

08 March 2023

DARWIN L. CUNANAN

Officer-in-Charge

Clark International Airport Corporation

Corporate Office Bldg., Civil Aviation Complex

Clark Freeport Zone, Pampanga 2023

Dear **Mr. Cunanan**:

We are pleased to inform you that on 08 March 2023, the BCDA Board has approved CIAC's 2023 Revised Operating Budget in the amount of Php391,236,187, broken down as follows:

Particular	Amount (Php)
Personnel Services	184,859,283
Maintenance & Other Operating Expenses	163,302,904
BOD Expenses	4,824,000
Capital Outlay	38,250,000
Total	391,236,187

The approval of the revised 2023 budget is subject to the following conditions:

1. The BCDA-revised budget should be approved by the CIAC Board prior to its implementation;
2. All expenditures should be disbursed within the approved budget. Supplemental budget and realignment of budget within the same expenditure group maybe allowed subject to the provisions of BCDA Financial Policy No. 503-1 (Request for Realignment and Supplemental Budget);
3. Prior written approval from BCDA and GCG shall be obtained in case of any change in the organizational structure that has present or future financial impact or increase in compensation package pursuant to Section 11 of Financial Policy No. 502-03, Republic Act (RA) No. 10149, Executive Order (EO) No. 150, series of 2022 and its implementing guidelines;
4. Implementation of the Organizational Structure and Staffing Pattern (OSSP) shall be in accordance with GCG Memorandum Circular No. 2022-010 dated 23 September 2022;
5. Implementation of Retirement Benefits shall be subject to applicable laws and government accounting/auditing rules and regulations;
6. Procurement of motor vehicles shall be subject to the issuance of the Authority to Purchase from the Office of the President and/or DBM;

7. Procurement of the infrastructure projects shall be in accordance with RA 9184;
8. Payment for the outstanding obligations shall be allowed provided that there is an allocated budget for the said obligations, the contracts for the subject infrastructure projects have been executed prior to 2023, and the implementation thereof have been duly approved; and
9. Disbursement of the budget shall be in accordance with the government budgetary, accounting and auditing rules and regulations.

We are enclosing your 2023 Revised Budget for your reference.

Thank you.

Very truly yours,


AILEEN AN. R. ZOSA 03-09-2023
President and CEO



CLARK INTERNATIONAL AIRPORT CORPORATION

Summary

Budget Year 2023

Particulars	2023 Revised Budget	2022 Approved Budget
Personnel Services	184,859,283	138,261,062
Maintenance & Other Operating Expenses	163,302,904	177,157,282
BOD Expenses	4,824,000	4,716,000
Capital Outlay	38,250,000	14,710,000
Total	391,236,187	334,844,343



CLARK INTERNATIONAL AIRPORT CORPORATION

Personnel Services

Budget Year 2023

Particulars	2023 Revised Budget	2022 Approved Budget
Salaries and Wages	97,002,708	91,962,562
Separation Incentive Pay	30,262,476	
Terminal Leave Benefits	11,761,306	
Monetization of Leave Credits	11,677,558	5,395,166
Year-End Bonus	8,083,559	8,302,388
Mid-Year Bonus	8,083,559	7,463,313
SSS, Philhealth & Pag-ibig Fund	5,400,209	4,841,976
Personal Economic Relief Assistance	3,096,000	3,024,000
Representation Allowance	2,178,000	2,322,000
Transportation Allowance	2,178,000	2,322,000
Honoraria	1,692,000	1,794,000
Retirement Benefits	957,865	1,829,527
Uniform Allowance	774,000	756,000
Cash Gift	645,000	630,000
Productivity Enhancement Incentives	645,000	630,000
Overtime and Night Pay	337,043	344,298
Loyalty Incentive	85,000	185,000
Total PS	184,859,283	138,261,062

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CLARK INTERNATIONAL AIRPORT CORPORATION
Personnel Services

POSITION TITLE	GPCS Job Grade	Step Increment	Monthly Basic Salary	Total Salaries and Wages	Overtime and Night Pay	PERA	RATA	MidYear	Year End	Cash Gift	PEI	Uniform Allowance	Loyalty Benefits	Leave Monetization	Retirement Pay/SIP	Terminal Leave	SSS	Pag-ibig	Philhealth	ECC	TOTAL
Department Manager	14	2	133,372	1,600,464		24,000	204,000	133,372	133,372	5,000	5,000	6,000	5,000	192,827			25,500	1,200	24,300	360	2,360,395
Internal Audit Officer IV	12	1	80,003	960,036		24,000		80,003	80,003	5,000	5,000	6,000		115,667			25,500	1,200	21,601	360	1,324,370
Internal Audit Officer III	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
Internal Audit Officer IV	12	1	80,003	960,036		24,000		80,003	80,003	5,000	5,000	6,000		115,667			25,500	1,200	21,601	360	1,324,370
Internal Audit Officer III	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
President & CEO	17	1	189,199	2,270,388		24,000	240,000	189,199	189,199	5,000	5,000	6,000		273,541			25,500	1,200	24,300	360	3,253,687
Senior Executive Assistant	14	1	131,124	1,573,488		24,000	204,000	131,124	131,124	5,000	5,000	6,000		189,577			25,500	1,200	24,300	360	2,320,673
Executive Assistant	12	2	82,987	995,844		24,000		82,987	82,987	5,000	5,000	6,000		119,981			25,500	1,200	22,406	360	1,371,266
Executive Secretary	10	1	36,619	439,428	4,394	24,000		36,619	36,619	5,000	5,000	6,000		52,943			25,500	1,200	9,887	360	646,951
Driver	6	2	19,928	239,136	2,391	24,000		19,928	19,928	5,000	5,000	6,000		28,812			20,400	1,200	5,381	360	377,535
Department Manager	14	2	133,372	1,600,464		24,000	204,000	133,372	133,372	5,000	5,000	6,000		192,827			25,500	1,200	24,300	360	2,355,395
Assistant Manager	12	1	80,003	960,036		24,000	120,000	80,003	80,003	5,000	5,000	6,000		115,667			25,500	1,200	21,601	360	1,444,370
Administrative Assistant	8	1	27,000	324,000	3,240	24,000		27,000	27,000	5,000	5,000	6,000		39,036			25,500	1,200	7,290	360	494,626
Planning Officer V	12	4	88,954	1,067,448		24,000	120,000	88,954	88,954	5,000	5,000	6,000	10,000	128,608			25,500	1,200	24,018	360	1,595,042
Planning Officer IV	12	1	80,003	960,036		24,000		80,003	80,003	5,000	5,000	6,000		115,667			25,500	1,200	21,601	360	1,324,370
Planning Officer IV	12	1	80,003	960,036		24,000		80,003	80,003	5,000	5,000	6,000		115,667			25,500	1,200	21,601	360	1,324,370
Planning Officer III	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
Planning Officer III	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
Public Relations Officer IV	12	4	88,954	1,067,448		24,000	120,000	88,954	88,954	5,000	5,000	6,000		128,608			25,500	1,200	24,018	360	1,586,042
Media Relations Officer I	11	2	51,386	616,632	6,166	24,000		51,386	51,386	5,000	5,000	6,000		74,293			25,500	1,200	13,874	360	880,798
Public Affairs Officer I	10	2	38,010	456,120	4,561	24,000	204,000	38,010	38,010	5,000	5,000	6,000		54,954			25,500	1,200	10,263	360	668,978
Administrative Assistant	8	1	27,000	324,000	3,240	24,000		27,000	27,000	5,000	5,000	6,000		39,036			25,500	1,200	7,290	360	494,626
Management Systems Officer IV	12	1	80,003	960,036		24,000	120,000	80,003	80,003	5,000	5,000	6,000		115,667			25,500	1,200	21,601	360	1,444,370
Administrative Assistant	8	2	27,604	331,248	3,312	24,000		27,604	27,604	5,000	5,000	6,000		39,909			25,500	1,200	7,453	360	504,191
Management Systems Assistant	11	2	51,386	616,632	6,166	24,000		51,386	51,386	5,000	5,000	6,000		74,293			25,500	1,200	13,874	360	880,798
Management Systems Assistant	9	1	31,320	375,840	3,758	24,000		31,320	31,320	5,000	5,000	6,000		45,282			25,500	1,200	8,456	360	563,037
Department Manager	14	1	131,124	1,573,488		24,000	204,000	131,124	131,124	5,000	5,000	6,000		189,577			25,500	1,200	24,300	360	2,320,673
Assistant Manager	12	1	80,003	960,036		24,000	120,000	80,003	80,003	5,000	5,000	6,000		115,667			25,500	1,200	21,601	360	1,444,370
Administrative Assistant	8	2	27,604	331,248	3,312	24,000		27,604	27,604	5,000	5,000	6,000		39,909			25,500	1,200	7,453	360	504,191
ICT Systems Officer IV	12	2	82,987	995,844		24,000		82,987	82,987	5,000	5,000	6,000		119,981			25,500	1,200	22,406	360	1,371,266
Systems Analyst / Programmer III	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
Communication and Network Administrator III	11	2	51,386	616,632	6,166	24,000		51,386	51,386	5,000	5,000	6,000		74,293			25,500	1,200	13,874	360	880,798
Technical Support Officer III	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
GIS Officer III	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
Records Officer IV	12	1	80,003	960,036		24,000	120,000	80,003	80,003	5,000	5,000	6,000		115,667			25,500	1,200	21,601	360	1,444,370
Records Management Officer II	10	2	38,010	456,120	4,561	24,000		38,010	38,010	5,000	5,000	6,000		54,954			25,500	1,200	10,263	360	668,978
Administrative Assistant (Records Assistant)	8	1	27,000	324,000	3,240	24,000		27,000	27,000	5,000	5,000	6,000		39,036			25,500	1,200	7,290	360	494,626
Administrative Assistant (Records Assistant)	8	1	27,000	324,000	3,240	24,000		27,000	27,000	5,000	5,000	6,000		39,036			25,500	1,200	7,290	360	494,626
Assistant Vice President	15	1	148,171	1,778,052		24,000	204,000	148,171	148,171	5,000	5,000	6,000		214,223			25,500	1,200	24,300	360	2,583,977
Legal Officer V	13	1	102,690	1,232,280		24,000		102,690	102,690	5,000	5,000	6,000		148,467			25,500	1,200	24,300	360	1,677,487
Legal Officer IV	12	1	80,003	960,036		24,000		80,003	80,003	5,000	5,000	6,000		115,667			25,500	1,200	21,601	360	1,324,370
Minutes/Agenda Officer	11	2	51,386	616,632	6,166	24,000		51,386	51,386	5,000	5,000	6,000	5,000	74,293			25,500	1,200	13,874	360	885,798
Records Researcher/Analyst	10	2	38,010	456,120	4,561	24,000		38,010	38,010	5,000	5,000	6,000		54,954			25,500	1,200	10,263	360	668,978
Administrative Assistant	8	2	27,604	331,248	3,312	24,000		27,604	27,604	5,000	5,000	6,000		39,909			25,500	1,200	7,453	360	504,191
Vice-President	16	1	167,432	2,009,184		24,000	216,000	167,432	167,432	5,000	5,000	6,000		242,070			25,500	1,200	24,300	360	2,893,478
Executive Assistant	11	4	60,707	728,484		24,000		60,707	60,707	5,000	5,000	6,000		87,769			25,500	1,200	16,391	360	1,021,118
Administrative Assistant	8	1	27,000	324,000	3,240	24,000		27,000	27,000	5,000	5,000	6,000		39,036			25,500	1,200	7,290	360	494,626
Driver	6	1	19,744	236,928	2,369	24,000		19,744	19,744	5,000	5,000	6,000		28,546			19,890	1,200	5,331	360	374,112
Department Manager	14	2	133,372	1,600,464		24,000	204,000	133,372	133,372	5,000	5,000	6,000		192,827			25,500	1,200	24,300	360	2,355,395
Account Officer V	12	1	80,003	960,036		24,000	120,000	80,003	80,003	5,000	5,000	6,000		115,667			25,500	1,200	21,601	360	1,444,370
Account Officer IV	12	2	82,987	995,844		24,000		82,987	82,987	5,000	5,000	6,000	10,000	119,981			25,500	1,200	22,406	360	1,381,266
Account Officer IV	12	5	91,937	1,103,244		24,000	120,000	91,937	91,937	5,000	5,000	6,000		132,921			25,500	1,200	24,300	360	1,631,399
Account Officer III	11	2	51,386	616,632	6,166	24,000		51,386	51,386	5,000	5,000	6,000	5,000	74,293			25,500	1,200	13,874	360	885,798
Account Officer III	11	2	51,386	616,632	6,166	24,000		51,386	51,386	5,000	5,000	6,000		74,293			25,500	1,200	13,874	360	885,798
Account Officer III	11	2	51,386	616,632	6,166	24,000		51,386	51,386	5,000	5,000	6,000		74,293			25,500	1,200	13,874	360	885,798
Account Officer III	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
Account Officer III	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
Administrative Assistant	8	1	27,000	324,000	3,240	24,000		27,000	27,000	5,000	5,000	6,000		39,036			25,500	1,200	7,290	360	494,626
Department Manager	14	1	131,124	1,573,488		24,000	204,000	131,124	131,124	5,000	5,000	6,000		189,577			25,500	1,200	24,300	360	2,320,673
Assistant Manager	12	3	85,970	1,031,640		24,000	120,000	85,970	85,970	5,000	5,000	6,000		124,294			25,500	1,200	23,212		

CLARK INTERNATIONAL AIRPORT CORPORATION
Personnel Services

POSITION TITLE	CPCS Job Grade	Step Increment	Monthly Basic Salary	Total Salaries and Wages	Overtime and Night Pay	PERA	RATA	MidYear	Year End	Cash Gift	PEI	Uniform Allowance	Loyalty Benefits	Leave Monetization	Retirement Pay/SIP	Terminal Leave	SSS	Pag-ibig	Philhealth	ECC	TOTAL
Administrative Assistant	8	1	27,000	324,000	3,240	24,000		27,000	27,000	5,000	5,000	6,000		39,036			25,500	1,200	7,290	360	494,626
HR Officer IV	12	2	82,987	995,844		24,000		82,987	82,987	5,000	5,000	6,000		119,981			25,500	1,200	22,406	360	1,371,266
HR Officer III	11	2	51,386	616,632	6,166	24,000		51,386	51,386	5,000	5,000	6,000		74,293			25,500	1,200	13,874	360	880,798
HR Officer III	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
HR Assistant	9	2	32,037	384,444	3,844	24,000		32,037	32,037	5,000	5,000	6,000		46,319			25,500	1,200	8,650	360	574,391
HR Assistant	9	2	32,037	384,444	3,844	24,000		32,037	32,037	5,000	5,000	6,000		46,319			25,500	1,200	8,650	360	574,391
Nurse IV	11	1	46,725	560,700	5,607	24,000		46,725	46,725	5,000	5,000	6,000		67,554			25,500	1,200	12,616	360	806,987
Nurse III	10	2	38,010	456,120	4,561	24,000		38,010	38,010	5,000	5,000	6,000		54,954			25,500	1,200	10,263	360	668,978
				97,002,708	337,043	3,096,000	4,356,000	8,083,559	8,083,559	645,000	645,000	774,000	65,000	11,677,558	957,865	502,516	3,221,160	154,800	1,977,809	46,440	141,626,017
Abolished Positions																					
Assistant Vice President	15	1	148,171	1,778,052											4,445,130	1,197,443					5,642,573
Executive Assistant	11	4	60,707	728,484											849,898	244,092					1,093,990
Custodian/Record Officer	11	2	51,386	616,632											1,027,720	254,572					1,282,292
Airport Marketing Sales Specialist	10	1	36,619	439,428											402,809	42,358					445,167
Courier	7	2	21,620	259,440											302,680	40,413					343,093
Manager	14	2	133,372	1,600,464											3,834,445	2,208,975					6,043,420
Processing Analyst	10	1	36,619	439,428											659,142	449,360					1,108,502
Financial Analyst	10	2	38,010	456,120											532,140	292,116					824,256
Assistant Manager	12	5	91,937	1,103,244											1,838,740	526,296					2,365,036
Public Affairs Officer II	11	2	51,386	616,632											822,176	137,108					959,284
Collection Analyst	10	2	38,010	456,120											684,180	108,222					792,402
Media Relations Assistant	9	2	32,037	384,444									10,000		320,370	74,897					405,267
Procurement Officer III	11	2	51,386	616,632											1,027,720	392,752					1,420,472
Manager/Corporate Secretary	14	2	133,372	1,600,464											2,133,952	392,930					2,526,882
Purchasing Assistant	9	2	32,037	384,444											512,592	215,525					728,117
Office Manager	13	2	106,586	1,279,032										10,000	1,172,446	487,434					1,669,880
Manager	14	2	133,372	1,600,464											2,267,324	246,960					2,514,284
Corporate Communications Assistant	8	2	27,604	331,248											469,268	77,521					546,789
Property Officer	11	2	51,386	616,632											873,562	617,723					1,491,285
Technical Assistant	8	1	27,000	324,000											378,000	249,363					627,363
Manager	14	2	133,372	1,600,464											1,467,092	698,406					2,165,498
General Services Officer	11	2	51,386	616,632											924,948	428,262					1,353,210
Systems Analyst / IT Librarian	10	2	38,010	456,120											304,080	187,758					491,838
Billing Analyst	10	2	38,010	456,120											494,130	314,679					808,809
Disbursing Analyst	10	2	38,010	456,120											380,100	175,802					555,902
Cashier II	10	1	36,619	439,428											622,523	464,400					1,086,923
Security Operations Officer I	10	1	36,619	439,428											73,238	97,763					171,001
Advertising and Promotions Specialist	10	1	36,619	439,428											402,809	103,675					506,484
Internal Audit Assistant	9	1	31,320	375,840											250,560	137,710					388,270
Property & Supply Management Assistant	9	2	32,037	384,444											192,222	152,286					344,508
Cashier I	9	1	31,320	375,840											250,560	193,690					444,250
Passengers Associate	7	2	21,620	259,440											345,920	48,298					394,218
Total				97,002,708	337,043	3,096,000	4,356,000	8,083,559	8,083,559	645,000	645,000	774,000	85,000	11,677,558	31,220,341	11,761,306	3,221,160	154,800	1,977,809	46,440	183,167,283
Honoraria																					1,692,000
Grand Total				97,002,708	337,043	3,096,000	4,356,000	8,083,559	8,083,559	645,000	645,000	774,000	85,000	11,677,558	31,220,341	11,761,306	3,221,160	154,800	1,977,809	46,440	184,859,283

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CLARK INTERNATIONAL AIRPORT CORPORATION

Maintenance & Other Operating Expenses

Budget Year 2023

Particulars	2023 Revised Budget	2022 Approved Budget
Financing Charges	42,517,082	58,529,714
Security Services	36,113,953	37,514,062
Ground Maintenance Services	14,000,000	16,509,670
Repairs and Maintenance	13,782,000	12,746,900
Manpower Services	10,019,314	7,241,179
Water, Illumination and Power Services	7,308,000	6,600,000
Fuel, Oil & Lubricants	5,709,472	3,296,662
Training and Seminar Expenses	3,541,430	2,824,000
Supplies & Materials	3,043,060	3,279,200
Communication Expenses	2,332,000	2,332,000
Financial Assistance	2,100,000	5,000,000
Representation Expenses	2,056,000	2,530,000
Subscription and Membership Dues	1,805,664	2,430,663
Legal Services	1,500,000	1,500,000
Advertising, Promotional and Marketing Expenses	1,123,000	2,700,000
Antigen Test	799,500	1,535,200
Travelling Expenses	738,040	666,000
Extraordinary and Miscellaneous Expenses	475,200	
Annual Physical Examination	264,550	158,000
Drugs & Medicines Expenses	116,839	119,971
Random Drug Testing	60,050	45,400
Other Services		
Professional Services	4,324,583	300,000
Janitorial Services	2,890,200	2,750,000
Consultancy Services	1,800,000	2,500,000
Sports and Recreation	1,488,150	1,105,650
Printing and Binding	910,380	1,090,310
Insurance Expenses	659,683	342,481
Auditing Services	517,852	517,852
Rent Expense	360,000	230,000
Environment/Sanitary Services	300,000	200,000
Taxes, Duties and Licenses	266,902	182,367
Donation & Contributions	200,000	200,000
Fidelity Bond Premium	180,000	180,000
Total	163,302,904	177,157,282

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CLARK INTERNATIONAL AIRPORT CORPORATION

BOD Expenses

Budget Year 2023

Particulars	2023 Revised Budget	2022 Approved Budget
Per Diems		
Regular Board	1,260,000	1,260,000
Committee Meetings	864,000	756,000
Allowances/Other Benefits		
Transportation Expenses	1,200,000	1,200,000
Representation Expenses	1,200,000	1,200,000
Communication Expenses	300,000	300,000
Total	4,824,000	4,716,000

for

CLARK INTERNATIONAL AIRPORT CORPORATION

Capital Outlay

Budget Year 2023

Particular	Qty	Unit	Unit Cost	Revised Budget
IT Equipment and Softwares				
Network Storage	2	unit	3,000,000	6,000,000
Manageable Switches	10	unit	100,000	1,000,000
A3 Colored Laser Printer	1	unit	300,000	300,000
Sub-Total				7,300,000
Motor Vehicles				
Sports Utility Vehicle (High-End)	3	unit	1,900,000	5,700,000
Sports Utility Vehicle (Low-End)	4	unit	1,325,000	5,300,000
Sub-Total				11,000,000
Infrastructure Projects				
Office Building Roof Replacement/Installation	1	lot	10,000,000	10,700,000
Rehabilitation of ASD Building (Phase 2)	1	lot	5,000,000	5,000,000
Split-Type Airconditioning Units	1	lot	3,950,000	3,950,000
Repair and Maintenance of Building Facilities	1	lot	1,000,000	300,000
Sub-Total				19,950,000
Grand Total				38,250,000

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January 30, 2023

MS. AILEEN R. ZOSA

Office of the President & CEO
Bases Conversion & Development Authority
BCDA Corporate Center, 2/F Bonifacio Technology Center
31st St. cor. 2nd Ave. Bonifacio Global City, Taguig City

Attention : MS. HEDDA LOURDES Y. RULONA
SVP – Investment & Finance Management Group

Dear **President Zosa**:

Pursuant to BCDA Financial Policy No. 503-1, we respectfully submit for your approval our Revised Corporate Operating Budget for CY 2023:

A. Personal Services	: PHP 187,186,097
B. Maintenance & Other Operating Expenses	: PHP 163,302,904
C. BOD Expenses	: PHP 4,824,000
D. Capital Outlay	: PHP 38,250,000

Attached are the copies of GCG Memorandum Order, Secretary's Certificate and computations to support our request for the revised budget.

We trust that this merits your usual prompt and appropriate action in support of the corporate thrusts of Clark International Airport Corporation.

Thank you.

Very truly yours,

DARWIN L. CUÑANAN
Officer-in-Charge – Office of the President & CEO
Clark International Airport Corporation

CIAC-OP LETTER NO. 23-040



Management System
ISO 9001:2015
www.tuv.com
ID 9105058005



CEK-01
SVP Hyl
for a.a.
02-17-2023
02/10

CLARK INTERNATIONAL AIRPORT CORPORATION
RECORDS MANAGEMENT OFFICE
RECEIVED BY: *DOUG*
DATE: *01/31/23* TIME: *3:30 PM*
REF. No. *010-80077-2023*



(+63) 45 599 - 2888 to 97



Corporate Office Building
Civil Aviation Complex
Clark Freeport Zone
Pampanga, Philippines 2023



www.ciac.gov.ph
publicaffairs@ciac.gov.ph
FAC 23-01-118



23 September 2022

HON. JAIME J. BAUTISTA

Chairman and DOTr Secretary

MR. DARWIN L. CUNANAN

Officer-in-Charge (OIC)

CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC)

Corporate Office Bldg., Civil Aviation Complex,
Clark Freeport Zone, Pampanga

RE: TRANSMITTAL OF GCG M.O. No. 2022-10

Dear Secretary Bautista and OIC Cunanan,

This is to officially transmit **GCG MEMORANDUM ORDER No. 2022-10**, which approved CIAC's organizational structure and staffing pattern (OSSP) with a new structure and a total of one hundred twenty-nine (129) positions.

FOR CIAC'S INFORMATION AND GUIDANCE.

Very truly yours,

Justice ALEX L. QUIROZ (ret.)
Chairperson

Atty. GIDEON D.V. MORTEL
Commissioner

Atty. GERALDINE MARIE B. BERBERABE-MARTINEZ
Commissioner

DOF Secretary BENJAMIN E. DIOKNO
Ex-Officio Member

DBM Secretary AMENAH F. PANGANDAMAN
Ex-Officio Member

cc: Commission on Audit (COA)
Civil Service Commission (CSC)



MEMORANDUM ORDER NO. 2022-10

**ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN (OSSP)
OF THE CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC)**

WHEREAS, an Operations and Maintenance (O&M) Concession Agreement dated 21 January 2019 was signed, covering the transfer of the O&M functions of CIAC to the Luzon International Premier Airport Development Corporation (LIPAD), formerly North Luzon Airport Consortium (NLAC), and the existing CIA terminal was officially handed over to LIPAD as the O&M Concessionaire on 20 July 2019;

WHEREAS, there is a need to effect a new OSSP that aligns with CIAC's shift from airport operations to airport development, and its strategic direction toward Airport Infrastructure Development, Civil Aviation Complex Development, and Economic Development;

WHEREAS, Republic Act No. 10149 mandates the Governance Commission for GOCCs (GCG) to "evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized, in consultation with the department or agency to which a GOCC is attached;"

WHEREAS, the Governance Commission determined that it is in the best interest of the State and the public that the OSSP of CIAC be approved;

NOW, BE IT –

RESOLVED, the organizational structure and staffing pattern (OSSP) of CIAC is hereby **APPROVED** with a total of **one hundred twenty-nine (129)** positions, as reflected in the documents below which form part of this Memorandum Order, to wit:

1. Annex A – Overview;
2. Annex B – Organizational Structure;
3. Annex C – Staffing Pattern; and
4. Annex D – Functional Statements

RESOLVED FURTHER, that the implementation of this Order shall comply with the following conditions and guidelines:

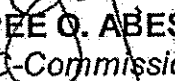
1. Filling up of vacant positions shall be programmed to ensure overall financial viability of agency operations, actual revenue collection and operating requirements;
2. Funding requirements for regular positions shall be included in the Corporate Operating Budget of CIAC;

3. The CIAC Board of Directors, through the President & CEO, shall be accountable for the payment of separation benefits to the affected employees pursuant to existing laws;
4. The implementation of the new organizational structure and staffing pattern shall commence within two (2) months from receipt of the Memorandum Order. A quarterly progress report shall thereafter be submitted to the GCG until such time that the implementation has been completed; and
5. The pertinent budgetary, accounting, auditing and other relevant laws, rules and regulations shall be complied with.

DONE, this 10th day of June 2022.


SAMUEL G. DASPIN, JR.
Chairman


MARITES C. DORAL
Commissioner


JAYPEE O. ABESAMIS
OIC-Commissioner

CARLOS G. DOMINGUEZ
DOF Secretary


TINA ROSE MARIE L. CANDA
OIC-DBM Secretary



**CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC)
APPROVAL OF ORGANIZATIONAL STRUCTURE
AND STAFFING PATTERN (OSSP)
2022**

1. **Creation.** – Established in 27 July 1994 by virtue of Executive Order (E.O.) No. 192, CIAC is mandated to operate and manage the Clark Civil Aviation Complex (CCAC). CIAC was a wholly-owned subsidiary corporation of Clark Development Corporation (CDC), subject to the policies, rules and regulations by the Bases Conversion and Development Authority (BCDA).
 - 1.1 **Supervision and Oversight.** – On 03 April 2008, E.O. No. 716 transformed CIAC into a subsidiary of BCDA, subject to the policy supervision of the Department of Transportation and Communications (DOTC). CIAC has jurisdiction over CCAC and shall also undertake all lease and business arrangements involving aviation, aviation-related services & aviation-related logistics activities within these areas. CIAC became an attached agency of then DOTC, now the Department of Transportation (DOTr), on 21 December 2011 through E.O. No. 64. On 28 February 2016, President Rodrigo Duterte issued E.O. No. 14, reverting CIAC as a subsidiary of BCDA with the DOTr maintaining its policy supervision and operational control over CIAC.
2. **RP Submission to the GCG.** – Through a Memorandum dated 21 February 2022, CIAC submitted its initially proposed Reorganization Plan (RP) for the Governance Commission's consideration, review, evaluation, and approval. The proposed Table of Organization (Functional/Organizational Charts) for the Reorganization Plan of CIAC was approved by CIAC's Governing Board during its regular meeting held on 28 October 2019, and the same was formally presented to the Governance Commission on 24 March 2022. In April 2022, CIAC subsequently submitted its revised RP proposal and corresponding annexes thereto.
3. **Current State Assessment (CSA).** – As the parent company of CIAC, the BCDA undertook the O&M project for its development. On 25 April 2018, the National Economic and Development Authority (NEDA) Board, by the President of the Philippines, approved the development and implementation of the CIA O&M Project.

The Concession Agreement was signed on 21 January 2019, by and between the BCDA and the winning bidder, the North Luzon Airport Consortium (NLAC) - now the Luzon International Premier Airport Development Corporation (LIPAD) - a consortium led by Filinvest Development Corporation, JG Summit Holdings, Inc., Changi Airports Philippines Pte. Ltd., and Philippine Airport Ground Support Solutions, Inc. The existing CIA terminal was officially handed over to LIPAD as the O&M Concessionaire on 20 July 2019.

With the signing of the Concession Agreement for LIPAD to operate and maintain approximately 8,104 hectares of the CCAC, including the Clark International Airport, CIAC was left with jurisdiction over the land currently occupied by the Philippine Air Force, strategic Reserve, the reserved land for the Secondary Runway, FBO/GA facilities, and the Airport city as identified in the current Master Plan prepared by ADPi.

According to its Current State Assessment, CIAC's strategic direction now include: (1) Airport Infrastructure Development; (2) Civil Aviation Complex Development; and (3) Economic Development. Stated differently, CIAC has shifted from airport operations to airport development.

4. **Previous Abolition of Positions.** – To avoid redundancy and ensure economic efficiency and at the request of BCDA and CIAC through a Joint Memorandum dated 25 March 2019, the Governance Commission through GCG Memorandum 2019-04 had previously approved the abolition of 316 plantilla positions in certain organizational units of CIAC that were affected by the transfer of the O&M functions to LIPAD. This reduced the number of authorized positions in CIAC from 514 to 198.
5. **Organizational Structure.** – CIAC's current and proposed structure is composed of the following hierarchical units: (i) Offices; (ii) Departments; and (iii) Divisions. A comparison of the existing, proposed and approved units are as follows:

Major Units	Existing	CIAC-Proposed	GCG-Approved
Offices	15	6	4
Departments	21	10	9
Divisions	25	18	17
TOTAL	61	34	30

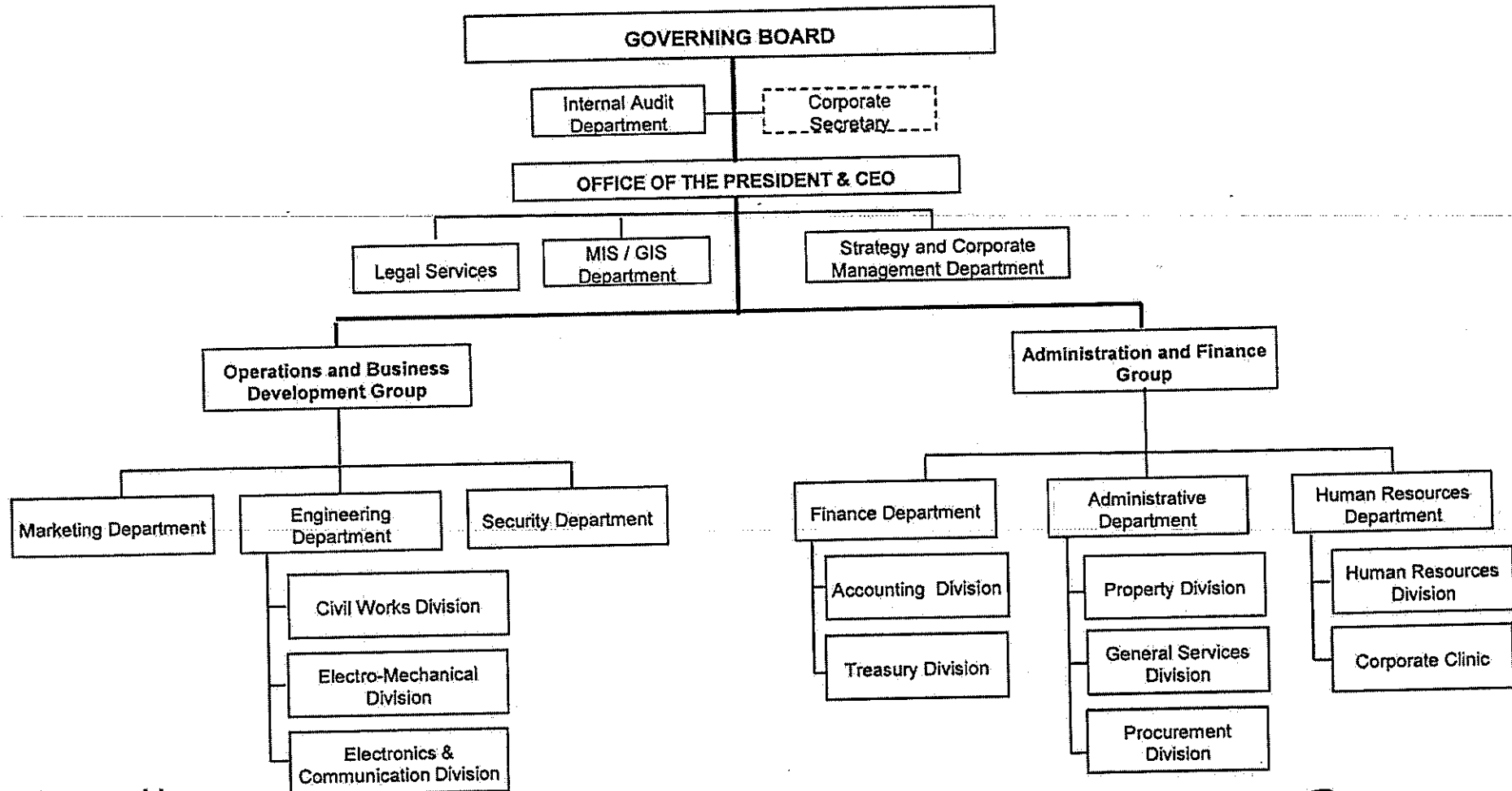
6. **Staffing.** – CIAC's existing authorized manpower is reduced from 198 positions to 129 positions, primarily as a result of divestment of positions related to airport operations and downscaling of scope of operations, but with the strengthening of its Engineering Department to support its thrust towards airport development.

Unit	Existing	CIAC-Proposed	GCG-Recommended
Office of the Corporate Secretary	7	0	0
Internal Audit Department	4	5	5
Office of the President & CEO	12	5	5
Strategy and Corporate Management Department	34	15	15
MIS / GIS Department	6	11	12
Legal Services	8	6	6
Office of the Vice President for Operations and Business Development	18	4	4
Engineering Department	11	14	14
Marketing Department	12	9	9
Security Department	15	8	8
Office of the Vice President for Administration and Finance	5	4	4
Finance Department	22	13	13
Administrative Department	31	25	24
Human Resources Department	13	10	10
TOTAL	198	129	129

7. **Funding.** – Funding for the payment of retirement and separation package to affected personnel shall be sourced from CIAC's Corporate Operating Budget.

8. **Implementation.** – This organizational restructuring shall be implemented upon approval as authorized under R.A. No. 10149. Filling up of vacant positions shall be programmed to ensure overall financial viability of agency operations, actual revenue collection and operating requirements.

CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC)
GCG-APPROVED ORGANIZATIONAL STRUCTURE
2022



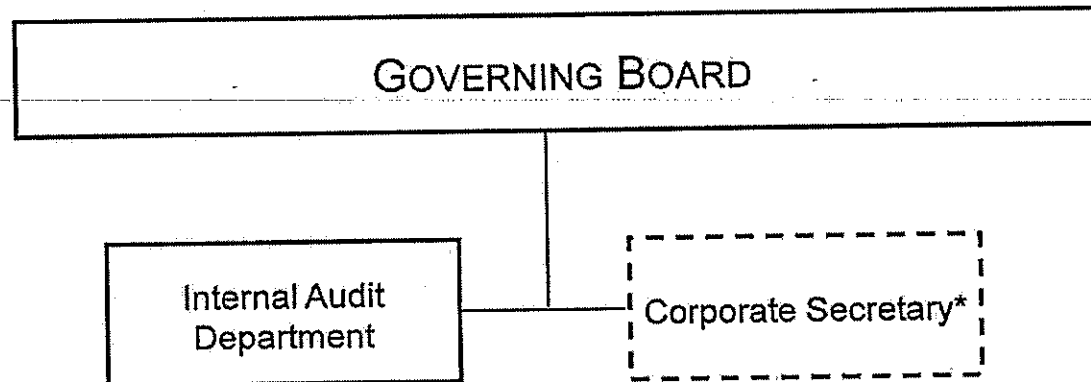
Approved by:

SAMUEL G. DAGPIN, JR.
GCG Chairman

MARITES C. DORALAMIS
GCG Commissioner

JAYPEE O. ABESAMIS
GCG OTC-Commissioner

CIAC Governing Board



* To be designated by the Governing Board in accordance with Item 3.3.2 of GCG Memorandum Circular No. 2015-04

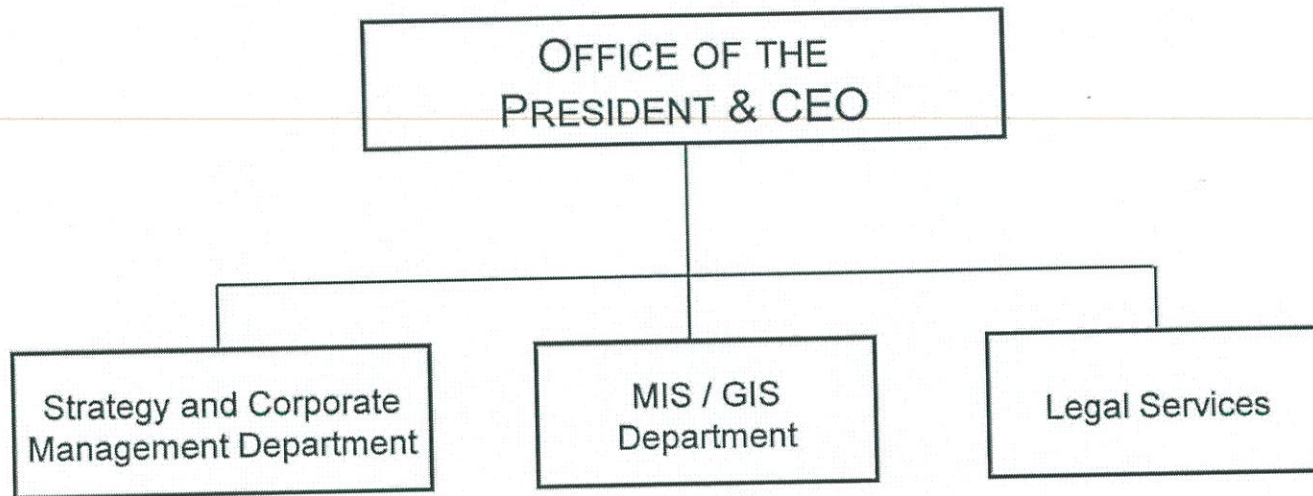
Approved by:


SAMUEL G. DAGPIN, JR.
GCG Chairman


MARITES C. DORAL
GCG Commissioner


JAYPEE O. ABESAMIS
GCG OIC Commissioner

Office of the President & CEO



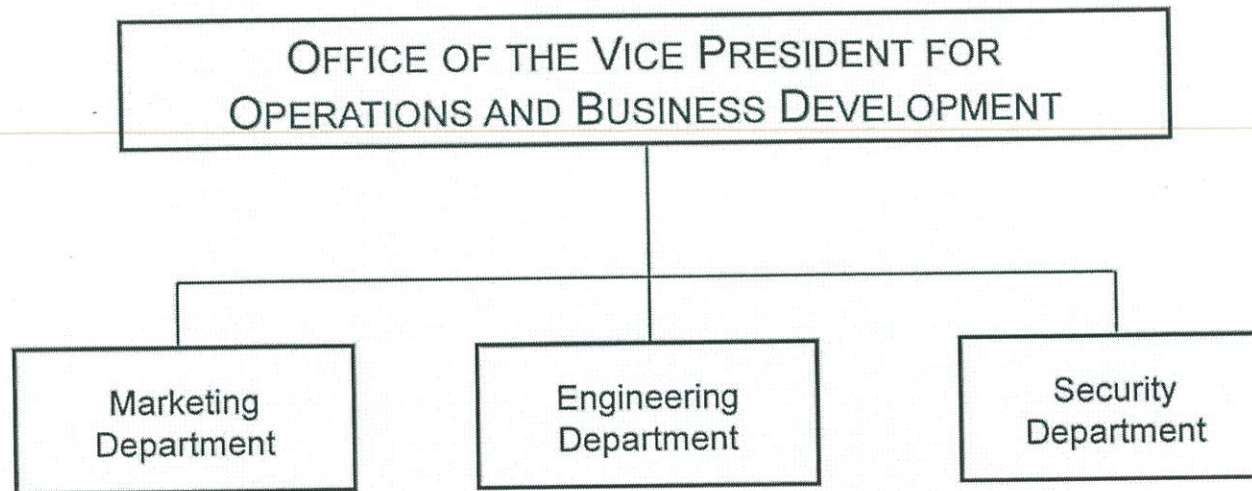
Approved by:


SAMUEL G. DACPIN, JR.
GCG Chairmann



MARITES C. DORAL
GCG Commissioner


JAYPEE O. ABESAMIS
GCG OIC-Commissioner

Operations and Business Development Group



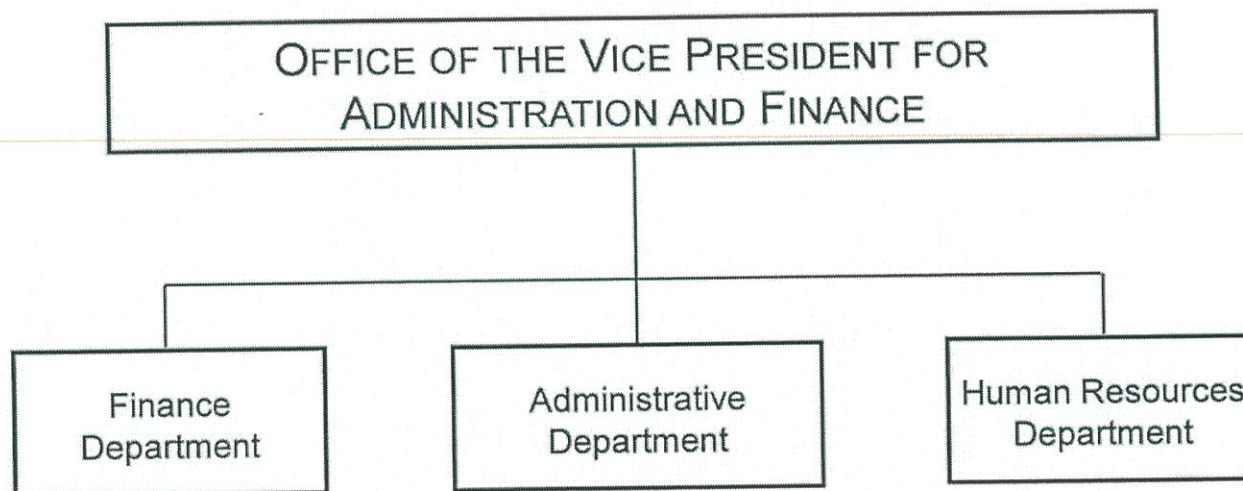
Approved by:


SAMUEL G. DAGPIN, JR.
GCG Chairman


MARITES C. DORALAMIS
GCG Commissioner


JAYPEE O. ABESAMIS
GCG QIC-Commissioner

Administration and Finance Group



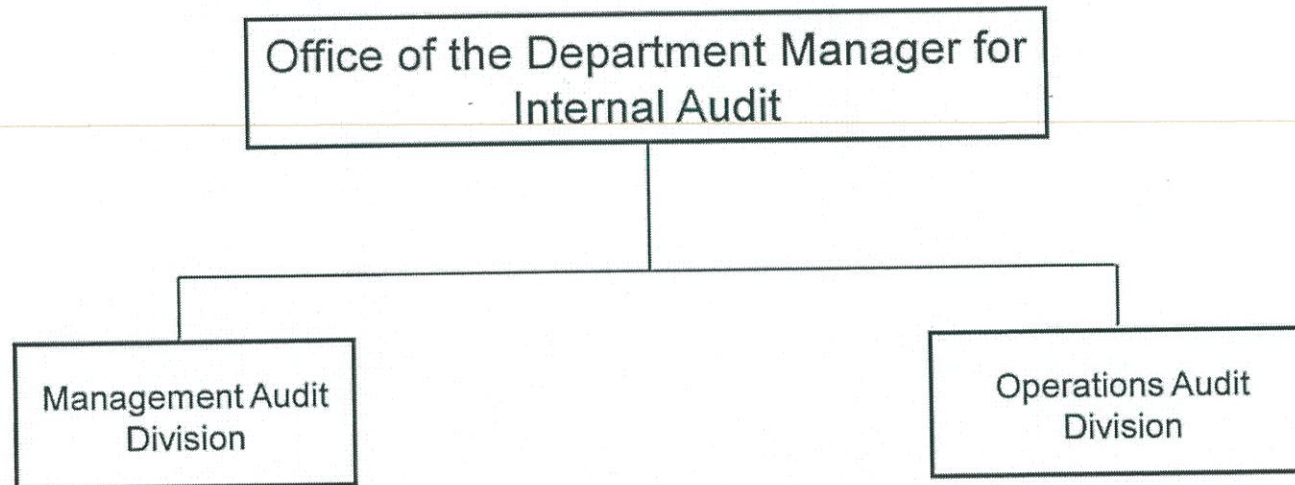
Approved by:


SAMUEL G. DAGPIN, JR.
GCG Chairman


MARITES C. DORAL
GCG Commissioner


JAYPEE O. ABESAMIS
GCG OIC-Commissioner

Internal Audit Department



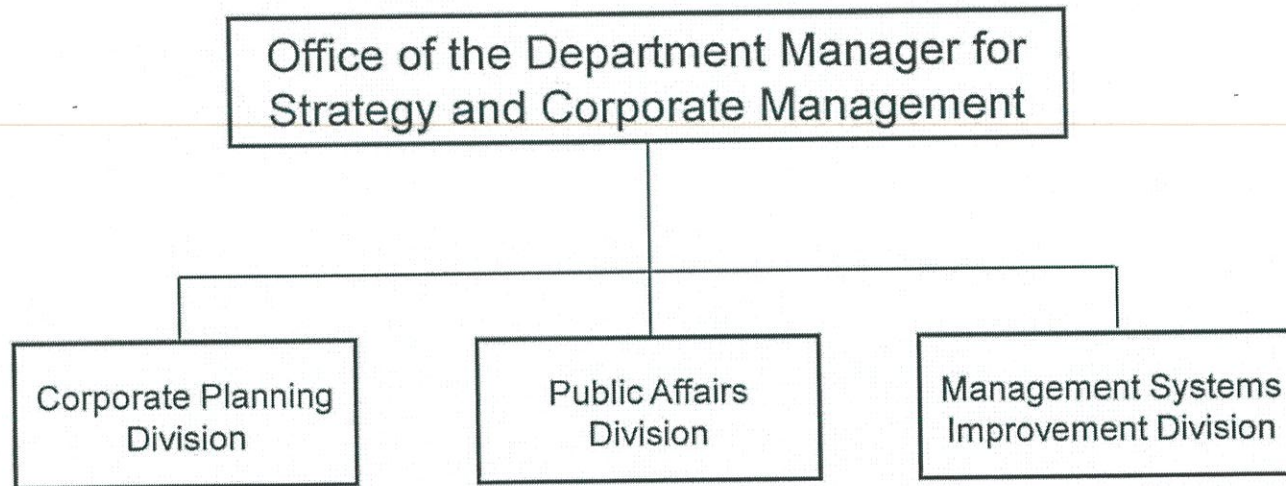
Approved by:


SAMUEL G. DAGPIN, JR.
GCG Chairman

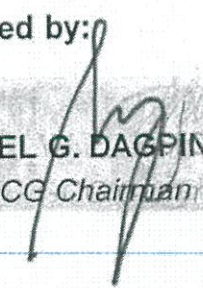

MARITES C. DORAL
GCG Commissioner


JAYPEE O. ABESAMIS
GCG OIC-Commissioner

Strategy and Corporate Management Department



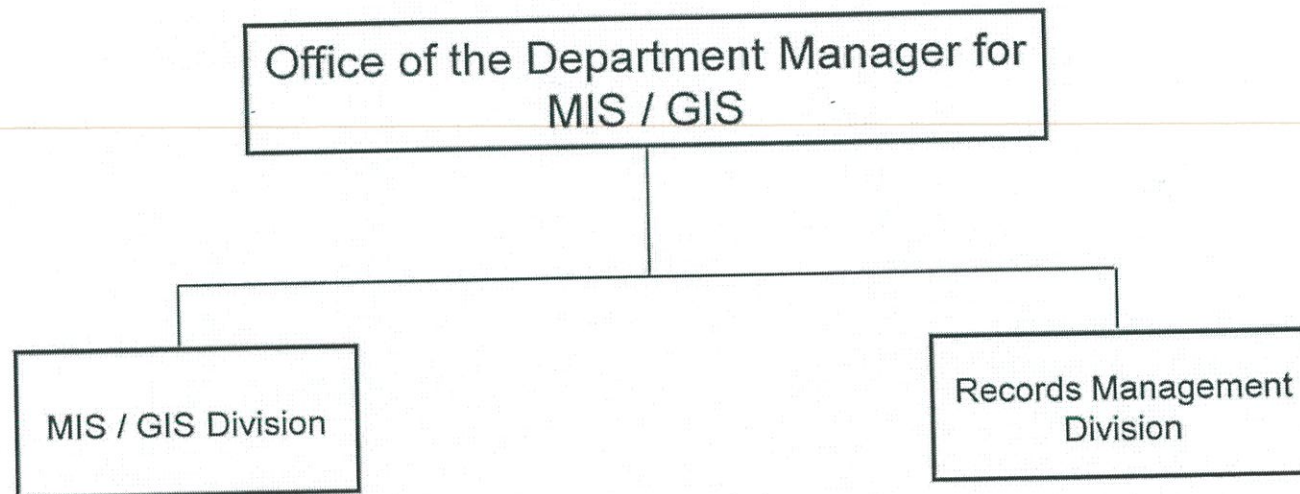
Approved by:


SAMUEL G. DAGPIN, JR.
GCG Chairman


MARITES C. DORAL
GCG Commissioner

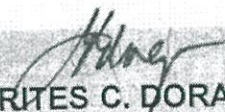

JAYPEE O. ABESAMIS
GCG OIC-Commissioner

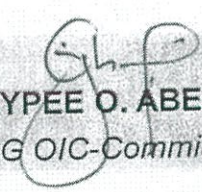
MIS / GIS Department



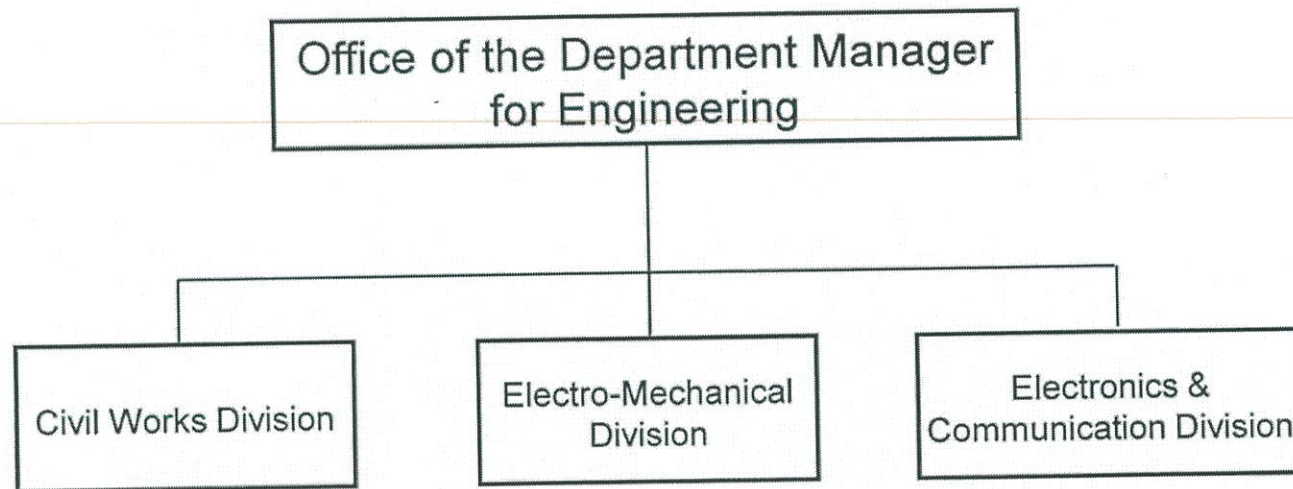
Approved by:


SAMUEL G. DAGPIN, JR.
GCG Chairman


MARITES C. DORAL
GCG Commissioner


JAYPEE O. ABESAMIS
GCG OIC-Commissioner

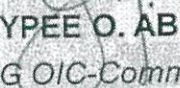
Engineering Department



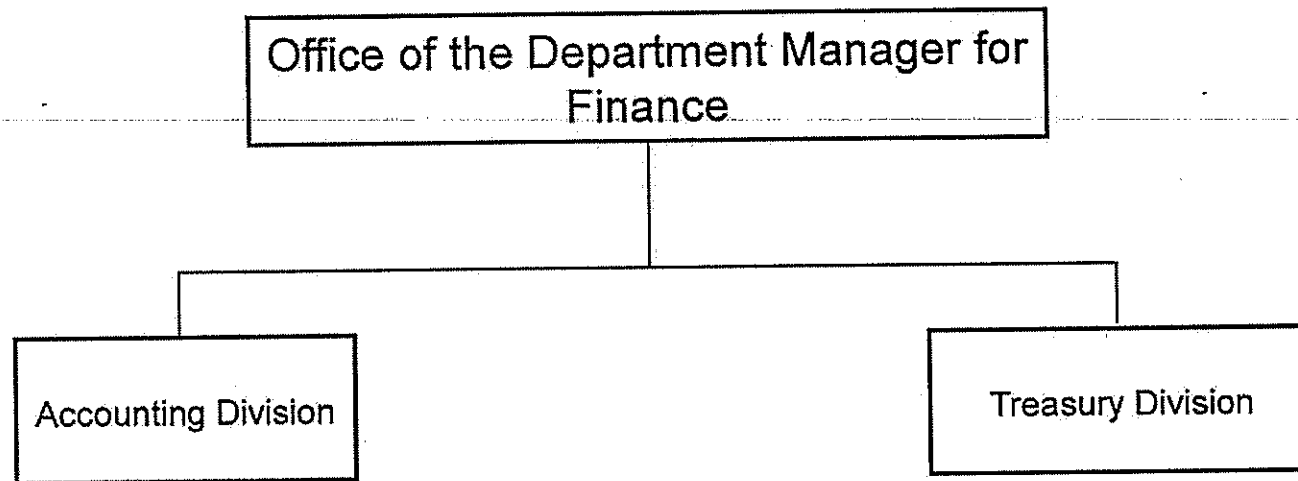
Approved by:


SAMUEL G. DAGPIN, JR.
GCG Chairman


MARITES C. DORAL
GCG Commissioner


JAYPEE O. ABESAMIS
GCG OIC-Commissioner

Finance Department



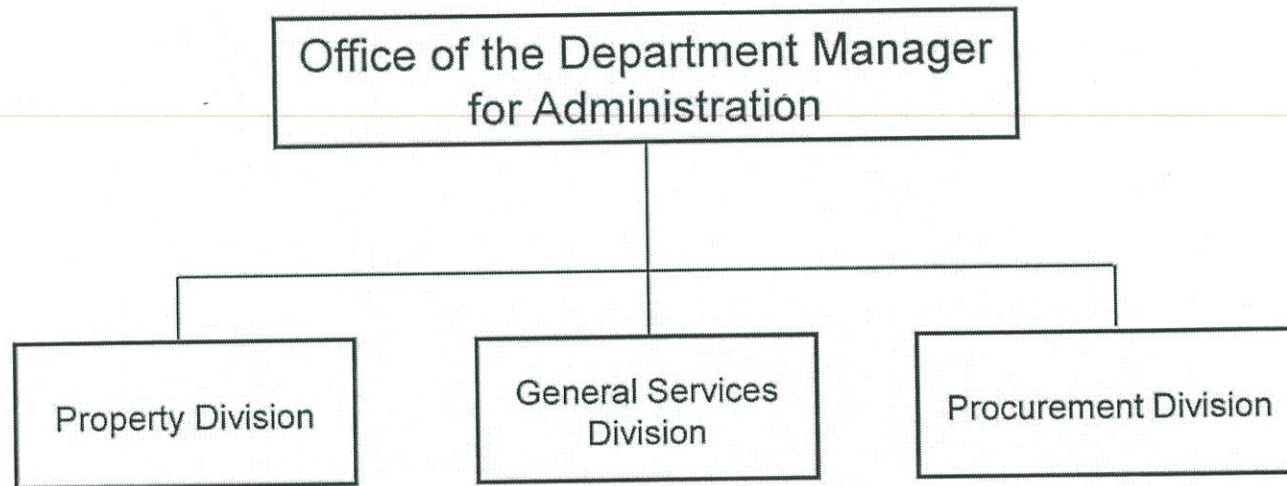
Approved by:


SAMUEL G. DAGPIN, JR.
GCG Chairman/Commissioner

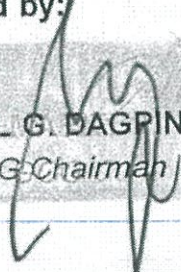

MARITES C. DORAL
GCG Commissioner



JAYPEE O. ABESAMIS
GCG OIC-Commissioner

Administrative Department



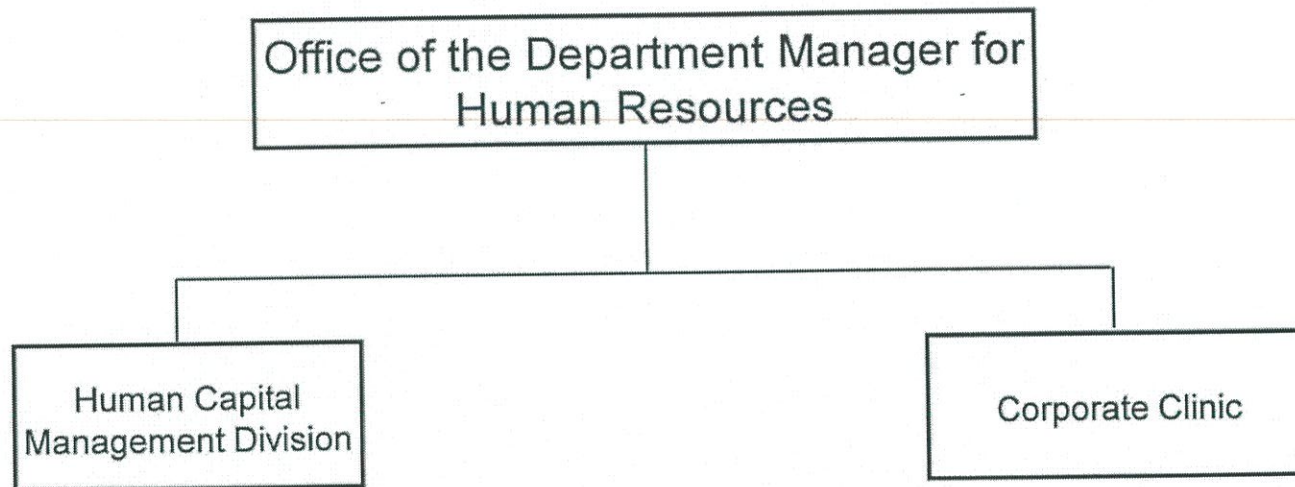
Approved by:


SAMUEL G. DAGRIN, JR.
GCG Chairman


MARITES C. DORAL
GCG Commissioner


JAYPEE O. ABESAMIS
GCG OIC-Commissioner

Human Resources Department



Approved by:

SAMUEL G. DAGPIN, JR.

GCG Chairman

MARITES C. DORAL

GCG Commissioner

JAYPEE O. ABESAMIS

GCG OIC-Commissioner

**CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC)
GCG-Approved Staffing Pattern**

No. of Positions	Position Title	Salary Grade
	INTERNAL AUDIT DEPARTMENT	
1	Department Manager	26
	Management Audit Division	
1	Internal Audit Officer IV	22
1	Internal Audit Officer III	18
	Operations Audit Division	
1	Internal Audit Officer IV	22
1	Internal Audit Officer III	18
	OFFICE OF THE PRESIDENT & CEO	
1	President & CEO	29
1	Senior Executive Assistant	26
1	Executive Assistant	22
1	Executive Secretary	15
1	Driver	8
	STRATEGY AND CORPORATE MANAGEMENT DEPARTMENT	
1	Department Manager	26
1	Assistant Manager	24
1	Administrative Assistant	11
	Corporate Planning Division	
1	Planning Officer V	24
2	Planning Officer IV	22
2	Planning Officer III	18
	Public Affairs Division	
1	Public Relations Officer IV	22
1	Media Relations Officer I	18
1	Public Affairs Officer I	15
1	Administrative Assistant	11
	Management Systems Improvement Division	
1	Management Systems Officer IV	22
1	Management Systems Officer III	18
1	Management Systems Assistant	13
	MIS / GIS DEPARTMENT	
1	Department Manager	26
1	Assistant Manager	24
1	Administrative Assistant	11

MIS / GIS Division		
1	ICT Systems Officer IV	22
1	Systems Analyst & Programmer III	18
1	Communication and Network Administrator III	18
1	Technical Support Officer III	18
1	GIS Officer III	18
Records Management Division		
1	Records Officer IV	22
1	Records Management Officer II	15
2	Administrative Assistant V (Records Assistant)	11
OFFICE OF THE ASSISTANT VICE PRESIDENT FOR LEGAL SERVICES		
1	Assistant Vice President	27
1	Legal Officer V	25
1	Legal Officer IV	23
1	Minutes/Agenda Officer	18
1	Records Researcher/Analyst	15
1	Administrative Assistant	11
OFFICE OF THE VICE PRESIDENT FOR OPERATIONS AND BUSINESS DEVELOPMENT		
1	Vice-President	28
1	Executive Assistant	20
1	Administrative Assistant	11
1	Driver	8
MARKETING DEPARTMENT		
1	Department Manager	26
1	Account Officer V	24
2	Account Officer IV	22
4	Account Officer III	18
1	Administrative Assistant	11
ENGINEERING DEPARTMENT		
1	Department Manager	26
1	Assistant Manager	24
1	Safety and Environmental Management Officer	22
1	Architect III	19
1	Administrative Assistant	11
Civil Works Division		
1	Civil Engineer IV	22
1	Civil Engineer III	19
1	Civil Engineer III	19
1	Geodetic Engineer III	19

Electro-Mechanical Division		
1	Electrical Engineer IV	22
1	Electrical Engineer III	19
1	Mechanical Engineer III	19
Electronics & Communication Division		
1	Electronics & Communication Engineer IV	22
1	Electronics & Communication Engineer III	19
SECURITY DEPARTMENT		
1	Department Manager	26
1	Assistant Manager	24
1	Security Operations Officer IV	22
4	Security Operations Officer II	18
1	Administrative Assistant	11
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE		
1	Vice-President	28
1	Executive Assistant IV	20
1	Administrative Assistant	11
1	Driver	8
FINANCE DEPARTMENT		
1	Department Manager	26
1	Assistant Manager	24
1	Administrative Assistant	11
Accounting Division		
1	Accountant IV	22
1	Accountant III	19
1	Budget Officer IV	22
1	Payroll Officer IV	22
1	Processing Officer IV	22
1	Billing Officer IV	22
Treasury Division		
1	Cash Officer IV	22
1	Collection Officer IV	22
1	Cash Officer III	18
1	Disbursing Officer III	18
ADMINISTRATIVE DEPARTMENT		
1	Department Manager	26
1	Assistant Manager	24
1	Administrative Assistant	11
Property Division		
1	Property Officer IV	22

3 of 4
CIAC

ANNEX C 4 of 4
GCG-Approved Staffing Pattern of CIAC

1	Property Officer III	18	
1	Property & Supply Management Assistant	13	
	General Services Division		
1	General Services Officer IV	22	
1	Mechanic	18	
1	Electrical Technician	10	
1	Electro-Mechanical Technician	10	
1	Electronics Technician	10	
1	Carpenter	8	
1	Plumber	8	
4	Driver	8	
1	Administrative Aide	6	
	Procurement Division		
1	Procurement Officer IV	22	
1	Procurement Officer III	18	
1	Procurement Officer III	18	
1	Procurement Officer III	18	
1	Procurement Officer II	15	
1	Procurement Officer I	11	
	HUMAN RESOURCES DEPARTMENT		
1	Department Manager	26	
1	Assistant Manager	24	
1	Administrative Assistant	11	
	Human Capital Management Division		
1	HR Officer IV	22	
2	HR Officer III	18	
2	HR Assistant	13	
	Corporate Clinic		
1	Nurse IV	19	
1	Nurse III	16	
129	GRAND TOTAL		

**CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC)
FUNCTIONAL STATEMENTS
2022**

INTERNAL AUDIT DEPARTMENT

Performs functions as provided under the Revised Philippine Government Internal Audit Manual (PGIAM),¹ including the following:

- Conducts management and operations performance audit of all the units of CIAC and determines the degree of compliance with established objectives, policies, methods and procedures, government regulations, and contractual obligations;
- Reviews and evaluates the soundness, adequacy and application of accounting, financial and other operating controls;
- Reviews the operation or programs to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned;
- Evaluates the achievement of the control objectives which includes the safeguarding of assets, checking the accuracy and reliability of accounting data, adherence to managerial policies, compliance with laws, rules and regulations by utilizing internal auditing methods; and
- Evaluates the extent of compliance and ascertain the effective, efficient, ethical and economical execution of operations by utilizing internal auditing methods.

Management Audit Division

Responsible for conducting compliance and management audits in CIAC. Consistent with the PGIAM, it shall:

- (a) Conduct management audit of CIAC activities and its units and determine the degree of compliance with the mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations;
- (b) Review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports, and performance standards of CIAC and its units;
- (c) Verification and analysis of financial and management data to ascertain if attendant management information systems generate data or reports that are complete, accurate, and valid;

¹ DBM Circular Letter No. 2020-8, dated 26 May 2020.

- (d) Ascertain the reliability and integrity of financial and management information and the means used to identify, measure, classify, and report such information;
- (e) Ascertain the extent to which the assets and other resources of the institutions are accounted for and safeguarded from losses of all kinds;
- (f) Review and evaluate the soundness, adequacy, and application of accounting, financial, and management controls and promote the most effective control at reasonable cost;
- (g) Evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities;
- (h) Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty; review of cases involving misuse of agency property; and checking of transactions with outside parties; and
- (i) Perform miscellaneous services, including special investigations and assistance to outside contacts, such as the Department of Justice (DOJ), subject to authority from the Internal Audit Department principal.

Operations Audit Division

Responsible for conducting compliance and operations audits in CIAC. Consistent with the PGIAM, it shall:

- (a) Conduct operations performance audit of activities of CIAC and its units and determine the degree of compliance with the mandate, policies, government regulations, established objectives, systems and procedures/processes, and contractual obligations;
- (b) Review and appraise systems and procedures/processes, organizational structure, operations practices, operations records, reports, and performance standards of CIAC and its units;
- (c) Verify and analyze operations data to ascertain if attendant management information systems generate data or reports that are complete, accurate, and valid;
- (d) Ascertain the reliability and integrity of operational information and the means used to identify, measure, classify, and report such information;
- (e) Review operations or programs to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned;
- (f) Evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities;
- (g) Recommend courses of action on operational deficiencies observed;

- (h) Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty; review of cases involving misuse of agency property; and checking of transactions with outside parties; and
- (i) Perform miscellaneous services, including special investigations and assistance to outside contacts, such as the DOJ, subject to authority from the Internal Audit Department principal.

OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER (PCEO)

The President is the highest-ranking corporate executive in CIAC and serves as its Chief Executive Officer (CEO) who heads Management.

The Office of the PCEO implements basic strategies for achieving CIAC's targets. It is responsible to the Board of Directors for implementing the infrastructure for CIAC's success through the following mechanisms in its organization as set by the Board: (a) organizational structures that work effectively and efficiently in attaining the goals of the CIAC; (b) useful planning, control, and risk management systems that assess risks on an integrated cross-functional approach; and (c) information systems that are defined and aligned with an information technology strategy and the business goals of the CIAC.

STRATEGY AND CORPORATE MANAGEMENT DEPARTMENT

The Strategy and Corporate Management Department shall consist of three (3) Divisions: Corporate Planning, Public Affairs, and Management Systems Improvement.

Corporate Planning Division

- Plans, organizes, and develops programs, events and strategies to enhance the quality of corporate management and operations;
- Plans and recommends policies, procedure, and/or systems modifications to further improve the performance of the organization;
- Submits recommendations to top management pertaining to updated business strategic planning, alternate growth strategies and current as well as future feasible opportunities for the organization;
- Drives and influences corporate operations and management to plan and execute all initiatives to achieve the targets and objectives;
- Provides insights on industry best practices and process improvements through research and benchmarking activities in order to identify opportunities for improvement and translate concepts into strategies and tactics;
- Ensures that the corporation operates in accordance with established rules and regulations and such other lawful directives in achieving corporate goals and objectives;

- Spearheads all liaising requirements with various government agencies and other stakeholders.

Public Affairs Division

- Builds, protects, and sustains the corporate reputation of the Corporation through information campaigns in quad-media (print, broadcast, digital and social media);
- Coordinates corporate, public and media-related events and promotional activities to help in the development of CIAC as an investment hub; and
- Spearheads the conceptualization, development and implementation of programs and projects reflective of the corporate social responsibilities (CSR) of the agency toward its stakeholders and host communities in order to establish and maintain a mutually beneficial relationship with the communities (e.g. informal settlers) in which CIAC operates.

Management Systems Improvement Division

- Develops, implements, communicates, and maintains Management Systems Plans to bring the Corporation's systems, policies, and procedures into compliance with applicable system requirements including that of EO 605;
- Develops, implements, and communicates an Internal Quality Audit Program;
- Oversees the implementation of the applicable Management System and independently and objectively conducts audit activities in all CIAC departments and offices to check their conformance with the applicable management system standard, including their compliance with other applicable statutory and regulatory requirements and prepares the corporation for external audit activities such as those conducted by certifying bodies and the Anti-Red Tape Authority (ARTA); and
- Spearheads the activities of the Internal Quality Audit Committee, Risk Management Committee, and the Committee on Anti-Red Tape (in accordance with the requirements of ISO 9001:2015, ISO 19011:2018, ISO 31000:2018, and R.A. 11032).

MIS / GIS DEPARTMENT

Develops, formulates and implements Information System and/or Information Technology applications, policies, guidelines, procedures; formulates and updates the corporate Information System Strategic Plan (ISSP) and oversee its implementation; defines and formulates the appropriate corporate IT architecture, policies, plans (both strategic and operational) as well as IS and IT security

standards based on CIAC's approved corporate strategy; and provide overall IS/IT support to the organization.

MIS / GIS Division

- Develops, implements, communicates, and maintains Management Systems Plans to bring the Corporation's systems, policies, and procedures into compliance with applicable system requirements including that of EO 605;
- Takes charge of the internal controls covering the information systems, methods, programs, technologies, software and hardware application, people application and database systems that are used and applied in the operational activities of the organization;
- Develops, recommends plans and programs to improve further, and increase the efficiency and effectiveness of the information system of the organization;
- Takes charge of managing the domain, exchange, database, security backend infrastructure and services, local area network (LAN) of the corporation;
- Provides technical support in managing and administering the CIAC website;
- Serves as office of primary responsibility for all IT related procurement, and determines the IT plan and technology solutions needed for each operating unit in the organization through the inventory of all existing CIAC hardware and software, including audit and management of use of computer resources of the corporation; and
- Oversees the Geographic Information System (GIS) Section's activities that pertain to analysis, mappings, site inspections, preparation of reports, and technical support to the Marketing Department and Operations & Business Development Group in identifying leasable areas, land utilization that are consistent with land use, zoning, and the Clark Freeport Master Plan.

Records Division

- Institutionalizes an efficient and effective records management system, which is to consolidate, organize, store, and preserve all records and vital documents of CIAC, in order to become the information center of the corporation on its organizational learning and development;

LEGAL SERVICES

Serves as the Legal Counsel for CIAC and provides assistance to Management in carrying out the mandate of the corporation through the administration of the following legal services:

- Conducts final review of legal documents, contracts and other legal undertakings and provided legal expertise in negotiation of contracts;
- Liaises with the head and other high-ranking officers of the Office of the Government Corporate Counsel (OGCC) or other outside counsel in the handling of cases for the Corporation;
- Represents the corporation in regular meetings, consultation and coordination with locators and/or various government agencies.
- Provides, interprets and issues legal opinion on issues relative to applicable laws, rules, and regulations;
- Handles all cases, criminal, civil, administrative and labor for and in behalf of the corporation in close coordination with the Office of the Government Corporate Counsel (OGCC);
- Drafts, reviews, and evaluates contracts, agreements, documents and transactions pertaining to the corporation;
- Assists management in the negotiation of contracts, agreements and other legal documents;
- Assists other departments on the implementation of administrative/disciplinary proceedings involving employees of the corporation;
- Coordinates with relevant departments to ensure that legal risks are identified and appropriate courses of action have been taken; and
- Takes charge of the corporation's compliance with the Data Privacy Act.

In addition to its functions as Legal Counsel, and unless the Board of Directors designates another officer within the GOCC to perform the functions of the Corporate Secretary, it shall ensure accurate and up to-date necessary corporate documentation to meet legal requirements of the functions of the Board of Directors through reliable recording of minutes of meetings, making approved policies readily available, submitting required reports to the board, maintaining membership records, fulfilling other requirements of Board Directors and other duties as the need arises and/or as defined in the by-laws.

OFFICE OF THE VICE PRESIDENT (VP) FOR OPERATIONS AND BUSINESS DEVELOPMENT

The office is responsible for providing quality service by ensuring seamless implementation of existing operations and business development policies and programs; planning and facilitation of the development and execution of long-term corporate marketing and business development strategies for CIAC.

- Guides the departments under the group in the performance of their operational activities with the objective of maximizing growth and profitability;
- Ensures that all departments under the group are efficiently and effectively performing their day-to-day functions;
- Implements marketing programs to ensure attainment of business plan for growth and profit; and
- Establishes organizational goals and policies for operations and business development in collaboration with top management to ensure that the performance of the organization is in accordance with the set target objectives of the company.

MARKETING DEPARTMENT

Responsible for the Contracts Management function of the corporation which includes negotiating the terms and conditions in contracts and ensuring compliance with the terms and conditions, as well as documenting and agreeing on any changes or amendments that may arise during its implementation or execution.

- Drafts marketing plans and recommends marketing strategies and programs designed to strengthen the CIAC brand;
- Directs the planning and implementation of marketing plans and programs;
- Coordinates marketing plans and programs with other departments, the Clark Development Corporation, and other stakeholders as necessary;
- Reviews term sheets of locators/ investors and coordinates recommendations or revisions to top management;
- Strategically plans and formulates advertising and promotional campaigns to market the entire Clark Civil Aviation Complex as a viable investment and business location.

ENGINEERING DEPARTMENT

The Engineering Department provides overall supervision of engineering services through the following Divisions: (1) Civil Works; (2) Electro-Mechanical; and (3) Electronics & Communications.

- In-charge for the planning, design, and construction of various projects and improvements at the Civil Aviation Complex in accordance with the National Building Code and applicable standards and recommended practices;

- Ensures the implementation of approved infrastructure projects in accordance with approved plans and programs, budgets, and performance indicators.
- Ensures that all building equipment and facilities are operating in accordance with set standards.
- Manages, plans, implements, monitors and controls the environment and safety policies and programs within the Clark Civil Aviation Complex;

Civil Works Division

Primarily responsible for the planning, installation, and preventive maintenance including repairs of all building facilities of the airport.

Electro-Mechanical Division

Primarily responsible for the planning, installation, operation, and preventive maintenance including repairs of electrical and mechanical equipment and facilities of the airport.

Electronics & Communications Division

Primarily responsible for the planning, installation, operation, and preventive maintenance including repairs of electronics & communications equipment and facilities of the airport.

SECURITY DEPARTMENT

- Develops plans and administers policies and procedures in furtherance of CIAC Security Program and Security Standards and Recommended Practices;
- Coordinates with appropriate government and private agencies, local and foreign, for the attainment of an ideal security situation in the CIAC;
- Prevents the ingress of informal settlers in the aviation complex;
- Manages, controls and supervises the implementation of the Corporate Policy on Conduct and Discipline in the Aviation Complex; and
- Designs and implements necessary security-related training courses for all security personnel to maintain professionalism, cohesiveness, and efficiency of security force.

OFFICE OF THE VICE PRESIDENT (VP) FOR ADMINISTRATION AND FINANCE

- The office is responsible for providing leadership and coordination of company financial planning, debt financing, and budget management and ensures that

company accounting procedures conform to generally accepted accounting principles;

- Ensures the organization with timely and qualified human resources; equitable and competitive compensation and benefits; sustainable skills enhancement and career development and advisory services on a company-wide issues pertaining to labor issues and other legal problems;
- Builds strong relations with different government agencies such as the Commission on Audit, Department of Finance (DOF), Department of Labor (DOLE), and Governance Commission for GOCCs (GCG); and
- Ensures that all departments under the group are efficiently and effectively performing their day-to-day functions.

FINANCE DEPARTMENT

Implements, recommends and updates policies, guidelines, systems and procedures in the application of government financial and management accounting and auditing rules and regulations, laws and issuances; administer the Corporate Operating Budget; performs financial planning, review and control, cash management, credit and collection, corporate taxation and financial investment management; provide all the necessary financial services for the efficient operations of the various operating departments and prepare all financial reportorial requirements.

Accounting Division

- Consolidates, controls and monitors the annual Corporate Operating Budget;
- Provides relevant data on costs and related analyses on expense and revenue accounts;
- Monitors receipt and control utilization of corporate financial resources in accordance with approved programs, budget, and government rules and regulations;
- Keeps the accounts of the corporation in a manner this is in accordance with generally accepted accounting and auditing standards;
- Serves as custodian to corporate books of accounts and financial reports;
- Generates financial reports as tools in the decision making process of management;
- Records and translate into financial terms the transactions of the corporation;
- Acts as custodian of accounting reports and records of the corporation;

- Ascertains that all revenues earned by CIAC for the lease and use of its facilities are billed accurately and on a timely manner;
- Ensures the timely and accurate payment of salaries, bonuses, allowances and other benefits of employees;
- • Prepares schedule and remit payment of mandated government dues withheld from the employee's salary; and
- Ascertains that corporate payables relating to personal services, procurement thru alternative method and procurement thru public bidding are processed in accordance with existing accounting and auditing laws rules and regulations.

Treasury Division

- Formulates and implements treasury policies, financial control systems, policies and procedures for standard application;
- Participates in the planning and implementation of financial plans and programs;
- Assumes custodianship of the corporation's funds and management of all funds;
- Maintains cash levels necessary to service operating requirements of the corporation;
- Ensures that excess funds is invested in highest yielding instruments;
- Monitors collection of receivables from locators and executes programs to maximize level of collection;
- Closely coordinates financial plans, policies, programs and other treasury matters with Accounting Department to top management, and other departments as needed;
- Participates in the corporate policy formulation and major corporate decisions;
- Ensures proper turn-over of all paid Disbursement Vouchers to COA for final custody; and
- Assists management in the planning, development, and mobilization of international funding whenever necessary.

ADMINISTRATIVE DEPARTMENT

Updates policies, guidelines systems and procedures on property management, general services, and undertakes procurement of goods and services under existing laws, rules, regulations, and guidelines.

Property Division

- Plans and monitors the conduct of physical inventory of fixed and movable assets and the timely preparation and submission of inventory reports;
- Implements policies and procedures in handling movable assets;
- Ensures safe warehousing and storage procedures;
- Monitors the inspection of all deliveries of supplies as well as the stock level and issuance of office supplies and materials to different departments /offices;
- Monitors the Property Acknowledgement Receipt (PAR) records;

General Services Division

- Provides CIAC Management with timely and accurate information on the assignment and status of vehicles as well as the accomplishment undertaken by the Department;
- Ensures the cleanliness and road-worthiness of all company service vehicles;
- Maintains a database all company vehicles such as vehicles identification repair history, registration etc.;
- Monitors the issuance of gasoline allocation for all CIAC vehicles;
- Implements preventive maintenance of all company service vehicles for every 5000 km., 10,000 km., 20,000 km. travelled and onwards;
- Recommends service vehicles for disposal to minimize or lessen maintenance cost; and
- Responsible for the general maintenance of building structures such as carpentry, plumbing, basic installation & maintenance of electrical equipment, and outsourcing of janitorial services.

Procurement Division

Provides a systematic acquisition of supplies, materials, furniture and fixtures, equipment and services needed to achieve CIAC's goal in the most efficient, economical, and effective way possible in accordance with R.A. 9184 and its Implementing Rules and Regulations (IRR) and applicable government rules and approved company policies.

It is responsible for the planning and procurement activities. Specifically, it shall:

- (a) coordinate and monitor all procurement activities of CIAC;

HUMAN RESOURCES DEPARTMENT

Formulates, reviews, and recommend improvements or updating a personnel policies, rules, regulations, systems and procedures to enhance personnel productivity; undertakes HR planning, performance management, and Gender and Development (GAD) programs and activities, administers/reviews the HR Information System (HRIS), employee welfare, incentives and benefits, merits and awards, complaints and grievance machinery, employee discipline, IQ and psychiatric testing, employee relations and services; and conducts a systematic recruitment and placement of adequate, efficient, and competent workforce.

The HRD, shall address the following individual human resource management and organizational development functions:

- Organizational Development;
- Performance Management;
- Training and Development;
- Compensation and Benefits;
- Gender and Development; and
- Recruitment and Selection.

Human Capital Management Division

- Plans and implements strategy for people management and development;
- Liaises with other functional/departmental managers so as to understand all necessary aspects and needs of people development;
- Maintains awareness and knowledge of contemporary people development theory and methods;
- Contributes to the evaluation and development of human resource strategy and performance in cooperation with the executive team;
- Develops, administers, coordinates and oversees key office programs, and manages resources in support of Human Resources Planning, Recruitment and Placement;
- Formulates policies and procedures for recruitment, testing, placement, classification, orientation, benefits, and labor & industrial relations;
- Implements compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plan;
- Implements training and career programs and provides a workplace capacitated to the needs of the organization;
- Provides advisory services on company-wide issues pertaining to labor/ employee issues and other legal problems;

- (b) provide technical assistance to the end-user units in the preparation of their Project Procurement Management Plans (PPMPs);
- (c) manage and monitor all phases of the procurement process; and
- (d) create and maintain a price monitoring list of goods and services regularly procured by CIAC and a list of suppliers, contractors, and consultants.

It shall also provide secretariat services to the Bids and Awards Committee (BAC). Specifically, it shall:

- (a) provide administrative support to the BAC;
- (b) organize and make all necessary arrangements for BAC meetings and conferences;
- (c) prepare minutes of meetings and resolutions of the BAC;
- (d) take custody of procurement documents and other records;
- (e) manage the sale and distribution of Bidding Documents to interested bidders;
- (f) advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
- (g) assist in managing the procurement processes;
- (h) monitor procurement activities and milestones for proper reporting to relevant agencies when required;
- (i) consolidate PPMPs from various units of the procuring entity into one Annual Procurement Plan (APP); and
- (j) act as the central channel of communications for the BAC with end users, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

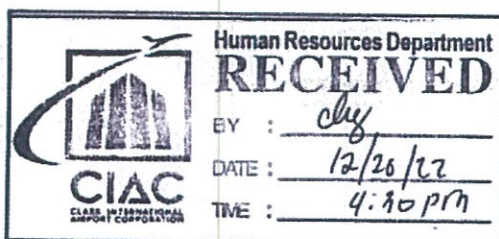
Finally, it shall also be responsible for all post-award contract management and administration activities. Specifically, it shall:

- (a) monitor compliance with the terms and conditions of the procurement contract;
- (b) coordinate with the end-users for the acceptance of goods and services;
- (c) coordinate with the Finance Division for payment of contracts; and
- (d) initiate review and assessment of performance and recommend sanctions to the head of the procuring entity, through the BAC, against erring suppliers, contractors, and consultants.

- Studies and implements an adequate and competitive compensation and benefits structure;
- Develops and coordinates social, physical and other recreational activities of CIAC and enhances employee relations through the conduct of spiritual, special, social, team building and other developmental or motivational activities;
- Prepares and delivers presentations and reports to corporate officers of other management regarding human resource management policies and practices and recommendations for change;
- Negotiates bargaining agreements and resolves labor disputes; and
- Spearheads the conceptualization, development, implementation, monitoring, and evaluation of GAD programs and projects.

Corporate Clinic

Provides nursing services within CIAC, including administering treatment and/or first aid in medical or emergency cases in response to accidents and incidents within the airport.



Office of the President of the Philippines
GOVERNANCE COMMISSION
 FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS
 3/F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1226



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25 November 2022

MR. DARWIN L. CUNANAN
 Officer-in-Charge (OIC)
CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC)
 Corporate Office Bldg., Civil Aviation Complex,
 Clark Freeport Zone, Pampanga

CLARK INTERNATIONAL AIRPORT CORPORATION
RECORDS MANAGEMENT OFFICE
 RECEIVED BY: M. BAKER
 DATE: 12/19/22 TIME: 9:30
 REF. No. ID - 01254-22

FAG- [signature]
 RD- [signature]
 KRD [signature]
 LCCS [signature]
 12/20/22

RE: SUMMARY OF DISCUSSION DURING THE MEETING WITH GCG

Dear OIC Cunanan,

This refers to the email¹ of Ms. Janice D. Raymundo, Assistant Manager of the **CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC)**, requesting a copy of the attendance sheet and summary of discussions during the meeting between the Governance Commission for GOCCs (GCG) and CIAC on 05 October 2022.

Below is the summary of discussions/agreements during the said meeting:

Agenda	Resolution
Approval of the CIAC Rationalization Plan	CIAC was informed that the rationalization plan for CIAC was already submitted for the consideration of the Commission <i>En Banc</i> .
Request for 1.5 multiplier for every year of service for Service incentive Package and Early Retirement Package	Regarding the request of CIAC for a higher Separation Incentive Pay (SIP) rate, GCG recommended to submit the board resolution containing endorsements from the Department of Transportation (DOTr) and the Bases Conversion and Development Authority (BCDA) as the Supervising Agency (SA) and Parent GOCC of CIAC, respectively. The CIAC informed GCG of its upcoming board meeting and assured the GCG of its compliance regarding SIP. Regarding the Early Retirement Incentive (ERI), GCG informed CIAC that it may submit its proposal on how to implement ERI. Otherwise, CIAC may await for the GCG guidelines on the said incentive.
Clarification on the application of Step Increase	GCG informed CIAC of Chapter I(5.5) of the CPCS Implementing Guidelines No. 2021-01 which provides that: "[f]or purposes of step increment due to length of service, an officer or employee's service in the GOCC prior to the implementation of the CPCS shall be counted." The GCG further explained to CIAC that the reckoning point for the implementation of the step increment due to length of service under E.O. No. 150 is the last step increment of the incumbent and not 05 October 2021. The counting of length of service for purposes of step increment shall not be disrupted by the GOCC's implementation of the CPCS.

¹ Officially received by the Governance Commission on 07 October 2022. Herein attached as Annex A.

LT Attendance Sheet and Summary of Discussion During the Meeting with GCG 2 of 2

Agenda	Resolution
Clarification of career leveling as basis for the grant of benefits	CIAC was reminded of the paragraph in the CPCS authorization that pending the receipt of the career bands of its positions, the allowances, benefits and incentives (ABIs) that require the determination of career bands of positions entitled thereto shall be granted in accordance with existing Department of Budget and Management (DBM) and Civil Service Commission (CSC) issuances pursuant to Chapter IX of the CPCS.
Clarification on Job Grade assignments for Assistant Managers and some Senior Officers	<p>GCG clarified that in accordance with the CPCS Job Evaluation (JE) methodology for GOCCs that are SSL-covered (like CIAC), SG 24 and below positions of CIAC were mapped to the equivalent JGs of their current SGs in accordance with the straight-mapping approved by the President under the CPCS.</p> <p>GCG also recommended to CIAC the use of the adjustment of step increment for specific person and/or position provided under Chapter VI.A.2 of E.O. No. 150.</p> <p>The proposed adjustment of step increment should be approved by the Governing Board, recommended by the Supervising Agency, and should be submitted to the GCG for final review and approval.</p>
Opening of plantilla positions for the re-instated security guards as directed by the NLRC	CIAC was advised to copy furnish the GCG of the hard copy of the Supreme Court and Court of Appeals decisions and resolutions.

The certified true copy of the attendance sheet is hereto attached as *Annex B*.

FOR YOUR INFORMATION.

Very truly yours,


ATTY. GERALDINE MARIE B. BERBERABE-MARTINEZ
Commissioner



Office of the President of the Philippines
GOVERNANCE COMMISSION
 FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS
 3/F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1226



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ATTENDANCE SHEET

CERTIFIED TRUE COPY OF THE
 ORIGINAL DOCUMENT

Signed:
 Date: NOV 24 2022 10:33
 1022-014000

Activity: Meeting with Various GOCCs (CIAC)

Date/Venue: October 05, 2022, GCG Office Board Room

Representative	Agency/Office	Contact Details	Signature
1. Justice Alex L. Quiroz	GCG		
2. Atty. Geraldine Marie Berberabe-Matinez	GCG		
3. Atty. Gideon D. D.V. Mortel	GCG		
4. Atty. Remus Romano A. Reyes	GCG		
5. Atty. Karen Kreez-Tangco Pascasio	GCG		
6. Atty. Lovely Joy A. Avisado	GCG		
7. Atty. Johann Carlos S. Barcena	GCG		
8. Atty. Michael D. Pabalinas	GCG		
9. Atty. Merry M. Baring	GCG		
10. Dir. Jacqueline D. Ponseca	GCG		
11. Dir. Jaypee O. Abesamis	GCG		
12. Mr. Darwin L. Cunanan	CIAC		
13. Ms. Nancy C. Paglinawan	CIAC		
14. Ms. Vina May Manalili	CIAC		
15. Ms. Janice D. Raymundo	CIAC		
16. Atty. Rustico Quizon III	CIAC		
17. VANCEA V. ROSALES	GCG		
18. Conie Ann C. Morillo	GCG		
19. Domico Mae Andru	GCG		
20. LIZ JORDANA S. JOSE	GCG		
21. BEVERLY A. QUIROS	GCG		

11/25/22, 9:52 AM

Mail - CPCS - Outlook

Re: Invitation for a Meeting with the GCG Chairperson and Commissioners

Janice Raymundo <janiceraymundo09@gmail.com>

Fri 10/7/2022 10:16 AM

To: CPCS <cpcs@gcg.gov.ph>

Cc: Feedback <feedback@gcg.gov.ph>; Vina May Manalili <vinaliwanagmanalili@gmail.com>; Janice Raymundo <janiceraymundo@ciac.gov.ph>

Dear Ms. Danica,

Good Day!

In relation to the meeting last 05 October 2022, requesting a copy of the attendance sheet and summary of discussion.

Thank you and regards,

Janice "Jheng" D. Raymundo, RPm, MAPsy, CSIOP
Assistant Manager
Human Resources Department
Clark International Airport Corporation
Contact Nos. [+639175648616](tel:+639175648616)
[+63455992888](tel:+63455992888) local 752

On Tue, Oct 4, 2022 at 4:38 PM Janice Raymundo <janiceraymundo09@gmail.com> wrote:

Dear Ms. Danica,

Good Day!

Per our conversation, kindly include in our attendees for tomorrow's meeting, **Atty. Rustico Quizon III**, OIC-AVP, Legal Governance and Corporate Social Services.

Thank you.

Janice "Jheng" D. Raymundo, RPm, MAPsy, CSIOP
Assistant Manager
Human Resources Department
Clark International Airport Corporation
Contact Nos. [+639175648616](tel:+639175648616)
[+63455992888](tel:+63455992888) local 752

On Fri, Sep 30, 2022 at 9:27 AM CPCS <cpcs@gcg.gov.ph> wrote:

Dear Ms. Raymundo,

Acknowledging the receipt of CIAC's list attendees and agenda.

Thank you,

CPCS SECRETARIAT

11/25/22, 9:52 AM

Mail - CPCS - Outlook

Governance Commission for GOCCs
3/F BDO Towers Paseo (formerly Citibank Center)
8741 Paseo de Roxas, Makati City, Philippines 1226
Tel. No. (632) 5328-2030 / 5318-1000
Fax No. (632) 5328-2030 / 5318-1000

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From: Janice Raymundo <janiceraymundo09@gmail.com>
Sent: Thursday, September 29, 2022 12:05 PM
To: CPCS <cpcs@gcg.gov.ph>; Feedback <feedback@gcg.gov.ph>
Cc: stiatco@gmail.com <stiatco@gmail.com>; darwin@ciac.gov.ph <darwin@ciac.gov.ph>; Sir Gerry Globe Naguit <gerry_naguit@yahoo.com>; Vina May Manalili <vinaliwanagmanalili@gmail.com>; ncpaglinawan@ciac.gov.ph <ncpaglinawan@ciac.gov.ph>; Janice Raymundo <janiceraymundo@ciac.gov.ph>; melissafeliciano@ciac.gov.ph <melissafeliciano@ciac.gov.ph>; Michelle Cruz <msbgdcruz@yahoo.com>; rusticoquizon@ciac.gov.ph <rusticoquizon@ciac.gov.ph>
Subject: Re: Invitation for a Meeting with the GCG Chairperson and Commissioners

Good Day!

Please see attached reply of CIAC for 05 Oct 2022 meeting. Kindly acknowledge receipt.

Kindly take note of the changes in the email address of all CIAC officers and employees:

Changes from @clarkairport.com to @ciac.gov.ph

Thank you.

Janice D. Raymundo, Rpm, MAPsy, CSIOP
Assistant Manager
Human Resources Department
Clark International Airport Corporation

On Sep 28, 2022, at 4:52 PM, CPCS <cpcs@gcg.gov.ph> wrote:

Dear Sir/Madam,

11/25/22, 9:52 AM

Mail - CPCS - Outlook

Chairperson Alex L. Quiroz and Commissioners Gideon DV. Mortel and Geraldine Marie Berberabe-Martinez of the Governance Commission for GOCCs (GCG) would like to invite the Head/President and CEO of the **Clark International Airport Corporation (CIAC)** and concerned management officers (maximum of four attendees) to a meeting on **05 October 2022, 10:00AM** at the GCG office regarding the pending request/s of PCIC with the GCG.

Kindly send us the names and positions of your attendees, including the list of pending concerns/proposed agenda for discussion. Kindly confirm the availability of your attendees and list of pending concerns not later than **30 September 2022, 12:00NN**. Please note that non-submission of confirmation and the requested list of attendees and agenda before the set deadline shall cause the Governance Commission to reschedule the meeting to a later date.

For questions or clarifications, you may contact the CPCS Secretariat at 5328-2030 local 302, 316 and 322, or at cpcs@gcg.gov.ph.

Thank you.

CPCS SECRETARIAT

Governance Commission for GOCCs
3/F BDO Towers Paseo (formerly Citibank Center)
8741 Paseo de Roxas, Makati City, Philippines 1226
Tel. No. (632) 5328-2030 / 5318-1000
Fax No. (632) 5328-2030 / 5318-1000

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SECRETARY'S CERTIFICATE

I, **ATTY. MISHEENA JOYCE C. TIATCO**, Acting Corporate Secretary of the Clark International Airport Corporation (CIAC), a corporation duly organized and existing under the laws of the Republic of the Philippines with office address at Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Pampanga, hereby certify, that during the 27 January 2023 1st Regular Board Meeting of the Board of Directors of the corporation, where quorum was present, the following resolution was approved:

Resolution No. RM-01-03, Series of 2023

WHEREAS, on 23 September 2022, the CIAC received the GCG Memorandum Order No. 2022-10 regarding CIAC's Organization Structure and Staffing Pattern (OSSP);

WHEREAS, from the 2023 approved corporate budget of PhP 345,051,565, the Management proposes a 14% increase in the operating budget of CIAC or PhP 393,563,001;

NOW BE IT -

"RESOLVED, that the revised Corporate Operating Budget for CY 2023 in the amount of **Three Hundred Ninety Three Million Five Hundred Sixty Three Thousand One Pesos (PhP 393,563,001)**, herein attached and made an integral part of this resolution, be **APPROVED**, as it is hereby **APPROVED**."

IN WITNESS WHEREOF, I hereby sign this instrument this 31st day of January 2023 at Clark Freeport Zone, Philippines.

ATTY. MISHEENA JOYCE C. TIATCO
Acting Corporate Secretary

SUBSCRIBED AND SWORN to before me, a Notary Public for and in the City of _____, Province of Pampanga, this _____ by Atty. Misheena Joyce C. Tiatco who has satisfactorily proven to me her identity through her Driver's License No. C10-06-003765 dated accordingly and who is the same person who personally appeared and signed before me the foregoing Secretary's Certificate and acknowledged that she freely and voluntarily executed the same.

Doc No: 210
Page No: 25
Book No: 2
Series of 2023.

CYNTHIA P. CORDERO-DUNGCA

Notary Public-Angelas City
Until Dec. 31, 2024

IBP O.R. No. 251980

PTR No. AC-1885048 / 01-03-2023 / A.C.
Roll No. 51623 / Page No. 325 / Book No. XXI

Corporate Commission No. 2022-1022

Civil Aviation Complex Building, M. Arthur Highway

Clark Freeport Zone, Angeles City

Pampanga, Philippines 2023

MCLE Compliance No. VIII-0000197



(+63) 45 599 - 2888 to 97



Unit A, 100 CAC Building, M. Arthur Highway

Clark Freeport Zone, Angeles City

Pampanga, Philippines 2023

MCLE Compliance No. VIII-0000197



Clark International Airport Corporation

2023 PROPOSED REVISED CORPORATE OPERATING BUDGET

**Regular Board Meeting
January 25, 2023**

Highlights of Revision (Personal Services):

1. CIAC Reorganization Plan

On September 23, 2022, the GCG approved the Organizational Structure and Staffing Pattern of the Clark International Airport Corporation.

Unit	Existing	CIAC- Proposed	GCG- Recommended
Office of the Corporate Secretary	7	0	0
Internal Audit Department	4	5	5
Office of the President & CEO	12	5	5
Strategy and Corporate Management Department	34	15	15
MIS / GIS Department	6	11	12
Legal Services	8	6	6
Office of the Vice President for Operations and Business Development	18	4	4
Engineering Department	11	14	14
Marketing Department	12	9	9
Security Department	15	8	8
Office of the Vice President for Administration and Finance	6	4	4
Finance Department	22	13	13
Administrative Department	31	25	24
Human Resources Department	13	10	10
TOTAL	198	129	129

Highlights of Revision (Personal Services):

2. NUMBER OF POSITIONS PER GCG-APPROVED ORGANIZATIONAL STRUCTURE	129
3. NEWLY CREATED POSITIONS	43
4. AFFECTED EMPLOYEES	48
5. Separation Incentive Package	P32,479,791.00
Terminal Leave Payment	P11,442,790.10
Net Increase in Salaries & Wages and Other PS Benefits	P3,588,854.57

Highlights of Revision (Personal Services):

6. Financial Impact: 2023 Proposed Revised PS Budget

Particulars	Proposed 2023 Revised Budget	2023 Approved Budget	Variance	Rate of Increase/ (Decrease)
Salaries and Wages	97,002,708	88,565,256	8,437,452.00	10%
Monetization of Leave Credits	11,677,558	10,670,513	1,007,045.30	9%
Retirement Benefits	883,364	8,854,395	(7,971,030.92)	-90%
Terminal Leaves	11,945,306		11,945,305.78	
OPB - SIP	32,479,791		32,479,791.00	
Year-End Bonus	8,083,559	7,380,438	703,121.00	10%
Mid-Year Bonus	8,083,559	7,380,438	703,121.00	10%
SSS, Philhealth & Pag-ibig Fund	5,400,209	5,032,839	367,369.86	7%
Personal Economic Relief Assistance	3,096,000	3,000,000	96,000.00	3%
Representation Allowance	2,178,000	2,322,000	(144,000.00)	-6%
Transportation Allowance	2,178,000	2,322,000	(144,000.00)	-6%

Highlights of Revision (Personal Services):

6. Financial Impact: 2023 Proposed Revised PS Budget

Particulars	Proposed 2023 Revised Budget	2023 Approved Budget	Variance	Rate of Increase/ (Decrease)
Honoraria	1,692,000	1,692,000	-	0%
Uniform Allowance	774,000	750,000	24,000.00	3%
Cash Gift	645,000	625,000	20,000.00	3%
Productivity Enhancement Incentives	645,000	625,000	20,000.00	3%
Overtime and Night Pay	337,043	369,783	(32,739.36)	-9%
Loyalty Incentive	85,000	85,000	-	
Provident Fund				
Total PS	187,186,097	139,674,662	47,511,435.67	34%

Highlights of Revision (Corporate Budget):

7. 2023 Proposed Revised Corporate Operating Budget

Particulars	Proposed 2023 Revised Budget	2023 Approved Budget	Variance
Personnel Services	187,186,097	139,674,662	47,511,436
Maintenance & Other Operating Expenses	163,302,904	163,302,904	-
BOD Expenses	4,824,000	4,824,000	-
Capital Outlay	38,250,000	38,250,000	-
Total	393,563,001	346,051,565	47,511,436

8. 2023 PROPOSED REVISED INCOME STATEMENT

ACCOUNT TITLE	AMOUNT
REVENUES	
Rent Income	485,853,739
Other Income	28,421,606
Total	514,275,345
OPERATING EXPENSES	
Personal Services	187,186,097
Maint. & Other Operating Expense	125,609,822
Total	312,795,919
EBITDA	201,479,426
OTHER EXPENSES	
Depreciation	103,806,089
Interest & other fin'l charges	42,517,082
Income Tax	10,285,507
Total	156,608,678
Net Income (Loss)	PHP 44,870,748

Board Resolution on the Approval of 2023 Corporate Operating Budget:

SECRETARY'S CERTIFICATE

I, **ATTY. MISHEENA JOYCE C. TIATCO**, Acting Corporate Secretary of the Clark International Airport Corporation (CIAC), a corporation duly organized and existing under the laws of the Republic of the Philippines with office address at Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Pampanga, hereby certify, that during the 28 November 2022 9th Regular Board Meeting of the Board of Directors of the corporation, where quorum was present, the following resolution was approved:

Resolution No. RM10-05, Series of 2022

"RESOLVED, that the proposed Corporate Operating Budget of Clark International Airport Corporation (CIAC) for the CY 2023 in the amount of Three Hundred Forty Six Million Fifty One Thousand Five Hundred Sixty Five Pesos and 37/100 (Php 346,051,565.37), herein attached and made an integral part of this resolution, be **APPROVED**, as it is hereby **APPROVED**."

"RESOLVED FURTHER, that the proposed Corporate Revenue Budget of the CIAC for the CY 2023 in the amount of Five Hundred Fourteen Million Two Hundred Seventy Five Thousand Three Hundred Forty Five Pesos and 04/100 (Php 514,275,345.04), herein attached and made an integral part of this resolution, be **APPROVED**, as it is hereby **APPROVED**."

IN WITNESS WHEREOF, I hereby sign this instrument this 22nd of December 2022 at Clark Freeport Zone, Philippines.


ATTY. MISHEENA JOYCE C. TIATCO
Acting Corporate Secretary



CIAC 2023 AMENDED CORPORATE OPERATING BUDGET



**END OF PRESENTATION.
THANK YOU.**

	POSITION TITLE	Remarks	CPGS JOB GRADE	STEP INCREMENT AS OF 31 Dec 2023	MONTHLY BASIC SALARY as of 31 Dec 2023	ANNUAL SALARY	Overriding and Night Pay	ANNUAL PERA	ANNUAL RATA	ANNUAL STATUTORY BENEFITS	Mid Year	Year End	Cash GR	PE	Unifon Allowance	LOYALTY	LEAVE MONETIZATION	TOTAL ANNUAL COMPENSATION	Retirement Pay/SIP	Terminal Leave
1	Department Manager		14	2	133,372.00	1,600,464.00		24,000.00	204,000.00	51,360.00	133,372.00	133,372.00	5,000.00	5,000.00	6,000.00	5,000.00	192,626.96	2,360,364.96		
2	Internal Audit Officer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
3	Internal Audit Officer III		11	1	48,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	48,725.00	48,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
4	Internal Audit Officer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
5	Internal Audit Officer III		11	1	48,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	48,725.00	48,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
6	President & CEO		17	1	189,198.00	2,270,368.00		24,000.00	240,000.00	51,360.00	189,198.00	189,198.00	5,000.00	5,000.00	6,000.00		273,540.72	3,253,666.72		
7	Senior Executive Assistant		14	1	131,124.00	1,573,488.00		24,000.00	204,000.00	51,360.00	131,124.00	131,124.00	5,000.00	5,000.00	6,000.00		196,578.87	2,320,672.87		
8	Executive Assistant		12	2	82,987.00	995,844.00		24,000.00	-	49,466.46	82,987.00	82,987.00	5,000.00	5,000.00	6,000.00		119,961.20	1,371,265.86		
9	Executive Secretary		10	1	36,619.00	439,428.00	4,364.28	24,000.00	-	36,947.10	36,619.00	36,619.00	5,000.00	5,000.00	6,000.00		52,943.13	646,950.51		
10	Driver		6	2	19,928.00	239,136.00	2,361.36	24,000.00	-	27,340.56	19,928.00	19,928.00	5,000.00	5,000.00	6,000.00		28,511.57	377,535.49		
11	Department Manager	Lateral Transfer	14	2	133,372.00	1,600,464.00		24,000.00	204,000.00	51,360.00	133,372.00	133,372.00	5,000.00	5,000.00	6,000.00		192,626.96	2,365,364.96		
12	Assistant Manager		12	1	80,003.00	960,036.00		24,000.00	120,000.00	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,444,369.77		
13	Administrative Assistant	UPGRADED TO JG 8	8	1	27,000.00	324,000.00	3,240.00	24,000.00	-	34,350.00	27,000.00	27,000.00	5,000.00	5,000.00	6,000.00		36,036.14	494,626.14		
14	Planning Officer V	Lateral Transfer	12	4	88,954.00	1,067,448.00		24,000.00	120,000.00	51,077.58	88,954.00	88,954.00	5,000.00	5,000.00	6,000.00	10,000.00	128,608.19	1,595,041.77		
15	Planning Officer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
16	Planning Officer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
17	Planning Officer III		11	1	48,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	48,725.00	48,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
18	Planning Officer III		11	1	48,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	48,725.00	48,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
19	Public Relations Officer IV	Lateral Transfer	12	4	88,954.00	1,067,448.00		24,000.00	120,000.00	51,077.58	88,954.00	88,954.00	5,000.00	5,000.00	6,000.00		128,608.19	1,585,041.77		
20	Media Relations Officer I	Lateral Transfer	11	2	51,366.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,366.00	51,366.00	5,000.00	5,000.00	6,000.00		74,293.01	860,797.55		
21	Public Affairs Officer I	Lateral Transfer	10	2	38,010.00	456,120.00	4,561.20	24,000.00	-	37,322.70	38,010.00	38,010.00	5,000.00	5,000.00	6,000.00		54,954.22	668,978.12		
22	Administrative Assistant		8	1	27,000.00	324,000.00	3,240.00	24,000.00	-	34,350.00	27,000.00	27,000.00	5,000.00	5,000.00	6,000.00		36,036.14	494,626.14		
23	Management Systems Officer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
24	Management Systems Assistant		11	2	51,366.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,366.00	51,366.00	5,000.00	5,000.00	6,000.00		74,293.01	860,797.55		
25	Management Systems Assistant		9	1	31,320.00	375,840.00	3,758.40	24,000.00	-	35,516.40	31,320.00	31,320.00	5,000.00	5,000.00	6,000.00		45,261.93	563,036.73		
26	Department Manager		14	1	131,124.00	1,573,488.00		24,000.00	204,000.00	51,360.00	131,124.00	131,124.00	5,000.00	5,000.00	6,000.00		196,578.87	2,320,672.87		
27	Assistant Manager		12	1	80,003.00	960,036.00		24,000.00	120,000.00	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,444,369.77		
28	Administrative Assistant	Lateral Transfer	8	2	27,604.00	331,248.00	3,312.48	24,000.00	-	34,513.08	27,604.00	27,604.00	5,000.00	5,000.00	6,000.00		38,809.40	504,190.96		
29	ICT Systems Officer IV		12	2	82,987.00	995,844.00		24,000.00	-	49,466.46	82,987.00	82,987.00	5,000.00	5,000.00	6,000.00		119,961.20	1,371,265.86		
30	Systems Analyst / Programmer III		11	1	48,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	48,725.00	48,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
31	Communication and Network		11	2	51,366.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,366.00	51,366.00	5,000.00	5,000.00	6,000.00		74,293.01	860,797.55		
32	Technical Support Officer III		11	1	48,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	48,725.00	48,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
33	GIS Officer III		11	1	48,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	48,725.00	48,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
34	Records Officer IV		12	1	80,003.00	960,036.00		24,000.00	120,000.00	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,444,369.77		
35	Records Management Officer II	Lateral Transfer	10	2	38,010.00	456,120.00	4,561.20	24,000.00	-	37,322.70	38,010.00	38,010.00	5,000.00	5,000.00	6,000.00		54,954.22	668,978.12		
36	Administrative Assistant (Records)		8	1	27,000.00	324,000.00	3,240.00	24,000.00	-	34,350.00	27,000.00	27,000.00	5,000.00	5,000.00	6,000.00		36,036.14	494,626.14		
37	Administrative Assistant (Records)		8	1	27,000.00	324,000.00	3,240.00	24,000.00	-	34,350.00	27,000.00	27,000.00	5,000.00	5,000.00	6,000.00		36,036.14	494,626.14		
38	Assistant Vice President		15	1	148,171.00	1,778,052.00		24,000.00	204,000.00	51,360.00	148,171.00	148,171.00	5,000.00	5,000.00	6,000.00		214,223.13	2,583,977.13		
39	Legal Officer V		13	1	102,660.00	1,232,280.00		24,000.00	-	51,360.00	102,660.00	102,660.00	5,000.00	5,000.00	6,000.00		148,467.47	1,677,467.47		
40	Legal Officer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
41	Minutes/Agenda Officer		11	2	51,366.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,366.00	51,366.00	5,000.00	5,000.00	6,000.00	5,000.00	74,293.01	865,797.55		
42	Records Researcher/Analyst		10	2	38,010.00	456,120.00	4,561.20	24,000.00	-	37,322.70	38,010.00	38,010.00	5,000.00	5,000.00	6,000.00		54,954.22	668,978.12		
43	Administrative Assistant	UPGRADED TO JG 8	8	2	27,604.00	331,248.00	3,312.48	24,000.00	-	34,513.08	27,604.00	27,604.00	5,000.00	5,000.00	6,000.00		38,809.40	504,190.96		
44	Vice-President		16	1	167,432.00	2,009,184.00		24,000.00	216,000.00	51,360.00	167,432.00	167,432.00	5,000.00	5,000.00	6,000.00		242,070.36	2,893,478.36		
45	Executive Assistant	Lateral Transfer	11	4	80,707.00	968,484.00		24,000.00	-	43,450.86	80,707.00	80,707.00	5,000.00	5,000.00	6,000.00		87,766.16	1,021,116.02		
46	Administrative Assistant		8	1	27,000.00	324,000.00	3,240.00	24,000.00	-	34,350.00	27,000.00	27,000.00	5,000.00	5,000.00	6,000.00		36,036.14	494,626.14		
47	Driver		6	1	19,744.00	236,928.00	2,369.28	24,000.00	-	26,780.88	19,744.00	19,744.00	5,000.00	5,000.00	6,000.00		28,545.54	374,111.70		
48	Department Manager		14	2	133,372.00	1,600,464.00		24,000.00	204,000.00	51,360.00	133,372.00	133,372.00	5,000.00	5,000.00	6,000.00		192,626.96	2,365,364.96		
49	Account Officer V		12	1	80,003.00	960,036.00		24,000.00	120,000.00	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,444,369.77		
50	Account Officer IV		12	2	82,987.00	995,844.00		24,000.00	-	49,466.46	82,987.00	82,987.00	5,000.00	5,000.00	6,000.00	10,000.00	119,961.20	1,361,265.86		
51	Account Officer IV	Lateral Transfer	12	5	91,937.00	1,103,244.00		24,000.00	120,000.00	51,360.00	91,937.00	91,937.00	5,000.00	5,000.00	6,000.00		132,926.96	1,531,366.96		
52	Account Officer III		11	2	51,366.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,366.00	51,366.00	5,000.00	5,000.00	6,000.00	5,000.00	74,293.01	865,797.55		
53	Account Officer III		11	2	51,366.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,366.00	51,366.00	5,000.00	5,000.00	6,000.00		74,293.01	860,797.55		
54	Account Officer III		11	1	48,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	48,725.00	48,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
55	Account Officer III		11	1	48,725.00	560,700.00	5,807.00	24,000.00	-	39,675.7										

	POSITION TITLE	Remarks	CPC4 JOB GRADE	STEP INCREMENT 45 of 31 Dec 2023	BASIC SALARY 45 of 31 Dec 2023	ANNUAL SALARY	Overtime and Night Pay	ANNUAL PERA	ANNUAL RATA	ANNUAL STATUTORY BENEFITS	1st Year	Yr 2nd	Cash GR	PEI	Uniform Allowance (Monthly)	LOYALTY	LEAVE MONETIZATION	TOTAL ANNUAL COMPENSATION	Retirement Pay/SIP	Terminal Leave
67	Electrical Engineer III		11	1	46,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	46,725.00	46,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
68	Mechanical Engineer III		11	2	51,386.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,386.00	51,386.00	5,000.00	5,000.00	6,000.00		74,293.01	860,797.55		
69	Electronics & Communication Engineer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
70	Electronics & Communication Engineer III		11	2	51,386.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,386.00	51,386.00	5,000.00	5,000.00	6,000.00	5,000.00	74,293.01	865,797.55		
71	Department Manager		14	1	131,124.00	1,573,488.00		24,000.00	204,000.00	51,360.00	131,124.00	131,124.00	5,000.00	5,000.00	6,000.00		189,576.87	2,320,672.67		
72	Assistant Manager	Lateral Transfer	12	2	82,987.00	995,844.00		24,000.00	120,000.00	49,466.46	82,987.00	82,987.00	5,000.00	5,000.00	6,000.00		119,981.20	1,491,265.66		
73	Administrative Assistant		8	1	27,000.00	324,000.00	3,240.00	24,000.00	-	34,350.00	27,000.00	27,000.00	5,000.00	5,000.00	6,000.00		39,036.14	494,626.14		
74	Security Operations Officer IV		12	2	82,987.00	995,844.00		24,000.00	-	49,466.46	82,987.00	82,987.00	5,000.00	5,000.00	6,000.00		119,981.20	1,371,265.66		
75	Security Operations Officer II		11	1	46,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	46,725.00	46,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
76	Security Operations Officer II		11	1	46,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	46,725.00	46,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
77	Security Operations Officer II		11	1	46,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	46,725.00	46,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
78	Security Operations Officer II		11	1	46,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	46,725.00	46,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
79	Vice-President		16	2	170,302.00	2,043,624.00		24,000.00	218,000.00	51,360.00	170,302.00	170,302.00	5,000.00	5,000.00	6,000.00		248,219.76	2,937,807.76		
80	Executive Assistant IV		11	3	56,046.00	672,552.00		24,000.00	-	42,192.42	56,046.00	56,046.00	5,000.00	5,000.00	6,000.00		81,030.36	947,866.78	784,644.00	424,729.08
81	Administrative Assistant		8	2	27,604.00	331,248.00	3,312.48	24,000.00	-	34,513.08	27,604.00	27,604.00	5,000.00	5,000.00	6,000.00		39,908.40	504,190.96		
82	Driver		6	1	19,744.00	236,928.00	2,369.28	24,000.00	-	26,780.88	19,744.00	19,744.00	5,000.00	5,000.00	6,000.00		19,030.36	364,566.52		
83	Department Manager	Lateral Transfer	14	2	133,372.00	1,600,464.00		24,000.00	204,000.00	51,360.00	133,372.00	133,372.00	5,000.00	5,000.00	6,000.00		192,826.96	2,355,364.96		
84	Assistant Manager		12	1	80,003.00	960,036.00		24,000.00	120,000.00	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,444,369.77		
85	Administrative Assistant	UPGRADED TO JG 8	8	1	27,000.00	324,000.00	3,240.00	24,000.00	-	34,350.00	27,000.00	27,000.00	5,000.00	5,000.00	6,000.00		39,036.14	494,626.14		
86	Accountant IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
87	Accountant III		11	1	46,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	46,725.00	46,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
88	Budget Officer IV		12	2	82,987.00	995,844.00		24,000.00	-	49,466.46	82,987.00	82,987.00	5,000.00	5,000.00	6,000.00		119,981.20	1,371,265.66		
89	Payroll Officer IV		12	2	82,987.00	995,844.00		24,000.00	-	49,466.46	82,987.00	82,987.00	5,000.00	5,000.00	6,000.00		119,981.20	1,371,265.66		
90	Processing Officer IV		12	2	82,987.00	995,844.00		24,000.00	-	49,466.46	82,987.00	82,987.00	5,000.00	5,000.00	6,000.00		119,981.20	1,371,265.66		
91	Billing Officer IV		12	2	82,987.00	995,844.00		24,000.00	-	49,466.46	82,987.00	82,987.00	5,000.00	5,000.00	6,000.00	5,000.00	119,981.20	1,378,265.66		
92	Collection Officer IV		12	2	82,987.00	995,844.00		24,000.00	-	49,466.46	82,987.00	82,987.00	5,000.00	5,000.00	6,000.00		119,981.20	1,371,265.66		
93	Cash Officer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
94	Cash Officer III		11	1	46,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	46,725.00	46,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
95	Debiting Officer III		11	1	46,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	46,725.00	46,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
96	Department Manager	Lateral Transfer	14	2	133,372.00	1,600,464.00		24,000.00	204,000.00	51,360.00	133,372.00	133,372.00	5,000.00	5,000.00	6,000.00		192,826.96	2,355,364.96		
97	Assistant Manager	Lateral Transfer	12	5	91,937.00	1,103,244.00		24,000.00	120,000.00	51,360.00	91,937.00	91,937.00	5,000.00	5,000.00	6,000.00		132,920.96	1,631,369.96		
98	Administrative Assistant	Lateral Transfer	8	1	27,000.00	324,000.00	3,240.00	24,000.00	-	34,350.00	27,000.00	27,000.00	5,000.00	5,000.00	6,000.00	5,000.00	39,036.14	499,626.14		
99	Property Officer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
100	Property Officer III		11	2	51,386.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,386.00	51,386.00	5,000.00	5,000.00	6,000.00		74,293.01	860,797.55		
101	Property & Supply Management		9	2	32,037.00	384,444.00	3,844.44	24,000.00	-	35,709.96	32,037.00	32,037.00	5,000.00	5,000.00	6,000.00	5,000.00	46,318.56	579,360.96		
102	General Services Officer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
103	Chief Mechanic		11	1	46,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	46,725.00	46,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
104	Electrical Technician		7	2	21,820.00	259,440.00	2,594.40	24,000.00	-	29,327.40	21,820.00	21,820.00	5,000.00	5,000.00	6,000.00		31,257.83	405,858.83		
105	Electro-Mechanical Technician		7	2	21,820.00	259,440.00	2,594.40	24,000.00	-	29,327.40	21,820.00	21,820.00	5,000.00	5,000.00	6,000.00		31,257.83	405,858.83		
106	Electronics Technician		7	1	21,129.00	253,548.00	2,535.48	24,000.00	-	28,884.80	21,129.00	21,129.00	5,000.00	5,000.00	6,000.00		30,547.95	397,574.23		
107	Carpenter		6	1	19,744.00	236,928.00	2,369.28	24,000.00	-	26,780.88	19,744.00	19,744.00	5,000.00	5,000.00	6,000.00		25,545.54	374,111.70		
108	Plumber		6	1	19,744.00	236,928.00	2,369.28	24,000.00	-	26,780.88	19,744.00	19,744.00	5,000.00	5,000.00	6,000.00		25,545.54	374,111.70	98,720.00	77,786.60
109	Driver		6	2	19,928.00	239,136.00	2,391.36	24,000.00	-	27,340.56	19,928.00	19,928.00	5,000.00	5,000.00	6,000.00		28,811.57	377,535.49		
110	Driver		6	2	19,928.00	239,136.00	2,391.36	24,000.00	-	27,340.56	19,928.00	19,928.00	5,000.00	5,000.00	6,000.00		28,811.57	377,535.49		
111	Driver		6	2	19,928.00	239,136.00	2,391.36	24,000.00	-	27,340.56	19,928.00	19,928.00	5,000.00	5,000.00	6,000.00		28,811.57	377,535.49		
112	Driver		6	2	19,928.00	239,136.00	2,391.36	24,000.00	-	27,340.56	19,928.00	19,928.00	5,000.00	5,000.00	6,000.00		28,811.57	377,535.49		
113	Administrative Aide		5	2	16,166.00	193,992.00	1,939.92	24,000.00	-	22,244.82	16,166.00	16,166.00	5,000.00	5,000.00	6,000.00		23,372.53	313,861.27		
114	Procurement Officer IV		12	1	80,003.00	960,036.00		24,000.00	-	48,660.78	80,003.00	80,003.00	5,000.00	5,000.00	6,000.00		115,666.99	1,324,369.77		
115	Procurement Officer III		11	2	51,386.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,386.00	51,386.00	5,000.00	5,000.00	6,000.00		74,293.01	860,797.55		
116	Procurement Officer III		11	2	51,386.00	616,632.00	6,166.32	24,000.00	-	40,934.22	51,386.00	51,386.00	5,000.00	5,000.00	6,000.00		74,293.01	860,797.55		
117	Procurement Officer III		11	1	46,725.00	560,700.00	5,807.00	24,000.00	-	39,675.72	46,725.00	46,725.00	5,000.00	5,000.00	6,000.00		67,554.22	806,966.94		
118	Procurement Officer II		10	1	36,619.00	439,428.00	4,394.28	24,000.00	-	36,947.10	36,619.00	36,619.00	5,000.00	5,000.00	6,000.00		52,943.13	646,950.51		
119	Procurement Officer I	UPGRADED TO JG 8	8	2	27,604.00	331,248.00	3,312.48	24,000.00	-	34,513.08	27,604.00	27,604.00	5,000.00	5,000.00	6,000.00		39,908.40	504,190.96		
120	Department Manager		14	2	133,372.00	1,600,464.00		24,000.00	204,000.00	51,360.00	133,372.00	133,372.00	5,000.00	5,000.00	6,000.00		192,826.96	2,355,364.96		
121	Assistant Manager		12	5	91,937.00	1,103,244.00		24,000.00	120,000.00	51,360.00	91,937.00	91,937.00	5,000.00							

POSITION TITLE	Remarks	CP-2 JOB GRADE	INCREM- ENT as of 31 Dec 2023	MONTHLY BASIC SALARY as of 31 Dec 2023	ANNUAL SALARY	Overtime and Night Pay	ANNUAL PERA	ANNUAL RATA	ANNUAL STATUTORY BENEFITS	Mid Year	Year End	OLN GR	PEI	Uniform Allowance	LOYALTY	LEAVE MONETIZATION	TOTAL ANNUAL COMPENSATION	Retirement Pay/SIP	Terminal Leave
Assistant Vice President	Displaced	15	1	148,171.00	1,778,052.00													5,185,985.00	1,197,443.04
Executive Assistant	Displaced	11	4	60,707.00	728,484.00													849,898.00	244,091.88
Custodian/Record Officer	Displaced	11	2	51,386.00	616,632.00													1,027,720.00	254,572.44
Airport Marketing Sales Specialist	Displaced	10	1	36,619.00	439,428.00													402,808.00	42,358.04
Courier	Displaced	7	2	21,620.00	259,440.00													302,680.00	40,413.25
Manager	Displaced	14	2	133,372.00	1,600,464.00													4,501,306.00	2,208,974.55
Processing Analyst	Displaced	10	1	36,619.00	439,428.00													659,142.00	448,360.13
Financial Analyst	Displaced	10	2	38,010.00	456,120.00													532,140.00	292,118.47
Assistant Manager	Displaced	12	5	91,937.00	1,103,244.00													1,838,740.00	528,298.13
Public Affairs Officer II	Displaced	11	2	51,386.00	616,632.00													822,178.00	137,107.75
Collection Analyst	Displaced	10	2	38,010.00	456,120.00													684,180.00	108,221.64
Media Relations Assistant	Displaced	9	2	32,037.00	384,444.00													320,370.00	74,897.10
Procurement Officer III	Displaced	11	2	51,386.00	616,632.00										10,000.00			1,027,720.00	392,752.48
Manager/Corporate Secretary	Displaced - demotion in rank	14	2	133,372.00	1,600,464.00													2,133,952.00	392,928.98
Purchasing Assistant	Displaced - Demotion In Rank	9	2	32,037.00	384,444.00													512,592.00	215,524.86
Office Manager	Displaced - demotion in rank	13	2	106,586.00	1,279,032.00										10,000.00			1,172,446.00	487,434.47
Manager	Displaced - demotion in rank	14	2	133,372.00	1,600,464.00													2,267,324.00	246,999.95
Corporate Communications Assistant	Displaced - lateral transfer	8	2	27,804.00	331,248.00													489,268.00	77,521.34
Property Officer	Displaced - lateral transfer	11	2	51,386.00	616,632.00													673,562.00	617,722.86
Technical Assistant	Displaced - lateral transfer	8	1	27,000.00	324,000.00													378,000.00	248,362.89
Manager	Displaced - possible promotion	14	2	133,372.00	1,600,464.00													1,467,092.00	698,406.50
General Services Officer	Displaced - possible promotion	11	2	51,386.00	616,632.00													924,948.00	428,262.07
Systems Analyst / IT Librarian	Displaced - possible promotion	10	2	38,010.00	456,120.00													304,080.00	187,758.41
Billing Analyst	Displaced - possible promotion	10	2	38,010.00	456,120.00													494,130.00	314,678.84
Disbursing Analyst	Displaced - possible promotion	10	2	38,010.00	456,120.00													380,100.00	175,802.20
Cashier II	Displaced - possible promotion	10	1	36,619.00	439,428.00													622,523.00	464,399.51
Security Operations Officer I	Displaced - possible promotion	10	1	36,619.00	439,428.00													73,238.00	97,763.02
Advertising and Promotions Specialist	Displaced - possible promotion	10	1	36,619.00	439,428.00													402,809.00	103,675.01
Internal Audit Assistant	Displaced - possible promotion	9	1	31,320.00	375,840.00													250,580.00	137,709.88
Property & Supply Management Assistant	Displaced - possible promotion	9	2	32,037.00	384,444.00													192,222.00	152,286.14
Cashier I	Displaced - possible promotion	9	1	31,320.00	375,840.00													250,580.00	193,689.92
Passengers Associate	Displaced - possible promotion	7	2	21,620.00	259,440.00													345,920.00	48,297.52
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
Security Guard	Displaced			10,120.00	121,440.00													50,600.00	11,500.00
TOTALS					97,002,708.00	337,043.28	3,096,000.00	4,356,000.00	5,400,209.16	8,083,559.00	8,083,559.00	645,000.00	645,000.00	774,000.00	85,000.00	11,677,558.07	140,185,636.51	32,479,791.00	11,442,790.10
																		33,363,155.00	11,945,305.78