



**MEMORANDUM ORDER NO. 2023-15**

**REQUEST FOR THE CREATION OF THE LEGAL UNIT AND TWO (2) LEGAL ASSISTANT III POSITIONS OF THE CREDIT INFORMATION CORPORATION (CIC)**

**WHEREAS**, the Governance Commission approved the organizational structure and staffing pattern (OSSP) of CIC as part of its Restructuring Plan through Memorandum Order (M.O.) No. 2014-12;

**WHEREAS**, CIC Board of Directors in its Resolution No. 13, s. 2023 approved and confirmed the creation of Legal Unit under the Office of the President and two (2) Legal Assistants III plantilla positions in the CIC;

**WHEREAS**, the Governance Commission for GOCCs (GCG), pursuant to Republic Act (R.A.) No. 10149, is mandated to “evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized, ...[and] implement the reorganization, merger or streamlining unless otherwise directed by the President”;

**WHEREAS**, the GCG determined that it is in the best interest of the State and the public to create organizational unit and positions in CIC;

**NOW**, Be it –

**RESOLVED**, that the Governance Commission hereby APPROVES WITH MODIFICATION the creation of organizational unit and positions in CIC as reflected in the attached Staffing Pattern;

**RESOLVED FURTHER**, the foregoing is **SUBJECT TO THE FOLLOWING CONDITIONS** as follows:

- a) The funds for the purpose shall be taken fully from the corporate funds of the CIC, as approved by its Governing Board, and no budgetary support will be provided by the National Government for personnel services;
- b) The pertinent budgetary, accounting, auditing, civil service and other applicable laws, rules and regulations shall be complied with; and
- c) Any further modification/s on the CIC’s Organizational Structure and Staffing Pattern is/are prohibited unless otherwise approved by the GCG.

**DONE**, in the City of Makati, this 13<sup>th</sup> day of December 2023.



**ATTY. MARIUS P. CORPUS**  
*Chairperson*



**ATTY. BRIAN KEITH F. HOSAKA**  
*Commissioner*



**ATTY. GERALDINE MARIE  
BERBERABE-MARTINEZ**  
*Commissioner*

**CREDIT INFORMATION CORPORATION**  
**GCG-APPROVED STAFFING PATTERN**  
(Revised as of 13 December 2023)

No. of Position	Position Title	SG	CPCS JG
<b>OFFICE OF THE BOARD DIRECTORS</b>			
<b>Internal Audit Office</b>			
1	Internal Auditor V	24	12
1	Internal Auditor IV (Financial and Management)	22	12
1	Internal Auditor IV (Operations)	22	12
<b>3</b>	<b>Sub-Total</b>		
<b>Office of the Board Secretary</b>			
1	Board Secretary V	24	12
<b>1</b>	<b>Sub-total</b>		
<b>OFFICE OF THE PRESIDENT</b>			
1	President	30	16
1	Executive Assistant V	24	12
<b>2</b>	<b>Sub-total</b>		
<b>Legal Unit</b>			
1	Attorney V	25	13
2	Legal Assistant III	14	9
<b>3</b>	<b>Sub-total</b>		
<b>5</b>	<b>SUB-TOTAL, OFFICE OF THE PRESIDENT</b>		
<b>OFFICE OF THE SVP FOR CREDIT INFORMATION MANAGEMENT SERVICE (CIMS) GROUP</b>			
1	Senior Vice President	28	15
<b>1</b>	<b>Sub-total</b>		
<b>Information Security Unit</b>			
1	Information Technology Officer III	24	12
1	Data Management Chief	22	12
<b>2</b>	<b>Sub-total</b>		
<b>Technical Support Department</b>			
1	Department Manager III	26	14
1	Information Technology Officer III	24	12
1	Information Technology Officer III	24	12
1	Information Technology Officer II	22	12

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No. of Position	Position Title	SG	CPCS JG
<b>4</b>	<b>Sub-total</b>		
	<b>Application Development Department</b>		
1	Department Manager III	26	14
1	Information Technology Officer III	24	12
1	Information Technology Officer II	22	12
<b>3</b>	<b>Sub-total</b>		
	<b>Data Center</b>		
1	Department Manager III	26	14
2	Computer Operator IV	14	9
5	Data Controller IV	13	9
<b>8</b>	<b>Sub-total</b>		
<b>18</b>	<b>SUB-TOTAL, CIMS Group</b>		
<b>MARKETING AND BUSINESS DEVELOPMENT GROUP</b>			
1	Senior Vice President	28	15
1	Information Officer V	24	12
1	Chief Marketing Specialist	22	12
2	Marketing Specialist	15	10
<b>5</b>	<b>TOTAL, Marketing and Business Development Group</b>		
<b>FINANCE AND ADMINISTRATION GROUP</b>			
1	Senior Vice President	28	15
1	Chief Accountant	24	12
1	Budget Officer IV	22	12
1	Financial Analyst IV	22	12
1	HR Management Officer IV	22	12
1	Administrative Services Officer V	20	11
1	Administrative Officer IV	15	10
1	Chauffer IV	8	6
1	Administrative Aide VI	6	5
1	Driver Courier II	6	5
<b>10</b>	<b>TOTAL, Finance and Administration Group</b>		
<b>42</b>	<b>GRAND TOTAL</b>		

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Approved by:



**ATTY. MARIUS P. CORPUS**  
 Chairperson