

**BUDGET ESTIMATES
JOB ORDERS (CLERICAL)
FOR THE DURATION OF SEVEN (7) MONTHS**

ASSUMPTIONS

- Executive Order No. 201 is basically the basis for the computation of basic salary.
- The Job Orders (JOs) are classified based on the nature of his/her work.

Classification of Service Contractors	No. of SCs	Salary	Monthly Rate
		Grade	
1. Support Staff for Central and Service Centers	61	4	13,214.00
2. Support Staff for Regions and Service Centers	66	1	11,068.00
	<u>127</u>		

- The 13th-month pay is computed as: 1/12 of the total basic salary within a calendar year.
- The employer's share for mandatory benefits is based on the current contribution table of SSS (and EC), PHIC and HDMF.
- A markup of 20% is considered.
- The Commission will shoulder the 12% Value-Added Tax (VAT).
- The Approved Budget for the Contract (ABC) is **₱17,603,232.11**

**BUDGET ESTIMATES
JOB ORDERS (CLERICAL)
FOR THE DURATION OF SEVEN (7) MONTHS**

CENTRAL OFFICE & NCR (CLERICAL)	SALARY GRADE	Count of Employee	Monthly Basic Salary		Total 7-month Salary	Total 13th month Salary	Total 5-day incentive	Total 7-month SSS & EC Contrib.(ER)	Total 7-month PHIC Contrib.(ER)	Total 7-month HDMF Contrib.(ER)	TOTAL COST (ER)
			Salary	7-month Salary							
Accounting Division	4	1	13,214.00	92,498.00	92,498.00	7,708.17	3,003.18	7,350.00	1,271.83	700.00	112,531.18
Archives and Records Division	4	4	13,214.00	92,498.00	369,992.00	30,832.67	12,012.73	29,400.00	5,087.32	2,800.00	450,124.72
Cash Disbursing	4	1	13,214.00	92,498.00	92,498.00	7,708.17	3,003.18	7,350.00	1,271.83	700.00	112,531.18
COA	4	1	13,214.00	92,498.00	92,498.00	7,708.17	3,003.18	7,350.00	1,271.83	700.00	112,531.18
Hearing and Investigation Division	4	2	13,214.00	92,498.00	184,996.00	15,416.33	6,006.36	14,700.00	2,543.66	1,400.00	225,062.35
Internal Audit Division	4	1	13,214.00	92,498.00	92,498.00	7,708.17	3,003.18	7,350.00	1,271.83	700.00	112,531.18
International Affairs Office	4	1	13,214.00	92,498.00	92,498.00	7,708.17	3,003.18	7,350.00	1,271.83	700.00	112,531.18
Licensure Office	4	2	13,214.00	92,498.00	184,996.00	15,416.33	6,006.36	14,700.00	2,543.66	1,400.00	225,062.35
Monitoring and Evaluation Division	4	1	13,214.00	92,498.00	92,498.00	7,708.17	3,003.18	7,350.00	1,271.83	700.00	112,531.18
PRB Screening Unit	4	1	13,214.00	92,498.00	92,498.00	7,708.17	3,003.18	7,350.00	1,271.83	700.00	112,531.18
PRB Secretariat Division	4	4	13,214.00	92,498.00	369,992.00	30,832.67	12,012.73	29,400.00	5,087.32	2,800.00	450,124.72
Procurement and Supply Division	4	1	13,214.00	92,498.00	92,498.00	7,708.17	3,003.18	7,350.00	1,271.83	700.00	112,531.18
Professional Registry Division	4	3	13,214.00	92,498.00	277,494.00	23,124.50	9,009.55	22,050.00	3,815.49	2,100.00	337,593.54
Rating Division	4	4	13,214.00	92,498.00	369,992.00	30,832.67	12,012.73	29,400.00	5,087.32	2,800.00	450,124.72
NCR	4	30	13,214.00	92,498.00	2,774,940.00	231,245.00	90,095.45	220,500.00	38,154.90	21,000.00	3,375,935.35
TOTAL CENTRAL & NCR JO (CLERICAL)		57	198,210.00	1,387,470.00	5,272,386.00	439,365.53	171,181.35	418,950.00	72,494.31	39,900.00	6,414,277.19

SERVICE CENTERS	SALARY GRADE	Count of Employee	Monthly Basic Salary		Total 7-month Salary	Total 13th month Salary	Total 5-day incentive	Total 7-month SSS & EC Contrib.(ER)	Total 7-month PHIC Contrib.(ER)	Total 7-month HDMF Contrib.(ER)	TOTAL COST (ER)
			Salary	7-month Salary							
GT MALL	1	3	11,068.00	77,476.00	232,428.00	19,369.00	7,546.36	18,690.00	3,195.78	2,100.00	283,329.14
VALENCIA	1	4	11,068.00	77,476.00	309,904.00	25,825.33	10,061.82	24,920.00	4,261.04	2,800.00	377,772.19
TAGUM	1	2	11,068.00	77,476.00	154,952.00	12,912.67	5,030.91	12,460.00	2,130.52	1,400.00	188,886.10
OTIS	4	2	13,214.00	92,498.00	184,996.00	15,416.33	6,006.36	14,700.00	2,543.66	1,400.00	225,062.35
METRO EAST	4	2	13,214.00	92,498.00	184,996.00	15,416.33	6,006.36	14,700.00	2,543.66	1,400.00	225,062.35
TOTAL SERVICE CENTERS		13		417,424.00	1,067,276.00	88,939.66	34,651.81	85,470.00	14,674.66	9,100.00	1,300,112.13

**BUDGET ESTIMATES
JOB ORDERS (CLERICAL)
FOR THE DURATION OF SEVEN (7) MONTHS**

REGIONAL JO (Excluding NCR)

REGION	SALARY GRADE	Count of Employee	Monthly Basic Salary	7-month Salary	Total 7-month Salary	Total 13th month Salary	Total 5-day incentive	Total 7-month SSS & EC Contrib.(ER)	Total 7-month PHIC Contrib.(ER)	Total 7-month HDMF Contrib.(ER)	TOTAL COST (ER)
CAR		7									
CLERICAL	1	6	11,068.00	77,476.00	464,856.00	38,738.00	15,092.73	37,380.00	6,391.56	4,200.00	566,658.29
JANITORIAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
ROI (ROSALES, PANGASINAN)		2									
CLERICAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
JANITORIAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
RO II (TUGUEGARA)		1									
JANITORIAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
RO IV - A (LUCENA)		7									
CLERICAL	1	5	11,068.00	77,476.00	387,380.00	32,281.67	12,577.27	31,150.00	5,326.30	3,500.00	472,215.24
DRIVER	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
TECHNICAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
RO IX (PAGADIAN)		6									
CLERICAL	1	5	11,068.00	77,476.00	387,380.00	32,281.67	12,577.27	31,150.00	5,326.30	3,500.00	472,215.24
JANITORIAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
RO IX (ZAMBOANGA)		1									
JANITORIAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
RO V (LEGAZPI)		1									
TECHNICAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
RO VI (ILOILO)		7									
CLERICAL	1	6	11,068.00	77,476.00	464,856.00	38,738.00	15,092.73	37,380.00	6,391.56	4,200.00	566,658.29
JANITORIAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
RO VII (CEBU)		3									
CLERICAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
DRIVER	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
JANITORIAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
RO VIII (TACLOBAN)		2									
CLERICAL	1	2	11,068.00	77,476.00	154,952.00	12,912.67	5,030.91	12,460.00	2,130.52	1,400.00	188,886.10
RO X (CDO)		9									
CLERICAL	1	8	11,068.00	77,476.00	619,808.00	51,650.67	20,123.64	49,840.00	8,522.08	5,600.00	755,544.39
JANITORIAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
RO XI (DAVAO)		10									
CLERICAL	1	9	11,068.00	77,476.00	697,284.00	58,107.00	22,639.09	56,070.00	9,587.34	6,300.00	849,987.43
DRIVER	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
RO XIII (BUTUAN)		1									
CLERICAL	1	1	11,068.00	77,476.00	77,476.00	6,456.33	2,515.45	6,230.00	1,065.26	700.00	94,443.04
TOTAL REGIONAL JO		57		1,781,948.00	4,416,132.00	368,010.96	143,380.84	355,110.00	60,719.82	39,900.00	5,383,253.62

**BUDGET ESTIMATES
JOB ORDERS (CLERICAL)
FOR THE DURATION OF SEVEN (7) MONTHS**

TOTAL CENTRAL AND REGIONAL JO (CLERICAL) 127

Total	13,097,642.94
Markup (20%)	<u>2,619,528.59</u>
Net Amount	15,717,171.53
Add: VAT	<u>1,886,060.58</u>
Gross Amount	<u>17,603,232.11</u>