



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT



**NATIONAL BUDGET CIRCULAR**

No. 589  
May 25, 2022

**TO : Heads of State Universities and Colleges (SUCs) and All Others Concerned**

**SUBJECT : REVISED ORGANIZATION AND STAFFING STANDARDS (OSS) FOR SUCs – PHASE I**

### 1.0 Background

Republic Act (RA) No. 7722 or the "Higher Education Act of 1994" provides that the state-supported institutions of higher learning shall gear their programs to national, regional or local development plans, in consonance with the general policy of the State to protect and promote the right of all citizens to affordable quality education that is accessible to all.

Relatedly, RA No. 8292 or the "Higher Education Modernization of 1997" establishes, maintains, and supports a complete, adequate, and integrated system of education relevant to the needs of society. Specifically, said RA modifies the composition of the governing boards of all chartered SUCs to: (a) achieve a more coordinated and integrated system of higher education; (b) render them more effective in the formulation and implementation of policies on higher education; and (c) provide for more relevant direction in their governance, among others.

It is noted that the OSS for SUCs was issued in May 1997, which provide the standards for the organizational structure and staffing of tertiary or higher education institutions. The OSS also serves as basis of the SUCs in establishing and/or modifying their respective organizational structure and staffing pattern, as well as in requesting organizational and staffing shifts.

Since the issuance of the OSS, there have been significant developments in the platforms and policies in the operations of the SUCs in the country, which affected significantly the higher education, such as the following:

- Adoption of the Philippine Qualifications Framework under RA No. 10968<sup>1</sup>;

<sup>1</sup> An Act Institutionalizing the Philippine Qualification Framework (PQF), Establishing the PWF-National Coordinating Council (NNC) and Appropriating Funds Therefor

- Association of Southeast Asian Nation integration and its impact to the country's higher education institutions;
- Adoption of learning competency-based standards and outcome-based of quality assurance in higher education, as implemented under Commission on Higher Education (CHED) Memorandum Order (MO) No. 46<sup>2</sup>, s. 2012; and
- Internationalization of higher education programs pursuant to CHED MO No. 55<sup>3</sup>, s. 2016.

An updated OSS was developed to ensure that the SUCs are attuned with the recent trends and developments, and to address the challenges in higher education in the country.

Upon consultation with the CHED, the Philippine Association of State Universities and Colleges, and other stakeholders concerned, the revised OSS for SUCs shall be implemented in three (3) phases, as follows:

- First Phase – Office of the SUC President, Office of the SUC Vice-Presidents, and Administrative and Finance Divisions, including the staffing complement in each satellite campus/branch of a SUC;
- Second Phase – Office of Research and External Linkages, and the OSS for auxiliary services; and
- Third Phase – Offices involved in academic instruction and student services.

## 2.0 Purpose and Coverage

This Circular is issued to prescribe the implementation of the **First Phase** of the OSS that is applicable to all SUCs.

## 3.0 Definition of Terms

- 3.1 Higher Education<sup>4</sup> – stage of formal education, or its equivalent, requiring completion of secondary education leading to bachelor and advanced degrees.
- 3.2 Higher Education Institution - an education institution authorized and recognized by the CHED to offer bachelor's degree or graduate courses.
- 3.3 State College – duly established and authorized to operate the required four-year Arts and Sciences curricular programs, or first-degree programs, which may lead either to:
  - a. Higher level humanities areas which shall prepare students for further in-depth studies in the graduate-level academic and research-

<sup>2</sup> Policy-Standard to Enhance Quality Assurance (QA) in Philippine Higher Education Through an Outcomes-Based and Typology-Based QA

<sup>3</sup> Policy Framework and Strategies on the Internationalization of Philippine Higher Education

<sup>4</sup> Definition adopted from CHED MO No. 08, Series of 2019

oriented programs or courses of studies for teaching and research work; or

b. The professional technical/technological programs or courses of studies which shall prepare students either for eventual practice in any on the universe of the first degree professional or disciplines, or for further-in-depth studies in allied graduate-level academic and research-oriented programs or course of studies.

3.4 State University – established and chartered by law and duly authorized or recognized to operate a universe of reasonably strong academic and research-oriented professional educational programs or courses of studies in various areas or disciplines, in which a distinctive competence is at least self-evident in the following areas:

- a. Research program;
- b. Extension or public service program; and
- c. Educational program.

3.5 Satellite Campus<sup>5</sup> – an educational facility that is geographically separated or detached from the main campus of the college or university and has its own educational facilities, administrative and faculty complement, and program offerings.

#### 4.0 General Policies and Guidelines

4.1 The classification of SUCs shall be based on the average number of enrolled students in the higher education, as follows:

Classification	Number of Enrolled Students
Large SUCs (with high enrollment)	40,001 and above
Medium SUCs (with medium enrollment)	14,001 to 40,000
Small SUCs (with low enrollment)	14,000 and below

4.2 The CHED, upon the request of the DBM, shall provide the classification of SUCs pursuant to Item 5.1 hereof.

The CHED, however, is not precluded from providing additional parameters to determine the subsequent classification of SUCs.

4.3 For the initial implementation of this Circular, the classification of SUCs shall be based on the enrollment data of Academic Year (AY) 2021-2022.

4.4 Future evaluation cycles shall be undertaken every after three (3) to five (5) years following the initial year of implementation of the third/last phase of the OSS.

<sup>5</sup> Definition adopted from CHED MO No 11, Series of 2020

4.5 The OSS of the following Offices in SUCs are effected in the Annexes of this Circular:

- Annex A – Office of the SUC President;
- Annex B – Office of the SUC Vice-President;
- Annex C – Administrative Division in a state university;
- Annex D – Finance Division in a state university;
- Annex E – Administrative and Finance Division in a state college; and
- Annex F – Satellite Campus of a state university or state college.

4.6 This Circular is consistent with the existing organization and staffing standards of the DBM that are being implemented in the different national government agencies, e.g., guidelines on the immediate support staff of a department key officials, and level of agency heads, among others.

4.7 The number of SUC Vice-President positions shall be dependent on the level of the SUC, as provided under CHED Memorandum Order No. 12<sup>6</sup>, s. 2018 and DBM-CHED Joint Circular (JC) No. 2<sup>7</sup>, s. 2003.

As shown in Annexes A and B, each SUC President and SUC Vice-President shall be provided with support staff, subject to DBM standards and guidelines on the immediate support staff of key officials.

4.8 The contractual Administrative Aide (Driver) items under the General Support Services Unit (GSSU) shall provide support services to the key officials and personnel of SUCs.

The total number of contractual Administrative Aide (Driver) positions in the GSSU (under Annexes C and E) shall be dependent on the allowable number of serviceable vehicles for the SUC.

4.9 The organizational level of the Procurement Unit of the SUCs (Annexes C and D) may be modified, subject to the conditions provided under National Budget Circular No. No. 2015-558<sup>8</sup> dated June 4, 2015.

4.10 Only satellite campuses/branches created or recognized by law are covered by the OSS under Annex F.

4.11 All positions not part of this Circular shall be marked as **coterminous with the incumbent**, to be abolished once vacated.

4.12 Any staffing proposal to effect the OSS established herein shall be submitted to the appropriate Offices of the Department of Budget and Management for evaluation and approval.

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<sup>6</sup> 2016 SUC Levelling Results, SUC Levelling Benefits, and SUC Levelling Appeal Procedures dated June 22, 2018

<sup>7</sup> Allowable Number of Vice-President Positions in SUCs dated July 28, 2003

<sup>8</sup> Guidelines in the Organization and Staffing of Procurement Units dated June 4, 2015

## 5.0 Fund Sources

The funding requirement to implement this Circular shall be charged against any available Personnel Services (PS) allotment under the current General Appropriations Act. All other deficiency shall be charged against any available valid PS appropriations under the specific budget of the SUCs and the Miscellaneous Personnel Benefits Fund.

## 6.0 Responsibility of Agencies

It shall be the responsibility of the Governing Board and head of each SUC to strictly implement the provisions of this Circular.

## 7.0 Repealing Clause

All other circulars, issuances, and rules and regulations or parts thereof which are inconsistent with this Circular are hereby deemed repealed or modified accordingly.

## 8.0 Effectivity

This Circular shall take effect immediately upon publication in the Official Gazette or in a newspaper of general circulation.



  
**TINA ROSE MARIE L. CANDIA**  
Officer-in-Charge, DBM 

## OSS for the Office of SUC President

Position Title	SG	Indicator	Number of Positions		
			Small	Medium	Large
SUC President V	30	For every SUC Level V	1	1	1
SUC President IV	30	For every SUC Level IV	1	1	1
SUC President III	29	For every SUC Level III	1	1	1
SUC President II	28	For every SUC Level II	1	1	1
SUC President I	27	For every SUC Level I	1	1	1

## Support Staff of SUC President

Executive Assistant IV*	22	For every SUC Levels IV and V	1	1	1
Executive Assistant III*	20		1	1	1
Senior Administrative Assistant III* (Private Secretary II)	15		1	1	1
Administrative Assistant V* (Private Secretary I)	11		1	1	1
Administrative Assistant III	9		1	1	1
Administrative Aide VI (Clerk III)	6		1	1	1
Executive Assistant III *	20	For every SUC Level III	1	1	1
Administrative Assistant V* (Private Secretary I)	11		1	1	1
Administrative Assistant III	9		1	1	1
Administrative Aide VI (Clerk III)	6		1	1	1
Administrative Assistant III	9	For SUC Levels I and II	1	1	1
Administrative Aide VI (Clerk III)	6		1	1	1

## Office of the University Board Secretary

Board Secretary V*	24		1	1	1
Board Secretary I	14		1	1	2
Administrative Assistant III	9		1	1	1
Administrative Aide VI (Clerk III)	6		1	2	2

## Information and Communications Technology Unit

Information Technology Officer III	24		0	0	1
Information Technology Officer II	22		0	0	1
Information Technology Officer I	19		1	1	1
Information Systems Analyst II	16		1	1	1
Information Systems Analyst I	12		1	1	1
Computer Maintenance Technologist I	11		0	1	1
Administrative Aide VI (Clerk III)	6		1	1	2

## Information Unit

Information Officer III	18		1	1	1
Information Officer III	15		1	1	2
Information Officer III	11		1	2	2
Administrative Aide VI (Clerk III)	6		1	1	2

\*Incumbent shall be coterminous with the official being served

Position Title	SG	Indicator	Number of Positions		
			Small	Medium	Large

**Internal Audit Unit**

Internal Auditor III	18		1	1	1
Internal Auditor II	15		1	1	2
Internal Auditor I	11		1	2	2
Administrative Aide VI (Clerk III)	6		1	1	2

**Legal Unit**

Attorney IV	23		1	1	1
Attorney Assistant III	21		0	0	1
Legal Assistant III	14		1	1	2
Legal Assistant II	12		1	2	2
Administrative Aide VI (Clerk III)	6		1	1	2

**Planning Unit**

Planning Officer III	18		1	1	1
Planning Officer II	15		1	1	2
Planning Officer I	11		1	2	2
Administrative Aide VI (Clerk III)	6		1	1	2

**Project Management Unit**

Project Development Officer III	18		1	1	1
Project Development Officer II	15		1	1	2
Project Development Officer I	11		1	2	2
Administrative Aide VI (Clerk III)	6		1	1	2

**Quality Assurance Office**

Quality Assurance Officer V	18		1	1	1
Quality Assurance Officer IV	15		1	1	2
Administrative Officer II	11		1	2	2
Administrative Aide VI (Clerk III)	6		1	1	2

OSS for the Office of SUC Vice-President

Position Title	SG	Indicator	Number of Positions		
			Small	Medium	Large
SUC Vice-President V	29	No. of Vice-President items will depend on SUC Level, as follows:  SUC Level IV and V – three (3) SUC Level II and III – two (2) SUC Level I – one (1)	-	-	-
SUC Vice-President IV	28		-	-	-
SUC Vice-President III	27		-	-	-
SUC Vice-President II	26		-	-	-
SUC Vice-President I	25		-	-	-

Support Staff of SUC Vice-President

Executive Assistant III*	20	For every SUC Level V	1	1	1
Administrative Assistant V*	11		1	1	1
Administrative Assistant III	9		1	1	1
Administrative Aide VI (Clerk III)	6		1	1	1
Administrative Assistant V*	11	For every SUC Level IV	1	1	1
Administrative Assistant III	9		1	1	1
Administrative Aide VI (Clerk III)	6		1	1	1
Administrative Assistant III	9	For every SUC Level III	1	1	1
Administrative Aide VI (Clerk III)	6		1	1	1
Administrative Assistant I	7	For every SUC Level II	1	1	1
Administrative Aide VI (Clerk III)	6		1	1	1
Administrative Aide VI (Clerk III)	6	For every SUC Level 1	1	1	1

\*Incumbent shall be coterminous with the official being served

## Annex C

### OSS for the Administrative Division in a State University

Position Title	SG	Indicator	Number of Positions		
			Small	Medium	Large
Chief Administrative Officer	24		1	1	1
Supervising Administrative Officer	22		1	1	1

#### Cash Unit

Administrative Officer V (Cashier III)	18		1	1	1
Administrative Officer III (Cashier II)	14		1	1	2
Administrative Officer I (Cashier I)	10		1	1	2
Administrative Assistant II (Disbursing Officer II)	8		1	2	2
Administrative Aide VI (Clerk III)	6		1	2	2

#### General Services Unit

Administrative Officer V	18		1	1	1
Administrative Officer IV	15		1	1	1
Administrative Officer III	14		1	1	1
Administrative Officer I	10		1	1	1
Administrative Assistant II	8		1	2	2
Administrative Aide VI (Clerk III)	6		1	1	2
Administrative Aide IV (Driver II) (Contractual)	4	Dependent on the number of existing serviceable vehicles	-	-	-

#### Human Resource Management Unit

Administrative Officer V (Human Resource Management Officer III)	18		1	1	1
Administrative Officer IV (Human Resource Management Officer II)	15		1	1	2
Administrative Officer II (Human Resource Management Officer I)	11		1	2	2
Administrative Assistant II (Human Resource Management Assistant)	8		2	2	3
Administrative Aide VI (Clerk III)	6		1	2	2

#### Procurement Unit

Administrative Officer V	18		1	1	1
Administrative Officer III	14		1	1	1
Administrative Officer I	10		1	1	1
Administrative Assistant I (Buyer I)	7		1	1	2
Administrative Aide VI (Clerk III)	6		1	2	2

#### Records Unit

Administrative Officer V (Records Officer III)	18		1	1	1
Administrative Officer III (Records Officer II)	14		1	1	1
Administrative Officer I (Records Officer I)	10		1	2	2
Administrative Aide VI (Clerk III)	6		2	2	3

Position Title	SG	Indicator	Number of Positions		
			Small	Medium	Large

**Supply and Property Management Unit**

Administrative Officer V (Supply Officer III)	18		1	1	1
Administrative Officer III (Supply Officer II)	14		1	1	1
Administrative Officer I (Supply Officer I)	10		1	1	1
Administrative Assistant II (Property Custodian)	8		1	2	2
Administrative Aide VI (Clerk III)	6		1	2	2

## OSS for the Finance Division in a State University

Position Title	SG	Indicator	Number of Positions		
			Small	Medium	Large
Chief Administrative Officer	24		1	1	1
Supervising Administrative Officer	22		1	1	1

**Accounting Unit**

Accountant III	19		1	1	1
Accountant II	16		1	1	1
Accountant II	12		1	1	1
Administrative Officer II	11		1	2	2
Administrative Assistant III (Senior Bookkeeper)	9		1	2	3
Administrative Aide VI (Clerk III)	6		1	1	2

**Budget Unit**

Administrative Officer V (Budget Officer III)	18		1	1	1
Administrative Officer IV (Budget Officer II)	15		1	1	1
Administrative Officer II (Budget Officer I)	11		1	1	2
Administrative Assistant II (Budgeting Assistant)	8		1	2	3
Administrative Aide VI (Clerk III)	6		2	2	3

## Annex E

### OSS for the Administrative and Finance Division in a State College

Position Title	SG	Indicator	Number of Positions		
			Small	Medium	Large
Chief Administrative Officer	24		1	1	1
Supervising Administrative Officer	22		1	1	1

#### Cash Unit

Administrative Officer V (Cashier III)	18		1	1	1
Administrative Officer III (Cashier II)	14		1	1	2
Administrative Officer I (Cashier I)	10		1	1	2
Administrative Assistant II (Disbursing Officer II)	8		1	2	2
Administrative Aide VI (Clerk III)	6		1	2	2

#### General Services Unit

Administrative Officer V	18		1	1	1
Administrative Officer IV	15		1	1	1
Administrative Officer III	14		1	1	1
Administrative Officer I	10		1	1	1
Administrative Assistant II	8		1	2	2
Administrative Aide VI (Clerk III)	6		1	1	2
Administrative Aide IV (Driver II) (Contractual)	4	Dependent on the number of existing serviceable vehicles	-	-	-

#### Human Resource Management Unit

Administrative Officer V (Human Resource Management Officer III)	18		1	1	1
Administrative Officer IV (Human Resource Management Officer II)	15		1	1	2
Administrative Officer II (Human Resource Management Officer I)	11		1	2	2
Administrative Assistant II (Human Resource Management Assistant)	8		2	2	3
Administrative Aide VI (Clerk III)	6		1	2	2

#### Procurement Unit

Administrative Officer V	18		1	1	1
Administrative Officer IIII	14		1	1	1
Administrative Officer I	10		1	1	1
Administrative Assistant I (Buyer I)	7		1	1	2
Administrative Aide VI (Clerk III)	6		1	2	2

#### Records Unit

Administrative Officer V (Records Officer III)	18		1	1	1
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Position Title	SG	Indicator	Number of Positions		
			Small	Medium	Large
Administrative Officer III (Records Officer II)	14		1	1	1
Administrative Officer I (Records Officer I)	10		1	2	2
Administrative Aide VI (Clerk III)	6		2	2	3

### Supply and Property Management Unit

Administrative Officer V (Supply Officer III)	18		1	1	1
Administrative Officer III (Supply Officer II)	14		1	1	1
Administrative Officer I (Supply Officer I)	10		1	1	1
Administrative Assistant II (Property Custodian)	8		1	2	2
Administrative Aide VI (Clerk III)	6		1	2	2

### Accounting Unit

Accountant III	19		1	1	1
Accountant II	16		1	1	1
Accountant II	12		1	1	1
Administrative Officer II	11		1	2	2
Administrative Assistant III (Senior Bookkeeper)	9		1	2	3
Administrative Aide VI (Clerk III)	6		1	1	2

### Budget Unit

Administrative Officer V (Budget Officer III)	18		1	1	1
Administrative Officer IV (Budget Officer II)	15		1	1	1
Administrative Officer II (Budget Officer I)	11		1	1	2
Administrative Assistant II (Budgeting Assistant)	8		1	2	3
Administrative Aide VI (Clerk III)	6		2	2	3

**Annex F**

**OSS for Every Campus/Branch in a State University and State College**

<b>Position Title</b>	<b>SG</b>	<b>Indicator</b>	<b>Number of Positions</b>
Director or Chancellor	-	Designee from the faculty personnel	1
Administrative Officer V	18	Support staff under the Office of the Director or Chancellor	1
Administrative Aide VI (Clerk III)	6		1
Administrative Aide IV (Clerk II)	4		1
Administrative Officer III (Cashier II)	14		1
Administrative Assistant II (Disbursing Officer II)	8		1
Administrative Aide VI (Clerk III)	6		1
Administrative Officer IV (Human Resource Management Officer II)	15		1
Administrative Officer II (Human Resource Management Officer I)	11		1
Administrative Aide VI (Clerk III)	6		1
Administrative Officer III	14		1
Administrative Assistant I (Buyer I)	7		1
Administrative Officer I (Records Officer I)	10		1
Administrative Aide VI (Clerk III)	6		1
Administrative Officer I (Supply Officer I)	10		1
Administrative Assistant II (Property Custodian)	8		1
Accountant II	16		1
Administrative Assistant III (Senior Bookkeeper)	9		1
Administrative Aide VI (Clerk III)	6		1
Administrative Officer IV (Budget Officer II)	15		1
Administrative Assistant II (Budgeting Assistant)	8		1
Administrative Aide VI (Clerk III)	6		1