

06 January 2023

**ATTY. MA. ESPERANZA CHRISTINA G. FRASCO**

*DOT Secretary and Chairperson*

**MS. MARIA MARGARITA M. NOGRALES**

*Chief Operating Officer (COO)*

**TOURISM PROMOTIONS BOARD (TPB)**

4/F Legaspi Towers 300 Roxas Boulevard,  
 Manila

**RE: REQUEST FOR CPCS SALARY STEP ADJUSTMENT**

Dear Secretary Frasco and COO Nograles,

This refers to the letter from **TOURISM PROMOTIONS BOARD (TPB)** dated 13 December 2022,<sup>1</sup> requesting from the Governance Commission the approval of TPB's proposed Compensation and Position Classification System (CPCS) salary step adjustment for specific positions pursuant to Chapter VI.A.2 of the CPCS under Executive Order (E.O.) No. 150, s. 2021.<sup>2</sup>

The proposed TPB CPCS starting salary steps for specific positions approved by the TPB Governing Board through TPB Board Resolution (B.R.) No. 361, s. 2022 and endorsed by the Department of Tourism (DOT) Secretary Ma. Esperanza Christina G. Frasco are as follows:

Position	Former Salary Grade	Assigned CPCS Job Grade	Proposed Starting Salary Step
Department Manager Positions	SG 26	JG 14	JG 14, Step 8 <sup>3</sup>
	SG 26	JG 15	JG 15, Step 1
Division Chief positions and those formerly with SGs 23 and 22	SG 24	JG 12	JG 12, Step 5
	SG 23	JG 12	JG 12, Step 3
	SG 22	JG 12	JG 12, Step 1
Secretary I	SG 7	JG 5	JG 5, Step 6
Driver II	SG 4	JG 5	JG 5, Step 1

The TPB likewise proposes the following ladderized step increment adjustments for the concerned positions:

**Adjusted step increments of SG 23 positions and Division Chief positions**

SG	JG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
23	12	82,987.00	85,970.00	88,954.00	91,937.00	94,921.00	97,904.00	98,883.04	100,888.00
24	12	91,937.00	93,429.00	94,921.00	96,412.50	97,904.00	98,883.04	99,871.87	100,888.00

<sup>1</sup> Officially received by the Governance Commission on 27 December 2022.

<sup>2</sup> *Approving the Compensation and Position Classification System (CPCS) and Index of Occupational Service, Position Titles, and Job Grades for GOCCs (IOS-G) Framework, Repealing Executive Order No. 203 (s. 2016), and for Other Purposes.*

<sup>3</sup> Step increment subject to the approval and release of a new salary schedule as per TPB B.R. No. 361, s. 2022.

**Adjusted step increment of Secretary I positions**

SG	JG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7	5	82,987.00	85,970.00	88,954.00	91,937.00	94,921.00	97,904.00	98,883.04	100,888.00

Chapter VI.A.2 of the CPCS attached to E.O. No. 150 provides, in part, that upon implementation of the CPCS, all incumbent officers and employees of GOCCs shall be assigned to Step 1 subject to the step increment rules. However, the said section of the CPCS also provides for cases which merit the step progression within a particular JG, one of which reads as follows:

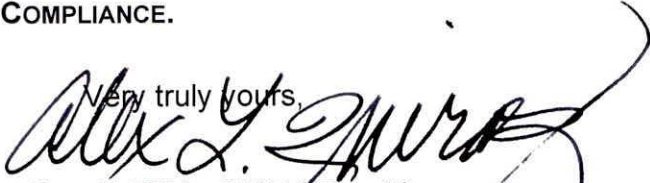
“Adjustments for a specific person and/or position as **approved by the GOCC Governing Board** and **recommended by the Supervising Agency of the GOCC** to the GCG for final review and approval.” *(Emphasis supplied)*

The request for salary step adjustment for specific positions of TPB was approved by its Governing Board and recommended by the DOT Secretary as the Head of TPB’s Supervising Agency. Further, the proposed salary scheme is found to be in accordance with the CPCS attached to E.O. No. 150.

Foregoing considered, the request is hereby **GRANTED**, subject to the following:

1. In accordance with Chapter I (1) of the CPCS Implementing Guidelines, the application of the salary steps shall retroactively apply effective 05 October 2021, subject to financial capability of the TPB;
2. The TPB Governing Board is reminded to ensure that the implementation of the adjusted salary steps is only for the positions included in the TPB B.R. No. 361, s. 2022;
3. With regard to the starting salary step adjustment from Step 1 to Step 8 for Department Managers (SG 26) who were assigned JG 14, it must be stressed that pending the approval of a new salary step adjustment proposal by the Governance Commission, these Department Managers shall remain at JG 14, Step 8 and shall not be entitled to salary step increment due to length of service; and
4. The implementation of the approved salary step adjustments shall be in line with the CPCS Guidelines.

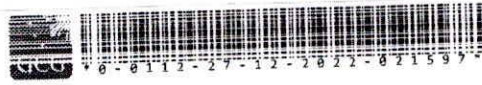
**FOR YOUR GUIDANCE AND COMPLIANCE.**

Very truly yours,  
  
 Justice ALEX L. QUIROZ (ret.)  
 Chairperson

  
 Atty. GIDEON D.V. MORTEL, D.C.L.  
 Commissioner

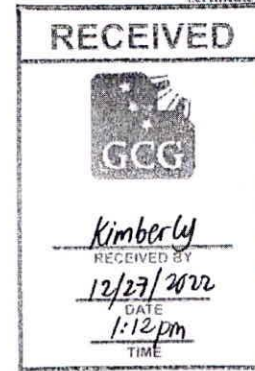
  
 Atty. GERALDINE MARIE  
 BERBERABE-MARTINEZ  
 Commissioner

cc: Resident COA Auditor – TPB  
 TPB Employees Union



13 December 2022

**JUSTICE ALEX L. QUIROZ**  
Chairperson  
**GOVERNANCE COMMISSION FOR GOVERNMENT  
OWNED OR CONTROLLED CORPORATIONS (GCG)**  
3/F Citibank Center  
8741 Paseo de Roxas cor Villar Street  
Makati City



**RE: SUBMISSION OF THE TPB BOARD APPROVED SALARY STEP ADJUSTMENTS  
AND LADDERIZED STEP INCREMENTS RELATIVE TO THE  
IMPLEMENTATION OF THE CPCS IMPLEMENTATION UNDER E.O. NO. 150**

**Dear Justice Quiroz,**

The Tourism Promotions Board (TPB), an attached agency of the Department of Tourism (DOT), most respectfully submits the Board Approved Salary Step Adjustments and Ladderized Step Increments relative to the Implementation of the Compensation Position and Classification System (CPCS).

The GCG and the TPB representatives had a meeting last 27 October 2022, whereby the latter's request for reconsideration was discussed, concerning the re-classification of job grades and career bands for certain positions. The GCG explained that the classification of job grades and career bands was based on the criteria set in the CPCS Position Classification Guide. Thus, it was recommended that TPB may adjust the salary schedule of the concerned positions based on the step increments for the particular job grades provided in the CPCS Category 1 salary structure. Moreover, there is a need for explicit approval from the Board to implement the CPCS salary structure based on the adjusted step increments.

In light of the foregoing, we are respectfully submitting the copy of the Secretary's Certificate, relative to the *"Approval of the SG-JG Banding Salary Step Adjustments relative to the Implementation of the CPCS under E.O. No. 150 Category 1 Salary Structure and Ladderized Step Increments for Concerned JGs for Submission and Approval of the GCG"*, citing TPB Board Resolution No. 361, s. 2022<sup>1</sup>, which unanimously passed and approved the measure.

We hope that this matter will merit your favorable consideration and approval.

<sup>1</sup> A copy of the Secretary's Certificate is hereto attached as Annex "A".

Ms. Evelyn D. Soriano, Head of the Personnel and Human Resource Development Division of the TPB, will coordinate with the office of the Chairperson regarding our request.

Should there be a need, she may be reached through email address [belle\\_soriano@tpb.gov.ph](mailto:belle_soriano@tpb.gov.ph).

Thank you for your kind consideration and immediate action on this matter.



MA. ESPERANZA CHRISTINA GARCIA FRASCO  
Tourism Secretary, and  
Chairperson, Tourism Promotions Board



AQO150

SECRETARY'S CERTIFICATE

REPUBLIC OF THE PHILIPPINES )  
CITY OF MANILA ) S.S.

I, **ATTY. JEMIMAH NISSI M. TIAMBENG**, Filipino, of legal age, with office address at the 4<sup>th</sup> Floor, Legaspi Towers 300, Inc., Roxas Boulevard cor. P. Ocampo Sr. St., Malate, Manila, after being sworn in accordance with law, hereby depose and state that:

1. I am the Acting Corporate Board Secretary<sup>4</sup> of the Tourism Promotions Board (TPB), a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address at 4<sup>th</sup> Floor, Legaspi Towers 300, Inc., Roxas Boulevard cor. P. Ocampo Sr. St., Malate, Manila;
2. As the Acting Corporate Secretary, I am the custodian of the corporate books and records of TPB, including the minutes and resolutions of its Board of Directors;
3. In a regular meeting of the TPB Board of Directors held on 28 November 2022 virtually via Zoom Application at which meeting a quorum was present and duly acting, the following resolution was unanimously passed and approved:

BOARD RESOLUTION NO. <sup>361</sup>~~358~~  
SERIES OF 2022

**"APPROVAL OF THE 1. SG-JG BANDING SALARY STEP ADJUSTMENTS  
RELATIVE TO THE IMPLEMENTATION OF THE CPCs UNDER E.O. NO. 150  
CATEGORY 1 SALARY STRUCTURE; AND 2. LADDERIZED STEP INCREMENTS  
FOR CONCERNED JGS FOR SUBMISSION AND APPROVAL OF THE GCG"**

**WHEREAS**, in the implementation of the Compensation and Position Classification System (CPCS) under Category 1 Salary Structure, three concerns were noted as follows:

- a. Variation of the Job Grade of Department Managers
- b. Career band classification of Division Chief Positions and SG 22
- c. Career band classification of Secretary I and Driver II;

**WHEREAS**, in relation to the first item above-stated, the Governance Commission for GOCCs (GCG) suggested to TPB in a meeting that incumbents of the following positions may be allowed to receive the highest salary in the same JG level (JG 14 Step 8) as starting salary:

- a. Department Manager of the Corporate Planning and Business Development Department
- b. Attorney VI of the Legal Department
- c. Department Manager of the Management Information Systems Department
- d. Department Manager of the International Promotions Department;

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<sup>4</sup> by virtue of Office Order No. 2022-110F

WHEREAS, the career band classifications of the second and third items stated above respectively posed a salary distortion, and the application of step increments was suggested by GCG to TPB since the former cannot grant the latter its request for a JG upgrade pursuant to OP EO No. 150, s. 2021;

RESOLVED, that the Board of Directors hereby duly approves the following:

1. The implementation of the following salaries:

a. *Starting Salary of Department Manager Positions*

- *JG 14 - Step 8 (Step increment subject to the approval and release of a new salary schedule)*
- *JG 15 - Step 1*

Salary Step Adjustment - Category for SG 26 / JG 14									
SG	JG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
26	14	131,124.00	133,372.00	135,620.00	137,868.00	140,115.00	142,363.00	144,611.00	146,859.00
26	15	148,171.00	150,711.00	153,251.00	155,791.00	158,331.00	160,871.00	163,411.00	165,951.00

In relation thereto, the adjustment of salary of identified Department Head positions with JG 14 Step 8 based on the CPCS Category 1 shall be retroactive from October 2021 amounting to a total of **FIVE HUNDRED THIRTY-FOUR THOUSAND NINE HUNDRED EIGHTY-TWO PESOS (Php 534,982.00)** for the three (3) affected incumbent officials<sup>5</sup> subject to the approval of the GCG charged to TPB's 2022 Personnel Services Budget.

b. *Starting Salary of SG 22, SG 23 and Division Chief Positions*

- *SG 22 - Step 1*
- *SG 23 - Step 2*
- *Division Chief Positions - Step 5*

Salary Step Adjustment - Category for SG 22, 23 and Division Chief Positions - JG 12									
SG	JG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
22	12	80,003.00	82,987.00	85,970.00	88,954.00	91,937.00	94,921.00	97,904.00	100,888.00
23		80,003.00	82,987.00	85,970.00	88,954.00	91,937.00	94,921.00	97,904.00	100,888.00
24		80,003.00	82,987.00	85,970.00	88,954.00	91,937.00	94,921.00	97,904.00	100,888.00

c. *Starting Salary of Driver II and Secretary I Positions*

- *Driver II - Step 1*
- *Secretary I - Step 6*

Salary Step Adjustment - Category for SG 4 & SG 7 - JG 5									
SG	JG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8

<sup>5</sup> Attorney VI of the Legal Department, Department Manager of the Management Information Systems Department, and Department Manager of the International Promotions Department

For Drivers II									
4	5	15,586.00	16,166.00	16,745.00	17,325.00	17,905.00	18,485.00	19,064.00	19,644.00
For Secretary I									
7	5	15,586.00	16,166.00	16,745.00	17,325.00	17,905.00	18,485.00	19,064.00	19,644.00

2. The ladderized step increments for concerned JGs for submission to the GCG for approval:

b. Step Increments of SG 23 and Division Chief Positions with increments between .97% to .99%

Salary Step Adjustment - Category for SG 22 & SG 24 - JG 12 Division Chief									
SG	JG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
23	12	82,987.00	85,970.00	88,954.00	91,937.00	94,921.00	97,904.00	98,883.04	100,888.00
24	12	91,937.00	93,429.00	94,921.00	96,412.50	97,904.00	98,883.04	99,871.87	100,888.00

c. Step Increments of Secretary I Positions JG 5 with increments between .97% to .99%

Salary Step Adjustment - Category for SG 4 & SG 7 - JG 5									
SG	JG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7	5	18,485.00	19,064.00	19,644.00	19,744.50	19,928.00	20,111.00	20,295.00	20,478.00

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_  
in the City of Manila.

ATTY. JEMIMAH NISSIM TIAMBENG  
Corporate Secretary

SUBSCRIBE AND SWORN TO before me this DEC 01 2022 in MANILA  
by affiant who exhibited to me her Integrated Bar of the Philippines Identification Card with Roll No. 73680.

Doc. No. 935  
Page No. 01  
Book No. \_\_\_\_\_  
Series of 2022.

ATTY. HENRY D. ABAYAS  
NOTARY PUBLIC CITY OF MANILA  
NOTARIAL COMMISSION 2020-097 / 12/31/2022 Manila  
IBP NO. 178598-01/03/2022, PASIG  
PTR NO. 0060197-01/03/2022 NLA  
ROLL NO. 29679, TIN: 172-528-620  
MCLE COMPL. NO. VII-0000265 5/26/2019 Valid April 14, 2025  
URBAN DECA HOMES MANILA, 8-2 UNIT 331, TORONDO, MIA. (22)

**BOARD RESOLUTION NO. 361  
SERIES OF 2022**

**“APPROVAL OF THE 1. SG-JG BANDING SALARY STEP ADJUSTMENTS  
RELATIVE TO THE IMPLEMENTATION OF THE CPCS UNDER E.O. NO. 150  
CATEGORY 1 SALARY STRUCTURE; AND 2. LADDERIZED STEP  
INCREMENTS FOR CONCERNED JGS FOR SUBMISSION AND APPROVAL  
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- b. Attorney VI of the Legal Department
- c. Department Manager of the Management Information Systems Department
- d. Department Manager of the International Promotions Department;

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**RESOLVED**, that the Board of Directors hereby duly approves the following:

1. The implementation of the following salaries:

**a. Starting Salary of Department Manager Positions**

- JG 14 – Step 8 (Step increment subject to the approval and release of a new salary schedule)
- JG 15 – Step 1



Salary Step Adjustment - Category for SG 26 / JG 14									
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**b. Starting Salary of SG 22, SG 23 and Division Chief Positions**

- SG 22 - Step 1
- SG 23 - Step 2
- Division Chief Positions - Step 5

Salary Step Adjustment - Category for SG 22, 23 and Division Chief Positions - JG 12									
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23		80,003.00	82,987.00	85,970.00	88,954.00	91,937.00	94,921.00	97,904.00	100,888.00
24		80,003.00	82,987.00	85,970.00	88,954.00	<b>91,937.00</b>	94,921.00	97,904.00	100,888.00

**c. Starting Salary of Driver II and Secretary I Positions**

- Driver II - Step 1
- Secretary I - Step 6

Salary Step Adjustment - Category for SG 4 & SG 7 - JG 5									
SG	JG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<i>For Drivers II</i>									
4	5	15,586.00	16,166.00	16,745.00	17,325.00	17,905.00	18,485.00	19,064.00	19,644.00
<i>For Secretary I</i>									
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2. The ladderized step increments for concerned JGs for submission to the GCG for approval:

**b. Step Increments of SG 23 and Division Chief Positions with increments between .97% to .99%**

Salary Step Adjustment - Category for SG 22 & SG 24 - JG 12 Division Chief									
SG	JG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
23	12	82,987.00	85,970.00	88,954.00	91,937.00	94,921.00	97,904.00	98,883.04	100,888.00
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<sup>1</sup> Attorney VI of the Legal Department, Department Manager of the Management Information Systems Department, and Department Manager of the International Promotions Department

c. *Step Increments of Secretary I Positions JG 5 with increments between .97% to .99%*

Salary Step Adjustment - Category for SG 4 & SG 7 - JG 5									
SG	JG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7	5	18,485.00	19,064.00	19,644.00	19,744.50	19,928.00	20,111.00	20,295.00	20,478.00

Adopted this 28<sup>th</sup> day of November 2022 during the Regular Board of Directors' Meeting.

Approved by:


**MA. ESPERANZA CHRISTINA GARCIA-FRASCO**  
*Chairperson of the TPB Board of Directors and  
 Secretary of Tourism*


By the Authority of the Secretary:

**MAE ELAINE T. BATHAN**  
*Alternate Chairperson of the Board of Directors and  
 Undersecretary, Department of Tourism*

**MARIA MARGARITA MONTEMAYOR NOGRALES**  
*Vice-Chairperson of the Board of Directors and  
 Chief Operating Officer, Tourism Promotions Board*

**CARLOS D. SORRETA**  
*Alternate Member of the Board of Directors and  
 Undersecretary, Department of Foreign Affairs*

  
**JETRO NICOLAS F. LOZADA**  
*Alternate Member of the Board of Directors and  
 Assistant Chief Operating Officer, Tourism  
 Infrastructure and Enterprise Zone Authority*

  
**GLENN G. PEÑARANDA**

*Alternate Member of the Board of Directors and  
Assistant Secretary, Department of Trade and  
Industry*

  
**ROBERTO C.O. LIM**

*Alternate Member of the Board of Directors and  
Undersecretary, Department of Transportation*

  
**EDUARDO F. FELAEZ**

*Appointive Director (Other Tourism Enterprises)  
and President, Mapawa Nature Park*

  
**VANESSA L. SUATENGCO**

*Appointive Director (Accommodation  
Enterprises) and General Manager, Diamond  
Hotel Philippines*