



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO. 08 OF 2020

Date: 11th March 2020
FILE: SEC: 4-10
TO: ALL NATIONAL DEPARTMENTAL HEADS
ALL PROVINCIAL ADMINISTRATORS
ALL HEADS OF OTHER PUBLIC FUNDED AGENCIES

APPROVED STANDARDISED DESIGNATIONS, CLASSIFICATIONS, SALARY GRADES AND THE BASIC MINIMUM ENTRY REQUIREMENTS OF POSITIONS IN THE PUBLIC SERVICE CONTAINED IN SCHEDULE 13.1 OF GENERAL ORDER 13.

This Circular Instruction serves to inform all agency heads that, the standardized Designations Classifications contained in **Schedule 13.1** of the General Order 13 in the National Public Service has been revised. The implementation of **schedule 13.1** take immediate effect after this circular instruction as part of the current Government directions on cost saving measures through Special General Order 11 approved by Cabinet in its NEC. Decision No. 109 of 2019 and distributed by this Department through Circular Instruction No. 15 of 2019.

The revised designation classification replaces **Schedule 13.1** in the 4th Edition of the General Order 13. Agency heads are to take note of the standardised classifications in any reorganizations within their agencies. All local designations of positions should fall within these standardised designations classification and responding salary grades guided by the set minimum entry requirements.

“RISE UP, STEP UP, SPEAK UP”

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The designation classification is derived from the government approved system of job evaluation which is the *Hay Method of Job Evaluation*. NEC decision No. 53/2011 provides the government's existing pay policy framework which at its core is the, **application of the Hay Job Evaluation Methodology to determine work value relativities and graded pay structures** to meet the business and organizational requirements of individual enterprises, and thereby provide equitable pay differentials according to job size and work demands, and relate individual pay levels to work performance.

Justification for the review of Schedule 13.1

The main reasons underpinning the need for the review were;

- a. Designations classification in schedule 13.1 of the 4th Edition General Order is outdated.
- b. Noncompliance of schedule 13.1 by agencies.
- c. The continuous year on year increases in the personnel emoluments cost of the Public Service; and
- d. The appearances of inconsistencies in salary grades for similar type jobs across the public service.

Implementation of Schedule 13.1

The approved designations classifications are clustered in their job families. The generic classification is the standard classification that agencies need to observe and have their local designations pegged against. Outlined below is the implementation process:

1. Completion of the attached Schedule 13.1 Designation Classification Review Matrix against current approved Establishment Comparison Table,
2. Submission of the completed matrix to DPM by 31st March 2020.
3. Reconciliation of completed matrix by DPM by end of April 2020.
4. Notification to agencies on the findings and corrective measures to be undertaken.
5. Configuration of standardised designations classifications onto the Government Ascender Payroll System.

Attached is the matrix that your organisation will have to complete and submit to my Department. The information from the matrix must capture the existing Designation Classification and salary grades against the approved standardise designation classification. All comments should be placed under the last column. It is of importance that your agency provides the correct information my Department staff take appropriate actions in the payroll.

Further, it is also important that the requested time be adhered and complied with to avoid any further delay on the implementation of Schedule 13.1 as directed by the Government. The approved schedule 13.1 of General Order 13 is attached for immediate implementation. The standards contained in this schedule will remain in force until further review is carried out in future.

Direct all queries to the Industrial & Employment Conditions Division staff on 327 6308, 327 6443, 327 6336, during office hours for further clarification and assistance.


TAIES SANSAN (MS)
Secretary



