



MEMORANDUM ORDER NO. 2013-46

RATIONALIZATION OF THE PHILIPPINE CROP INSURANCE CORPORATION

WHEREAS, the Governance Commission for GOCCs (GCG), pursuant to Section 5(a) of the "GOCC Governance Act of 2011" (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, in consultation with the department or agency to which a GOCC is attached";

WHEREAS, prior to Executive Order (E.O.) No. 366, s. 2004, the Philippine Crop Insurance Corporation (PCIC) already implemented a streamlining program under E.O. 212 s. of 2000 which mandates the "[e]stablish[ment of] the most appropriate staffing pattern and qualification standards for all positions under the new streamlined structure; provided that the new staffing pattern shall not exceed two hundred forty eight (248) positions nationwide from the present 502 filled positions";

WHEREAS, the Governing Board of PCIC approved its Rationalization Plan (RP) under Board Resolution No. 2009-05 dated 26 February 2009, providing for maintaining the present organizational structure with 248 positions;

WHEREAS, following a series of Technical Working Group meeting/discussions and negotiations between the representatives from the PCIC Change Management Team (CMT) and the GCG were undertaken, PCIC submitted to the Commission modifications on its Rationalization Plan on 16 July and 23 August 2013;

WHEREAS, the Commission finds the Rationalization Plan of PCIC "to the best interest of the State" as measures of Good Governance and Economic Development through improving national productivity pursuant to Sections 6 and 8(e) respectively of Executive Order No. 43, s. 2011, as well as the Philippine Development Plan 2011-2016";

NOW, BE IT –

RESOLVED, the said Rationalization Plan of PCIC with 28 organizational units and 247 plantilla positions is hereby **APPROVED WITH MODIFICATIONS** as reflected in the documents below which form as an integral part of this Memorandum Order (M.O.).

1. Annex A – Rationalization Plan
2. Annex B – Organizational Structure;
3. Annex C – Staffing Pattern; and
4. Annex D – Functional Statements.

The summary of the approved Rationalization Plan are as follows:

1. Reduction of plantilla positions from 248 to 247;
2. Renaming of Management and Audit Office (MAO) to Internal Audit Service (IAS) and transfer of IAS from the Office of the President to the Office of the Board of Directors;
3. Renaming the Office of the General Counsel to Legal Department;
4. Upgrading of all Division Chief I (SG-22) positions to Division Chief III (SG-24);
5. Abolition and Creation of the following positions:

Abolish	Create
1 Secretary III (SG-10)	1 Internal Auditor II (SG-15)
1 Motorpool Supervisor (SG-9)	2 Insurance Specialist II (SG-15)
1 Driver Mechanic B (SG-7)	


RESOLVED FURTHER, that the implementation of this order shall comply with the following conditions and guidelines:

1. Filling up of vacant positions shall be programmed to ensure overall financial viability of agency operations, actual revenue collection and operating requirements;
2. Funding requirements for regular positions shall be included in the Corporate Operating Budget of the Corporation;
3. PCIC to adopt and offer the retirement and separation package for the affected personnel in the implementation of the Rationalization Plan using the incentives provided under the Executive Order (E.O.) No. 366, s. 2004, as amended by E.O. No. 77, s. 2012;
4. The Governing Board through the President shall be accountable for the payment of separation benefits to the retirees/separatees pursuant to the pertinent provisions of E.O. Nos. 366 and 77;
5. PCIC shall submit to the GCG one hard copy and one digital copy in a CD of the Plantilla of Positions;
6. The Rationalization Plan shall be implemented within two (2) months after receipt of this M.O. and a monthly progress report shall be submitted until such has been completed;
7. The pertinent civil service, budgetary, accounting, auditing and other relevant laws, rules and regulations shall be complied with; and
8. Any further modification/s on the GCG-Approved Organization Structure and Staffing Pattern (OSSP) is/are prohibited unless otherwise approved by the GCG.

DONE, in the City of Manila, this 5thth day of December, Two Thousand and Thirteen.

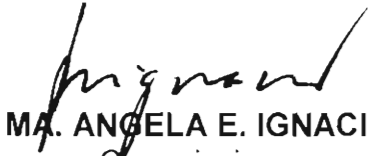


CESAR L. VILLANUEVA
Chairman



CESAR V. PURISIMA
DOF Secretary

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MA. ANGELA E. IGNACIO
Commissioner



FLORENCIO B. ABAD
DBM Secretary



RAINIER B. BUTALID
Commissioner

PHILIPPINE CROP INSURANCE CORPORATION (PCIC) Rationalization Plan

I. MANDATE

Pursuant to Presidential Decree No. 1467 dated 11 June 1978, Philippine Crop Insurance Corporation (PCIC) was created to provide insurance protection to farmers against losses arising from natural disasters as well as plant diseases and pest infestation, initially to palay crops and later on to other crops.

II. MISSION AND VISION

A. Mission

PCIC is an agricultural insurer committed to help stabilize the income of agricultural producers and promote the flow of credit in the countryside by:

- Providing insurance protection to qualified farmers and other agricultural stakeholders against losses of their crops and produce, including their farm machineries and equipment, transport facilities and related infrastructure arising from natural calamities, pests and diseases, and other perils beyond their effective control; and
- Extending innovative and client responsive insurance packages and other services thru people's organizations, including farmers' cooperatives, agricultural lenders and service providers.

B. Vision

We envision the PCIC as:

- A viable service-oriented government institution attending to every insurance need of subsistence farmers and other agricultural stakeholders with utmost professionalism, integrity and efficiency;
- A corporate body working with a strong network of insurance and agricultural intermediaries in the spirit of partnership and oneness of purpose; and
- A key factor in realization of a vibrant and progressive rural economy where Filipino farmers work with peace of mind under the protective mantle of agricultural insurance.

III. CORPORATE STRATEGIC PLAN

A. CHALLENGES

- 1. Minimal amount of Government Premium Subsidy (GPS) that PCIC receives for crop insurance coverage of subsistence farmers.**

Per the 2011 Policy and Implementation Program on Climate Change of the Philippine Department of Agriculture: "Climate change will have dramatic consequences for agriculture. Water sources will become more variable, droughts and floods will stress agricultural systems, some coastal flood producing areas will be inundated by the seas and food production will fall in some places. The poorest of the poor likely will be hardest hit."

Particularly, as it is now being experienced in the Philippines, the major impact of climate change to agriculture are the following: a) More severe droughts and/or floods; b) Increased outbreaks/incidences of pests and diseases; c) Heat stress in plants and animals resulting to increase damage in crops and/or livestock; and d) Decreased productivity.

As a result, the cost to agriculture including the payout for agriculture insurance by the PCIC during the past few years has been increasing and it will continue to rise in the coming years.

However, the agriculture insurance program of the PCIC receives a minimal budgetary outlay by way of GPS. The gross GPS for rice and corn crop insurance programs for the twelve-month period ended December 12, 2013 only amounted to ₱183.771 Million. This limits the scope of operation of the PCIC.

2. Capital Base is diminishing fast at the shade of above ₱500 Million as of 31 December 2012.

The low capital base was due to the accumulation of arrears or unreleased receivables which remain due since 1981. This is a serious constrain in the operation of the PCIC. As of 31 December 2012, the National Government (NG) balance to PCIC has the total amount of ₱1.12 Billion in terms of Equity/Capital Contribution, Premium Receivables in Arrears, and State Reserve Fund. The said shortfalls greatly diminished PCIC's investment funds, making investment income insufficient to cover administrative costs.

Further, the elasticity of demand for prices going up means that the PCIC will be pricing itself out of the market and may completely reverse whatever social welfare value it offers.

The release of these receivables from the NG is necessary as part of state reserve funding for potential and worsening climate change related catastrophe. The size of PCIC investment fund directly reflects its ability to generate non-premium incomes. This is of critical importance to the PCIC because the earnings from this fund are used to cover the administrative costs of running the program. Moreover, in the event of large losses not sufficiently met by the reinsurance coverage and surplus earnings, drawdowns from the fund are used to finance the deficit.

3. Lack of Budgetary Allocation for Program Operations.

Essentially, the budget from the NG only covers the Matching Grant or subsidy for insurance premiums through the GPS on the cost of crop insurance premium for rice and corn thus requiring the need for a larger investment fund. There is no budget for Personnel Salary and Maintenance and Other Operating Expenses (MOOE). The budget for these administrative expenses would come from two general sources: (a) operating income coming from insurance premiums that shared by the farmers, lending institutions and government subsidy through the GPS; and (b) income for the state reserve fund, retained earnings, and other related sources. As stated in the previous challenge, the latter is already depleting. While the former would only be adequate if there is only a minimal insurance payouts which will be very doubtful in the coming years due to the worsening climate change.

4. Lack of GPS for the remaining product line.

There is no provided GPS for high-valued crops, livestock, fishery, non-crop agricultural assets and micro-insurance for its farmers beneficiaries. The PCIC only provides premium subsidy for rice and corn farmers. All the rest of its product lines are being offered or marketed at its full-cost to the same subsistence farmers beyond their capacity to pay.

B. STRATEGIC DIRECTION

The PCIC Structure has undergone streamlining pursuant to Section (2)(3) of E.O. 212 s. of 2000. From 502 filled positions it was rationalized to 248 positions thus, PCIC has been working with a very lean structure. Currently, it has only 176 filled positions and plans to fill up the rest of the plantilla once the PCIC Rationalization Plan is approved.

1. Rationalization Plan Objectives

The PCIC is maintaining the number of organization units given the legitimacy and support it has been receiving from the NG to achieve its desired Public Value and to fulfill its mandate and achieve its vision and mission and the current demands of the corporation which is mainly providing for Agricultural Insurance to subsistence farmers in the countryside.

The PCIC Organization Structure has been rearranged to reflect standards applied to government agency structures. This will enable check and balance and increase efficiency in its operations and processes. The Citizen's Charter of the Corporation has been implemented with strict adherence to the services and time lines provided therein.

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2. Performance Strategies

The challenges of the PCIC are being addressed through the following:

A. Expand Agricultural Insurance Programs.

PCIC aims to increase insurance coverage by 10% annually by developing agricultural insurance schemes that provides premium subsidies beyond rice and corn crops. It also intends to introduce innovative risk transfer mechanism such as weather-based/index insurance systems.

B. Increase Stakeholders Participation.

This strategy specifically intends to develop a network of partnership with agricultural lenders to inform and educate farmers on the advantages of having an agricultural insurance program.

C. Ensure Corporate Sustainability.

This pertains to the collectibles of PCIC from the National Government specifically, Equity Receivables, Premium Receivables and State Reserve Fund. Likewise, PCIC is also looking at increasing the capital base by pushing for legislation to increase PCIC's capitalization.

IV. ORGANIZATIONAL STRUCTURE

Involves a modification to PCIC's existing organizational structure reflecting the renaming of Management and Audit Office to Internal Audit Service and placing it under the Office of the Board of Directors, pursuant to the Philippine Government Internal Audit Manual. Likewise, the Office of the General Counsel will be renamed as the Legal Department. All the rest of the units will be in status quo since the structure is already very lean.

V. STAFFING PATTERN

The Organizational Restructuring modifies the staffing pattern to support PCIC's objective of strengthening its existing structure. The authorized staffing pattern shall be 247 positions. There are four (4) administrative positions found to be redundant and therefore will be abolished. On the other hand, there is a need to create three (3) technical positions to augment the existing staffing pattern from the expanded role of PCIC. Forty three (43) Division Chief I positions will be upgraded to Division Chief III from Salary Grade (SG) 22 to SG 24.

VI. FINANCIAL PLAN/PROJECTION

1. NG Support. – PCIC is receiving Government Premium Subsidy as counterpart to the Rice and Corn Crop Insurance Premium with an annual

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average of ₱185 Million from 2008 to 2012. It projects that starting 2014 the Rice and Corn Crop Insurance Premium will be fully subsidized by the NG with a projected annual average of ₱832 Million from 2013 to 2017.

2. **Historical Performance.** – PCIC operated at a loss in 2010 and 2011 as the company did not receive the full premium subsidy due from the NG and an increase in claims. However, it posted a net income in 2012 on the back of higher revenues resulting from a greater number of farmers who availed of insurance coverage and lower claims.
3. **Financial Projections.** – PCIC projects that it will continue to have a positive bottom line for the next five years (2013-2017) with an annual average income of ₱150 Million. In 2013, additional funding of ₱1 Billion from the Department of Agrarian Reform was infused for Agrarian Reform Beneficiaries under the Rice and Corn Insurance Program. The NG commits that starting 2014, the insurance premiums for rice and corn crops will be fully subsidized by the government.

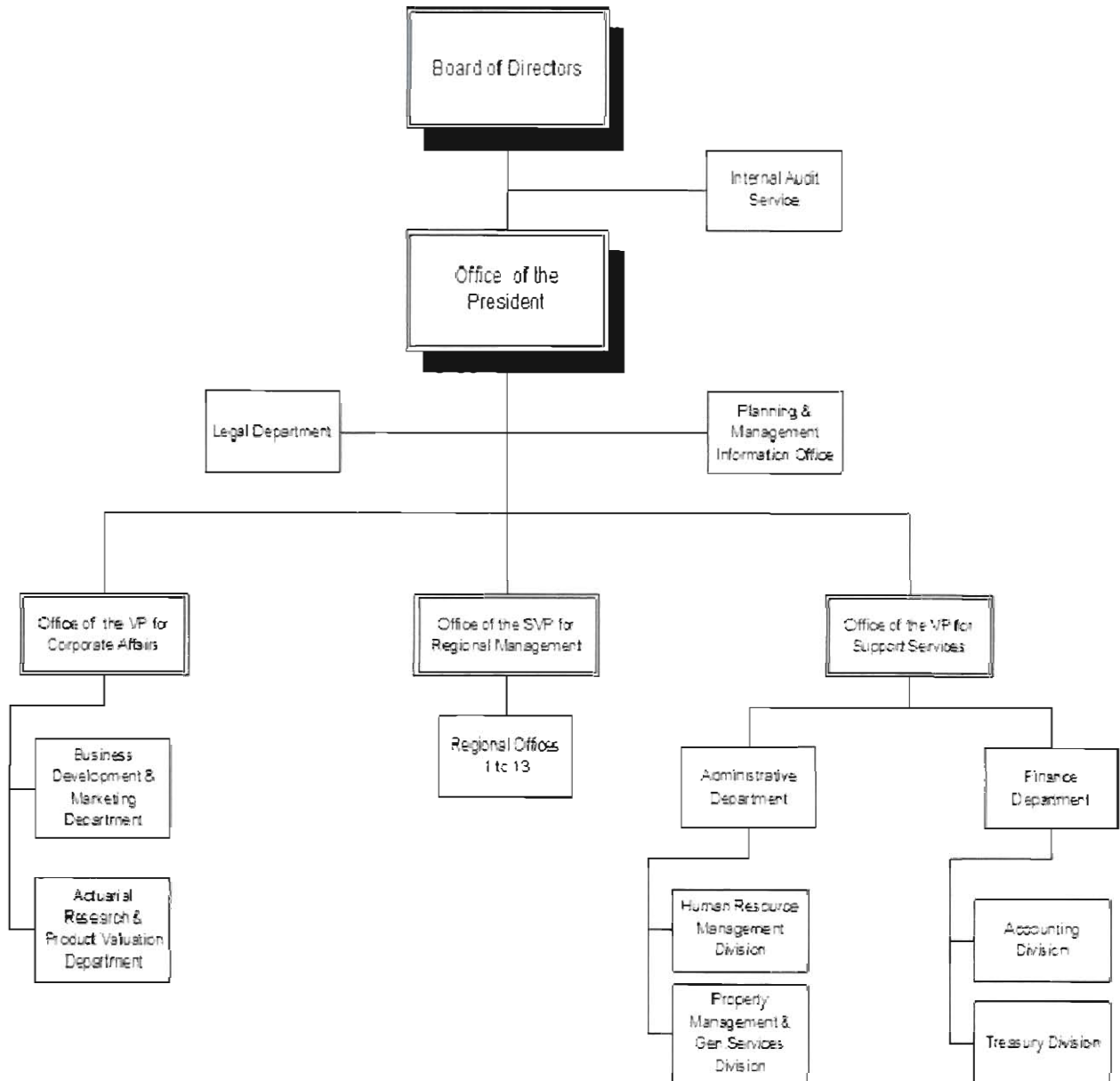
Approved by:



CESAR L. VILLANUEVA
Chairman



PHILIPPINE CROP INSURANCE CORPORATION (PCIC)
2013 GCG-APPROVED ORGANIZATION STRUCTURE



Approved by:

CESAR L. VILLANUEVA
Chairman

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**PHILIPPINE CROP INSURANCE CORPORATION
2013 GCG - APPROVED STAFFING PATTERN**

No. of Positions	Position Title	SG	Rate per Month	Annual Salary
CENTRAL OFFICE				
INTERNAL AUDIT SERVICE				
1	Department Manager III	26	58,028	696,336
1	Internal Auditor IV	24	49,750	597,000
4	Mangement and Audit Officer IV	20	36,567	1,755,216
1	Internal Auditor II	15	24,887	298,644
7	TOTAL, INTERNAL AUDIT SERVICE			3,347,196
OFFICE OF THE PRESIDENT				
1	President	30	78,946	947,352
1	Executive Assistant III*	20	36,567	438,804
1	Information Officer IV	20	36,567	438,804
1	Private Secretary II*	15	24,887	298,644
1	Chauffer IV*	8	14,931	179,172
5	TOTAL, OP			2,302,776
LEGAL DEPARTMENT				
1	Attorney VI	26	58,028	696,336
1	Attorney IV	23	46,064	552,768
1	Legal Assistant II	12	19,940	239,280
3	TOTAL, LEGAL DEPARTMENT			1,488,384
PLANNING AND MANAGEMENT INFORMATION OFFICE				
1	Department Manager III	26	58,028	696,336
1	Planning Officer V	24	49,750	597,000
1	Information Technology Officer III	24	49,750	597,000
1	Senior Planning Specialist	18	31,351	376,212
3	Information Technology Officer I	16	26,878	967,608
1	Planning Analyst II	11	18,549	222,588
8	TOTAL, PLANNING AND MANAGEMENT INFORMATION OFFICE			3,456,744
16	TOTAL, OFFICE OF THE PRESIDENT			7,247,904
OFFICE OF THE SENIOR VICE PRESIDENT FOR REGIONAL MANAGEMENT				
1	Senior Vice President	28	67,684	812,208
2	Technical Assistant B	20	36,567	877,608
1	Secretary III	10	17,255	207,060
4	TOTAL, SVP FOR REGIONAL MGMT.			1,896,876

OFFICE OF THE VICE PRESIDENT FOR CORPORATE BUSINESS AFFAIRS

1	Vice President	28	67,684	812,208
1	Technical Assistant B	20	36,567	438,804
2	TOTAL, VP FOR CORPORATE BUSINESS AFFAIRS			1,251,012

BUSINESS DEVELOPMENT AND MARKETING DEPARTMENT

1	Department Manager III	26	58,028	696,336
1	Business Development/Marketing Chief A	22	42,652	511,824
2	Business Development/Marketing Specialist	18	31,351	752,424
1	Business Development/Marketing Analyst I	13	21,436	257,232
1	Statistician	11	18,549	222,588
6	TOTAL, BUSINESS DEVELOPMENT AND MARKETING DEPT.			2,440,404

ACTUARIAL RESEARCH AND PRODUCT VALUATION DEPARTMENT

1	Department Manager III	26	58,028	696,336
1	Actuarial Researcher III	24	49,750	597,000
1	Senior Agriculturist	18	31,351	376,212
1	Actuarial Analyst II	15	24,887	298,644
2	Insurance Specialist II	15	24,887	597,288
6	TOTAL, ACTUARIAL RESEARCH AND PRODUCT VALUATION DEPT.			2,565,480
14	TOTAL, CORPORATE BUSINESS AFFAIRS			6,256,896

OFFICE OF THE VICE PRESIDENT FOR SUPPORT SERVICES

1	Vice President	27	62,670	752,040
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ADMINISTRATIVE DEPARTMENT

1	Department Manager III	26	58,028	696,336
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Human Resource Management Division

1	Division Chief III	24	49,750	597,000
1	Human Resource Management Officer III	18	31,351	376,212
2	Human Resource Management II	15	24,887	597,288
1	Records Officer II	14	23,044	276,528
5				1,847,028

Property Management and General Services Division

1	Division Chief III	24	49,750	597,000
1	Property Officer III	18	31,351	376,212
1	Supply Officer II	14	23,044	276,528
1	Driver Mechanic B**	7	13,890	166,680
4				1,416,420
10	TOTAL, ADMIN DEPT.			3,959,784

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FINANCE DEPARTMENT				
1	Department Manager III	26	58,028	696,336
1	Budget Officer IV	20	36,567	438,804
2				1,135,140
Accounting Division				
1	Division Chief III	24	49,750	597,000
2	Accountant III	18	31,351	752,424
1	Financial Specialist	15	24,887	298,644
1	Financial Analyst II	13	21,436	257,232
1	Bookkeeper III	10	17,255	207,060
6				2,112,360
Treasury Division				
1	Division Chief III	24	49,750	597,000
1	Senior Investment Specialist	18	31,351	376,212
1	Cashier II	14	23,044	276,528
1	Teller II	12	19,940	239,280
1	Cashier I	10	17,255	207,060
5				1,696,080
13	TOTAL, FINANCE DEPT.			4,943,580
24	TOTAL, SUPPORT SERVICES			9,655,404
65	TOTAL, CENTRAL OFFICE			28,404,276

REGIONAL OFFICE

REGION 1

OFFICE OF THE REGIONAL MANAGER				
1	Regional Manager II	26	58,028	696,336
Administration and Finance Division				
1	Division Chief III	24	49,750	597,000
1	Administrative Services Officer II	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Driver Mechanic B	7	13,890	166,680
5				1,526,616
Marketing and Sales Division				
1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232
4				1,529,088
Claims Adjustment Division				
1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644

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1	Claims Processor II	13	21,436	257,232
4				1,529,088
14	TOTAL, REGION 1			5,281,128

REGION 2

OFFICE OF THE REGIONAL MANAGER

1	Regional Manager II	26	58,028	696,336
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Administration and Finance Division

1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680

5				1,526,616
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Marketing and Sales Division

1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232

4				1,529,088
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Claims Adjustment Division

1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232

4				1,529,088
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14	TOTAL, REGION 2			5,281,128
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REGION 3

OFFICE OF THE REGIONAL MANAGER

1	Regional Manager II	26	58,028	696,336
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Administration and Finance Division

1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680

5				1,526,616
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Marketing and Sales Division

1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644

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1	Insurance Processor II	13	21,436	257,232
4				1,529,088
	Claims Adjustment Division			
1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232
4				1,529,088
14	TOTAL, REGION 3			5,281,128

REGION 3-A

OFFICE OF THE REGIONAL MANAGER

1	Regional Manager II	26	58,028	696,336
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Administration and Finance Division

1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680

5				1,526,616
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Marketing and Sales Division

1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232

4				1,529,088
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Claims Adjustment Division

1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232

4				1,529,088
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14	TOTAL, REGION 3-A			5,281,128
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REGION 4

OFFICE OF THE REGIONAL MANAGER

1	Regional Manager II	26	58,028	696,336
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Administration and Finance Division

1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680

5				1,526,616
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Marketing and Sales Division				
1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232
4				1,529,088
Claims Adjustment Division				
1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232
4				1,529,088
14	TOTAL, REGION 4			5,281,128

REGION 5

OFFICE OF THE REGIONAL MANAGER				
1	Regional Manager II	26	58,028	696,336
Administration and Finance Division				
1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680
5				1,526,616
Marketing and Sales Division				
1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232
4				1,529,088
Claims Adjustment Division				
1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232
4				1,529,088
14	TOTAL, REGION 5			5,281,128

REGION 6

OFFICE OF THE REGIONAL MANAGER				
1	Regional Manager II	26	58,028	696,336
Administration and Finance Division				
1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644

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1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680
5				1,526,616
	Marketing and Sales Division			
1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232
4				1,529,088
	Claims Adjustment Division			
1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232
4				1,529,088
14	TOTAL, REGION 6			5,281,128

REGION 7

OFFICE OF THE REGIONAL MANAGER

1	Regional Manager II	26	58,028	696,336
	Administration and Finance Division			
1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680
5				1,526,616
	Marketing and Sales Division			
1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232
4				1,529,088
	Claims Adjustment Division			
1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232
4				1,529,088
14	TOTAL, REGION 7			5,281,128

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REGION 8

OFFICE OF THE REGIONAL MANAGER

1	Regional Manager II	26	58,028	696,336
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Administration and Finance Division

1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680

5				1,526,616
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Marketing and Sales Division

1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232

4				1,529,088
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Claims Adjustment Division

1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232

4				1,529,088
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14	TOTAL, REGION 8			5,281,128
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REGION 9

OFFICE OF THE REGIONAL MANAGER

1	Regional Manager II	26	58,028	696,336
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Administration and Finance Division

1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680

5				1,526,616
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Marketing and Sales Division

1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232

4				1,529,088
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Claims Adjustment Division

1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644

JRC

1	Claims Processor II	13	21,436	257,232
4				1,529,088
14	TOTAL, REGION 9			5,281,128

REGION 10

OFFICE OF THE REGIONAL MANAGER

1	Regional Manager II	26	58,028	696,336
	Administration and Finance Division			
1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680
5				1,526,616
	Marketing and Sales Division			
1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232
4				1,529,088
	Claims Adjustment Division			
1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232
4				1,529,088
14	TOTAL, REGION 10			5,281,128

REGION 11

OFFICE OF THE REGIONAL MANAGER

1	Regional Manager II	26	58,028	696,336
	Administration and Finance Division			
1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680
5				1,526,616
	Marketing and Sales Division			
1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232
4				1,529,088

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Claims Adjustment Division				
1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232
4				1,529,088
14	TOTAL, REGION 11			5,281,128
OFFICE OF THE REGIONAL MANAGER				
1	Regional Manager II	26	58,028	696,336
Administration and Finance Division				
1	Division Chief III	24	49,750	597,000
1	Driver Mechanic B	15	24,887	298,644
1	Account Analyst II	13	21,436	257,232
1	Teller I	10	17,255	207,060
1	Administrative Services Officer II	7	13,890	166,680
5				1,526,616
Marketing and Sales Division				
1	Division Chief III	24	49,750	597,000
1	Insurance Underwriter II	18	31,351	376,212
1	Insurance Underwriter I	15	24,887	298,644
1	Insurance Processor II	13	21,436	257,232
4				1,529,088
Claims Adjustment Division				
1	Division Chief III	24	49,750	597,000
1	Insurance Adjuster II	18	31,351	376,212
1	Insurance Adjuster I	15	24,887	298,644
1	Claims Processor II	13	21,436	257,232
4				1,529,088
14	TOTAL, REGION			4,684,128
182	TOTAL, REGIONAL OFFICE			68,654,664
247	GRAND TOTAL			97,058,940

*Incumbent co-terminus with the appointing authority

**Position co-terminus with the incumbent

Approved By:

CESAR L. VILLANUEVA
 Chairman

**PHILIPPINE CROP INSURANCE CORPORATION
FUNCTIONAL STATEMENT
FY 2013**

I. Office of the Board of Directors

Formulates policies, prescribes and promulgates the rules and regulations for the attainment of the objectives of PCIC.

A. Internal Audit Service

General Functions

Assist PCIC Board in the effective discharge of its responsibilities through the conduct of regular management and operations performance audit. It shall perform staff functions with primary responsibilities encompassing the examination and evaluation of the adequacy and effectiveness of internal control and the quality of performance. Evaluate the performance/operations of the Regional Offices to determine the degree of compliance with established objectives, policies, methods and procedures, government regulations, and contractual obligations of the corporation. It also monitor results of operations for the information of the Governing Board, the President and the Executive Vice President.

Specific Functions

- Verify, ascertain the reliability and integrity of financial and operational information and the means used to identify, measure, classify and report such information;
- Ascertain the extent of compliance and review the systems established to ensure compliance with government policies and procedures, laws and regulations which have impact on operations;
- Ascertain the extent to which the assets and other resources of the Corporation are accounted for and safeguarded from losses of all kinds;
- Review and evaluate the soundness, adequacy and application of accounting, financial and other operating controls and promote the most effective control at reasonable cost;
- Review operations or programs to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned;
- Evaluate the quality of performance of the regional offices/groups/individuals in carrying out their assigned responsibilities;

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- Recommend corrective actions on operational deficiencies observed;
- Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty; review of cases involving misuse of property; and checking of transactions with outside parties; and
- Perform such other functions as may be assigned by the PCIC Board.

II. Office of the President

General Functions

Manage and direct the operations and internal administration of the Corporation in accordance with the policies, rules and regulations formulated by the Board of directors, subject to the control and supervision of such Board of Directors; provide general guidance to the offices and departments in directing, coordinating, and controlling the substantive and supportive functions of the Corporation.

Specific Functions

- Execute and administer the policies, plans and programs and rules and regulations approved or promulgated by the Board;
- Submit for the consideration of the Board such policies, plans and programs as it may deem necessary to carry out the provisions and purposes of Presidential Decree No. 1467, as amended and Republic Act No. 8175;
- Direct and supervise the operations and internal administration of the Corporation and for this purpose, delegate some or any of its powers and duties to subordinate offices and departments;
- Submit reports of corporate operations to the Board;
- Approve the appointment, promotion, transfer, assignment, reassignment, demotion, dismissal and compensation of personnel; and
- Exercise such other powers and perform such other functions as may be directed by the Board of Director.

A. Legal Department

General Function

Handle all legal suits for or against the Corporation and provide in-house legal services to all organizational units in relation to preparation and/or review of contracts, memoranda of agreement and other legal instruments; and serve as Secretariat of the Board of Directors of the Corporation.

Specific Functions

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- Handle suits for or against the Corporation;
- Ascertain the legal stand of the Corporation on claims and liabilities;
- Provide in-house legal services such as conducting legal research, rendering legal opinions and giving advice on legal problems referred by other units of the Corporation;
- Institute necessary legal proceedings and conduct investigations and litigation on various cases filed against the Corporation;
- Investigate administrative cases filed against personnel of the Corporation and in that connection, evaluate and act on all reports of involvement of said personnel in irregularities in corporate transactions;
- Serve as Secretariat of the Board of Directors of the Corporation; and
- Perform such other functions as may be assigned by the Office of the President or Board of Directors of the Corporation.

B. Planning and Management Information Office

General Functions

Integrate plans, programs and activities submitted by the respective departments/offices of the Corporation into long, medium and short-range plans and programs subject to the guidelines, policies and priorities of the President, the Board of Directors and/or higher authorities; prepare financial plans and expense budget in accordance with approved plans and programs, targets; monitor and evaluate the implementation of approved plans, programs and activities; install/maintain/administer management information system, and provide computer services to concerned units of the Corporation; and perform other related tasks.

Specific Functions

- Integrate departmental plans and programs into long, medium, and short-range corporate plans and programs for submission to the President and the Board of Directors;
- Conduct regular/annual planning conferences, as well as special planning conferences, as and when necessary;
- Design and prepare forms, manuals of instruction and other materials to be used in plan preparation, reporting and monitoring of accomplishments and other planning processes;
- Prepare financial plans and expense budget of the Corporation in conformity with overall corporate plans, programs and targets including preparation of pertinent communications to Congress, Senate, DA, DOF, etc.;

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- Monitor the progress of implementation of plans and programs;
- Install/maintain/administer management information system;
- Provide computer services to concerned units of the Corporation;
- Conduct continuing studies for the adoption and maintenance of computerized data processing and control system; and
- Perform such other functions as may be assigned by the Office of the President.

III. Office of the Senior Vice President for Regional Management

General Functions

Direct, coordinate and control the operations and activities of the Regional Offices and the different substantive and auxiliary divisions and staff under such Regional Offices in accordance with the operating policies, plans and programs, and rules and regulations approved or promulgated by the Board of Directors; assist the Office of the President in the overall planning, execution and administration of the affairs and activities of the Corporation.

Specific Functions

- Exercise direct supervision over the regional offices in the conduct of their day-to-day operations and in discharging their respective functions;
- Prepare and submit for consideration of the Board, through the Office of the President, the general marketing and other revenue-generating plans of the Corporation;
- Prepare and submit reports of regional operations to the Office of the President; and
- Perform such other functions and exercise such powers as may be assigned or delegated by the Office of the President.

A. Office of the Regional Manager

General Functions

Implement approved plans, programs and projects, plan, direct, organize, coordinate, control and evaluate the substantive activities of insurance underwriting, marketing, claims adjudication activities, administrative and other auxiliary support services.

Specific Functions

- i. Related to Crop and Non-Crop Insurance

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- Implement approved programs, plans and projects under the regular insurance lines (rice, corn, high-value commercial crop, interim priority seasonal crop and non-crop), and special programs (livestock, guarantee operations);
 - Underwrite or supervise the underwriting of crop and non-crop insurance policies; document the same in accordance with corporate policies, sound insurance practices and Insurance Commission regulations,
 - Issue evidences of insurance coverage; collect premiums from deputized underwriters, self-financed farmers and other agricultural insured;
 - Investigate or supervise the investigation of claims for indemnity; provide accurate documentation and supporting records for such investigation;
 - Facilitate the prompt payment of claims for indemnity to farmers and other agricultural insured whose crops and/or agricultural assets or facilities are verified to be damaged from risks insured against;
 - Coordinate and make arrangements with the local offices of the Department of Agriculture and its attached agencies, Department of Agrarian Reform, Department of Environment and Natural Resources, Department of the Interior and Local Government, the QUEDANCOR, the National Food Authority, the National Irrigation Administration and other government entities directly or indirectly engaged in agriculture for assistance and support in the implementation of the crop and non-crop insurance programs;
 - Coordinate with cooperative rural banks, rural banks, farmers' cooperatives, other agricultural organizations/associations, the local branches of Land Bank, Development of the Philippines, and other government and private lending institutions and conduits, directly or indirectly extending agricultural loans, in the implementation of the crop and non-crop insurance programs;
 - Coordinate with the various offices of the Local Government Units (provincial, municipality/city, barangay), and agricultural state colleges and universities, including research and development institutions, undertaking various agricultural projects in the implementation of crop and non-crop insurance programs;
- ii. Related to Livestock Insurance Program
- Accept, process and pass upon applications for livestock insurance and collect the corresponding premiums as a member of the Philippine Livestock Management and Services Corporation (PLMSC);

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- Endorse pre-approved applications to the PLMSC;
- Accept and pre-process livestock insurance claims approved by the PLMSC;
- Facilitate the settlement of insurance claims approved by the PLMSC;
- Coordinate with the Department of Agriculture, local government units (LGUs), farmers' and other agricultural cooperatives, lending institutions, NGOs and other lending conduits, extending loans for livestock in the implementation of the livestock insurance program;

iii. Related to Guarantee Operations

- Investigate claims for guarantee payments and settle such promptly; and
- Audit banks and cooperatives to determine recoveries from guaranteed loans for remittance to PCIC.

iv. General

- Submit periodic reports as may be required by the PCIC Head Office;
- Gather and collate data for market development, planning and actuarial purpose;
- Recommend to PCIC Head Office policies affecting regional operations; and
- Perform such other functions and exercise such powers as may be assigned or delegated by the Office of the President/Senior Vice President.

1. Marketing and Sales Division

General Functions

Implement, supervise the marketing, selling and underwriting of insurance policies for crop and underwriting of insurance policies for crop, non-crop; fisheries sector program, guarantee cover and other special insurance lines and projects approved by the PCIC Head Office in accordance with corporate policies, sound insurance practices and Insurance Commission regulations.

Specific Functions

A handwritten signature in black ink, appearing to be 'RSC', located at the bottom right of the page.

- Implement the marketing, selling and underwriting of regular and special insurance lines and projects as approved by the PCIC Head Office;
- Supervise, review and monitor the underwriting activities of lending institutions, farmers' cooperatives, Local Government Units and other parties authorized to undertake such function or portion thereof for and in behalf of the corporation including the collection and remittance of corresponding premium;
- Underwrite insurance coverage for farmers and other parties who apply directly with the sales office and collects premium;
- Supervise, review and monitor the issuance of evidences of coverage for the various insurance programs;
- Document all transactions in accordance with corporate policies, sound insurance practices, and in conformity with Insurance Commission regulations;
- Maintain current and complete records of all underwriting transactions;
- Summarize underwriting transactions in premium register and other forms as maybe required;
- Coordinate and make arrangements with the local offices/branches of the Department of Agriculture and its attached agencies, Department of Agrarian Reform, Department of Environment and Natural Resources, Department of Interior and Local Government, the QUEDANCOR, the National Food Authority, the National Irrigation Administration and other government entities engaged in agriculture for assistance and support in the implementation of the crop and non-crop insurance programs;
- Coordinate with cooperative rural banks, farmers' cooperatives, other agricultural organizations/associations, the local branches of Land Bank of the Philippines, and other government and private lending institutions and conduits, directly or indirectly extending agricultural loans, in the implementation of the crop and non-crop insurance program;
- Coordinate with the various offices of the Local Government Units (provincial, municipal, city, barangay), and agricultural state colleges and universities, including research and development institutions, undertaking various agricultural projects in the implementation of crop and non-crop insurance programs;
- Submit periodic reports as may be required by Head Office;
- Gather and collate data for market development planning and actuarial purposes; and

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- Perform such other functions as may be assigned by the Office of the Regional Manager.

2. Claims Adjustment Division

General Function

Undertake the investigation of all claims for indemnity, the determination of the cause and extent of damage, and amounts of claims.

Specific Functions

- i. Related to Crop Non-Crop Insurance
 - Program and schedule the investigation of all insurance claims filed with the Regional office;
 - Constitute field teams of adjusters to investigate/evaluate claims;
 - Supervise the conduct of claims investigation and review the findings of the teams of adjusters;
 - Validate questionable claims filed, investigated and recommended for payment' Validate paid claims;
 - Document all claims according to approved policies, rules and regulations;
 - Maintain current and complete records of all claims transactions;
 - Summarize claims adjustment transactions in claims bordereaux or other forms as may be prescribed; and
 - Orient/re-orient insured farmers, lending institutions/conduits and other stakeholders with insurable interests on corporate claims policies, rules and regulations.
- ii. Related to Livestock Insurance
 - Receive notice of loss and other pertinent documents relative to the claims of insured livestock raisers;
 - Submit claims documents to the Philippine Livestock Management Services Corporation (PLMSC) for appropriate action; and
 - Facilitate payment of claims filed with PLMSC.
- iii. Related to Guarantee Operations
 - Adjudicate calls/claims on guarantee filed with the Regional Office

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- Assist in the audit of lending institutions/conduits with pending guarantee claims filed with PCIC; and
- Process and recommend payment of Guarantee claims.

iv. General

- Submit periodic reports as may be required by the Regional Office and the Head Office Management;
- Gather and collate data for market development, planning and actuarial purposes; and
- Perform other functions as may be assigned by the Office of the Regional Manager.

3. Administrative and Finance Division

General Functions

i. Related to Accounting Services

Maintain the system of current, complete and accurate recording and summarizing of the business transactions of the Regional Office; implement internal control policies and procedures to safeguard the financial operations of the Regional Office.

ii. Related to Cash and Other Administrative Support Services

- Provide for effective, accurate and timely cashiering services to Regional Office personnel, clientele and other recipients of payments with whom PCIC is contracted to;
- Provide and maintain a harmonious working environment for employees to sustain and maximize their effectiveness and efficiency in attaining the goals of the office; and,
- Provide for adequate and timely general support services to office personnel to ensure attainment of plans and programs.

Specific Functions

i. Related to Accounting Services

- Maintain basic and subsidiary accounting records to reflect accurately the financial operations of the Regional Office;
- Prepare financial summaries, reports and supporting statements as required by the Regional and Head Offices;



- Safeguard assets of the Regional Office through the maintenance and adequate and accurate accounting records and the application of appropriate internal control systems and procedures;
- Certify to the availability of funds for disbursements by the Regional Office;
- Ensure adherence to government accounting and auditing policies, rules and regulations for all transactions of the Regional Office;
- Prepare and submit accounting and other financial reports and reconcile the same with Head Office controllership Department;
- Conduct bank examination on SRTF, AGF and CALF; and,
- Perform such other functions as may be assigned by the Regional Office Head.

ii. Related to Cash and Other Administrative Support Services

- Prepare payroll and pay wages, salaries, allowances and other benefits of employees on time;
- Receive premium payments and other payables due to PCIC from the farmers, insurance underwriters, lending institutions and other parties authorized to collect and receive payments from clients; issue corresponding receipts therefore;
- Disburse and properly identify recipients of insurance claims and other financial obligations for which PCIC is contracted to;
- Maintain cleanliness and orderliness of the office premises to enhance a conducive environment for employee and clients alike;
- Provide personnel, communication, transportation, and other Administrative auxiliary services necessary to accomplish the assigned tasks of officers and staff of the office; and
- Perform such other functions as may be assigned by the Office of the Regional Manager.

IV. Office of the Vice President for Corporate Business Affairs

General Functions

Plan, organize, direct and control the operations of the Corporate Business Affairs; supervise the formulation of product development and marketing plans.

Specific Functions

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- Plan, organize, direct and control the operations of the Corporate Business Affairs;
- Direct and supervise the conduct of actuarial studies and researches on risks, loss rates, adequacy of premiums, re-insurance and other pertinent information on existing coverage;
- Direct and supervise the formulation of product development and marketing plans;
- Direct and supervise the conduct of marketing researches and preparation of expansion/feasibility studies and insurance packages for new product lines;
- Direct and supervise the development of distribution, promotional and pricing strategies;
- Secure reinsurance cover for PCIC's exposures from local and/or international reinsurance markets as and when necessary; and
- Perform such other functions as may be assigned by the Office of the President.

A. Business Development Marketing Department

General Functions

Undertake product planning; develop distribution, promotional and pricing Strategies; conduct marketing researches and feasibility/expansion studies; provide marketing and sales services to Regional Offices.

Specific Functions

- Formulate product development and marketing plans;
- Conduct marketing researches and feasibility studies on expansion of coverage to other lines;
- Develop new product in line with the priorities set by the President and the Board of Directors;
- Evaluate the appropriateness of existing coverage and recommend improvements thereon where warranted;
- Identify and develop marketing channels for PCIC products;
- Develop and recommend effective pricing and promotional strategies;
- Provide marketing and sales services to Regional Offices; and
- Perform such other functions as may be assigned by the Office of the Vice-President, Corporate Business Affairs.

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B. Actuarial Research and Product Valuation Department

General Functions

Conduct continuing actuarial studies/researches on loss ratios, spread of risks, adequacy of premiums, reinsurance and other pertinent variables relative to the existing insurance portfolio; calculate premiums for new products; prepare underwriting guidelines; determine reinsurance requirements and administer the reinsurance program of the corporation.

Specific Functions

- Design statistical data base to capture accurate actuarial information on existing insurance portfolio;
- Prepare periodic reports incorporating findings, observations and recommendations on spread of risks, loss ratios, adequacy of premiums, reinsurance and other matters pertinent to the existing insurance portfolio;
- Prepare underwriting guidelines to include, among others, the appropriate limits of exposure by insurance line and by region/province/any applicable subdivision of the country;
- Evaluate insurance proposals that are beyond the approving authority of the field offices;
- Determine the appropriate retention of PCIC and reinsure excess exposure with local and/or international reinsurance markets;
- Administer the reinsurance program of the Corporation; and
- Perform other related functions that may be assigned by the Office of the Vice President, Corporate Business Affairs.

V. Office of the Vice President for Support Services

General Functions

Provide personnel, administrative and auxiliary support services to the various departments and offices of the Corporation; provide general finance, accounting, management services including development of financial policies and procedures, expense and capital budgeting, financial planning and management, and information reporting.

Specific Functions

- Develop, administer, and maintain personnel management, training and records management programs;

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- Provide mailing, communications and supply management services;
- Prepare the annual financial plan and expense budget of the Corporation in conformity with overall corporate and programs in coordination with other departments and offices of the Corporation;
- Prepare corporate budget and other financial operating programs, and institute control procedures to place financial activities in line with approved plans;
- Institute and execute budgetary policies, programs and standards;
- Set up, maintain and implement accounting systems in accordance with COA policies, rules and regulations;
- Review financial statements and recommend for approval of the President and submission to the BOD and other entities.
- Plan, direct and control all activities related to the custody of money, investment of funds and its release, and maintain final plan and standards as bases for measuring results of operations and control of expenditures; and
- Perform such other functions as may be assigned by the Office of the President.

A. Administrative Department

General Functions

Provide personnel, administrative and auxiliary support services to the various departments and offices of the Corporation.

Specific Functions

- Develop, administer and maintain management tools in the recruitment, selection and placement of personnel;
- Conduct continuing research to develop training programs or review special course materials, training aids and manuals for training programs;
- Provide direction and advises management on all aspect of personnel(s) administration such as: promotion, transfer, reassignment, etc. including investigation of erring personnel;
- On general services operations, develop, administer and maintain programs on:
 1. Space management for head office and the regions;
 2. Mailing services and communication;

TRAC

3. Records management including filing, maintenance and disposal
 4. Repair and maintenance work on motor vehicles; and
 5. Security guarding and janitorial services.
 6. Disposal of unserviceable properties, equipment, furniture and fixtures, motor vehicle including supplies.
- On property and supply management, develop, administer and maintain programs on:
 1. Procure, store, allocate and distribute supplies to the different units of the Corporation in accordance with prescribed rules and standards;
 2. Conduct periodic count of inventories of supplies and equipment, and maintain records thereof;
 3. Make available necessary supplies and materials, when needed; and
 - Perform such other functions as may be assigned by the Office of the Vice President, Support Services.

1. Human Resource Management Division

General Functions

Develop, plan, and administer a progressive system of personnel management and development for the Corporation.

Specific Functions

- Advise Management on all matters referred to it involving personnel policies and administration;
- Develop, plan and administer a personnel program which shall include selection and placement, classification and pay, career and employee development, performance rating, employee relations and welfare services;
- Act on all matters concerning attendance, leaves of absences, appointments, promotions, transfer and other personnel transactions subject to the final approving powers of the Board of Directors;
- Maintain personnel records and statistics;
- Plan and conduct training programs for all personnel including employees from other government agencies detailed to the Corporation;

- Undertakes preparation of Head Office payroll; and
- Perform such other functions as may be assigned by the Office of the Manager, Administrative Department.

2. Property Management and General Services Division

General Functions

Provide administrative support services in the areas of acquisitions, procurement, storekeeping, inventory and control of all materials, supplies, equipment and other property items for employee and office use including mailing of communications, maintenance and scheduling of motor vehicles.

Specific Function

- Procure , store, allocate and distribute supplies and equipment to the different units of the corporation in accordance with the prescribed rules and standards;
- Conducts periodic counts of inventories of supplies and equipment on stock and maintain records thereof;
- Ensure that all necessary supplies and equipment are available as and when needed;
- Ensure proper distribution of incoming and mailing of outgoing correspondence, report, develop and maintain a system of records management including records, filing, maintenance and disposal;
- Ensure availability of property maintained motor vehicles;
- Ensure the safety of the corporate assets including its upkeep and maintenance through security guarding and janitorial services;
- Conducts periodic counts of inventories of supplies and equipment and maintain records thereof; and
- Perform such other functions as may be assigned by the Office of the Manager, Administrative Department.

B. Finance Department

General Function

Provide general finance, accounting and treasury services including development of financial policies and procedures, information reporting and custody and investment of funds.

Specific Functions

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- Establish and maintains accounting systems consonant with management requirements and COA policies, rules and regulations and communicate to the accounting units in regional offices all pertinent accounting policies and procedures through the issuance of charts of accounts, procedures, manuals and special directives;
- Prepare all financial statements and control reports of the Corporation;
- Place excess funds of the Corporation in high yielding investments;
- Keep custody of all moneys, securities and documents of value to the Corporation and deposits these with duly authorized government banking institutions and depositories designated by Management;
- Effect payment of all financial obligations of the Corporation on the basis of the duly approved voucher and other bases of authorization;
- Analyze/interpret results of operation and submits reports to the Vice-President for Support Services/PCIC Management and Board of Directors; ensure that assets of the Corporation are safeguarded against losses;
- Review/evaluate purchase orders, financial documents, etc as basis for scheduling funds releases and disbursements of funds; approve disbursement of funds/vouchers; and
- Performs such other functions as may be assigned by the President.

1. Accounting Division

General Function

Develop and maintain an adequate system of recording and summarizing the business transactions of the Corporation including its Regional Offices and prepare the required financial reports in conformity with established corporate policies and procedures, COA rules and regulations and sound accounting principles.

Specific Functions

- Maintain basic books of accounts and subsidiary accounting records to reflect all corporate financial transactions in conformity with established corporate policies and procedures, COA rules and regulations and sound accounting principles;
- Prepare sheets, income statements, cash flows and other financial reports as may be required by management, Board of Directors and external agencies such as the Department of Budget and Management, Department of Finance, etc.;

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- Assists management in safeguarding the assets of the Corporation through the maintenance of adequate records and the application of appropriate internal control systems and procedures;
- Certify to the availability of funds;
- Prepare monthly schedules of subsidiary ledger balances as reconciled with controlling accounts;
- Exercise technical supervision over the regional accounting units; and
- Perform such other functions as may be assigned by the Office of the Manager, Finance Department.

2. Treasury Division

General Function

Devise and maintain financial plan and standards as bases for measuring results of operations and control of expenditures, plan, direct, coordinate and control all activities related to custody of money, investment of funds and its release in accordance with duly approved disbursement vouchers.

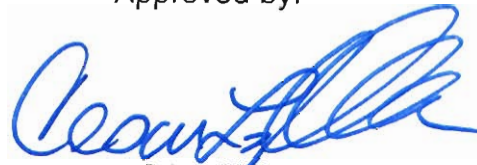
Specific Functions

- Prepare and issue out guidelines, standards and procedures for the preparation, implementation, control and reporting of budget operations;
- Review and evaluate the proposed budget of the different operating and staff components of the Corporation, consolidate into an overall budget and submits such budgets to the Board of Directors for approval and to the Department of Budget and Management as basis for appropriation of funds, appraisal of performance and or as well as sources of budgetary funds;
- Maintain the budget and other financial standards and targets as bases for measuring the results of operation and control of corporate expenditures;
- Effect payments of salaries and other financial obligations of the Corporation;
- Maintain records of cash transactions , submit periodic reports on collections and disbursements and render reconciliation of cash position and statement of receipts and disbursements;
- Exercise technical supervision over the disbursing officers and cashiering personnel of Regional Offices; and



- Perform such other functions as may be assigned by the Office of the Manager, Finance Department.

Approved by:



CESAR L. VILLANUEVA
Chairman

