



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BBMR Circular No.: 05-01

To: All Line Department and Agency Heads

From: Director, Bureau of Budget and Management Research

Subject: Fiscal Year 2005 Staffing Patterns and Budget Allotment Schedules

As you are aware, P.L. 27-106 and 27-107, collectively, is the Budget Act for Fiscal Year 2005. Pursuant to Chapter IV Section 28 of P.L. 27-106, the Bureau is to determine the amount required by each agency and department to implement a one-step salary increment. As such, please provide staffing patterns using the attached form reflecting a one-step salary increment for all eligible employees by division/program and funding source.

In addition, you are to submit Request for Establishment of Account (EOA) and Budget Allotment Schedule forms for each division/program not to exceed the amounts appropriated by the aforementioned laws. Be advised that based on recent tracking of revenues, we will be imposing a 10% reserve on all General Fund allotments. As such, department allotment schedules should reflect a 10% reserve, personnel requirements for filled positions inclusive of a one-step salary increment and only essential operational costs.

Please submit your staffing patterns, EOAs and Budget Allotment Schedules no later than end of day, Monday, October 11, 2004. Should you have any questions, please contact our office at 475-9412.

Thank you for your cooperation.


CARLOS P. BORDALLO
Acting

Attachment