



MC No. 19 , s. 1992

**MEMORANDUM CIRCULAR**

**T O : TO ALL LOCAL CHIEF EXECUTIVES, SANGGUNIAN MEMBERS  
AND ALL CONCERNED**

**SUBJECT: Guidelines and Standards in the Establishment of  
Organizational Structures and Staffing Patterns in  
Local Government Units**

Pursuant to Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the Civil Service Commission shall prescribe minimum standards and guidelines in the design and implementation of organizational structures and staffing patterns in local government units. It provides, as follows:

Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

It is, therefore, the responsibility of every local government unit to design, approve and implement the organizational structure and staffing pattern in accordance with the following guidelines and standards:

**Section 1.** The appropriate organizational structure and staffing patterns of local government units shall be determined and established in accordance with Section 17 (Basic Services and Facilities) of the Code and the priority needs identified by the local chief executive, the sanggunian and/or the local development council concerned.

**Section 2.** The organizational structure and staffing pattern shall likewise be established within the financial capability of local government units, taking into consideration the budgetary limitations provided for in Sec. 325 of the Code such as:

2.1 The total appropriation whether annual or supplemental for personal services of a local

government unit for one (1) fiscal year shall not exceed forty-five percent (45%) in the case of first to third class provinces, cities and municipalities, and fifty-five percent (55%) in the case of fourth class or lower of the total annual income from regular sources realized in the next preceding fiscal year. [Sec. 325(a)]

- 2.2 The appropriations for salaries, wages, representation and transportation allowances of officials and employees of the public utilities and economic enterprises owned, operated, and maintained by the local government units shall not be included in the annual budget or in the computation of the maximum amount for personal services. The appropriation for the personal services of such economic enterprises shall be charged to their respective budgets. [Sec. 325(a)]
- 2.3 No official or employee shall be entitled to a salary rate higher than the maximum fixed for his position or other positions of equivalent rank by applicable laws or rules and regulations issued thereunder. (Sec. 325-b)
- 2.4 No local fund shall be appropriated to increase or adjust salaries or wages of officials and employees of the national government, except as may be expressly authorized by law. (Sec. 325-c)
- 2.5 In cases of abolition of positions and the creation of new ones resulting from the abolition of existing positions in the career service, such abolition or creation shall be made in accordance with pertinent provisions of the Code and the civil service law, rules and regulations. (Sec. 325-d)
- 2.6 Positions in the official plantilla for career positions which are occupied by incumbents holding permanent appointments shall be covered by adequate appropriations. (Sec. 325-e)
- 2.7 No changes in designation or nomenclature of positions resulting in a promotion or demotion in rank or increase or decrease in compensation shall be allowed, except when the position is actually vacant, and the filling of such positions shall be strictly made in accordance with the civil service law, rules and regulations. (Sec. 325-f)

This provision shall not apply to appeals on decisions of the defunct Joint Commission on Local Government Personnel Administration relative to allocation of positions under the Salary Standardization Law.

- 2.8 The creation of new positions and salary increases or adjustments shall in no case be made retroactive. (Sec. 325-g)

**Section 3.** Each local government unit may create the following Offices subject to the provisions of Sections 1, 2 and 9 of these guidelines:

Province

- a. Office of the Provincial Governor
- b. Office of the Provincial Vice Governor
- c. Office of the Secretary to the Sanggunian Panlalawigan
- d. Office of the Provincial Treasurer
- e. Office of the Provincial Assessor
- f. Office of the Provincial Accountant
- g. Office of the Provincial Engineer
- h. Office of the Provincial Budget Officer
- i. Office of the Provincial Planning and Development Coordinator
- j. Office of the Provincial Health Officer
- k. Office of the Provincial Administrator
- l. Office of the Provincial Legal Officer
- m. Office of the Provincial Agriculturist
- n. Office of the Provincial Social Welfare and Development Officer
- o. Office of the Provincial General Services Officer
- p. Office of the Provincial Veterinarian
- q. Office of the Provincial Population Officer
- r. Office of the Provincial Natural Resources and Environment Officer
- s. Office of the Provincial Cooperative Officer
- t. Office of the Provincial Architect
- u. Office of the Provincial Information Officer
- v. Office of the Human Resource Management Officer

City

- a. Office of the City Mayor
- b. Office of the City Vice Mayor
- c. Office of the Secretary to the Sangguniang Panglungsod
- d. Office of the City Treasurer
- e. Office of the City Assessor

- f. Office of the City Accountant
- g. Office of the City Budget Officer
- h. Office of the City Engineer
- i. Office of the City Planning and Development Coordinator
- j. Office of the City Health Officer
- k. Office of the City Administrator
- l. Office of the City Civil Registrar
- m. Office of the City Legal Officer
- n. Office of the City Agriculturist
- o. Office of the City Social Welfare and Development Officer
- p. Office of the City Environmental and Natural Resources Officer
- q. Office of the City Architect
- r. Office of the City Information Officer
- s. Office of the City Cooperative Officer
- t. Office of the City Population Officer
- u. Office of the City Veterinarian
- v. Office of the City General Services Officer
- w. Office of the Human Resource Management Officer

#### Municipality

- a. Office of the Municipal Mayor
- b. Office of the Vice Mayor
- c. Office of the Secretary to the Sangguniang Bayan
- d. Office of the Municipal Treasurer
- e. Office of the Municipal Assessor
- f. Office of the Municipal Accountant
- g. Office of the Municipal Budget Officer
- h. Office of the Municipal Planning and Development Coordinator
- i. Office of the Municipal Engineer
- j. Office of the Municipal Health Officer
- k. Office of the Municipal Civil Registrar
- l. Office of the Municipal Administrator
- m. Office of the Municipal Legal Officer
- n. Office of the Municipal Agriculturist
- o. Office of the Municipal Social Welfare and Development Officer
- p. Office of the Municipal Environment and Natural Resources Officer
- q. Office of the Municipal Architect
- r. Office of the Municipal Information Officer
- s. Office of the Municipal Cooperative Officer
- t. Office of the Municipal Population Officer
- u. Office of the Municipal Veterinarian
- v. Office of the Municipal General Services Officer
- w. Office of the Human Resource Management Officer

#### Barangay

- a. Office of the Pamunuang Barangay

**Section 4.** The following appointive local positions shall be mandatory or optional as indicated hereunder:

**A. Province**

**Mandatory**

- a. Secretary to the Sangguniang Panlalawigan
- b. Treasurer
- c. Assessor
- d. Accountant
- e. Engineer
- f. Budget Officer
- g. Planning and Development Coordinator
- h. Legal Officer
- i. Administrator
- j. Health Officer
- k. Social Welfare and Development Officer
- l. General Services Officer
- m. Agriculturist
- n. Veterinarian

**Optional**

- a. Population Officer
- b. Environment and Natural Resources Officer
- c. Cooperatives Officer
- d. Architect
- e. Information Officer

**B. City**

**Mandatory**

- a. Secretary to the Sangguniang Panlungsod
- b. Treasurer
- c. Assessor
- d. Accountant
- e. Engineer
- f. Budget Officer
- g. Planning and Development Coordinator
- h. Legal Officer
- i. Administrator
- j. Health Officer
- k. Civil Registrar
- l. Veterinarian
- m. Social Welfare and Development Officer
- n. General Services Officer

**Optional**

- a. Architect
- b. Information Officer
- c. Agriculturist
- d. Population Officer
- e. Environment and Natural Resources Officer
- f. Cooperatives Officer

C. Municipality

Mandatory

- a. Secretary to the Sangguniang Bayan
- b. Treasurer
- c. Assessor
- d. Accountant
- e. Engineer
- f. Budget Officer
- g. Planning and Development Coordinator
- h. Health Officer
- i. Civil Registrar

Optional

- a. Administrator
- b. Legal Officer
- c. Agriculturist
- d. Environment and Natural Resources Officer
- e. Social Welfare and Development Officer
- f. Architect
- g. Information Officer

D. Barangay

Mandatory

- a. Secretary
- b. Treasurer
- c. Lupong Tagapamayapa

Optional

- a. Community Brigade

**Section 5.** Local government units shall create mandatory positions. It may create optional positions, provided that all mandatory positions shall have been created, and in accordance with the limitations provided under the law and these guidelines.

The creation of mandatory positions shall likewise comply with the 45%-55% budgetary limitations for personal services.

**Section 6.** Local government units which have already exceeded this budgetary ceiling prior to the implementation of the Code shall not create the mandatory and optional positions until such time that their financial capability could allow the creation of such positions.



**Section 7.** The tenure of the positions of Administrator, Information Officer and Legal Officer shall be co-terminous with that of the local chief executive who appointed them. Incumbents of such positions who hold permanent appointments prior to January 1, 1992 shall continue to enjoy their permanent status until they vacate their positions.

**Section 8.** A Human Resource Management Office/ Division/Section shall be created in the local government unit. It shall be responsible for personnel management and maintenance of effective liaison with the Commission: Provided, That when the number of personnel of a local government unit does not warrant the creation of an Office/Division/Section, the local government units shall create a position of Human Resource Management Officer/Assistant to perform the abovementioned duties and responsibilities.

**Section 9.** Other offices and positions in the organizational structure and staffing pattern not provided under Sections 3 and 4 of these guidelines may be created by local government units: Provided, That they are the priority needs as identified by the local chief executive, the sanggunian and/or the local development councils concerned consistent with Section 17 of the Code: Provided, further, That the mandatory positions shall have been created: and Provided, finally, That the budgetary limitations under Sec. 325 of the Code have been complied with.

**Section 10.** The appointment of a population officer shall be optional in the local government unit: Provided, however, That provinces and cities which have existing population offices shall continue to maintain such offices for a period of five years from the date of effectivity of the Code, after which said offices shall become optional.

**Section 11.** Heads of departments and offices shall be appointed by the local chief executive with the concurrence of the majority of all the members of the sanggunian concerned subject to civil service law, rules and regulations.

The salary grade of such heads of departments and offices shall be determined by the sanggunian concerned Provided: That such compensation shall be based upon the pertinent provisions of Republic Act 6758, otherwise known as the "Compensation and Position Classification Act of 1989": Provided, further: That it shall not be higher than

the compensation of elective local officials except for personnel from national government agencies who were devolved with higher compensation.

**Section 12.** The qualification requirements provided for in the Code for local appointive positions shall be applied. No substitution for deficiency in the education and/or experience requirements shall be allowed.

**Section 13.** Subject to the financial capability and service requirements of a local government unit, the structural units of an Office shall be as follows:  
(a) Section (b) Division and (c) Department

- a. A Section is the lowest structural unit/level composed of at least three personnel performing similar tasks headed by an employee with a rank of Section Chief.
- b. A Division is the second highest structural unit/level in an office composed of at least two sections performing dissimilar tasks but related functions headed by an employee with a rank of Division Chief.
- c. A Department is the highest structural unit/level composed of at least four divisions headed by an employee with a rank of Department Head.

**Section 14.** The titles of positions in LGUs, corresponding to the same or similar functional description as those established under Republic Act No. 6758, shall be used and adopted.

**Section 15.** Two or more local government units may establish a single organizational structure or staffing pattern for purposes of consolidating or coordinating their efforts and resources for the delivery of common basic services, maintenance of common facilities and other purposes beneficial to them. They may upon approval of the Sanggunian concerned and after a public hearing conducted for the purpose contribute funds, real estate, equipment, other kinds of properties and appoint or assign personnel through a memorandum of agreement.

**Section 16.** Local government units in order to complement their existing organizational structures and personnel or effect efficiency and economy in operation may enter into joint ventures and such other cooperative arrangements with people's and non-governmental



organizations to engage in the delivery of basic services, capability building and livelihood projects and to develop local enterprises designed to improve productivity and income, diversify agriculture, spur rural industrialization, promote ecological balance, and enhance the economic and social well-being of the people.

**Section 17.** Subject to the provisions of the Local Government Code of 1991 and these guidelines, the local government units shall have the authority to approve their respective organizational structures and staffing patterns. Such organizational structure and staffing pattern need not be submitted to the Civil Service Commission for approval.

**Section 18.** The local chief executive shall submit to the Civil Service Commission Regional/Provincial/Field Office, the approved plantilla of positions within thirty (30) days from the date of approval of the organizational structure and staffing pattern, for their information and guidance in processing appointments and other personnel actions.

**Section 19.** The Civil Service Commission Regional/Provincial/Field Offices shall render technical assistance in the design and implementation of organizational structure and staffing pattern in the local government units upon request.

**Section 20.** The Civil Service Commission Regional/Provincial/Field Offices shall conduct a periodic inspection and audit of the implementation of the organizational structure, staffing pattern and other personnel actions in the local government units.

**Section 21.** In the reorganization of local government units, the provisions of Republic Act No. 6656, otherwise known as "An Act to Protect the Security of Tenure of Civil Service Officers and Employees in the Implementation of Government Reorganization" and its implementing rules as embodied in CSC MC No. 13, series of 1988, shall apply.

**Section 22.** The positions absorbed by the local government units from the national government agencies shall be automatically created upon transfer of their corresponding budgetary allocation.

Devolved permanent personnel shall be automatically reappointed by the local chief executive concerned immediately upon their transfer.

However, pending the completion of the new organizational structure and staffing pattern, the local government executives may assign devolved personnel to divisions/sections/units where their qualifications are best suited or appropriate.

**Section 23.** A new organizational structure and staffing pattern shall be established after the devolution has been completed and the full personnel complement and the total budgetary requirements have been determined.

**Section 24.** The Civil Service Commission shall act on appeals of aggrieved parties in the implementation of organizational structures and staffing patterns of local government units.

**Section 25.** All local chief executives and members of the Sanggunian concerned are hereby directed to strictly observe and implement the provisions of this Circular.

**Section 26.** This Memorandum Circular shall take effect thirty (30) days after its publication in a newspaper of general circulation.

  
**PATRICIA A. STO. TOMAS**  
Chairman

7, May 1992

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