

COMPENSATION AND POSITION CLASSIFICATION (CPCS) APPLICATION

Duration of Process: 46 days

Schedule of Availability of Service: Monday to Friday
8:00 AM to 5:00 PM

Office-in-Charge: Corporate Standards Office

Who may avail of the service?

1. GOCCs

What are the requirements?

1. Copy of the GCG and/or DBM-approved¹ Rationalization/Reorganization/Restructuring Plan
2. Business Unit (BU) Grade Certification
3. Approved Job Leveling of the GOCC
4. Board Resolution approving the proposed Total Compensation Framework and Index of Occupational Services, Job Titles and Job Grades (IOS)
5. Proposed Total Compensation Framework of the GOCC
6. Index of Occupational Services, Job Titles and Job Grades (IOS) of the GOCC
7. Estimated Cost Impact to implement the CPCS
8. For GOCCs exempted from the SSL, copy of the Board and/or OP-approved Compensation Plan prior to E.O. No. 7, s. 2010 and/or E.O. No. 203, s. 2016
9. Justification and the supporting documents for the grant of other allowances and benefits peculiar to the GOCC

Step	Applicant/ Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge
1	Send the application for CPCS	Receive documentary requirements, scan and upload the documents in the Document Management System (DMS).	1 day	Receiving Admin Officer
2	Receipt of acknowledgement letter	Issue acknowledgement receipt from the Information Management Section.		Receiving Admin Officer
3		Forward the documents to Docket and Office of the Chairman for official routing.		Admin Officer
4		Assign the request to the Corporate Standards Office (CSO) Director.	1 day	Head Executive Assistant – Office of the Chairman
5		Assign the request to the Division Chief of the Operations and	1 day	Director

¹Pursuant to Executive Order No. 366, s. 2004.

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		Compensation Standards Division and forward same to the Corporate Governance Officer/s		
6		<p>Review the completeness of the documents submitted.</p> <p>Note: Return request after 5 days of follow-up without action from the GOCC</p> <p>Upon receipt of complete documents, evaluate the Total Compensation Framework and IOS and prepare the Memorandum for the Commission (MFC), Memorandum for the President (MFP), draft Memorandum Order (MO), and transmittal letter.</p>	20 days	Corporate Governance Officer/s
7		Review the draft MFC, MFP, MO and transmittal letter and forward the same to the Director for final review.	5 days	Division Chief
8		Conduct the final review of the draft MFC, MFP, MO and transmittal letter. The Director affixes his/her signature on the MFC for the approval of the Commission.	6 days	Director
9		Upon final approval of the recommendation on the GOCC request, the GCG Chairman, Appointive Commissioners and the <i>Ex Officio</i> Members sign the MFP. The CSO Director affixes his/her signature on the transmittal letter.	10 days	The Chairman, Appointive Commissioners and the <i>Ex Officio</i> Members
10		Signed MFP and its annexes are transmitted to the Office of the Executive Secretary (OES) for the final	1 day	Admin Officer

Step	Applicant/ Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge
		approval of the President. ²		
11	Receipt of MO and transmittal letter	Upon receipt of the concurrence of the OES, send MO and the transmittal letter to the GOCC.	1 day	Admin Officer

²Part VII (Compensation System) of the approved CPCS provides that the "Office of the President shall communicate the President's decision on each Compensation Framework submitted, or changes thereto, to GCG within forty-five (45) days after the date of receipt. If, however, no action is taken by the Office of the President thereon within the same period, the same shall be deemed approved, unless the Office of the President informs the GCG otherwise."