

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

July 2, 1982

MEC O R D E R  
No. 28, s. 1982

SALARY INCREASES/ADJUSTMENTS OF PHYSICIAN CLASSES  
OF POSITIONS IN THE NATIONAL GOVERNMENT

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

1. Inclosed is a copy of the National Compensation Circular No. 22 dated June 17, 1982 on the subject "Salary Increases/Adjustments of Physician Classes of Positions in the National Government" which is self-explanatory.
2. Conformably thereto, incumbents of positions under the Medical Officers Group and classes under Other Occupational Groups that require a licensed physician in the different MEC offices should be notified of their adjusted salary on the prescribed form (Annex E) of the said Circular.
3. Compliance with this Order is enjoined.

(SGD.) HERMENEGILDO C. DURLAO  
Acting Minister

Incl.:  
As stated

Reference:  
MEC Order: No. 6, s. 1980

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

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

OFFICIALS                      RULES & REGULATIONS                      SALARY

Republic of the Philippines  
OFFICE OF BUDGET AND MANAGEMENT  
Malacañang, Manila

NATIONAL COMPENSATION CIRCULAR NO. 22  
June 17, 1982

TO : Heads of Ministries, Bureaus, Offices and Agencies of the National Government, Heads of Hospitals, Heads of State Universities and Colleges, Specialized Boards and Commissions and All Others Concerned

SUBJECT : SALARY INCREASES/ADJUSTMENTS OF PHYSICIAN CLASSES OF POSITIONS IN THE NATIONAL GOVERNMENT

1.0 Purpose

This Circular is issued in compliance with Executive Order No. 801, dated May 21, 1982, upgrading the physician classes of positions in the National Government, effective January 1, 1982, to fully implement the 1979 Salary Survey and as an advance/partial implementation of the 1981 Salary Survey.

2.0 Coverage

Positions covered by classes under the Medical Officers Group and classes under other Occupational Groups that require a licensed physician as listed in Section 2, Executive Order No. 801 and in Annex "A" hereof, which are found in the national government, including those covered by Special Compensation Plans, whenever applicable as herein provided under 4.4.

3.0 Definition

The basic salary of an employee for purposes of this Circular, shall mean the annual salary received as of December 31, 1981, which includes salary adjustments under National Compensation Circular No. 16 but exclusive of merit increase, salary increase under the Career Progression Scheme, incentive pay, allowances for transportation/representation, cost of living, bonus, honorarium and/or any other forms of additional compensation.

4.0 Adjustments Authorized

4.1 Each position shall be adjusted to the minimum of the upgraded range of the respective class except as specifically provided on the higher steps of R-85 as approved in Sec. 2 of Executive Order No. 801 and as listed in Annex "A". A copy of the Salary Range Schedule is herein attached as Annex "B".

4.2 Merit increases and/or salary increases under the Career Progression Scheme enjoyed by incumbents as of December 31, 1981, shall be added on top of the salary adjustments under 4.1 which shall be recomputed on the basis of the Salary Range Schedule under Annex "B" and as illustrated under Annex "C".

4.3 All original appointments to positions covered by the National Compensation and Classification Plans, effective January 1, 1982, shall be fixed at the first step of the upgraded salary range of said positions, except as specifically provided on the higher step of R-85, pursuant to paragraph 4.1 hereof. In no case shall an incumbent receive less than the first step of the upgraded salary range.

4.4 Positions in state universities and colleges and in specialized Boards and Commissions, government corporations and other positions covered by Special Compensation Plans including those under OP Pay Plan which are receiving rates below the minimum of the upgraded range prescribed herein may be adjusted pursuant to paragraph 4.1 only when duly classified by the Office of Compensation and Position Classification.

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

4.6 Employees holding non-itemized positions and whose salaries are charged to lump-sum appropriations shall likewise be given the salary adjustment provided under paragraph 4.1 hereof: Provided, That such non-itemized positions have been classified under the national compensation and classification plans.

4.7 Adjustments shall not apply to positions/persons who are covered by the Career Executive Service or equivalent non-incumbents of positions who are not licensed physicians.

5.0 Funding Sources

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

5.2 Salary lapses and other personal services savings of the ministry/bureau/office/agency concerned may be used to cover any deficiency in the amount needed for the herein provided adjustments/increases.

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

5.4 Funding from Item 6.2 shall be resorted to only if the fund source under Item 6.1 is already exhausted; similarly, funding from Item 6.3 shall be resorted to only if the fund source under Item 6.2 is already exhausted.

5.5 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.

5.6 Only the increase in basic salary pursuant to Executive Order No. 801 shall be charged to savings/salary adjustments fund. Increases in the amount for merit increase/Career Progression Scheme as a result of the recomputation cited under 4.2 shall be charged to the respective lump sum amount for merit increase/Career Progression Scheme.

#### 6.0 Other Implementing Rules and Procedures

6.1 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 "D" which shall include only positions covered by Executive Order No. 801.

6.2 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.

6.3 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 them accordingly. The OCPC certified copies shall then be distributed to the Civil Service Commission and its corresponding Regional Office, Commission on Audit, Data Processing Service, and the Ministry/Office of Origin.

6.4 The salary increases provided under this Circular shall be subject to appropriate adjustments if, upon review by OCPC, payment is found to be not in order. The recipient employee/official shall be liable for the refund of any overpayment made.

6.5 The Head of Ministry, Bureau, Regional Office, Agency, State Universities and Colleges or other entity of the National Government concerned, shall notify the official/employee in writing of the corresponding adjusted salary in accordance with 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.

6.6 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 OCPC classification of position, salary range, basic salary and adjusted salary. A sample form is hereto attached as Annex "F".

#### 7.0 Responsibility of the Head of Agency

7.1 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 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 payment by the employee concerned.

## 8.0 Payment and Allotment and Accounting Procedures

8.1 The salary adjustment/increase authorized in this Circular may be paid even prior to the receipt by the Agency of the Advice of Allotment from the Office of Budget and Management. The Cash Disbursement Ceiling for the purpose may be issued by the Office of Budget and Management even prior to 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.

8.2 The Accounting Offices of each Ministry, Bureau, Regional Office, Agency or other entity of the National Government shall accomplish and submit to the Office of Budget and Management not later than fifteen (15) days after the end of the preceding month, a statement of actual payments of the salary increases made during the preceding month duly certified in accordance with the prescribed form attached as Annex "G", on the basis of which the Advice of Allotment for the purpose shall be issued by the Office of Budget and Management.

## 9.0 Accuracy

The adjustments made in violation of this Circular shall be considered as null and void.

## 10.0 Contributions

The salary increases/adjustments herein authorized is subject to the mandatory requirement of GSIS life and retirement insurance premiums if the recipient is a member thereof and the Home Development Mutual Fund.

## 11.0 Saving Clause

Cases where problems in supervisor-subordinate salary relationships arise as a result of the upgrading directed by Executive Order No. 801, shall be referred to the Minister of the Budget for appropriate action and/or recommendation.

## 12.0 Effectivity

The salary increases/adjustments provided herein shall take effect January 1, 1982.

(SGD.) MANUEL S. ALBA  
Minister of the Budget

A true copy

## ANNEX A

List of classes covered by Executive Order No. 801.

Groups/Classes	From Salary Range	To Salary Range	Groups/Classes	From Salary Range	To Salary Range
<u>Medical Officers Group</u>					
Examining Physician	62	74	Medical Specialist I	70	81
Junior Physician	62	74	Supervising Medico-Legal Officer	70	81
ASAC Medical Officer	63	75	Supervising Resident Physician	70	81
Clinic Physician	65	77	Pharmacologist	70	81
Compensation Rating Medical Officer	65	77	NBI Medical Center Chief	70	81
Medical Training Officer I	65	77	Chief Quarantine Medical Officer	70	81
Epidemiologist	66	78	Overseas Employment Medical Officer	70	81
Medico-Legal Officer	66	78	Assistant Chief Compensation Rating Medical Officer	70	81
Mobile Radiologist	66	78	Medical Standards Adviser	70	81
Psychiatrist	66	78	NBI Medico-Legal Officer	70	81
Quarantine Medical Officer	66	78	Assistant City Health Officer	68	82
Resident Physician	66	78	Assistant Provincial Health Officer I	68	82
Rural Health Physician	66	78	Supervising Health Planning Officer	71	82
Senior Clinic Physician	66	78	Supervising Health Project Evaluation Officer	71	82
Schools Division Medical Officer	66	78	NBI Psychiatrist	71	82
Aviation Medical Officer	67	79	NBI Senior Medico-Legal Officer	71	82
Clinic-Supervisor I	67	79	NBI Medical Specialist I	71	82
Medical Services Supervisor I	67	79	Civil Defense Medical Adviser	72	82
Medical Training Officer II	67	79	Chief Compensation Rating Medical Officer	72	82
Senior Epidemiologist	67	79	Hospital Department Head	72	82
Senior Medico-Legal Officer	67	79	Medical Specialist II	72	82
Senior Quarantine Medical Officer	67	79			
Senior Resident Physician	67	79			

<u>Groups/Classes</u>	<u>From Salary Range</u>	<u>To Salary Range</u>	<u>Groups/Classes</u>	<u>From Salary Range</u>	<u>To Salary Range</u>
<u>Medical Officers Group</u>					
NBI Medical Officer	67	79	University Medical Supervisor	72	82
Health Planning Officer	67	79	Assistant Provincial Health Officer II	69	83
Health Project Evaluation Officer	67	79	Chief of Medical Division I	73	83
Senior Health Planning Officer	69	80	Medical Specialist III	73	83
Senior Health Project Evaluation Officer	69	80	Assistant Chief of Medical Professional Staff	73	83
Medical Services Supervisor II	70	81	NBI Supervising Medico-Legal Officer	73	83
			NBI Medical Specialist II	73	83
			Assistant Provincial Health Officer III	70	84
			Chief Medico-Legal Officer	74	84



Groups/Classes	From	To	Salary Range	Salary Range
Chiefs of Clinics	74	84	74	84
Chief of Medical Division II	74	84	74	84
Medical Adviser	74	84	74	84
Civil Air Surgeon	74	84	74	84
Chief of Medical Professional Staff	74	84	74	84
NBI Rehabilitation Center Assistant Administrator	74	84	74	84
Chief of Medical Division III	75	85	75	85
Chief Health/Evaluation Officer	75	85	75	85
Chief Health Statistician	75	85	75	85
Chief Health Planning Officer	75	85	75	85
Chief of Hospital I	70	85	70	85
Chief of Sanitarium I	70	85	70	85
City Health Officer I	72	85	72	85
Provincial Health Officer I	72	85	72	85
Chief Treatment and Rehabilitation Officer	75	85	75	85
Dermatology Assistant Project Director	75	85	75	85
NBI Assistant Chief Medico-Legal Officer	75	85	75	85
Chief of Sanitarium II	72	85 2nd step	72	85 2nd step
Chief of Hospital II	72	85 2nd step	72	85 2nd step
Provincial Health Officer II	73	85 2nd step	73	85 2nd step
City Health Officer II	73	85 2nd step	73	85 2nd step
NBI Chief Medico-Legal Officer	77	85 2nd step	77	85 2nd step
Chief of Sanitarium III	73	85 3rd step	73	85 3rd step
Chief of Hospital III	74	85 3rd step	74	85 3rd step
Provincial Health Officer III	74	85 3rd step	74	85 3rd step
City Health Officer III	74	85 3rd step	74	85 3rd step

Groups/Classes	From	To	Salary Range	Salary Range
Chief, Dr. J. Heyes Memorial Hospital	77	85 5th step	77	85 5th step
Chief, San Lazaro Hospital	77	85 5th step	77	85 5th step
Chief, Dr. Jose Fabella Memorial Hospital	77	85 5th step	77	85 5th step
Chief, National Orthopedic Hospital	77	85 5th step	77	85 5th step
Medical Center Chief	77	85 5th step	77	85 5th step
Chief, National Mental Hospital	78	85 5th step	78	85 5th step
Director of Veterans Memorial Hospital	81	85 5th step	81	85 5th step
Director, National Cancer Control Center	81	85 5th step	81	85 5th step
<b>Nutrition Group</b>				
Medical Nutritionist I	63	75	63	75
Medical Nutritionist II	67	79	67	79
<b>Schistosomiasis Control Group</b>				
Medical Parasitologist I	65	77	65	77
Medical Parasitologist II	67	79	67	79
<b>Malaria Control Group</b>				
Malariaologist	66	78	66	78
Chief Malariaologist	71	82	71	82
<b>Medicare Group</b>				
Medicare Officer I	66	78	66	78
Medicare Officer II	67	79	67	79
Senior Medicare Officer	68	80	68	80

Groups/Classes	From		To		Groups/Classes	From		To	
	Salary Range	Salary Range	Salary Range	Salary Range		Salary Range	Salary Range	Salary Range	Salary Range
Public Health Specialist Director, RHO	78	85 3rd step	78	85 3rd step	Supervising Medical Officer Medicare service Chief	70	81	70	81
Dermatology Project Director NBI Rehabilitation Center Administrator	78	85 3rd step	78	85 3rd step	<u>Health and Sanitation Group</u> Industrial Hygienist	73	83	73	83
Chief of Sanitarium IV Chief of Hospital IV	74	85 4th step	74	85 4th step	Senior Industrial Hygienist Clinical Laboratory supervisor	65	77	65	77
Assistant Chief, National Mental Hospital	75	85 4th step	75	85 4th step	<u>Bacteriology Group</u>	67	79	67	79
Assistant Chief, National Orthopedic Hospital	75	85 4th step	75	85 4th step	Biologies Production Manager			75	85
Assistant Director of Veterans Memorial Hospital	76	85 4th step	76	85 4th step	<u>Medical Technology Group</u> Chief, Plasma Dehydrating Laboratory XX-X-XX			65	77
						X-X-X	X-X-X	X-X-X	X-X-X

SALARY RANGE SCHEDULE

ANNEX "B"

<u>Salary Range</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>	<u>Salary Range</u>
35	P 3,264	P 3,432	P 3,612	P 3,792	P 3,984	35
36	3,432	3,612	3,792	3,984	4,188	36
37	3,612	3,792	3,984	4,188	4,404	37
38	3,792	3,984	4,188	4,404	4,632	38
39	3,984	4,188	4,404	4,632	4,860	39
40	4,188	4,404	4,632	4,860	5,112	40
41	4,404	4,632	4,860	5,112	5,376	41
42	4,632	4,860	5,112	5,376	5,640	42
43	4,860	5,112	5,376	5,640	5,928	43
44	5,112	5,376	5,640	5,928	6,240	44
45	5,376	5,640	5,928	6,240	6,552	45
46	5,640	5,928	6,240	6,552	6,888	46
47	5,928	6,240	6,552	6,888	7,236	47
48	6,240	6,552	6,888	7,236	7,608	48
49	6,552	6,888	7,236	7,608	7,992	49
50	6,888	7,236	7,608	7,992	8,400	50
51	7,236	7,608	7,992	8,400	8,832	51
52	7,608	7,992	8,400	8,832	9,288	52
53	7,992	8,400	8,832	9,288	9,756	53
54	8,400	8,832	9,288	9,756	10,260	54
55	8,832	9,288	9,756	10,260	10,776	55
56	9,288	9,756	10,260	10,776	11,328	56
57	9,756	10,260	10,776	11,328	11,904	57
58	10,260	10,776	11,328	11,904	12,516	58
59	10,776	11,328	11,904	12,516	13,152	59
60	11,328	11,904	12,516	13,152	13,824	60
61	11,904	12,516	13,152	13,824	14,532	61
62	12,516	13,152	13,824	14,532	15,264	62
63	13,152	13,824	14,532	15,264	16,044	63
64	13,824	14,532	15,264	16,044	16,860	64
65	14,532	15,264	16,044	16,860	17,724	65
66	15,264	16,044	16,860	17,724	18,636	66
67	16,044	16,860	17,724	18,636	19,584	67
68	16,860	17,724	18,636	19,584	20,580	68
69	17,724	18,636	19,584	20,580	21,624	69
70	18,636	19,584	20,580	21,624	22,728	70

<u>Salary Range</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>	<u>Salary Range</u>
71	P19,584	P20,580	P21,624	P22,728	P23,892	71
72	20,580	21,624	22,728	23,892	25,116	72
73	21,624	22,728	23,892	25,116	26,388	73
74	22,728	23,892	25,116	26,388	27,732	74
75	23,892	25,116	26,388	27,732	29,148	75
76	25,116	26,388	27,732	29,148	30,636	76
77	26,388	27,732	29,148	30,636	32,196	77
78	27,732	29,148	30,636	32,196	33,840	78
79	29,148	30,636	32,196	33,840	35,568	79
80	30,636	32,196	33,840	35,568	37,380	80
81	32,196	33,840	35,568	37,380	39,288	81
82	33,840	35,568	37,380	39,288	41,292	82
83	35,568	37,380	39,288	41,292	43,392	83
84	37,380	39,288	41,292	43,392	45,600	84
85	39,288	41,292	43,392	45,600	47,928	85
x-x	x-x-x	x-x-x	x-x-x	x-x-x	x-x+x	x-x

Illustrative Examples of Computations  
Relative to Salary Increases/Adjustments  
Under Executive Order No. 801

1. For physicians whose actual salaries as of December 31, 1981 do not include merit increase or salary increase under Career Progression Scheme.

Example: Resident Physician, R-66 at P16,860 p.a. pursuant to NCC No. 16; upgraded to R-78 pursuant to E.O No. 801.

Adjusted salary as of July 1, 1982 . . . P27,732 (1st step of R-78)

Less: Actual salary as of December 31, 1981 . . . . . P16,860  
Salary Adjustment . . . . . P10,872 per annum or P906 per month

2. For physicians whose actual salaries as of December 31, 1981 include merit increase.

Example: Rural Health Physician, R-66 authorized at P16,860 p.a. pursuant to NCC No. 16, adjusted to P17,724 p.a. effective July 1, 1981 with an increase of P864 p.a. equivalent to one-step pursuant to Joint CSC Memorandum Circular No. 1, s. 1981 and NBC No. 340 dated February 27, 1981; upgraded to R-78 pursuant to E.O. No. 801.

Adjusted salary as of January 1, 1982 per E.O. No. 801 . . . . . P27,732

Less: Basic salary as of December 31, 1981 exclusive of merit increase . . P16,860  
Salary adjustment under E.O. 801 chargeable to savings/SAF . . . . . P10,872

One step merit increase at R-78 effective January 1, 1982 . . . . . P 1,416  
Less: One step merit increase at R-66 as of December 31, 1981 . . . . . 864  
Merit increase differential chargeable to lump sum amount for merit increase P 552

Salary adjustment under E.O. No. 801 . . P10,872  
Plus: Merit increase differential . . . 552  
Total salary adjustment P11,424 p.a. or P952/month

3. For physician whose actual salaries as of December 31, 1981 include salary increases under Career Progression Scheme (CPS).

Example: Senior Resident Physician, R-67 authorized at ₱17,724 p.a. pursuant to NCC No. 16, adjusted to ₱18,636 p.a. effective July, 1, 1981 with an increase of ₱912 p.a. equivalent to one step pursuant to Joint National Budget Memorandum No. 23 and Ministry Circular No. 117; upgraded to R-79 pursuant to E.O. No. 801.

Adjusted Salary as of January 1, 1982 pursuant to E.O. No. 801 . . . . .	₱29,148
Less: Basic Salary as of December 31, 1981 exclusive of increase under CPS . . . . .	<u>₱17,724</u>
Salary adjustment under E.O. No. 801 chargeable to savings/SAF . . . . .	₱11,424
One step increase under CPS at R-79 effective January 1, 1982 . . . . .	₱ 1,488
Less: One step increase under CPS R-67 as of December 31, 1981 . . . . .	<u>912</u>
Differential pay under CPS chargeable to lump sum amount for CPS . . . . .	₱ 576
Salary adjustment under E.O. No. 801 . . . . .	₱11,424
Plus: Differential pay under CPS . . . . .	<u>576</u>
Total salary adjustment . . . . .	₱12,000 p.a.

OFFICE \_\_\_\_\_

PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT UNDER E. O. NO. 801

Annex 'D'

ITEM NO.	DESIGNATION/POSITION	SALARY RANGE	AUTHORIZED SALARY	BASIC SALARY	ADJUSTED SALARY	ANNUAL SALARY DIFFERENCE	MERIT INCREASE	CAREER PROGRESSION SCHEME	ADJUSTED SALARY EFFECTIVE	NAME OF INCUMBENT
(1)	PSI for BP Bldg. 131: BP Bldg. 80: CY 1982	From : To : #16 : 12-31-81 : #801	per MCC:As of per E.O. (8-7)						1-1-82 (8+10+11)	
(2)	PSI for BP Bldg. 131: From : To : #16 : 12-31-81 : #801									
(3)	Resident Physician	66 : 78	P16860	P16860	P27732	P10872	-	-	P27732	Johnny M. Lioren
(4)	Rural Health Physician	66 : 78	P16860	P16860	P27732	P10872	1416	-	P29148	Clod R. Dawinan
(5)	Senior Resident Physician	67 : 79	P17724	P17724	P29148	P11424	-	1488	P30636	Rosa M. Quizon

\* as defined under 3.0 of herein Circular

APPROVED:

Head of Office

Notes:  
 If item number under PSI CY 1982 is not available the item number under PSI CY 1981 can be reflected provided that the position in the letter has been carried over in the PSI for CY 1982.

(Name of Agency)

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date \_\_\_\_\_

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

Sir/Madam

Pursuant to National Compensation Circular No. \_\_\_\_\_ implementing Executive Order No. 801, dated May 21, 1982, your salary is hereby adjusted effective January 1, 1982 as follows:

Basic Annual Salary as of December 31, 1981 . . . . . P \_\_\_\_\_

Authorized Salary pursuant to Executive Order No. 801 . . . . . P \_\_\_\_\_

Add: Salary Increase under Career Progression Scheme if any . . . . . P \_\_\_\_\_

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

Adjusted Salary Effective January 1, 1982 which is the \_\_\_\_\_ 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.

Position Title \_\_\_\_\_

Item No. (PSI CY 1981) \_\_\_\_\_

Page \_\_\_\_\_

Present Salary Range \_\_\_\_\_

Upgraded to R- \_\_\_\_\_

Very truly yours,

Head of Agency/Regional Director

Copy furnished  
The GSIS



(Name of Agency)

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date \_\_\_\_\_

Special Order  
No. \_\_\_\_\_ s. 1982

Pursuant to National Compensation Circular No. \_\_\_\_\_ implementing Executive Order No. 801, dated May 21, 1982, the positions of the following officials/employees have been upgraded to R-\_\_\_\_\_, (P\_\_\_\_\_ - P\_\_\_\_\_) effective November 1, 1979.

Name of Official/ Employee	: Item No. per PSI CY 1981 :
-------------------------------	---------------------------------

- 1.
- 2.
- 3.
- 4.
- 5.

Their salaries have been adjusted as of January 1, 1982 as follows:

Basic Annual/Monthly/Daily Salary as of December 31, 1981 . . . . .	P_____
Authorized Salary pursuant to E.O. No. 801 . . . . .	P_____
Add: Salary Increase under Career Progression Scheme . . . . .	P_____
Add: Merit Increase . . . . .	P_____
Adjusted Salary which is the _____ 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

Date

The Minister of the Budget  
M a n i l a

ATTENTION: Budget Operations Office I/II

S i r :

Pursuant to National Compensation Circular No. \_\_\_\_\_ dated \_\_\_\_\_, 1982 implementing Executive Order No. 801, dated May 21, 1982, I hereby request for the release of P\_\_\_\_\_ from the \_\_\_\_\_ Fund Item \_\_\_\_\_, Page \_\_\_\_\_ of Batas Pambansa Bilang 131 to cover disbursement for salary increase therein authorized made during the month of \_\_\_\_\_ as follows:

Actual payments of the Salary Increase requirement under Section 4.1 NCC No. . . . .	P x x x
Less: Lump sum amount for salary adjustment in the PSI for CY 1982 . . . . .	P x x x
Less: Salary lapses and other personal services savings . . . . .	P x x x
Amount chargeable to Salary Adjustment Fund . . . . .	P x x x

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

Very truly yours,

Head of Agency

Accounting Officer