



*Republic of the Philippines*  
**Department of Education**  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



November 18, 2013

**MEMORANDUM TO :** Secondary School Heads (with Fiscal Autonomy)  
Personnel In-Charge of PSIPOP Updating

Attached is the DBM- National Budget Circular No. 549 dated October 21, 2013,  
**"Monthly Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP)  
Under the Web-based Application System."**

For information, guidance and compliance.

  
**JOSE L. DONCILLO, CESO VI**

OIC-Schools Division Superintendent



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



**NATIONAL BUDGET CIRCULAR**

No. 549  
October 21, 2013

**TO :** Heads of Departments, Bureaus, Offices and Agencies of the National Government, including State Universities and Colleges, and All Others Concerned

**SUBJECT :** Monthly Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) Under the Web-based Application System

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**1.0 Background**

- 1.1 Sections 21 and 23, Book VI of Executive Order No. 292 (Administrative Code of 1987) provides that the Department of Budget and Management (DBM) shall prepare the Personal Services Itemization (PSI) of all national government agencies (NGAs) in support of the General Appropriations Act (GAA).
- 1.2 Pursuant thereto, DBM issues the PSIPOP for updating by the agencies concerned as basis for determining their Personnel Services requirement.
- 1.3 Effective FY 2012, the process of updating the PSIPOP has been migrated from manual to web-based, hence providing agencies with easy access to the GMIS and facilitating the updating of the PSIPOP. The web-based system also allows access to the database anytime of the year.
- 1.4 In line with the results-based budgeting system, the Organizational Performance Indicator Framework is used as basis for allocating the budget and monitoring, reporting and evaluating department/agency performance. Under NBC No. 532 dated November 28, 2011, the Major Final Outputs (MFOs) and Performance Indicators were reviewed and the Programs/Activities/Projects (PAPs) were restructured to establish the link of the PAPs

to the MFOs for better cost estimation and expenditure prioritization.

## **2.0 Objectives**

This circular is issued to prescribe a monthly updating of the PSIPOP to achieve the following objectives:

- 2.1 To obtain real-time data on the status of agency staffing, particularly the number of filled and unfilled positions;
- 2.2 To have a reliable basis for updating the forward estimates on Personnel Services, and in determining the manpower requirements of the departments/agencies;
- 2.3 To serve as basis for appointments to positions; and,
- 2.4 To familiarize Human Resource Management Officers (HRMOs)/ Administrative Officers (AOs) on the process of tagging the positions to the appropriate PAPs for greater accuracy of budget allocation for MFOs in the FY 2015 budget.

## **3.0 General Guidelines**

In the updating of the PSIPOP, the HRMOs/AOs shall ensure the following:

- 3.1 Tagging of the positions to the appropriate PAPs as restructured pursuant to NBC No. 532, for proper identification of personnel performing the activities to produce or drive the attainment of the MFOs of the agency; and,
- 3.2 The restructured PAPs must be Unified Accounts Code Structure (UACS) compliant pursuant to COA-DBM-DOF Joint Circular No. 2013-1 dated August 6, 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 starting October 2013, in accordance with the following guidelines or business rules:

- 4.1 Columns 1 to 3 contain authenticated information which shall not be modified, altered, nor revised by the agency. Any DBM-approved change/staffing modification during the current year must be included therein.
  - Column 1 refers to the unique item number of the position.

- Column 2 refers to the position title and salary grade allocation of the position in accordance with the Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS), as revised per recent approvals.
- Column 3 refers to the hiring rate or the first step of the salary grade allocation of the position for civilian personnel or the base pay for an itemized position for uniformed personnel using the salary/base pay schedule in NBC No. 540 dated May 10, 2012.

4.2 Entries in columns 4 to 17 shall be reviewed by authorized agency personnel for accuracy and shall be updated as of October 31, 2013 and every 1<sup>st</sup> day of the month thereafter.

- Column 4 refers to the actual salary of the civilian incumbent of the position, inclusive of step increment, or the base pay of uniformed personnel holding an itemized position using the salary/base pay schedule in NBC No. 540 dated May 10, 2012.
- Column 5 refers to the salary step of the incumbent in the salary grade allocation of his/her position.
- Columns 6 and 7 refer to the geographical location of the position. Area Code (Column 6) refers to the Regional Code; Area Type (Column 7) refers to the Region (R), Province (P), District (D), Municipality (M) or Foreign Post (F).
- Column 8 refers to the level of the position in the organization as follows:
  - KEY positions refer to executive, managerial, and chief of division or equivalent positions;
  - TECHNICAL positions refer to those directly performing the substantive and/or frontline services or functions of the agency;
  - 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; and
  - ADMINISTRATIVE positions refer to those performing general services, clerical, human resource management, financial management, records management, procurement, custodial and other related housekeeping functions.

- Column 9 refers to the functional grouping of the position based on the approved PAP as restructured per NBC No. 532 and UACS compliant.
  - Columns 10 to 17 refer to the personal profile of the incumbents of positions. The agency personnel authorized to update the PSIPOP shall review carefully all entries therein to ensure accuracy and completeness of data, specifically the following:
    - Column 10 should indicate the full names of incumbents. Middle names shall be spelled out in full instead of just the middle initials.
    - Column 13 should indicate the accurate TIN based on the report furnished by the BIR.
- 4.3 All entries shall be certified correct by the HRMO/AO and approved by the Head of Agency.
- 4.4 The Log-in site or Universal Resource Locator (URL) for the agency PSIPOP is lodged at <https://psipop.dbm.gov.ph> using Internet Explorer as browser.
- 5.0 The first monthly update of the PSIPOP shall be uploaded to the DBM database not later than October 31, 2013. The second monthly update, which shall be uploaded to the database not later than November 30, 2013, shall be the basis for determining the FY 2015 Personnel Services budget of the agency.

**FLORENCIO B. ABAD**  
Secretary