



NOTICE TO ALL HEADS OF GOCCS

SUBJECT : DEADLINE OF SUBMISSION OF REQUIREMENTS FOR THE DEVELOPMENT OF THE COMPENSATION AND POSITION CLASSIFICATION SYSTEM (CPCS) FOR GOCCs

DATE : 17 APRIL 2020

1. In line with the development of the Compensation and Position Classification System (CPCS) for GOCCs, the Governance Commission directed¹ all GOCCs covered by Republic Act (R.A.) No. 10149 to submit the following requirements on or before 31 March 2020:
 - a. Cash Data Collection Kit;
 - b. Benefits Data Collection Kit;
 - c. Organizational Structure and Staffing Pattern (OSSP), and functional statements;
 - i. Latest approved by the GCG or DBM (*with signature*)
 - ii. For those whose OSSP was approved prior to 2012, Board-approved (*with signature*) OSSP will suffice
 - d. Listing of all approved plantilla positions as provided in the data collection worksheet and indicate the respective organization unit/s each position belongs to. Use the attached template and submit in excel format (*Annex A*); and
 - e. Job Description (JD) of all approved plantilla position.
2. The complete and accurate submission of these requirements are vital to the results of the job evaluation phase of the study, the creation of the Index of Occupational Service (IOS) for the GOCCs, and ultimately, the successful conduct of the CPCS study.

To date, however, several GOCCs have not complied completely and accurately to all of the above-listed requirements. The status of compliance as of 16 April 2020 is attached as Annex B.

All GOCCs are enjoined to submit the necessary requirements otherwise GCG will undertake measures during the implementation of the CPCS against GOCCs that fail to do so.

3. In due consideration of the implementation of the enhanced community quarantine² because of the COVID-19 pandemic, the deadline for the CPCS requirements has been extended until **06 May 2020**.

¹ Through a memorandum to all heads of GOCCs dated 09 December 2019 and through series of electronic mail correspondences.

² Pursuant to Memoranda from the Executive Secretary dated 13 March 2020 (*Stringent Social Distancing Measures and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation*), 16 March 2020 (*Community Quarantine Over the Entire Luzon and Further Guidelines for the Management of the Coronavirus Disease (COVID-19 Situation)*), and 07 April 2020 (*Extension of the Enhanced Community Quarantine Over the Entire Luzon Until 30 April 2020*).

4. Soft copies of the requirements must be electronically submitted to both **ocsd_cso@gcg.gov.ph** and **CPCS.review@willistowerwatson.com**.

FOR YOUR COMPLIANCE.

Very truly yours,



SAMUEL G. DAGPIN, JR.
Chairman



MICHAEL R. CLORIBEL
Commissioner



MARITES C. DORAL
Commissioner

Name of GOCC: _____
Representative: _____
Contact Details: _____

UNIQUE INCUMBENT IDENTIFIER*	<HEAD UNIT>	<SUB-UNIT> (1st LEVEL)	<SUB-UNIT> (2nd LEVEL, if applicable)	<SUB-UNIT> (3rd LEVEL, if applicable)	POSITION TITLE	<SALARY> / <PAY> / <JOB> GRADE
Example: CP024	Example: Corporate Planning Department	Planning Division	NA	NA	Division Manager	24

Note:
*Unique incumbent identifier should be the same as provided in Data Collection Kit
**One cell for each position title. Please avoid merging cells.

Annex B

GOCC	Status of Compliance
APO-PUI	Incomplete Submission
BSP	Incomplete Submission
CCP	No Submission
CFI	Incomplete Submission
CIC	Incomplete Submission
CIIF-OMG	Incomplete Submission
DBP	Incomplete Submission
DBP-LC	Incomplete Submission
DCI	Incomplete Submission
ECC	Incomplete Submission
FTI	Incomplete Submission
LBP-LFC	Incomplete Submission
LBRDC	Incomplete Submission
LWUA	Incomplete Submission
MCIAA	Incomplete Submission
MRHI	No Submission
MSI	Incomplete Submission
NDA	Incomplete Submission
NDC	Incomplete Submission
NEA	Incomplete Submission
NHA	Incomplete Submission
NHMFC	Incomplete Submission
NIA	Incomplete Submission
NRDC	Incomplete Submission
PCA	Incomplete Submission
PDIC	Incomplete Submission
PEATC	Incomplete Submission
PHILGUARANTEE <i>(Submissions of HGC and PHILEXIM)</i>	No Submission
PITC	Incomplete Submission
PNCC	Incomplete Submission
PNR	Incomplete Submission
OFB	Incomplete Submission
PPA	Incomplete Submission
PPPI	Incomplete Submission
PRetA	Incomplete Submission
PSALM	Incomplete Submission
SHFC	No Submission
SRA	Incomplete Submission
TRANSCO	Incomplete Submission
VFP	Incomplete Submission