



**MEMORANDUM ORDER NO. 2024-01**

**ISOLATED CHANGES IN THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN (OSSP) OF THE TOURISM PROMOTIONS BOARD (TPB)**

**WHEREAS**, the Governance Commission for GOCCs (GCG), through Memorandum Order (M.O.) No. 2014-07 dated 07 April 2014, approved the Reorganization Plan of TPB with 28 organizational units and 150 plantilla positions, with 15 positions coterminous with the incumbent to be abolished once vacated;

**WHEREAS**, TPB Board of Directors in its Resolution No. 404, series of 2023, approved the corporation’s request for the creation of a Procurement Management Division under the Finance Department, and the renaming of the existing Procurement and General Services Division (PGSD) to Property Management and General Services Division (PMGSD) under the Administrative Department;

**WHEREAS**, the GCG, pursuant to Section 5(a) of the Republic Act (R.A.) No. 10149, is mandated to “evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized, ... [and] implement the reorganization, merger or streamlining unless otherwise directed by the President”;

**WHEREAS**, the GCG has determined that it is in the best interest to approve TPB’s request for isolated changes in its OSSP;

**NOW**, Be it –

**RESOLVED**, that the Governance Commission hereby **APPROVES WITH MODIFICATION** the following isolated changes as reflected in the attached Organizational Structure (***Annex A***) and Staffing Pattern (***Annex B***) of TPB:

- a. Creation of a Procurement Management Division (PMD) under the Finance Department with the following manpower complement:

No.	Position Title	SG	JG
1	Chief Administrative Officer	24	12
1	Supervising Administrative Officer	22	12
1	Administrative Officer V	18	11
2	Administrative Officer IV	15	10
<b>5</b>	<b>TOTAL</b>		

- b. Renaming of the existing PGSD to PMGSD under the Administrative Department; and
- c. Retitling and/or Conversion of positions under the PMGSD as follows:



<u>RETITLED POSITIONS</u>						
No.	FROM			TO		
	Existing Position Title	SG	JG	New Position Title	SG	JG
1	Administrative Officer IV	22	12	<i>Supervising Administrative Officer</i>	22	12
1	Administrative Services Officer IV	18	11	<i>Administrative Officer V</i>	18	11
1	Property Officer III	18	11	<i>Administrative Officer V</i>	18	11
2	Administrative Services Officer III	15	10	<i>Administrative Officer IV</i>	15	10
1	Property Officer II	14	9	<i>Administrative Officer III</i>	14	9
1	Buyer V	13	9	<i>Senior Administrative Assistant I</i>	13	9

<u>CONVERTED POSITIONS</u>						
No.	FROM			TO		
	Existing Position Title	SG	JG	New Position Title	SG	JG
1	Administrative Officer V	24	12	<i>Chief Administrative Officer</i>	24	12

**RESOLVED FURTHER**, that the foregoing is **SUBJECT TO THE FOLLOWING CONDITIONS**:

- a. Funds for the purpose shall be taken from the Corporate Operating Budget (COB) of TPB as approved by its Governing Board and the Department of Budget and Management (DBM);
- b. The pertinent budgetary, accounting, auditing, civil service and other applicable laws, rules and regulations shall be complied with; and
- c. Any further modification/s on the existing TPB Organizational Structure and Staffing Pattern (OSSP) is/are prohibited unless otherwise approved by the GCG.

**DONE**, in the City of Makati, this 30 MAY 2024 day of \_\_\_\_\_ 2024.

  
**ATTY. MARIUS P. CORPUS**  
 Chairperson

  
**ATTY. BRIAN KEITH F. HOSAKA**  
 Commissioner

  
**ATTY. GERALDINE MARIE B. BERBERABE-MARTINEZ**  
 Commissioner