

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

November 25, 1991

DECS O R D E R
No. 133, s. 1991

GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION
OF AGENCY STAFF REDUCTION PROGRAM

To: Bureau Directors/Cultural Agency Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of National Budget Circular No. 421 dated February 11, 1991 prescribing guidelines and procedures for the implementation of Agency Staff Reduction Programs pursuant to Administrative Order No. 205.
2. Strict compliance with the mandated 10% staff reduction program pursuant to this circular, as called for under AO's 205 and 227 is a prerequisite to all requests for filling and/or staffing modification.
3. Immediate dissemination of this Order is desired.

(SGD.) ISIDRO D. CARINO
Secretary

Incl.:
As stated

Reference:
DECS Order: No. 56, s. 1990

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

- ✓ BUREAUS & OFFICES
- ✓ EMPLOYEES
- ✓ OFFICIALS
- ✓ RULES & REGULATIONS

(Inclosure to DECS Order No. 133, s. 1991)

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

NATIONAL BUDGET CIRCULAR NO. 421
11 February 1991

TO : 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 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	60
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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	94
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Total no. of authorized positions after staff reduction	846
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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 Procedure

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

COMPUTATION OF STAFF REDUCTION REQUIREMENTS

DEPARTMENT/AGENCY

Total No. of authorized positions	_____
Less: Total No. of positions deemed abolished pursuant to AO 177	_____
Total No. of key positions as reflected in the agency staffing summary in the 1990 General Appropriations Act	_____
Sub-total	_____
No. of positions subject to staff reduction	_____
Less: 5% to be abolished by 30 June 1991	_____
5% to be abolished by 31 December 1991	_____
Total staff reduction requirement	_____
Total No. of positions after staff reduction	=====

Note: For departments, computation should be for the entire department exclusive of attached GOCCs

Certified true and correct:

Human Resource Development Officer

Head of Agency

Date

Date

STAFFING REDUCTION AND REEMPLOYMENT PROGRAM WORKSHEET

Attachment 6
Form 71 - 1972

EMPLOYEE NO.	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1000	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1001	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1002	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1003	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1004	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1005	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1006	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1007	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1008	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1009	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION
1010	POSITION TITLE	SALARY GRADE	FILLED DATE	VACANT DATE	PROGRAMMED MODIFICATIONS (MARK SPONSORING CLASS)	REMOVED STARTING SUMMARY	SALARY GRADE	REASSIGNED TO POSITION

Legend: A - Addition
 RM - Reassignment/Transfer
 DT - Reassignment/Transfer

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

Note: 1) For deletions, this form should be accompanied by the entire department including affected jobs.

MALACANANG
Manila

ADMINISTRATIVE ORDER NO. 205

DIRECTING THE CONTINUED ADOPTION OF ECONOMY MEASURES
FOR FISCAL YEAR 1991.

Pursuant to the powers vested in me by law, I, CORAZON C. AQUINO, President of the Philippines, do hereby order:

SECTION 1. All government offices and agencies, including local government units and government owned or controlled corporations, are hereby directed to adopt and implement the following economy measures for FY 1991:

- a. Discontinuance of the grant and payment of all honoraria and similar allowances, excluding representation and transportation allowances as authorized in the General Appropriations Act.
- b. Deferment of hiring consultants, except in foreign-assisted projects where the hiring of consultants and other related personnel to these projects is explicitly provided under the terms and conditions of the loan agreement.
- c. Suspension of all foreign travel, except those fully funded from grants of those expressly authorized by the Office of the President.
- d. Suspension of the conduct of all seminars, conventions, annual and anniversary celebrations, sports activities and festivals and other similar activities funded from agency budgets, except athletic meets and activities conducted by public schools and state universities and colleges.
- e. Reduction of staff initially by five percent (5%) by the end of June 1991 and by ten percent (10%) by the end of December 1991 through voluntary retirement and redeployment. For this purpose, the Department of Budget and Management is hereby directed to develop and enforce a staff reduction program, and to issue the corresponding rules, procedures and guidelines governing said program.

On the basis of such rules, procedures and guidelines, all government agencies including government owned or controlled corporations and local government units shall submit their respective staff reduction program to the Department of Budget and Management, not later than 30 days after the issuance of the DBM rules, procedures and guidelines.

SEC. 2. The sale of government vehicles to present users with the rank of Secretary, Undersecretary, Assistant Secretary, Directors IV, V and VI, and their equivalent positions, is hereby authorized. As a primary condition to the sale of these vehicles, the vendees concerned shall continue to use these vehicles for official government business and assume the cost of gasoline, repair and maintenance services arising therefrom subject to the rules and regulations to be promulgated pursuant to this provision.

The officials who, in writing, shall opt to purchase the vehicles presently assigned to them may acquire the same through financing from the Government Service Insurance System (GSIS) and other government financial institutions. The GSIS and other government financial institutions are hereby directed to make available a car financing plan for this purpose. The rules and regulations to implement this Section shall be jointly formulated by the Department of Finance, Department of Budget and Management and representatives from the government financial institutions and in consultation with the Commission on Audit. The rules and regulations shall be issued sixty (60) days from the effectivity of this Administrative Order.

SEC. 3. The Department of Budget and Management shall submit a report every quarter on the status of the implementation of this Administrative Order to the Office of the President.

SEC. 4. Unless specified otherwise, all other economy measures directed by Administrative Order No. 177 and Administrative Order No. 197, both series of 1990, are hereby reiterated.

SEC. 5. All other rules, regulations and directives or provisions of Presidential Issuances which are inconsistent with the provisions of this Administrative Order are hereby amended and modified accordingly.

SEC. 6. This Administrative Order shall take effect immediately.

DONE in the City of Manila, this 3rd day of January, in the year of OUR LORD, nineteen hundred and ninety one.

By the President:

(SGD.) CORAZON C. AQUINO

OSCAR M. ORBOS
Executive Secretary

ADMINISTRATIVE ORDER NO. 227

DIRECTING THE CONTINUED ADOPTION OF PERSONNEL REDUCTION PROGRAM

WHEREAS, personnel services cost is one of the biggest components of the National Government Budget;

WHEREAS, to trim down said personnel services cost, there is imperative need to continue the Staff Reduction Program and the redeployment of personnel initiated under Administrative Order No. 205, Series of 1991;

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Adoption of Staff Reduction Program. The Staff Reduction Program and Redeployment of personnel initiated under Administrative Order No. 205, Series of 1991, is hereby reiterated. For this purpose, all government offices and agencies, including state universities and colleges and government-owned or controlled corporations, as well as local government units are hereby directed and enjoined to effect the reduction and/or redeployment of authorized permanent positions by five percent (5%) by the end of June 1991 and by cumulative ten percent (10%) by the end of December 1991.

SEC. 2. 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 Administrative Order, 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. They shall develop and implement their own respective staff reduction programs in accordance with the provisions of this Administrative Order.

SEC. 3. Redeployment of Positions and Personnel. Excess positions and corresponding personnel may be redeployed to manpower deficient regional offices, field units and other front line service units.

SEC. 4. Rules and Regulations. The guidelines prescribed under National Budget Circular No. 421 are hereby adopted and reiterated and shall continue to be in full force and effect. Supplementary rules and regulations as may be deemed necessary shall be issued by the Department of Budget Management.

SEC. 5. 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 Administrative Order.

SEC. 6. Effectivity. This Administrative Order shall take effect immediately.

DONE in the City of Manila, this 26th day of June, in the year of Our Lord, nineteen hundred and ninety-one.

(SGD.) CORAZON C. AQUINO

By the President:

(SGD.) OSCAR M. ORBOS
Executive Secretary