 21. *All local chief executives and the sanggunian concerned are hereby directed to observe and implement the provisions of these Guidelines.*

Section 22. *All existing CSC policies inconsistent with these Guidelines shall be deemed repealed and/or amended accordingly.*

Section 23. *These guidelines shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.”*

CSC Resolution No. 2200373 dated 20 September 2022 was published in the Daily Tribune on 18 October 2022 and took effect on 3 November 2022.

ATTY. KARLO A. B. NOGRALES
Chairperson

08 November 2022

²⁷ Sections 326 and 327, Article I, Chapter III, Title V of the LGC.