8AM, 8/30/2017 Meeting with ATTY. RYAN LITA, Director of the Organization, Position Classification and Compensation Bureau (OPCCB) Of DBM

* One of the major functions of the DBM is the development, administration and maintenance of a unified government Position Classification and Compensation System (PCCS). It carries this out principally through the Organization, Position Classification and Compensation Bureau (OPCCB) which is tasked, among others, to:

1. Develop standards, guidelines, rules and regulations on organization, staffing, and classification and compensation of positions;
2. Render advice to or process requests of government entities referred by DBM offices, or by other government offices on organization, staffing, position classification and compensation matters;
3. Maintain, update and enforce position classification and compensation policies and standards;
4. Monitor government manpower levels and maintain a comprehensive database on government positions and compensation through the Government Manpower Information System (GMIS)
5. Prepare/update the Manual on Position Classification and Compensation thru: preparation of recommendations/position papers on legislative proposals/bills and proposed executive issuances with policy and government-wide implications on organization, staffing and position classification and compensation; and conduct of training programs in the field of organization, staffing position classification and compensation.

With the above cited functions, how can we align our efforts with DBM-OPCCB in our task to evaluate the DOST-CO Staffing Pattern because as Internal Audit we want to help DOST in championing organization effectiveness? We hope to be able to recommend improvements to the staffing pattern to drive organization effectiveness starting at DOST-CO and then the entire system.

* We would also like to prepare the organization for the forthcoming Rightsizing Plan of the government to facilitate the transition and ensure that the organization’s effectiveness is not compromised with the “Rightsizing”. What are the standards, guidelines, rules and regulations on organization, staffing, and classification and compensation of positions that we should be aware of? We know of the Manual on Position and Classification and the Organization and Staffing Standards and Guidelines used during the Government Rationalization Program.

**DBM confirmed that these are the same guidelines being observed by DBM to date.**

* We plan to benchmark with other departments and recommend improvements, what is the department/agency that DBM consider to be similar or can be categorized with DOST? Is this in terms of organizational structure, staffing pattern, size of organization, budget?

**DOST is a unique department per DBM but they mentioned DTI as a department that has no indication of concerns as regards their structure and number of personnel with plantilla positions.**

* On the four (4) basic position classifications: Professional Supervisory, Professional Non-Supervisory, Sub-Professional Supervisory, and Sub-Professional Non-Supervisory, is there a ratio observed across the agency in the distribution of positions among the government agencies? How are these positions distributed across the bureaucracy? This might give us an idea of how to distribute positions in the organization.
* What are the DBM’s bases/considerations and processes before NOSCA is issued? We want to learn how to go about or handle request for additional plantilla or contractual positions in the department.
* How do we get to increase our number of positions to consider the increased budget and workload, complexity of the work environment and introduce new systems, policies and processes such as risk management systems towards developing a better and proactive management culture?
* How do we measure the effectiveness of the staffing pattern that we developed?
* How do you conduct work audit? What were your challenges in the conduct of such an audit?