# CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS DBM-APPROVED ORGANIZATION STRUCTURE

Internal Audit Service

**BOARD OF GOVERNORS** 

EXECUTIVE DIRECTOR OFFICE OF THE

Corporate Planning Division

Consumer Business Department

Service Business Department Information Technology

Home Lifestyle Division

Services Division

Industrial Goods and

Fashion Lifestyle

Division

Services Division

Communications &

Creative Services Dept

Corporate Services

Department

Management Division Communication

Visual Design Division **Exhibition Design** Division

Web Marketing Division

Creative Industry Div

Special Projects Div

Agri-marine Division

Health & Wellness

Division

STREDO Division\*

Management Division General Services Human Resource Division

Budget & Cash Div

Controllership Division SMD Division\*\*

STREDO - Shipping, Travel, Records & Documentation Division \*\* SMD Division - Systems Management & Development Division Department of Budget and Management 2008-D00023L

ROLANDO G. ANDAYA, JR.

Approved:

Secretary

No. of Pos.	Unit/ Position Title	Salary Grade	Monthly Salary	Total Per Month
	BOARD OF GOVERNORS			
	INTERNAL AUDIT SERVICE			
1	Internal Auditor V	24	22,905	22,905
2	Internal Auditor III	18	17,425	34,850
3	TOTAL, IAS			
	OFFICE OF THE EXECUTIVE DIRECTOR			
1	Executive Director	29	27,866	27,866
1	Deputy Executive Director	27	25,764	25,764
1	Executive Assistant III	20	19,579	19,579
1	Legal Officer V	24	22,905	22,905
1	Legal Assistant I	10	10,933	10,933
1	Information Officer II	15	14,630	14,630
1	Private Secretary II*	15	14,630	14,630
1	Secretary II	9	10,250	10,250
	Corporate Planning Division			
1	Planning Officer V	24	22,905	22,905
1	Planning Officer IV	22	21,176	21,176
2	Planning Officer III	18	17,425	34,850
2	Planning Officer II	15	14,630	29,260
1	Planning Officer I	11	11,589	11,589
15	TOTAL, OED			
	CONSUMER BUSINESS DEPARTMENT			
	OFFICE OF THE DEPARTMENT MANAGER			
1	Deputy Executive Director **	27	25,764	25,764
1	Secretary II***	9	10,250	10,250
	Home Lifestyle Division			
1	Chief Trade-Industry Development Specialist	24	22,905	22,905
1	Supervising Trade-Industry Development Specialist	22	21,176	21,176
2	Senior Trade-Industry Development Specialist	18	17,425	34,850
1	Trade-Industry Development Specialist	15	14,630	14,630
1	Trade-Industry Development Analyst	11	11,589	11,589
	Fashion Lifestyle Division			
1	Chief Trade-Industry Development Specialist	24	22,905	22,905
1	Supervising Trade-Industry Development Specialist	22	21,176	21,176
2	Senior Trade-Industry Development Specialist	18	17,425	34,850
4	ocinior made-industry Development opecialist	10	17,420	34,030
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Vo. of Pos.	Unit/ Position Title	Salary Grade	Monthly Salary	Total Per Month
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1	Trade-Industry Development Specialist	15	14,630	14,63
1	Trade-Industry Development Analyst	11	11,589	11,58
	Agri-Marine Division			
1	Chief Trade-Industry Development Specialist	24	22,905	22,90
1	Supervising Trade-Industry Development Specialist	22	21,176	21,17
2	Senior Trade-Industry Development Specialist	18	17,425	34,85
1	Trade-Industry Development Specialist	15	14,630	14,63
1	Trade-Industry Development Analyst	11	11,589	11,58
	Health and Wellness Division			
1	Chief Trade-Industry Development Specialist	24	22,905	22,90
1	Supervising Trade-Industry Development Specialist	22	21,176	21,17
1	Senior Trade-Industry Development Specialist	18	17,425	17,42
1	Trade-Industry Development Specialist	15	14,630	14,63
1	Trade-Industry Development Analyst	11	11,589	11,58
25	Total, Consumer Business Department			
	SERVICE BUSINESS DEPARTMENT			
	OFFICE OF THE DEPARTMENT MANAGER			
1	Deputy Executive Director **	27	25,764	25,76
1	Secretary II***	9	10,250	10,25
	IT Services Division			
1	Chief Trade-Industry Development Specialist	24	22,905	22,90
1	Supervising Trade-Industry Development Specialist	22	21,176	21,17
2	Senior Trade-Industry Development Specialist	18	17,425	34,85
1	Trade-Industry Development Specialist	15	14,630	14,63
1	Trade-Industry Development Analyst	11	11,589	11,58
	Industrial Goods and Services Division			
1	Chief Trade-Industry Development Specialist	24	22,905	22,90
1	Supervising Trade-Industry Development Specialist	22	21,176	21,17
2	Senior Trade-Industry Development Specialist	18	17,425	34,85
1	Trade-Industry Development Specialist	15	14,630	14,63
1	Trade-Industry Development Analyst	11	11,589	11,58
	Special Projects Division			
1	Chief Trade-Industry Development Specialist	24	22,905	22,90
1 2	Supervising Trade-Industry Development Specialist	22	21,176	21,176

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No. of Pos.	Unit/ Position Title	Salary Grade	Monthly Salary	Total Per Month
1	Trade-Industry Development Specialist Trade-Industry Development Analyst	15 11	14,630 11,589	14,630 11,589
	Creative Industry Division			
1 1 1 1	Chief Trade-Industry Development Specialist Supervising Trade-Industry Development Specialist Senior Trade-Industry Development Specialist Trade-Industry Development Specialist Trade-Industry Development Analyst	24 22 18 15	22,905 21,176 17,425 14,630 11,589	22,905 21,176 17,425 14,630 11,589
25	Total, Service Business Department			
	COMMUNICATIONS AND CREATIVE SERVICES DEPARTMENT			
	OFFICE OF THE DEPARTMENT MANAGER			
1	Deputy Executive Director ** Secretary II***	27 9	25,764 10,250	25,764 10,250
	Communication Management Division			
1 1 3 2 1	Information Officer V Information Officer IV Information Officer III Information Officer I Information Officer I	24 22 18 15	22,905 21,176 17,425 14,630 11,589	22,905 21,176 52,275 29,260 11,589
	Visual Design Division			
1 1 3 2 1	Creative Arts Specialist V Creative Arts Specialist IV Creative Arts Specialist III Creative Arts Specialist II Creative Arts Specialist I	24 22 18 15	22,905 21,176 17,425 14,630 11,589	22,905 21,176 52,275 29,260 11,589
	Exhibition Design Division			
3	Chief Industrial Design Specialist Supervising Industrial Design Specialist Senior Industrial Design Specialist Industrial Design Specialist Industrial Design Analyst	24 22 18 15	22,905 21,176 17,425 14,630 11,589	22,905 21,176 52,275 29,260 11,589
	Web Marketing Division			
	Information Technology Officer III Information Technology Officer II	24 22	22,905 21,176	22,905 21,176

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No. of Pos.	Unit/ Position Title	Salary Grade	Monthly Salary	Total Per Month
1 2 1	Information Technology Officer I Information Systems Analyst II Programmer II	19 16 15	18,471 15,508 14,630	18,471 31,016 14,630
32	Total, Marketing Communications and Creative Service Department	10	14,030	14,030
	CORPORATE SERVICES DEPARTMENT			
	OFFICE OF THE DEPARTMENT MANAGER			
1	Department Manager III Secretary I	<b>26</b> 7	24,773 8,953	24,773 8,953
	Shipping, Travel, Records and Documentation Division (STREDO)			
1 1 1 1 1	Chief Trade-Industry Development Specialist Supervising Trade-Industry Development Specialist Senior Trade-Industry Development Specialist Trade-Industry Development Specialist Records Officer I Messenger	24 22 18 15 10 2	22,905 21,176 17,425 14,630 10,933 6,094	22,905 21,176 17,425 14,630 10,933 6,094
	Human Resource Management Division			
1 1 2 1	Human Resource Management Officer V Human Resource Management Officer IV Human Resource Management Officer III Human Resource Management Officer II Human Resource Management Assistant	24 22 18 15 8	22,905 21,176 17,425 14,630 9,580	22,905 21,176 34,850 14,630 9,580
	General Services Division			
1 1 1	Administrative Officer V Administrative Officer IV Administrative Officer III Administrative Officer II	24 22 18 15	22,905 21,176 17,425 14,630	22,905 21,176 17,425 14,630
1 1 1	Administrative Assistant V Supply Officer II Supply Officer I Buyer III	11 14 10	11,589 13,801 10,933	11,589 13,801 10,933
2	Property Custodian Electrician II	9 8 6	10,250 9,580 8,367	10,250 19,160 8,367
4	Budget and Cash Division			
1	Budget Officer V Budget Officer IV	24 22	22,905 21,176	22,905 21,176

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No. of	Unit/	Salary	Monthly	Total
Pos.	Position Title	Grade	Salary	Per Month
			17 105	47.405
1	Budget Officer III	18	17,425	17,425
1	Budget Officer II	15	14,630	14,630
1	Cashier III	18	17,425	17,425
1	Cash Clerk	8	9,580	9,580
	Controllership Division			
1	Chief Accountant	24	22,905	22,905
1	Accountant IV	22	21,176	21,176
1	Accountant III	18	17,425	17,425
1	Accountant II	15	14,630	14,630
2	Senior Bookkeeper	9	10,250	20,500
2	Accounting Clerk III	8	9,580	19,160
	Systems Management and Development Division			
1	Information Technology Officer III	24	22,905	22,905
1	Information Technology Officer II	22	21,176	21,176
1	Information Systems Analyst III	19	18,471	18,471
1	Information Systems Analyst II	16	15,508	15,508
1	Programmer III	18	17,425	17,425
1	Programmer II	15	14,630	14,630
45	Total, Corporate Service Department			
145				2,467,615

\* Position co-terminus with the Executive Director, to be abolished once vacated by the incumbent and replaced with Private Secretary I, SG-11

\*\* Position co-terminus with the incumbent, to be abolished once vacated and replaced with Department Manager III, SG-26

\*\*\* Position co-terminus with the incumbent, to be abolished once vacated and replaced with Secretary I, SG-7

Department of Budget and Management

2008-D00024

Approved

ROLANDO G. ANDAYA, JR. Secretary