

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Maynila

June 22, 1979.

MEC O R D E R  
No. 35, s. 1979

SALARY ADJUSTMENT OF NATIONAL GOVERNMENT OFFICIALS  
AND EMPLOYEES EFFECTIVE MAY 1, 1979

To: Bureau Directors  
Regional Directors  
Cultural Agency Directors  
Chiefs of Services and Heads of Units  
Presidents, State Colleges and Universities  
Schools Superintendents

1. Inclosed is a copy of National Budget Circular No. 305 dated April 30, 1979 on the subject "Salary Increases/Adjustments of National Government Officials and Employees, Including Those of State Universities and Colleges and Specialized Boards and Commissions," which is self-explanatory.
2. It is desired, in this connection, that the Plantilla of Personnel and Salary Adjustment Form (Annex D) be prepared immediately for submission direct to the Office of Compensation and Position Classification (OCPC) on or before June 30, 1979. Likewise, the official or employee concerned should be notified in writing of his adjusted salary on the prescribed form (Annex E) under the said Budget Circular.
3. The Plantilla of Personnel and Salary Adjustment for schools division superintendents, assistant schools division superintendents and medical and dental personnel will be prepared by this Office.
4. Please be guided accordingly.

(SGD.) JUAN L. MANUEL  
Minister of Education and Culture







Incl.:

As stated

References:

Department Orders: Nos. 31 and 33, s. 1977

Allotment: 1--(D.O. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

~~BUREAUS & OFFICES~~

~~EMPLOYEES~~

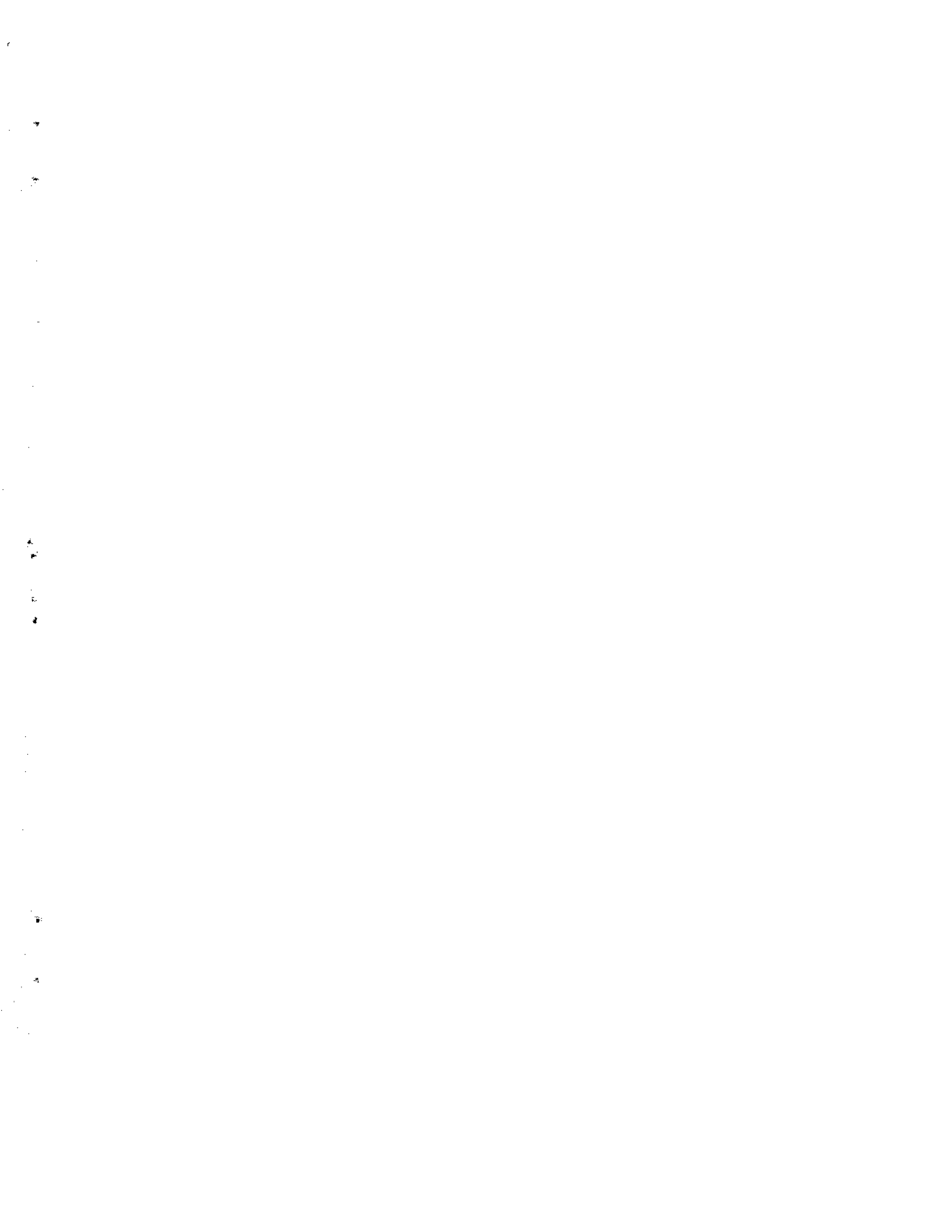
~~OFFICIALS~~

~~PLANTILLA~~

~~RULES & REGULATIONS~~

~~SALARY~~









(Inclosure to MEC Order No. 35, s. 1979)

Republika ng Pilipinas  
MINISTRI NG GUGULING PAMPAMAHALAN  
MINISTRY OF THE BUDGET  
Malacañang, Manila

NATIONAL BUDGET CIRCULAR NO. 305

April 30, 1979

To: Heads of Ministries, Bureaus, Offices and Agencies of the National Government, Heads of State Universities and Colleges, and All Others Concerned

SUBJECT: SALARY INCREASES/ADJUSTMENTS OF NATIONAL GOVERNMENT OFFICIALS AND EMPLOYEES, INCLUDING THOSE OF STATE UNIVERSITIES AND COLLEGES AND SPECIALIZED BOARDS AND COMMISSIONS

1.0 Purpose: This Circular is being issued in compliance with Letters of Implementation No. 82, 83, 84 and 86, all dated March 31, 1979, granting salary increases/adjustments to officials and employees of the National Government effective May 1, 1979.

2.0 Coverage: All positions in the National Government are covered by this Circular, except for those whose salaries are fixed by the Constitution, Ministers or equivalent, those positions in agencies for which separate Presidential directives have been issued, positions in government-owned or controlled corporations, the Judiciary, military and police personnel, the foreign service, including service attaches, and positions in the Career Executive Service and/or those declared as equivalent.

3.0 Definitions

3.1 The National Compensation and Position Classification Plan is a system of classifying positions of government officials and employees in the national government and of standardizing their compensation, taking into account the nature of the responsibilities pertaining to and the qualifications required for the positions concerned.

3.2 The Special Salary Plan is a system of compensation for specified positions or in a certain ministry/agency/office/government corporation/financial institution authorized in special salary laws, decrees, executive orders and other issuances other than National Compensation and Position Classification Plans.







3.3 The actual salary of an employee for purposes of this Circular, shall mean the basic salary received as of April 30, 1979, before his position shall have been upgraded pursuant to the provision herein, which does not include incentive pay or allowance for transportation/representation, cost of living, bonus, honorarium, and/or any other additional compensation.

4.0 Rules and Procedures for Salary Adjustment/Increases

4.1 National Officials and Employees. Positions in the national government which follow the National Compensation and Classification Plans shall be upgraded in basic salary in accordance with the following rules:

4.1.1 Classes covered by the National Compensation and Position Classification Plans are upgraded as follows, except as are otherwise provided in paragraphs 4.2 to 4.6.

Salary Ranges of Classes

Salary Range Increase

From R-35 to R-39  
From R-40 to R-43  
From R-44 to R-48  
From R-49 and above

Add 3 salary ranges  
Add 4 salary ranges  
Add 5 salary ranges  
Add 6 salary ranges  
but not exceeding R-75

4.1.2 Classes in the physician and lawyer groups of position as provided under Letters of Implementation No. 83 and 84, respectively, are upgraded as shown in Annexes A and B of this Circular.

4.1.3 The salaries of positions shall be increased to the first step of the upgraded salary range in the national salary schedule pursuant to paragraph 4.1.1 herein, except as provided in the succeeding paragraphs hereof.

4.1.4 If the actual salary of the employee is less than the first step of the upgraded salary range of his position, he shall be given the first step of the upgraded salary range. (Illustrative Examples No. 1.1 and 1.2 of Annex C)

4.1.5 If the resulting increase in the salary of the employee as a result of the upgrading authorized under paragraph 4.1.4 is less than the equivalent of one salary step or 5%, his salary shall be further adjusted to the next higher step of the upgraded salary range. (Illustrative Example No. 2.1 of Annex C)









4.1.6 If the actual salary of the employee is on a salary step in the upgraded salary range of his position, his salary shall be adjusted to the next higher step. (Illustrative Example No. 3.1 of Annex C)

4.1.7 If the actual salary of the employee falls between salary steps in the upgraded salary range of his position, his salary shall be adjusted to the next higher salary step of the upgraded salary range. (Illustrative Example No. 3.3 of Annex C)

4.1.8 If the actual salary of the employee is at the fifth step or on a step above the maximum of the upgraded salary range, his salary shall be adjusted to the equivalent of one salary step. (Illustrative Examples No. 3.4 and 3.4.1 of Annex C)

4.1.9 If the actual salary of the employee is between salary steps and above the maximum of the upgraded salary range, his salary shall be adjusted to the next higher step. (Illustrative Example No. 3.4.2 of Annex C)

4.1.10 If the upgraded salary range exceeds R-75, the salary of the position/employee shall be adjusted by a corresponding number of salary steps in R-75; that is, if one range higher than R-75, the salary shall be adjusted to the second step, if two ranges higher, to the third step, if three ranges higher, to the fourth, and if four ranges higher, to the fifth step. (Illustrative Examples No. 5.1 of Annex C)

4.1.11 If the employee had previously been granted a merit increase pursuant to Budget Circular No. 286, implementing LOI No. 562, prior to the increases/adjustments granted herein, that merit increase shall be maintained by adding the same number of salary steps approved in the merit adjustments to the approved adjusted salary. (Illustrative Example No. 4.1 of Annex C)

4.2 Recipients of Previous Salary Adjustments. Employees who have already received salary adjustments as advanced general implementation of the latest salary survey results shall be given the equivalent of a one-step salary increase. This category shall include teachers, labor arbiters, motor vehicles registrars, personnel in the airways operations and engineering groups, positions in the citizens attorneys series of classes and other positions whose salaries have been similarly adjusted.

4.3 Special Salary Plans. Employees in agencies that have Special Salary Plans, which include the Commission on Elections, Bureau of Customs, Bureau of Internal Revenue, the Government Corporate Counsel, the Batasang Pambansa, the Office of the Solicitor General and the National Prosecution Service, shall be granted salary increases under the following conditions:







4.3.1 If the actual salary of the employee in the special salary plan is on a step in the national salary plan, his salary shall be increased to the next higher step in the national salary plan.

4.3.2 In cases where the actual salary of the employee in the special salary plan falls between salary steps in the national salary plan, his salary shall be adjusted to the next higher salary step in the national salary plan.

4.3.3 If the salary increase granted to the employee under paragraphs 4.3.1 and 4.3.2 is less than five percent (5%) of his actual salary, his salary shall be further adjusted to the next higher step in the national salary plan.

#### 4.4 State Universities and Colleges

4.4.1 The salary increases/adjustments of the personnel of state universities and colleges shall be granted on the basis of actual basic salaries reflected in the CY 1979 Personnel Services Itemization or as duly approved pursuant to the provisions of P.D. No. 985.

4.4.1.1 The positions of President and Vice-President of state universities and colleges shall be given a salary increase of 5% of actual basic salary.

4.4.1.2 The salaries of teaching positions of developed state universities and colleges as defined under LOI No. 69 shall be increased by one salary step of their pay plan. The salaries of non-teaching positions shall be increased by 5% of their actual basic salaries.

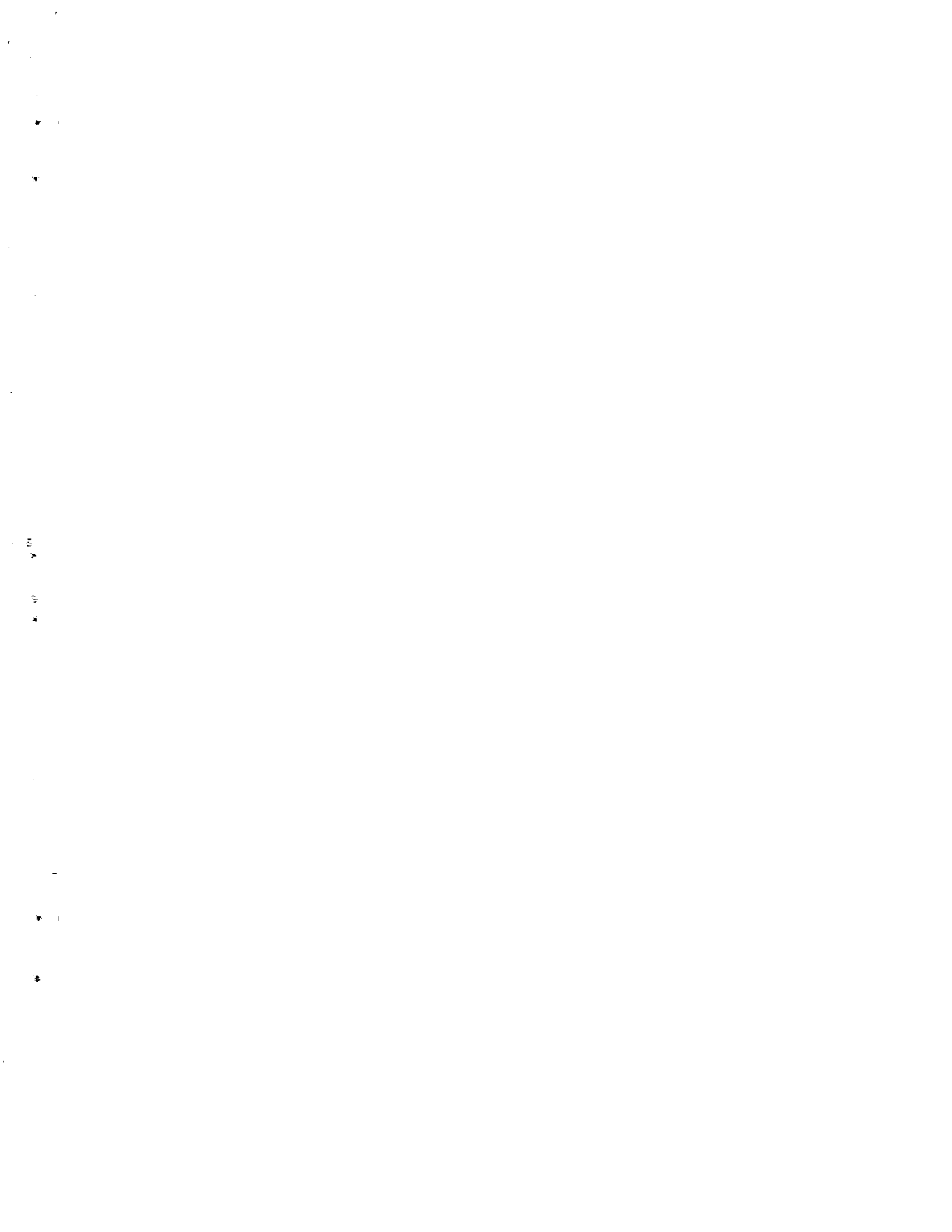
4.4.1.3 The salaries of teaching positions of developing state universities and colleges as defined under LOI No. 69 shall be increased by one salary step of the National Compensation and Position Classification Plan. The non-teaching positions shall be granted the general salary adjustments pursuant to paragraph 4.1 hereof.

#### 4.5 Specialized Boards and Commissions

4.5.1 The salary increases/adjustments of technical positions of the specialized boards and commissions cited in Letter of Implementation No. 86 shall be in accordance with the classification and salary ranges assigned to their positions to be issued by the Ministry of the Budget.

4.5.2 The salary increases/adjustments of all non-technical positions of the specialized boards and commissions aforesaid shall be in accordance with the appropriate implementing rules under paragraph 4.1 hereof.









#### 4.6 Non-Itemized Positions

4.6.1 The compensation of contractual employees may be adjusted only when duly approved under the Ministry of the Budget/Civil Service Commission Joint Circular No. 3 dated February 23, 1977.

4.6.2 Employees holding non-itemized positions paid out of lump-sum appropriations which have been duly classified under the national compensation and classification plans, shall likewise be given the salary adjustments provided under paragraph 4.1 hereof.

5.0 Original Appointments. Effective May 1, 1979, all original appointments to positions covered by the National Compensation and Classification plans shall be fixed at the first step of the upgraded salary ranges of said positions pursuant to paragraph 4.1.1 hereof, except as provided under paragraph 4.1.10 hereof. In no case shall an incumbent receive less than the first step of the upgraded salary range.

6.0 Allowances and Other Compensation. No beneficiary of the salary increases/adjustments granted herein shall be paid any additional compensation, whether in the form of incentive pay or allowance, transportation allowance, cost of living allowance and/or bonus, except as may be authorized pursuant to P.D. No. 985, P.D. No. 398 (as amended), P.D. No. 915, P.D. No. 1571, P.D. No. 1578, B.P. Blg. 1 or LOI No. 577.

#### 7.0 Funding Sources

7.1 The amounts appropriated for salary increases which are incorporated in the budgets of national government offices shall be used to implement the salary increases/adjustments authorized under this Circular.

7.2 Salary lapses and other personal services savings of the ministry/bureau/office/agency or state university/college concerned shall be first used to cover any deficiency in the amount needed for the herein provided increases/adjustments.

7.3 Any remaining deficiency in the amounts needed for herein salary increases/adjustments shall be covered by the Salary Adjustment Fund in the CY 1979 General Appropriations Act and from budgetary reserves, with the approval of the Minister of the Budget.

7.4 Funding from Item 7.2 shall be resorted to only if the fund source under Item 7.1 is already exhausted, similarly, funding from Item 7.3 shall be resorted to only if the fund source under Item 7.2 is already exhausted.







7.5 No action shall be subsequently taken on the use of personal services savings for agencies which are authorized to draw against the Salary Adjustment Fund.

8.0 Other Implementing Rules and Procedures

8.1 The Personnel Officer/Administrative Officer of the Ministry, Bureau, Office, Regional Office, Agency, State University or College or other entity of the National Government, shall prepare, for purposes of the salary increases under this Circular, a Plantilla of Personnel and Salary Adjustment Form as prescribed herein, attached as Annex 1.

8.2 The Plantilla of Personnel and Salary Adjustment Form shall be certified correct on each page by the Personnel Officer/Administrative Officer and approved by the Head of the Ministry, Bureau, Office, Regional Office, Agency, State University or College, or other entity of the National Government concerned.

8.3 The original and five (5) copies of the approved Plantilla of Personnel and Salary Adjustment Form shall be submitted to the Office of Compensation and Position Classification (OCPC), which shall examine and verify said documents on the basis of its records and certify these accordingly. The OCPC certified copies shall then be distributed as follows:

8.3.1 One copy each to the Civil Service Commission (Central Office) and the Civil Service Commission Regional Office concerned, which shall serve as the Plantilla Appointment Proposal of the particular agency.

8.3.2 One copy to the Commission on Audit, for compliance with auditing requirements.

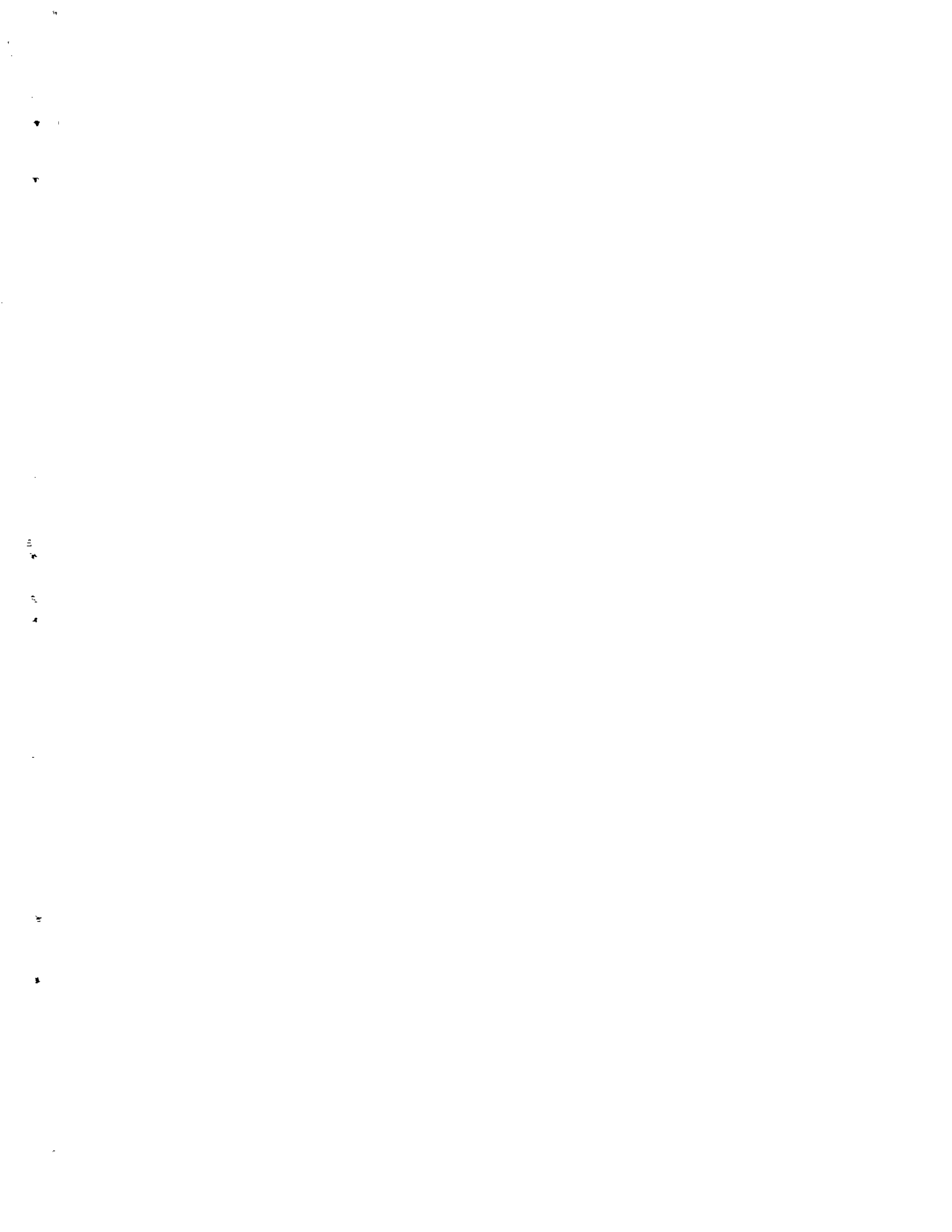
8.3.3 One copy to the office of origin concerned, for proper implementation.

8.3.4 One copy to the Data Processing Service of the Ministry of the Budget.

8.3.5 The original shall remain with OCPC for purposes of records control and post audit.

8.4 The salary increases provided under this Circular shall be subject to appropriate adjustments if upon review by OCPC, payment are found to be not in order. The recipient employee/official shall be liable for the refund of any overpayment made, without prejudice to the provisions of paragraph 9.0 hereof.









8.5 The Head of Ministry, Bureau, Regional Office, Agency, State Universities and Colleges or other entity of the National Government concerned, shall notify the employee/official in writing of the upgraded salary range of his position and the corresponding adjusted salary under this Circular through a Notice of Salary Adjustment Form as prescribed herein, attached as Annex E. A copy of the Notice of Salary Adjustment shall be furnished the GSIS, if the beneficiary is a member thereof.

8.6 For economy and to facilitate issuance, this Notice of Salary Adjustment/Increase may be issued in the form of a Special Order to include employees having similar data and information, such as OCP classification of position, salary range, actual basic salary and upgraded salary range. A sample form is hereto attached as Annex F.

9.0 Responsibility of the Head of Agency. The Head of Ministry, Bureau, Office, Agency, Regional Office, State Universities and Colleges, or other entity of the National Government concerned, shall be held personally liable for any payment of a salary increase/adjustment not in accordance with the provisions of this Circular, and for the non-submission of the required reports, without prejudice, however, to the refund of any excess payments by the employee concerned.

#### 10.0 Payment and Allotment and Accounting Procedures

10.1 The salary adjustment authorized in this Circular may be paid even before the receipt by the Agency of the Advice of Allotment from the Ministry of the Budget. The Cash Disbursement Ceiling for the purpose shall be issued by the Ministry of the Budget even before the release of said Advice of Allotment, provided that the request shall be supported by a duly accomplished statement showing that the amount required cannot be covered from the Cash Disbursement Ceiling already allowed to the Agency on the basis of its regular allotments.

10.2 The Accounting Officer of each Ministry, Bureau, Regional Office, Office, Agency, State University or College, or other entity of the National Government shall accomplish and submit to the Ministry of the Budget not later than fifteen (15) days from the end of a preceding month a statement of actual payments for salary increases/adjustments attached herewith as Annex G, made during a preceding month on the basis of which the Advice of Allotment for the purpose shall be issued.







10.3 The Head of the Ministry, Bureau, Office, Regional Office, Agency, State University or College, or other entity of the National Government, shall submit on or before June 30, 1979, the Plantilla of Personnel and Salary Adjustment Form referred to in paragraph 8.1 of this Circular. Failure to submit the Plantilla of Personnel and Salary Adjustment Form shall cause the suspension by the Ministry of the Budget of the release of the Advice of Allotment and Cash Disbursement Ceiling for the succeeding quarters.

11.0 Contribution to GSIS. The salary increases/adjustments herein authorized are subject to the mandatory requirements of GSIS life and retirement insurance premiums if the recipient is a member of the GSIS.

12.0 Saving Clause

12.1 Cases where the resulting upgraded range and salary increase are beyond the fifth step of R-75 and other cases not covered by the provisions of this Circular shall be submitted to the Minister of the Budget for appropriate action and/or recommendation.

12.2 Cases where problems in supervisor-subordinate salary relationship arise as a result of the upgrading provided herein shall be referred to the Minister of the Budget.

13.0 Effectivity of Salary Increases/Adjustments. The salary increases/adjustments provided herein shall take effect May 1, 1979.

(SGD.) JAIME C. LAYA  
Minister of the Budget

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## UPGRADING OF PHYSICIAN POSITIONS

<u>Groups/Classes</u>	<u>Present Range</u>	<u>Upgraded Range</u>
<u>MEDICAL OFFICERS GROUP</u>		
Examining Physician	52	62
Junior Physician	52	62
Clinic Physician	55	65
Compensation Rating Medical Officer	55	65
Medical Training Officer I	55	65
Epidemiologist	57	66
Medico-Legal Officer	57	66
Mobile Radiologist	57	66
Psychiatrist	57	66
Quarantine Medical Officer	57	66
Resident Physician	57	66
Rural Health Physician	57	66
Senior Clinic Physician	57	66
Schools Division Medical Officer	57	66
Aviation Medical Officer	59	67
Clinic Supervisor I	59	67
Medical Services Supervisor I	59	67
Medical Training Officer II	59	67
Senior Compensation Rating Medical Officer	59	67
Senior Epidemiologist	59	67
Senior Medico-Legal Officer	59	67
Senior Quarantine Medical Officer	59	67
Senior Resident Physician	59	67
NBI Medical Officer	59	67
Health Planning Officer	59	67
Health Project Evaluation Officer	59	67
Assistant City Health Officer I	60	68
Assistant Provincial Health Officer I	60	68
Assistant Provincial Health Officer II	61	69
Senior Health Planning Officer	61	69
Senior Health Project Evaluation Officer	61	69
Chief of Hospital I	62	70
Medical Services Supervisor II	62	70
Medical Specialist I	62	70
Supervising Medico-Legal Officer	62	70
Supervising Resident Physician	62	70
Chief of Sanitarium I	62	70
Pharmacologist	62	70
Assistant Provincial Health Officer III	62	70
NBI Medical Center Chief	62	70
Chief Quarantine Medical Officer	62	70
Overseas Employment Medical Officer	62	70







Supervising Health Planning Officer	64	71
Supervising Health Project Evaluation Officer	64	71
Civil Defense Medical Adviser	65	72
Chief Compensation Rating Medical Officer	65	72
Chief of Hospital II	65	72
Hospital Department Head	65	72
Medical Specialist II	65	72
Chief of Sanitarium II	65	72
City Health Officer I	65	72
Provincial Health Officer I	65	72
Chief of Medical Division I	66	73
Medical Specialist III	66	73
Chief of Sanitarium III	66	73
Assistant Chief of Hospital IV	66	73
Assistant Chief of Medical Professional Staff	66	73
Provincial Health Officer II	66	73
City Health Officer II	66	73
Chief of Medico-Legal Officer	67	74
Chief of Clinics	67	74
Chief of Hospital III	67	74
Chief of Medical Division II	67	74
Medical Adviser	67	74
Chief of Sanitarium IV	67	74
Civil Air Surgeon	67	74
Chief of Medical Professional Staff	67	74
NBI Rehabilitation Center Asst. Administrator	67	74
Provincial Health Officer III	67	74
City Health Officer III	67	74
Physician to the President	68	75
Chief of Medical Division III	68	75
Chief of Hospital IV	68	75
Chief Health Project Evaluation Officer	68	75
Chief Health Statistician	68	75
Chief Health Planning Officer	68	75
NBI Rehabilitation Center Administrator	71	75 - 4th step
Assistant Chief Compensation Rating Medical Officer	62	70
Medical Standards Adviser	62	70
University Medical Supervisor	65	72
Assistant Chief, National Mental Hospital	68	75
Chief Treatment and Rehabilitation Officer	68	75
Assistant Chief, National Orthopedic Hospital	68	75
Dermatology Assistant Project Director	68	75
Chief, National Children's Hospital	68	75
Assistant Director of Veterans Memorial Hospital	69	75 - 2nd step
Chief, Dr. N. Reyes Memorial Hospital	70	75 - 3rd step
Chief, San Lazaro Hospital	70	75 - 3rd step
Chief, National Orthopedic Hospital	70	75 - 3rd step









Dermatology Project Director	71	75 - 4th step
Chief, National Mental Hospital	71	75 - 4th step
Public Health Specialist	71	75 - 4th step
Director, National Cancer Control Center	74	G-23 - 2nd step
Director, Veterans Memorial Hospital	74	G-23 - 2nd step
EP2A Senior Clinic Physician	59	67
NBI Medico-Legal Officer	62	70
NBI Psychiatrist	63	71
NBI Senior Medico-Legal Officer	64	71
NBI Medical Specialist I	64	71
NBI Supervising Medico-Legal Officer	66	73
NBI Medical Specialist II	66	73
NBI Assistant Chief Medico-Legal Officer	68	75
NBI Chief Medico-Legal Officer	70	75 - 3rd step

NUTRITION GROUP

Medical Nutritionist I	53	63
Medical Nutritionist II	58	67

SCHISTOSOMIASIS CONTROL GROUP

Medical Parasitologist I	56	65
Medical Parasitologist II	58	67
Schistosomiasis Project Deputy	66	73

MALARIA CONTROL GROUP

Malariologist	57	66
Chief Malariologist	63	71
Malaria Field Operations Chief	66	73

MEDICARE OFFICERS GROUP

Medicare Officer I	57	66
Medicare Officer II	58	67
Senior Medicare Officer	60	68
Supervising Medicare Officer	62	70
Medicare Service Chief	66	73

HEALTH AND SANITATION GROUP

Industrial Hygienist	56	65
Senior Industrial Hygienist	59	67
Clinical Laboratory Supervisor	58	67

BACTERIOLOGY GROUP

Biologics Production Manager	68	75
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MEDICAL TECHNOLOGY GROUP

Chief Plasma Dehydration Laboratory	56	65
Medical and Dental Supervisor	63	71

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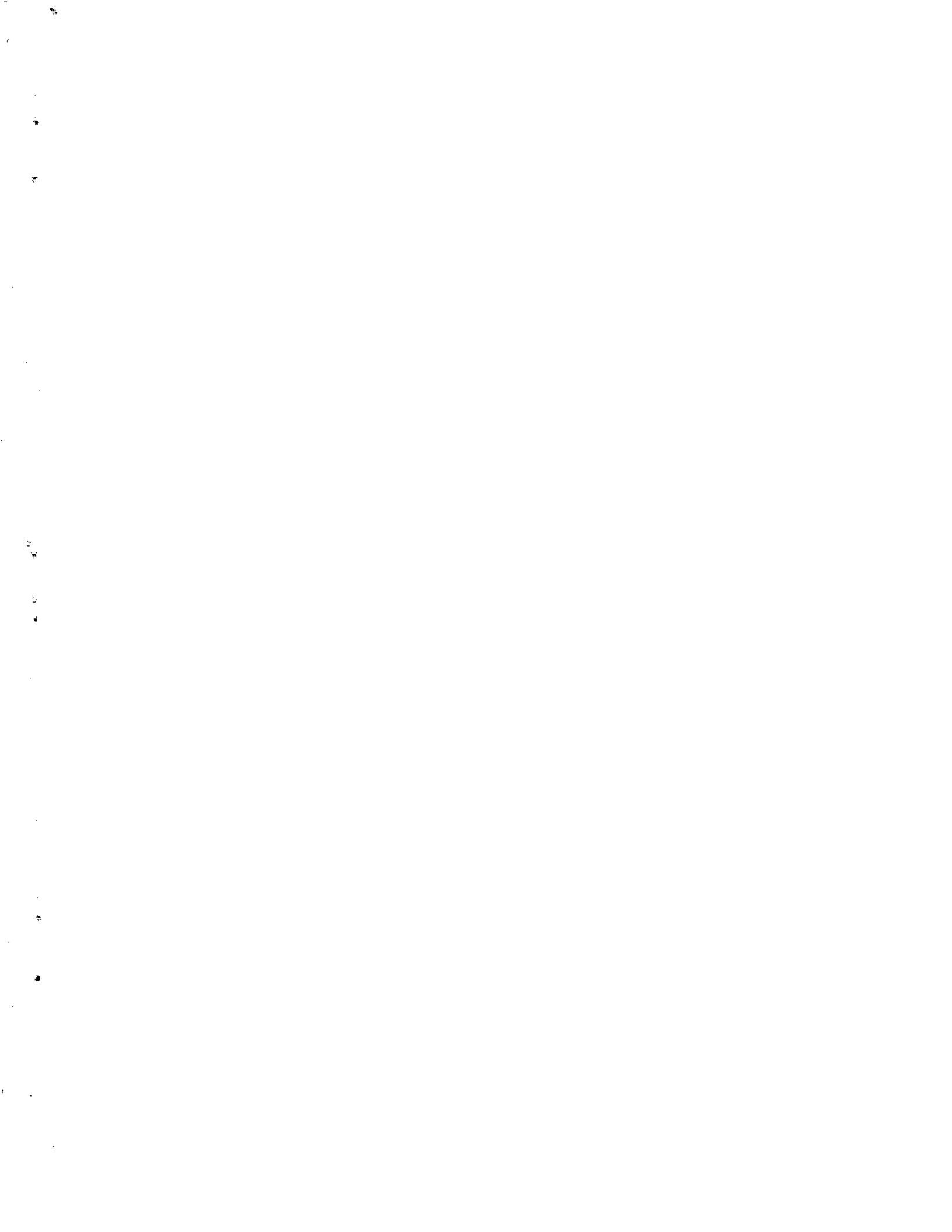


## UPGRADING OF LAWYER CLASSES

Annex B

<u>Group/Class</u>	<u>Present Range</u>	<u>Upgraded Range</u>
<u>HEARING OFFICIATING GROUP</u>		
Hearing Officer I	54	63
Hearing Officer II	56	65
Hearing Officer III	61	68
NAPOLCOM Hearing Officer	64	70
NAPOLCOM Supervising Hearing Officer	66	72
Hearing Officer IV	66	72
Chief Hearing Officer	68	75 - <u>3rd</u> step
<u>LABOR RELATIONS AND CONCILIATION GROUP</u>		
Mediator Arbiter	60	67
Senior Mediator Arbiter	62	69
Labor Arbitration Specialist	62	69
Supervising Mediator Arbiter	65	71
Senior Labor Arbitration Specialist	65	71
Chief Labor Arbitration Specialist	68	74
<u>LEGAL COUNSELLING GROUP</u>		
Legal Officer I	51	61
Legal Officer II	54	63
PAEC Legal Officer II	55	63
NBI Legal Officer II	57	63
Legal Officer III	58	65
NBI Legal Officer III	59	65
PAEC Legal Officer III	59	65
Legal Officer IV	60	67
PAEC Legal Officer IV	61	67
Senior Legal Officer	62	69
Assistant Chief Legal Officer	65	73
NBI Assistant Chief Legal Officer	67	73
Chief Legal Officer	66	75 - <u>2nd</u> step
State Counsel I	66	72
Department Legal Counsel	68	75 - <u>4th</u> step
State Counsel II	68	74
NSDB Legal Counsel	68	75 - <u>3rd</u> step
Special Assistant to the Secretary of Justice	69	75
NBI Chief Legal Officer	70	75 - <u>2nd</u> step
Senior State Counsel	70	75 - <u>2nd</u> step
Overseas Employment Legal Counsel	71	75 - <u>3rd</u> step
Senior Special Assistant to Secretary of Justice	71	75 - <u>3rd</u> step









## UPGRADING OF LAWYER CLASSES

Annex B

<u>Group/Class</u>	<u>Present Range</u>	<u>Upgraded Range</u>
<u>HEARING OFFICIATING GROUP</u>		
Hearing Officer I	54	63
Hearing Officer II	56	65
Hearing Officer III	61	68
NAPOLCOM Hearing Officer	64	70
NAPOLCOM Supervising Hearing Officer	66	72
Hearing Officer IV	66	72
Chief Hearing Officer	68	75 - <u>3rd</u> step
<u>LABOR RELATIONS AND CONCILIATION GROUP</u>		
Mediator Arbiter	60	67
Senior Mediator Arbiter	62	69
Labor Arbitration Specialist	62	69
Supervising Mediator Arbiter	65	71
Senior Labor Arbitration Specialist	65	71
Chief Labor Arbitration Specialist	68	74
<u>LEGAL COUNSELLING GROUP</u>		
Legal Officer I	51	61
Legal Officer II	54	63
PAEC Legal Officer II	55	63
NBI Legal Officer II	57	63
Legal Officer III	58	65
NBI Legal Officer III	59	65
PAEC Legal Officer III	59	65
Legal Officer IV	60	67
PAEC Legal Officer IV	61	67
Senior Legal Officer	62	69
Assistant Chief Legal Officer	65	73
NBI Assistant Chief Legal Officer	67	73
Chief Legal Officer	66	75 - <u>2nd</u> step
State Counsel I	66	72
Department Legal Counsel	68	75 - <u>4th</u> step
State Counsel II	68	74
NSDB Legal Counsel	68	75 - <u>3rd</u> step
Special Assistant to the Secretary of Justice	69	75
NBI Chief Legal Officer	70	75 - <u>2nd</u> step
Senior State Counsel	70	75 - <u>2nd</u> step
Overseas Employment Legal Counsel	71	75 - <u>3rd</u> step
Senior Special Assistant to Secretary of Justice	71	75 - <u>3rd</u> step







AL RESEARCH GROUP

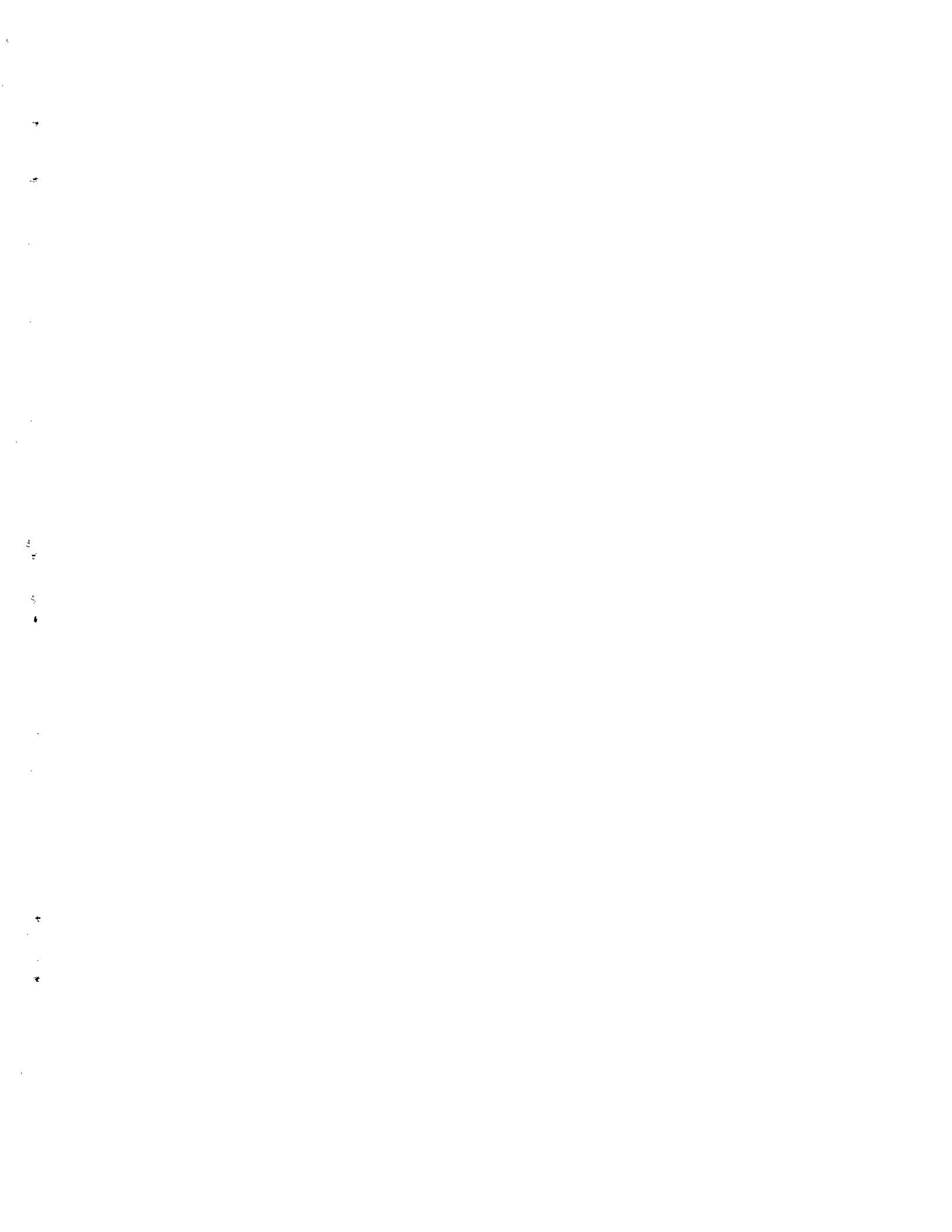
Court Decision Reporter	51	61
Research Attorney I	51	61
Research Attorney II	58	65
NBI Research Attorney II	59	65
Senior Research Attorney	60	67
NBI Senior Research Attorney	61	67
Labor Appeals Research Attorney	65	71
Chief Research Attorney	65	74
NBI Chief Research Attorney	66	74

TRIAL ATTORNEYS GROUP

Trial Attorney I	54	63
Trial Attorney II	58	67
Trial Attorney III	62	69
Citizens Attorney	62	68
District Citizens Attorney	64	70
Trial Attorney IV	66	75 - <u>2nd</u> step
Senior Citizens Attorney	66	72
Supervising Citizens Attorney	70	75 - <u>2nd</u> step

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## COMPUTATIONS OF SALARY INCREASES/ADJUSTMENTS

I. Illustrative Examples for LOIMP No. 821. Salary adjustment to the 1st step of the upgraded range

- 1.1 If the position is assigned salary range 61, such position shall be upgraded to R-67 (R-61/6), with the minimum salary of ₱16044 per annum effective May 1, 1979. If the basic annual salary of the incumbent thereof is ₱12,984 as of April 30, 1979, the computation shall be as follows:

Adjusted salary effective May 1, 1979 (1st step of R-67) . . . . .	₱16044
Deduct basic annual salary as of April 30, 1979 . . . . .	<u>12984</u>
Total annual salary increase of incumbent . . . . .	₱ 3060

1.2 Adjustment from a salary step of the present range

- 1.2.1 If the position is assigned salary range 42, such position shall be upgraded to R-46 (R-42/4) with the minimum salary of ₱5640 per annum effective May 1, 1979. If the basic annual salary of the incumbent as of April 30, 1979 is ₱4860, second step of R-42, the computation shall be as follows:

Adjusted salary as 5-1-79 (1st step of R-46 . . . . .	₱5640
Deduct basic annual salary as of April 30, 1979 . . . . .	<u>4860</u>
Total annual salary increase of incumbent . . . . .	₱ 780

2. Where salary increase is less than the equivalent of one salary step

- 2.1 If the position is assigned salary range 42 and the incumbent thereof has an actual basic annual salary of ₱5455.20 as of April 30, 1979, the computation is as follows:

1st step of R-46 (R-42/4) . . . . .	₱5640
Deduct basic annual salary as of April 30, 1979 . . . . .	<u>5455.20</u>
Difference . . . . .	₱ 184.80







In this case, the difference of ₱184.80 is less than the equivalent of one salary step from the actual salary of the incumbent. His salary, therefore, shall be adjusted to the immediate higher step of the upgraded salary range (R-46) which is ₱5928, effective May 1, 1979 in accordance with Par. 4.1.5 of this Circular. The total annual salary increase of the incumbent is ₱472.80.

3. Where actual basic salary is on step, between steps, at the 5th step or above the maximum of the upgraded range

3.1 Salary range 43, upgraded to R-47 (R-43/4)  
Adjusted salary, R-47, step 2 . . . . . ₱6240  
Actual basic salary, step 1 of R-47 . . . . . 5928  
Salary increase . . . . . ₱ 312

3.2 If the actual basic annual salary of an Elementary Grades Teacher has been adjusted to ₱6888, 1st step of R-50 pursuant to B.C. No. 78-290, effective July 1, 1978, his position remains at R-50, but his salary shall be further adjusted to ₱7236, the 2nd step of R-50 effective May 1, 1979.

3.3 Present salary range 39, upgraded to R-42 and actual salary is between steps of the upgraded range.

\*Adjusted salary, R-42 (step 4) . . . . . ₱5378  
Actual basic salary between steps 2 and  
3 of R-42 . . . . . 5009.20  
Total salary increase . . . . . ₱ 366.80

Note:

Adjustment to ₱5112 (3rd step) will provide only ₱102.80 which is less than the equivalent of one salary step of ₱264, hence further adjustment to step 4.

3.4 If the position is assigned salary range 35, such position shall be upgraded to R-38 (₱3792-₱4632) effective May 1, 1979. If as of April 30, 1979, the actual salary of the incumbent thereof is ₱4632, the fifth step of R-38, his salary will be adjusted to the equivalent of one salary step, or to ₱4860. His salary increase will be the difference between ₱4860 and ₱4632 which is ₱228 per annum.

3.4.1 If the actual salary of the incumbent of a similar position is at ₱5112, his salary shall be adjusted to ₱5376, the equivalent of one salary step.









3.4.2 If the actual salary of the incumbent of a similar position is ₱4986, his salary shall be adjusted to ₱5376, the next higher step, in accordance with Illustration 3.3 hereof.

4. Where actual salary includes merit increase

4.1 If the position is assigned salary range 48, such position shall be upgraded to R-53 (R-48/5) with the minimum salary of ₱7992 per annum, effective May 1, 1979. If the actual basic salary of the incumbent is ₱6888 which is the third step of R-48 and which includes the one-step merit increase granted to him under LOI No. 562, the equivalent of one salary step shall be added to ₱7992, 1st step of R-53, to maintain the one-step merit increase. His adjusted salary will therefore, be ₱8400, the second step of R-53.

5. Where adjustment is above the highest salary range of the national salary schedule, R-75

5.1 If the position is assigned salary range 70, such position shall be upgraded to R-75, 2nd step (R-70/6) effective May 1, 1979. If the basic annual salary of the incumbent is ₱19584 as of April 30, 1979, the computation shall be as follows:

Equivalent adjusted salary after upgrading (2nd step of R-75)	₱25116
Deduct actual basic annual salary of the incumbent as of April 30, 1979	19584
Total annual salary increase of incumbent	₱ 5532

II. Illustrative Example for Physician Classes

1.0 If the position is classified as Clinic Physician, R-55, such position shall be upgraded to R-65 (R-55/10) with the minimum salary of ₱14532 per annum, effective May 1, 1979. If the basic annual salary of the incumbent thereof is ₱9636 as of April 30, 1979, the computation shall be as follows:

Adjusted salary effective May 1, 1979 (1st step of R-65)	₱14532
Deduct basic annual salary of the incumbent as of April 30, 1979	9636
Total annual salary increase of the incumbent	₱ 4896







PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT FOR CY 1979

Name of Office

Item No.	Designation of Position	PSI Range	Author- ized Salary	Actual Salary as of April 30, 1979	Adjust- ed Salary effective 5-1-79	Annual Salary Increase for May 1- Dec. 31 (1979)	Name of Incumbent				
1	Dietitian	48	53	6552	6888*	8400	1,512	1,008	Maria Cruz		
(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Page Total -											

CERTIFIED CORRECT:

Administrative Officer/Personnel Officer

APPROVED:

\* - Includes merit increase of one salary step pursuant to LOI No. 562

(Head of Office)



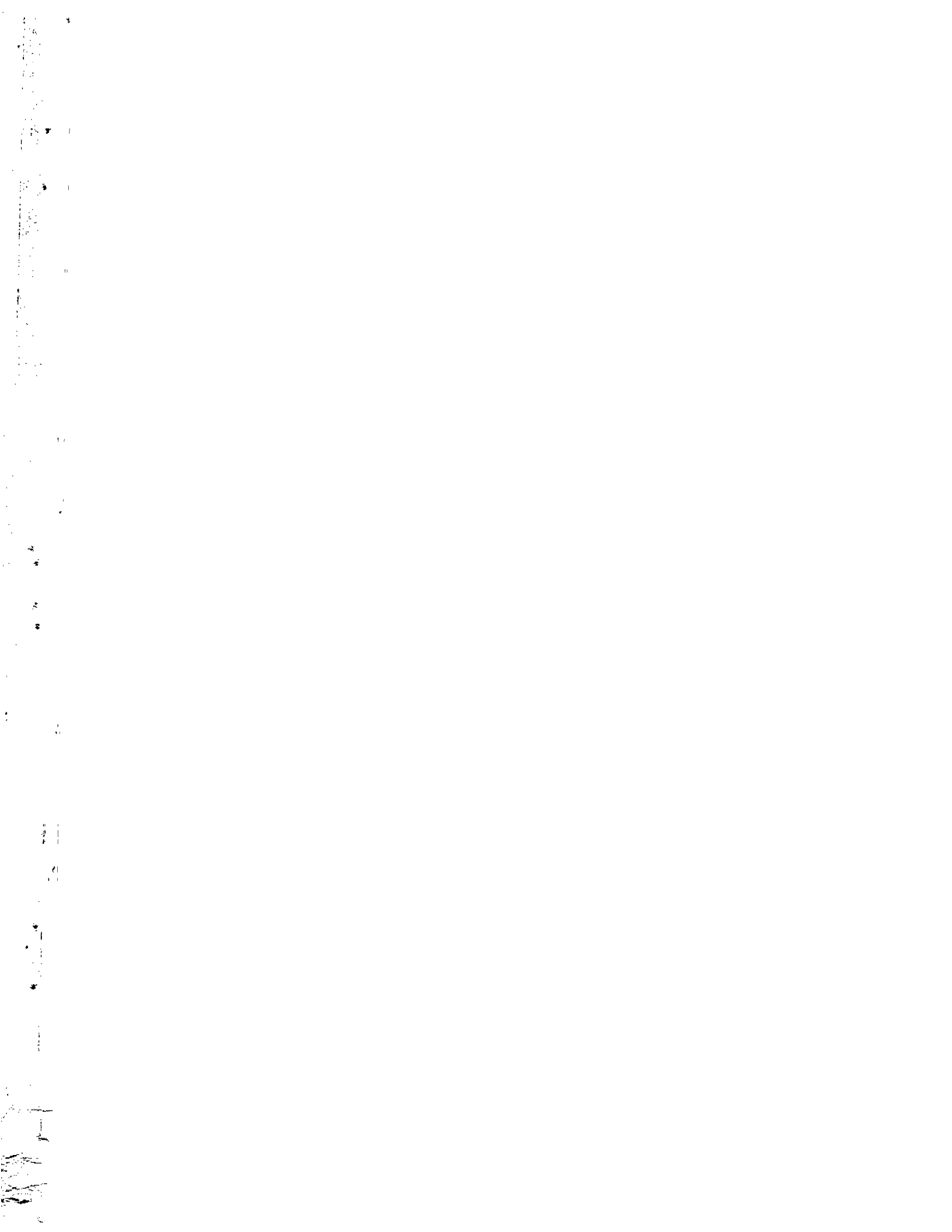














(Name of Agency)

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date \_\_\_\_\_

Mr./Ms. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Pursuant to National Budget Circular No. \_\_\_\_\_ implementing Letter of Implementation No. \_\_\_\_\_ dated \_\_\_\_\_, your salary is hereby adjusted effective May 1, 1979, as follows:

Basic Annual/Daily Salary as of April 30, 1979 . . . . . ₱ \_\_\_\_\_

Add: Salary Adjustment . . . . . ₱ \_\_\_\_\_

Add: Merit Increase if any . . . . . ₱ \_\_\_\_\_

Adjusted Salary Effective May 1, 1979 which is \_\_\_\_\_ step of the upgraded salary range . . . . . ₱ \_\_\_\_\_

This salary adjustment is subject to review and post-audit by the Office of Compensation and Position Classification (OCPC) and to appropriate re-adjustment and refund if found not in order.

Position Title \_\_\_\_\_  
Item No. (LOIMP No. 70) \_\_\_\_\_  
Page \_\_\_\_\_  
Present Salary Range \_\_\_\_\_  
Upgraded to R- \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Head of Agency/Regional Director

Copy furnished:









\_\_\_\_\_  
(Name of Agency)

NOTICE OF SALARY ADJUSTMENT/INCREASE

Special Order  
No. \_\_\_\_\_s. 1979

Pursuant to National Budget Circular No. \_\_\_\_\_ implementing LOIMP No. \_\_\_\_\_ dated March 31, 1979, the positions of the following officials/employees have been upgraded to R-\_\_\_\_\_ (P-\_\_\_\_\_ P-\_\_\_\_\_) effective May 1, 1979:

Name of Official/ Employee	:	Item No. per PSI B.P. Blg. I
1.	:	
2.	:	
3.	:	
4.	:	
5.	:	

Their salaries have been adjusted as of May 1, 1979, as follows:

Basic Annual/Monthly/Daily Salary as of April 30, 1979 . . .	P_____
Add: Salary Adjustment/Increase . . . . .	P_____
Merit Increase . . . . .	P_____
Adjusted Salary which is _____step of the upgraded salary range . . . . .	P_____

This salary adjustment is subject to review and post-audit by the Office of Compensation and Position Classification (OCPC) and to appropriate re-adjustment and refund if found not in order.

\_\_\_\_\_  
Head of Agency

Copy furnished:

The GSIS







\_\_\_\_\_  
(Name of Agency)

NOTICE OF SALARY ADJUSTMENT/INCREASE

The Minister of the Budget  
M a n i l a

ATTENTION: Budget Operations Office I/II

S i r :

Pursuant to Budget Circular No. \_\_\_\_\_ dated \_\_\_\_\_, 1979,  
I hereby request for the release of ₱ \_\_\_\_\_ from the \_\_\_\_\_  
Fund Item \_\_\_\_\_, Page \_\_\_\_\_ of Batas Pambansa Blg. I, PSI for  
CY 1979 to cover disbursement for salary increase therein authorized  
made during the month of \_\_\_\_\_ for the following:

LOIMP No. 82	_____	₱	_____
LOIMP No. 83	_____	₱	_____
LOIMP No. 84	_____	₱	_____
LOIMP No. 86	_____	₱	_____

The above-mentioned figures and the attached supporting documents  
are hereby certified to be correct.

Very truly yours,

\_\_\_\_\_  
(Head of Agency)

\_\_\_\_\_  
(Accounting Officer)



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