



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

MEDIA RELEASE

DEADLINE FOR GOVERNMENT AGENCIES SUBMISSION OF STRUCTURES

15th April 2021

The Department of Personnel Management is calling on all government agencies, provincial governments and Provincial Health Authorities to submit their respective structures to the Department before the *21st of April*.

This follows notifications sent out to respective agencies to adhere to the revised Public Service General Orders 13 and schedule 13.1.

This is part of the ongoing efforts by the government for all government agencies to conform to the approved standardised designation, classifications, salary grades and the basic minimum entry requirements in the public service contained in schedule 13.1 of General Order 13.

Department of Personnel Management Secretary Ms Taies Sansan said, the process towards standardizing the structures of all government agencies has emanated from NEC decision number 53 of 2011 directing DPM to carry out a review into the Public Sector Job Grade movement and Pay Grade.

“The 2020 approved standard designations, classifications is derived from the governments approved system of job evaluation under the *Hay Method of Job Evaluation*”

The justification for the review by the government is the continuous increase in personal emolument costs of the Public Service, non-compliance by agencies and what appears to be an inconsistency in salary grades for similar type jobs across the Public Service. It is part of the implementation process of the revised designations and classifications as per schedule 13.1.

Under the implementation process all government agencies are required to complete a designation classification review matrix against the current approved establishment comparison table and submit by the *21st of April*. DPM will conduct a reconciliation of the

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completed matrix by the end of April and issue notifications to agencies on findings and corrective measures to be undertaken.

To date the only government agencies who have submitted their structures to DPM are;

Government Agency	Completed
National Departments	<ol style="list-style-type: none"> 1. Department of Higher Education, Research, Science & Technology 2. Department of Works 3. Department of Lands & Physical Planning, PNG Forest Authority 4. Department of Information Communication & Technology 5. Department of Implementation & Rural Development 6. Department of Labour & Industrial Relations
Provincial Administrations	<ol style="list-style-type: none"> 1. Milne Bay 2. Western Province 3. Southern Highlands Province
Provincial Health Authorities	<ol style="list-style-type: none"> 1. ENB 2. ESP 3. WSP 4. Catholic Church Health Services 5. Depart of Health Medicine Quality Control Lab 6. Christian Health Services

At the completion of this process configuration of the standardized designations and classifications will be uploaded onto the Government Ascender Payroll by June.

Secretary Sansan is urging all national Departments, Provincial Governments and Provincial Health Authorities to take this matter seriously and adhere to this implementation process.

“DPM has issued two circular instructions in line with NEC decisions since 2020 to implement this very important government directive and I appeal to heads of government agencies to comply with these directives following the deadlines issued.

Many agencies have continuously and blatantly ignored important government directives and I now call on them to ensure compliance to ensure this very important exercise is adhered to”.

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Approved for Release

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