

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 23, s. 1991

MEMORANDUM CIRCULAR

T O : DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, REGIONAL IRRIGATION MANAGERS,
OPERATIONS/PROJECT MANAGERS, PROJECT ENGINEERS,
IRRIGATION SUPERINTENDENTS, PROVINCIAL IRRIGATION
ENGINEERS AND ALL OTHERS CONCERNED.
National Irrigation Administration

SUBJECT : GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION
OF AGENCY STAFF REDUCTION PROGRAMS PURSUANT TO
ADMINISTRATIVE ORDER NO. 205.

Quoted hereunder in full is National Budget Circular
No. 421 implementing Administrative Order No. 205 dated
February 11, 1991.

"REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA

NATIONAL BUDGET CIRCULAR NO. 421
11 February 1991

T O : Heads of Departments, Bureaus, Offices and Other
Agencies of the National Government including
State Universities and Colleges, Heads of
Government Owned or Controlled Corporations,
and Heads of Local Government Units

SUBJECT : GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION
OF AGENCY STAFF REDUCTION PROGRAMS PURSUANT TO
ADMINISTRATIVE ORDER NO. 205

1.0 Purpose

This Circular is issued to prescribe the guidelines
and procedures in the development and implementation
of agency staff reduction programs pursuant to Section
1 (e) of Administrative Order No. 205.

2.0 Coverage

The staff reduction program shall apply to all agencies of the national government, including state universities and colleges and government owned or controlled corporations, as well as local government units.

For purposes of this Circular, the staff reduction program as prescribed herein shall cover the whole department, its offices and bureaus as well as attached agencies. Government owned or controlled corporations attached to departments for policy and program coordination shall develop and implement their own staff reduction programs. Provincial, city and municipal governments shall likewise develop and implement their own respective staff reduction programs in accordance with the provisions of this Circular.

3.0 General Guidelines

The program shall be designed and implemented in accordance with the following general guidelines:

- 3.1 It shall promote the achievement of an efficient organizational structure and the optimal utilization of existing manpower.
- 3.2 The reduction process shall have a well defined retention and reduction prioritization scheme which is based on the degree of relevance of each position to the agency mandated functions and activities. Excess positions and manpower shall be determined on the basis of some rational criteria based on specific activity and work volume requirements.
- 3.3 The redeployment scheme shall focus on relocating appropriate positions to the regions and front line service units of the agency.
- 3.4 It shall be in accordance with pertinent Civil Service rules and regulations.

4.0 Specific Guidelines and Procedures

4.1 Computation of Staff Reduction Requirement

The computation of the total staff reduction requirement shall be based on the total number of authorized positions net of all key positions and positions deemed abolished as of 30 September 1990 pursuant to Administrative Order No. 177.

The following is an illustrative example of the computation for an agency with 1000 authorized permanent positions:

Total no. of authorized positions	1000
Less: Total no. of positions deemed abolished pursuant to AO 177	50
Total no. of key positions	10
Sub-Total	<u>60</u>
No. of positions subject to staff reduction	940
Less: 5% to be abolished by June 1991	47
5% to be abolished by Dec. 1991	47
Total staff reduction requirement	<u>94</u>
Total no. of authorized positions after staff reduction	<u>865</u>

4.2 Vacant Positions

As a matter of general policy, vacant positions shall not be filled. By way of exception, vacant positions which are not deemed abolished by virtue of AO 177 and AO 205 may be filled only upon compliance with the following conditions and requirements:

- a) The agency shall have submitted to the Department of Budget and Management the agency staff reduction program; and
- b) The appointees to the positions shall have the appropriate Civil Service eligibility.

4.3 Redeployment of Positions and Personnel

Pursuant to these guidelines, excess positions and corresponding personnel may be redeployed to manpower deficient regional offices, field units and other front line service units in accordance with the following guidelines:

- 4.3.1 The number of actual personnel (warm bodies) in the central office shall not increase as a result of the redeployment.
- 4.3.2 Positions redeployed to the regions may be reclassified, upon the request of the department secretary or head of agency concerned, in accordance with the functional requirements of the regional or field offices, provided that: (a) such reclassification shall be in accordance with the Index of Occupational Services, Position Titles and

Salary Grades; (b) involves no organizational changes that violate the agency's enabling act; (c) does not involve the creation of key positions; and, (d) is within the authorized appropriations for permanent positions.

For this purpose each department concerned shall constitute an ad hoc Committee on Staff Rationalization to perform the following functions:

- a) Establish objective and verifiable criteria for the identification of optimal manpower allocation among the various units within the agency and across regions;
- b) Determine specific positions and personnel to be redeployed;
- c) Prepare the redeployment scheme in accordance with due process and specific Civil Service rules and regulations.

4.4 Incentives for Voluntary Retirement

All personnel who are eligible and have applied for optional retirement shall be given priority in the award of merit increases.

5.0 Reporting Procedures

In accordance with Section 1 (e) of AO 205 all agencies shall submit to the Department of Budget and Management their respective staff reduction programs within 30 days upon the effectivity of this Circular and status reports by the end of June and December 1991. The reports shall contain the following information:

- 5.1 Computation of Staff Reduction Requirements (Attachment A)
- 5.2 Staff Reduction and Redeployment Program Worksheet (Attachment B)
- 5.3 Discussion of Redeployment Program Objectives, Criteria and Schedule.

An updated Plantilla of Personnel shall also be submitted within 30 days upon the effectivity of this Circular and on 31 December 1991, in accordance with the format reflected in Attachment C.

6.0 Agency Head Responsibility

Department secretaries, agency heads and heads of local government units shall be responsible for the implementation and reporting of the agency Staff Reduction Program in accordance with the procedures and requirements of this Circular.

7.0 Effectivity

This Circular shall take effect immediately.

(SGD.) GUILLERMO N. CARAGUE"

Please be guided accordingly.

(SGD.) JOSE B. DEL ROSARIO, JR.
Administrator

February 27, 1991

DEPARTMENT/AGENCY:

EXISTING			POSITION STATUS (Mark column)		PROGRAMMED MODIFICATIONS (Mark appropriate column)						REVISED STAFFING SUMMARY			REMARKS	
FL 1998 ITEM NO.	POSITION TITLE	SALARY GRADE	FILLED	VACANT/ DATE OF VACANCY	A AO 177	BY 30 JUNE 1991			BY 31 Dec. 1991			ITEM NO.	POSITION TITLE	SALARY GRADE	(Explain/indicate unit destination of RM and D1 Positions)
						A	RM	D1	A	RM	D1				

Legend: A - Abolition
RM - Reclassification/Merger
DI - Redeployment/Transfer

I hereby certify under penalties of perjury that all the information given above are true and correct to the best of my personal knowledge and belief.

Note: 1) For departments, this form should be accomplished for the entire department excluding attached GOCCs.

2) Itemization of entries shall be in accordance with the Position Allocation List.

HUMAN RESOURCE DEVELOPMENT
OFFICER

HEAD OF DEPARTMENT/AGENCY

PLANTILLA OF PERSONNEL

Date: _____

DEPARTMENT/AGENCY: _____

ITEM NO. CY 1989	ITEM NO. CY 1990	POSITION TITLE	SALARY GRADE	AUTHORIZED SALARY GAA NO. SPECIFIC BUDGET	ACTUAL SALARY	NAME OF INCUMBENT	NO. OF YEARS IN GOV'T.	S T A T U S	CIVIL SERVICE ELIGIBI- LITY	EDUCA- TIONAL QUALI- FICATION	DATE OF LAST PROMO- TION	REMARKS

APPROVED:

CERTIFIED CORRECT:

HUMAN RESOURCE MANAGEMENT
OFFICER