



10 May 2022

**MR. GREGORIO D. GARCIA III**  
 Chairperson  
**MR. ARISTOTLE B. BATUHAN**  
 Officer-in-Charge President and CEO (OIC PCEO)  
**BASES CONVERSION AND DEVELOPMENT  
 AUTHORITY (BCDA)**  
 2/F Bonifacio Technology Center, 31st St. cor. 2<sup>nd</sup> Avenue  
 Bonifacio Global City, Taguig

BASES CONVERSION & DEVELOPMENT AUTHORITY  
**RECEIVED**  
 MAY 10 2022  
 BY: Joanna F. Canaleta 4 upm

RE: **AUTHORIZATION TO IMPLEMENT THE CPCS UNDER E.O. No. 150**

Dear Chairperson Garcia and OIC PCEO Batuhan,

In accordance with Section 8 of Executive Order (E.O.) No. 150, s. 2021<sup>1</sup> and Section 4 of the Compensation and Position Classification System (CPCS) Implementing Guidelines No. 2021-01,<sup>2</sup> the Governance Commission hereby authorizes the **BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)** to implement the CPCS under E.O. No. 150.

Based on BCDA's nature of operations, financials, and full-time equivalent (FTE) positions, below is the summary of its CPCS classification and tier:

BCDA	
<b>Category</b>	2
<b>GOCC Grade<sup>3</sup></b>	19
<b>Tier<sup>4</sup></b>	2
<b>Applicable CPCS Salary Structure</b>	Category 2 Salary Structure

Upon receipt of this authorization, BCDA shall adopt the Category 2 Salary Structure based on the scheme that will be approved by its Governing Board, with due consideration of the Corporation's affordability and sustainability to continually implement the CPCS rates for its officers and employees.<sup>5</sup> BCDA shall use the CPCS Job Grade equivalent of its positions provided in **Annex A**.<sup>6</sup>

The final Job Evaluation (JE) results with the career bands of each position shall be provided once the same has been validated.<sup>7</sup> In the meantime, BCDA may already adopt the CPCS salary structure as provided above. For allowances, benefits and

<sup>1</sup> Approving the Compensation and Position Classification System (CPCS) and Index of Occupational Services, Position Titles, and Job Grades for GOCCs (IOS-G) Framework, Repealing Executive Order No. 203 (s. 2016), and for Other Purposes.

<sup>2</sup> Implementing Guidelines of Executive Order No. 150, s. 2021. Published in the Official Gazette on 14 January 2022.

<sup>3</sup> Based on 2017-2019 financials in accordance with Section 4.1 of the CPCS Implementing Guidelines.

<sup>4</sup> Based on 2018-2020 financials in accordance with Section 4.3 of the CPCS Implementing Guidelines.

<sup>5</sup> Chapter I(2) of CPCS Implementing Guidelines.

<sup>6</sup> The listing of positions in Annex A does not revise nor modify the approved staffing pattern of BCDA.

<sup>7</sup> The CPCS Consultant, Willis Towers Watson (WTW), conducts the initial JE of the positions in the GOCCs based on the Job Descriptions submitted by the GOCCs. The JE results are then being validated by the GCG.



incentives that require the determination of the career band of the positions entitled thereto, the same shall be granted in accordance with existing DBM and CSC issuances pursuant to Chapter XI of the CPCS, until such time that the GCG has issued the final JE results of the GOCCs.

Further, considering that BCDA has fully complied with the CPCS requirements upon the approval of E.O. No. 150, it may retroactively apply the appropriate salary structure, and the allowances, benefits and incentives under the CPCS effective 05 October 2021 in accordance with Chapter I(1) of the CPCS Implementing Guidelines.

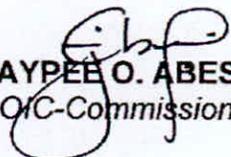
In the implementation of the CPCS, BCDA Governing Board is hereby enjoined to ensure faithful compliance with the provisions of E.O. No. 150 and CPCS Implementing Guidelines No. 2021-01,<sup>8</sup> as well as all existing budgeting, accounting, and auditing rules and regulations.

Finally, it must be stressed that pursuant to Section 12 of E.O. No. 150, in relation to Section 5(h) of Republic Act No. 10149,<sup>9</sup> failure or refusal to implement the CPCS rates, or the lower amounts provided under Section 11 thereof when applicable, shall cause the GOCC to undergo a mandatory action and be reorganized, merged, streamlined, abolished or privatized, upon recommendation of its Supervising Agency, without prejudice to the imposition of other penalties as sanctioned by other applicable laws, rules and regulations.

**FOR YOUR GUIDANCE AND COMPLIANCE.**

Very truly yours,

  
**SAMUEL G. DAGPIN, JR.**  
*Chairman*

  
**JAYPEE O. ABESAMIS**  
*OIC-Commissioner\**

  
**MARITES C. DORAL**  
*Commissioner*

**Cc: COA Resident Auditor – BCDA**

<sup>8</sup> For guidance on Salary Administration, please refer to the CPCS Frequently Asked Questions (FAQs), available on our website (<https://gcg.gov.ph/cpcs>).

<sup>9</sup> GOCC Governance Act of 2011.

\*By virtue of the Memorandum from the Executive Secretary dated 21 March 2022.



Annex A

**CPCS JOB EVALUATION RESULTS FOR BCDA**

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
<b>Office of the Chairman</b>			
1	Executive Assistant V (CT)	24	12
1	Chauffeur II (CT)	6	5
<b>Board Secretariat</b>			
1	Board Secretary V	24	12
1	Board Secretary IV	22	12
2	Board Secretary III	20	11
1	Board Secretary I	14	9
<b>Internal Audit Services Department</b>			
1	Assistant Vice President	26	13
1	Project Evaluation Assistant II	10	7
<b>Management Audit Division</b>			
1	Internal Auditor V	24	12
2	Internal Auditor IV	22	12
1	Internal Auditor III	18	11
<b>Operations Audit Division</b>			
1	Internal Auditor V	24	12
2	Internal Auditor IV	22	12
1	Internal Auditor III	18	11

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
<b>Office of the President and CEO</b>			
1	President and CEO	31	19
1	Head Executive Assistant (CT)	27	13
1	Executive Assistant V	24	12
1	Private Secretary I (CT)	11	8
1	Chauffeur II (CT)	6	5
<b>Public Affairs Department</b>			
1	Vice President	28	14
1	Information Assistant II	10	7
<b>Communications Division</b>			
1	Information Officer V	24	12
1	Information Officer IV	22	12
1	Information Officer III	18	11
1	Photographer III	10	7
<b>Corporate Social Responsibility and Stakeholder Relations Division</b>			
1	PR Officer V	24	12
1	PR Officer IV	22	12
<b>Public Relations and Media Affairs Division</b>			
1	PR Officer V	24	12
1	PR Officer IV	22	12
1	PR Officer III	18	11
<b>Investment Promotions and Marketing Department</b>			
1	Vice President	28	14
1	Project Assistant II	10	7
<b>Creatives Division</b>			
1	Creative Arts Specialist V	24	12

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
1	Creative Arts Specialist IV	22	12
2	Creative Arts Specialist III	18	11
<b>Marketing and Promotions Division</b>			
1	Project Development Officer V	24	12
1	Project Development Officer IV	22	12
1	Project Development Officer III	18	11
<b>Corporate Planning Department</b>			
1	Vice President	28	14
2	Planning Officer V	24	12
2	Planning Officer IV	22	12
2	Planning Officer III	18	11
1	Planning Assistant II	10	7
1	Administrative Aide VI	6	5
<b>Office of the Executive Vice President</b>			
1	Executive Vice President	30	18
1	Executive Assistant V (CT)	24	12
1	Project Officer I	20	11
1	Chauffeur II (CT)	6	5
<b>Office of the Senior Vice President - Investment and Financial Management Group</b>			
1	Senior Vice President	29	17
1	Executive Assistant V (CT)	24	12
1	Associate Project Officer II	17	10
1	Chauffeur II (CT)	6	5
<b>Accounting and Comptrollership Department</b>			
1	Vice President	28	14
1	Chief Accountant	24	12

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
3	Accountant IV	22	12
3	Accountant III	18	11
1	Financial Analyst III	18	11
1	Project Assistant II	10	7
<b>Budget and Revenue Allocation Department</b>			
1	Vice President	28	14
1	Budget Assistant V	10	7
<b>Budget Division</b>			
1	Budget Officer V	24	12
1	Budget Officer IV	22	12
2	Budget Officer III	18	11
<b>Revenue Allocation Division</b>			
1	Budget Officer V	24	12
1	Budget Officer IV	22	12
2	Budget Officer III	18	11
<b>Treasury and Project Finance Department</b>			
1	Vice President	28	14
2	Financial Analyst V	24	12
1	Cashier IV	22	12
3	Financial Analyst IV	22	12
1	Cashier III	18	11
1	Financial Analyst II	15	10
1	Financial Analyst II	15	10
<b>Subsidiaries, Affiliates, and Projects Monitoring Department</b>			
1	Vice President	28	14
1	Senior Administrative Assistant II	14	9

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
	<b>Business Contracts Division</b>		
1	Development Management Officer V	24	12
3	Development Management Officer IV	22	12
1	Development Management Officer III	18	11
	<b>Infrastructure Management Division</b>		
1	Engineer V	24	12
2	Development Management Officer IV	22	12
1	Development Management Officer III	18	11
	<b>Subsidiaries and Affiliates Division</b>		
1	Development Management Officer V	24	12
2	Development Management Officer IV	22	12
1	Development Management Officer II	15	10
	<b>Office of the Senior Vice President - Corporate Services Group</b>		
1	Senior Vice President	29	17
1	Executive Assistant V (CT)	24	12
1	Associate Project Officer II	17	10
1	Chauffeur II (CT)	6	5
	<b>Human Resource Management Department</b>		
1	Vice President	28	14
1	HRM Assistant II	10	7
	<b>Human Resource Management Division</b>		
1	Human Resource Management Officer V	24	12
1	Human Resource Management Officer IV	22	12
1	Human Resource Management Officer III	18	11
1	Human Resource Management Officer II	15	10
2	Project Assistant IV	14	9

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
<b>Organization Development Division</b>			
1	Human Resource Management Officer V	24	12
1	Human Resource Management Officer IV	22	12
1	Project Assistant IV	14	9
<b>Property and Procurement Management Department</b>			
1	Vice President	28	14
1	Property Assistant II	10	7
<b>Bids and Awards Committee Secretariat Division</b>			
1	Chief Administrative Officer	24	12
1	Supervising Administrative Officer	22	12
<b>General Services Division</b>			
1	Chief Administrative Officer	24	12
1	Supervising Administrative Officer	22	12
2	Administrative Officer V	18	11
1	Administrative Assistant IV	10	7
1	Property Assistant II	10	7
1	Motorpool Supervisor II	9	7
2	Administrative Aide VI	6	5
1	Electrician II	6	5
2	Mechanic II	6	5
1	Motorpool Dispatcher	6	5
1	Utility Foreman	6	5
9	Driver II	4	5
<b>Procurement Division</b>			
1	Chief Administrative Officer	24	12
1	Supervising Administrative Officer	22	12

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
2	Administrative Officer V	18	11
2	Administrative Officer IV	15	10
1	Senior Administrative Assistant II	14	9
	<b>Property Management Division</b>		
1	Chief Administrative Officer	24	12
1	Supervising Administrative Officer	22	12
1	Administrative Officer V	18	11
1	Administrative Officer IV	15	10
1	Administrative Aide VI	6	5
	<b>Information and Communication Technology Department</b>		
1	Vice President	28	14
1	Information Assistant II	10	7
	<b>Information Technology Division</b>		
1	Information Technology Officer III	24	12
3	Information Technology Officer II	22	12
2	Computer Programmer III	18	11
	<b>Records Administration Division</b>		
1	Chief Administrative Officer	24	12
1	Records Officer IV	22	12
1	Administrative Officer V	18	11
1	Administrative Officer IV	15	10
2	Administrative Assistant III	9	7
1	Administrative Aide III	3	4
1	Reproduction Machine Operator I	2	3
	<b>Security Management Department</b>		
1	Project Assistant II	10	7

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
2	Security Officer III	18	11
2	Security Officer IV	22	12
1	Vice President	28	14
	<b>Office of the Senior Vice President - Legal Services Group</b>		
1	Senior Vice President	29	17
1	Executive Assistant V (CT)	24	12
1	Executive Assistant II	17	10
1	Chauffeur II (CT)	6	5
	<b>Legal Services Department</b>		
1	Vice President	28	14
1	Legal Assistant II	12	8
1	Legal Assistant I (process server)	10	7
	<b>Legal Research Division</b>		
1	Assistant Vice President	26	13
2	Attorney V	25	13
1	Legal Officer V	24	12
	<b>Litigation Division</b>		
1	Assistant Vice President	26	13
2	Attorney V	25	13
2	Legal Officer V	24	12
1	Legal Assistant II	12	8
	<b>Regulatory, Compliance and Risk Management Department</b>		
1	Vice President	28	14
1	Development Management Officer V	24	12
2	Development Management Officer IV	22	12
	<b>Office of the Senior Vice President - Conversion and Development Group</b>		

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
1	Senior Vice President	29	17
1	Executive Assistant V (CT)	24	12
1	Associate Project Officer II	17	10
1	Chauffeur II (CT)	6	5
	<b>Business Development Department</b>		
1	Vice President	28	14
1	Project Assistant II	10	7
	<b>Real Estate Development Division - Metro Manila Camps</b>		
1	Development Management Officer V	24	12
2	Development Management Officer IV	22	12
2	Development Management Officer III	18	11
	<b>Real Estate Development Division - Special Economic Zones</b>		
1	Development Management Officer V	24	12
2	Development Management Officer IV	22	12
2	Development Management Officer III	18	11
1	Development Management Officer II	15	10
	<b>Engineering and Social Support Department</b>		
1	Vice President	28	14
1	Project Development Assistant II	10	7
	<b>Engineering Division</b>		
1	Engineer V	24	12
3	Engineer IV	22	12
1	Development Manager Officer III	18	11
	<b>Social Support Division</b>		
1	Development Management Officer V	24	12
3	Development Management Officer IV	22	12

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
2	Development Management Officer III	18	11
	<b>Land and Assets Development Department</b>		
1	Vice President	28	14
1	Project Assistant II	10	7
	<b>Land Registry Division</b>		
1	Land Management Officer V	24	12
4	Land Management Officer IV	22	12
3	Land Management Officer III	18	11
	<b>Masterplanning Division</b>		
1	Land Management Officer V	24	12
2	Land Management Officer IV	22	12
1	Land Management Officer III	18	11
1	Land Management Officer II	15	10
	<b>Strategic Projects Management Department</b>		
1	Vice President	28	14
1	Project Development Assistant II	10	7
	<b>Estate Management Division</b>		
1	Assistant Vice President	26	12
1	Development Management Officer IV	22	12
1	Engineer IV	22	12
	<b>Transport Development Division</b>		
1	Development Management Officer V	24	12
2	Development Management Officer IV	22	12
	<b>Utilities Development Division</b>		
1	Engineer V	24	12
1	Development Management Officer IV	22	12

<b>Bases Conversion and Development Authority (BCDA)</b>			
<b>No.</b>	<b>Unit/Position Title</b>	<b>Current Salary Grade</b>	<b>CPCS Job Grade</b>
1	Engineer IV	22	12
257	<b>Grand Total</b>		

