



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

Marcelino A. Magsaysay Bldg., Pasig City

OFFICE OF THE SECRETARY

February 26, 1997

DECS O & D E
No. 146, 1997

SUBJECT: GUIDELINES FOR THE FULL IMPLEMENTATION OF THE NEW SALARY SCHEDULE IN THE GOVERNMENT

To: Undersecretaries,
Assistant Secretaries,
Bureau/Cultural Agency Directors,
Schools Superintendents,
Presidents, State Colleges and Universities,
Vocational Schools, School Intendants/Administrators

1. Inclosed is a copy of Department of Budget and Management National Budget Circular No. 452 dated January 14, 1997, prescribing rules and regulations to govern the full implementation of the new salary schedule in the government, as mandated by R.A. No. 8044 and adopted under Executive Order No. 309 dated December 28, 1996.
2. The Memorabilia of Personnel and Salary Adjustments (MPSA) for the November 1, 1997 implementation, as prescribed in Annex A, shall be prepared as desired in said NBC and be submitted. Even shall be prepared for contractual, casual and emergency positions.
3. Please be guided accordingly.

R. Gloria
RICARDO T. GLORIA
Secretary

Incl.:
As stated

Reference:
DECS Order No. 3, s. 1995

Attachment: 1-2-97 (M.O. 1-87)

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

BUREAUS & OFFICES
EMPLOYEES
OFFICIALS

POLICE
RULES & REGULATIONS
SALARY



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA



NATIONAL BUDGET CIRCULAR

NO. 458
Series of 1997

TO HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING STATE UNIVERSITIES AND COLLEGES; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS AND FINANCIAL INSTITUTIONS; AND ALL OTHERS CONCERNED

SUBJECT: GUIDELINES FOR THE FULL IMPLEMENTATION OF THE NEW SALARY SCHEDULE IN THE GOVERNMENT

1. PURPOSE

This Circular is being issued to prescribe rules and regulations to govern the fourth and final year of implementation of the salary increases authorized by Joint Senate-House of Representatives Resolution No. 01, Series of 1994 for all government civilian and uniformed personnel as mandated by RA No. 8244 and adopted under Executive Order No. 389, dated December 28, 1996.

2. COVERAGE

All positions whether permanent, temporary, contractual, casual or emergency in nature, appointive or elective, on full-time or part-time basis now existing or hereafter created in the national government, state universities and colleges and government-owned and/or controlled corporations and government financial institutions.

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3. EXEMPTIONS

- 3.1 Officials and employees of agencies that are allowed by law to adopt a Position Classification and Compensation System other than that prescribed in RA No. 6758 and/or Joint Senate-House of Representatives Resolution No. 1, s. 1994.
- 3.2 Consultants and experts hired by government entities for a limited period to perform specific activities or services with expected outputs, who will continue to be compensated pursuant to existing applicable laws, rules and regulations until these are revised or amended.
- 3.3 Student laborers and apprentices and others similarly situated who will continue to be compensated pursuant to existing applicable laws, rules and regulations until these are revised or amended.

4. DEFINITION OF TERMS

- 4.1 The present salary of an incumbent for purposes of this Circular shall mean the actual basic salary rate received as of December 31, 1996 for purposes of the adjustment effective January 1, 1997, and as of October 31, 1997 for purposes of the adjustment effective November 1, 1997, exclusive of Personnel Economic Relief Allowance (PERA), Additional Compensation (ADCOM), representation and transportation allowances (RATA), Christmas bonus and cash gift, honoraria, the twenty-percent (20%) premium over basic pay of contractual personnel and any form of compensation usually paid outside of basic salary, but inclusive of "transition allowance", and "over-and-above allowance" in the case of public school teachers and related personnel.

- 4.2 Transition allowance shall mean the excess of the present salary over the eighth step of the salary grade allocation of the employee's position.
- 4.3 "Over-and-above allowance" shall refer to the additional compensation other than the basic salary regularly paid on a monthly basis by the Local Government Units to public school teachers and related personnel prior to July 1, 1989 and which was added over and above their basic salary.

5. COMPENSATION RULES

5.1 For Civilian Personnel

- 5.1.1 The salary grades in the Salary Schedule prescribed under RA No. 6758 and the corresponding salary grade allocation of positions pursuant thereto shall be maintained. For purposes of the salary increase herein authorized, the basic salary of government civilian personnel as defined in Item 4.1 above shall be adjusted as follows:
- a. Effective January 1, 1997, - in accordance with the Fourth Interim Salary Schedule hereto attached and marked as Annex A of this Circular. The adjustment shall be to the designated salary step of the employee in the salary grade allocation of his position as of December 31, 1996 (Illustrative Example A);
 - b. Effective November 1, 1997, - in accordance with the attached Salary Schedule marked as Annex B of this Circular. The adjustment shall be to the designated salary step of the employee in the salary grade allocation of his position as of October 31, 1997 (Illustrative Example A).

5.1.2 Incumbents of positions which are moved to a higher salary grade allocation under Joint Senate-House of Representatives Resolution No. 1, s. 1994, shall continue to receive the salary rate of their old salary grade allocation pursuant to RA No. 6758.

5.1.3 The transition allowance shall be considered as advance payment for the salary increase herein authorized. Any excess thereafter shall be deducted from whatever salary adjustments that such employee may be authorized in the future (Illustrative Example B and B-1).

5.1.4 The "over-and-above allowance" of public school teachers and related personnel shall likewise be considered as advance payment for the salary increase herein authorized. However, implementation of the salary adjustment herein authorized for public school teachers and related personnel with over-and-above allowance shall be as follows (Illustrative Example C):

5.1.4.1 The over-and-above allowance shall first be added to the salary rate in the equivalent salary grade and step under the Salary Schedule marked Annex B:

5.1.4.2 If the total is below the first step of the salary grade allocation of the position in the new Salary Schedule, adjustment shall be to the first step; if in-between steps or equal to any of the step, to the next higher step; if in excess of the maximum or eighth step, to the eighth step and the excess shall be treated as transition allowance which shall be deducted from whatever salary adjustments that such employee may be authorized in the future.

- 5.1.5 Appointments effective January 1, 1997 and/or November 1, 1997, and thereafter, shall be at the first step of the salary grade allocation of the position in the applicable Salary Schedule prescribed in Item 5.1.1 hereof and subject further to compensation rules and regulations in Annex C of this Circular.
- 5.1.6 Notwithstanding the salary increase authorized in this Circular, there shall be no increase in the present rates of allowances and benefits of officials and employees of regular government offices/agencies, state universities and colleges, government-owned and/or-controlled corporations and financial institutions which are based on a percentage of their basic salaries such as KATA, Provident Fund and other similar personnel benefits. However, contributions to the GSIS Retirement and Life Insurance Premium and the Employees Compensation Insurance Premium (ECIP) are not covered by restrictions under this Section.
- 5.1.7 The PERA and ADCOM shall continue to be paid as allowances and are not considered integrated into the basic salary rates contained in the Salary Schedules in Item 5.1.1 hereof.
- 5.1.8 Contractual employees whose salaries are paid out of lump-sum appropriations or project funds may be entitled to a premium of not more than twenty-percent (20%) of the adjusted minimum hiring rate of comparable regular positions (Illustrative Example D).
- 5.1.9 The Wage Rates of daily paid employees shall be computed by dividing the monthly salary rate shown in said Salary Schedules by twenty-two (22) working days, provided that the total wages received by a daily paid employee in a month shall not exceed said monthly salary rate.

5.1.10 The rates contained in said Salary Schedules, plus transition allowance in the case of employees with transition allowance, shall be used as basis for computing retirement pay, year-end bonus and other similar benefits, provided that for those who will be compulsorily separated from the government service for having reached the age of mandatory retirement or due to death, sickness/disability in 1997 but before the full implementation effective November 1, 1997, the computation of their retirement/separation benefits, gratuity and payment of accumulated leave credits shall be made on the basis of the salary rate in the Salary Schedule in Annex B hereof corresponding to their previous designated salary step plus the remaining balance of their transition allowance, if any.

5.1.11 In case of separation on account of compulsory retirement, the employee shall be given the option to retire pursuant to RA No. 660 but the retiring employee shall still be paid by his last employer the difference between the lump-sum amount he will receive under RA No. 660 and the retirement benefit had he retired under RA No. 1616, provided that an employee who will opt to be compulsorily retired pursuant to RA No. 1616 shall be paid only the retirement benefits provided under RA No. 1616.

5.2 For Uniformed Personnel

5.2.1 For purposes of the salary increase herein authorized the basic salary of the uniformed personnel of the Department of National Defense (DND) and the Department of the Interior and Local Government (DILG) and the commissioned officers and enlisted personnel of the National Mapping and Resource Information Authority (NAMRIA) shall be adjusted as follows:

- a. Effective January 1, 1997 = in accordance with the Fourth Interim Salary Schedule for Uniformed Personnel hereto attached and marked as Annex D of this Circular.
- b. Effective November 1, 1997 = in accordance with the attached Salary Schedule for Uniformed Personnel hereto attached and marked as Annex E of this Circular.

5.2.2 The cost-of-living allowance of subject uniformed personnel is deemed integrated in the rates contained in said Salary Schedules.

5.2.3 The rates contained in said salary schedules shall be used as basis for computing retirement pay, year-end bonus and other similar benefits, provided that for those who will be separated from the government service due to compulsory retirement, death, sickness/disability in 1997 but before the full implementation effective November 1, 1997, the computation of their retirement/separation benefits, gratuity and payment of accumulated leave credits shall be made on the basis of the salary rate in the Salary Schedule in Annex E corresponding to their designated rank.

6. PROHIBITION

- 6.1 The salary adjustment funded under RA No. 8244 shall not benefit the President, the Vice-President and the Members of Congress.
- 6.2 Unless allowed by law and/or order, heads of national government agencies and corporate entities are prohibited from granting any adjustment in excess of the amounts herein authorized.

7. FUNDING SOURCE

The funding sources for the amounts necessary to implement in full the new Salary Schedule shall be as follows:

- 7.1 For National Government Agencies, the amount shall be charged against the P27.0 Billion appropriated for the purpose under RA No. 8244 and accordingly set aside for the purpose in their respective budgets for FY 1997 and from their savings.
- 7.2 For government-owned and/or controlled corporations and financial institutions, the amount shall come from their respective corporate funds. Government-owned and controlled corporations and financial institutions which do not have adequate or sufficient funds shall only partially implement the established rates, provided, that any partial implementation shall be fixed at a uniform percentage such that no official/employee shall receive a percentage higher than that of any other official/employee in the same corporate entity.

8. RELEASE OF FUNDS

The DBM shall release the covering Notice of Cash Allocation (NCA) needed to implement the salary adjustment herein authorized.

9. PAYMENT OF SALARY ADJUSTMENT

- 9.1 Upon receipt of the NCA, agencies shall pay the required salary adjustment authorized herein.
- 9.2 The Head of agency shall notify the official/employee of any salary adjustment in accordance with this Circular through a Notice of Salary Adjustment following the format in Annex F, for individuals, and Annex G for Group (officials/employees covered by similar information). A copy of the Notice shall be furnished the GSE if the beneficiaries are members thereof.

Notice of Salary Adjustment of employees who will be compulsorily separated from government service under the conditions enumerated in Items 5.1.10 and 5.1.11 hereof shall be issued not later than the last day of their service in the government.

10. POST-AUDIT

10.1 Any salary adjustment under this Circular shall be subject to post-audit by this Department through the Compensation and Position Classification Bureau (CPCB) and to appropriate adjustments if found not in order.

10.2 For this purpose, all agencies shall prepare a Plantilla of Personnel and Salary Adjustment (PPSA) for the November 1, 1997 implementation following the format in Annex H. A separate PPSA shall be prepared for contractual, casual and emergency positions.

10.3 The original and four (4) copies of each of the said PPSA which shall be certified correct by the Human Resource Management Officer/Administrative Officer and approved by the Head of the government agency, shall be submitted for post-audit within thirty (30) days after the salary adjustment for November 1, 1997 has been implemented to the CPCB, Regional Coordination Service (RCS) or to the appropriate Regional Offices of the DBM, in the case of regionalized offices. The CPCB, RCS or the DBM Regional Office concerned shall examine and verify the said PPSA based on its records and certify them accordingly. The certified copies shall then be distributed as follows:

10.3.1 one (1) copy to the Civil Service Commission Regional Office and Field Office concerned;

10.3.2 one (1) copy to the Commission on Audit, for compliance with auditing requirements;

10.3.3 one (1) copy to the Office of origin; and

10.3.4 the original shall remain with the CPCE, RCS or DBM Regional Office concerned for records, control and post-audit purposes.

11. RESPONSIBILITY OF THE HEAD OF AGENCY

The Head of Agency shall be responsible for the submission of the required reports. He shall be held personally liable for any payment of salary adjustment not in accordance with the provisions of this Circular, without prejudice however, to the refund of any excess payment by the employee concerned.

12. CONTRIBUTIONS


The salary adjustments herein authorized are subject to the mandatory requirements of the GSIS life and retirement premiums, and Home Development Mutual Fund (HDMF) contribution, if the recipient is a member of the GSIS and HDMF.

13. SAVING CLAUSE

Cases not covered by the provisions of this Circular shall be referred to the Secretary of Budget and Management for resolution.

14. EFFECTIVITY

This Circular shall take effect January 1, 1997.


SALVADOR M. ENRIQUEZ, JR.
Secretary

ILLUSTRATIVE EXAMPLE A

EMPLOYEE: CARLOS DRAPETE
POSITION: Supervising Compensation and Classification Specialist
SALARY GRADE: SG-24
DESIGNATED SALARY STEP: 8th Step
(As of Dec. 31, 1996)

THIS:

For January 1, 1997 implementation

1.	Actual salary as of December 31, 1996, SG-24, 8th Step-NBC448	14,424
2.	Adjusted salary effective January 1, 1997, SG-24 also at the 8th Step under the Fourth Interim Salary Schedule marked Annex A	<u>17,927</u>
3.	Salary increase per month effective January 1, 1997 (2.4)	<u>3,503</u>

For November 1, 1997 implementation

1.	Actual salary as of October 31, 1997, SG-24 at 8th Step	17,927
2.	Adjusted salary effective November 1, 1997, SG-24 also at the 8th Step under the Salary Schedule marked Annex B	<u>21,430</u>
3.	Salary increase per month effective November 1, 1997 (2.1)	<u>3,503</u>

ILLUSTRATIVE EXAMPLE B

Where the total of Basic Salary and Transition Allowance is WITHIN the Salary Grade allocation of the position under the Salary Schedule marked Annex B

EMPLOYEE: CARLOS DRAPETE
POSITION: Supervising Compensation and Classification Specialist
SALARY GRADE: SG-24
DESIGNATED SALARY STEP: 8th Step
 (As of Dec. 31, 1996)

THUS:

For January 1, 1997 implementation

1.	Actual salary as of December 31, 1996, SG-24, 8th Step, NBC448	14,424
	Add: Transition Allowance	3,700
	Total	<u>18,124</u>
2.	Adjusted salary effective January 1, 1997, SG-24 also at the 8th Step under the Fourth Interim Salary Schedule (Annex A)	<u>17,927</u>
3.	Salary Increase per month effective January 1, 1997 (2-1)	none
	OR	
	REMAINING BALANCE OF TRANSITION ALLOWANCE TO BE DEDUCTED FROM NOVEMBER 1, 1997 IMPLEMENTATION (1-2)	<u>(197)</u>

For November 1, 1997 implementation

1.	Actual salary as of October 31, 1997, SG-24 at 8th Step	17,927
	Add: Transition Allowance	197
	Total	<u>18,124</u>
2.	Adjusted salary effective November 1, 1997, SG-24 also at the 8th Step Under the Salary Schedule marked Annex B	<u>21,430</u>
3.	Salary Increase per month effective November 1, 1997 (2+1)	<u>3,906</u>

ILLUSTRATIVE EXAMPLE B-1

Where the total of Basic Salary and Transition Allowance is in EXCESS of the 8th Step of the Salary Grade Allocation of the position under the Salary Schedule marked Annex B.

EMPLOYEE: CARLOS DRAPETE
POSITION: Supervising Compensation and Classification Specialist
SALARY GRADE: SG-24
DESIGNATED SALARY STEP: 8th Step
 (As of Dec. 31, 1996)

THUS:

For January 1, 1997 Implementation

1.	Actual salary as of December 31, 1996, SG-24, 8th Step, NBC 448	14,424
	Add: Transition Allowance	8,000
	Total	<u>22,424</u>
2.	Adjusted salary effective January 1, 1997, SG-24 also at the 8th Step under the Fourth Interim Salary Schedule (Annex A)	<u>17,927</u>
3.	Salary increase per month effective January 1, 1997	(2-1) none
	OR	
	REMAINING BALANCE OF TRANSITION ALLOWANCE TO BE DEDUCTED FROM NOVEMBER 1, 1997 IMPLEMENTATION	(1-2) <u>(4,497)</u>

For November 1, 1997 Implementation

1.	Actual salary as of October 31, 1997, SG-24 at 8th Step, NBC 448	17,927
	Add: Transition Allowance	4,497
	Total	<u>22,424</u>
2.	Adjusted salary effective November 1, 1997, SG-24 also at the 8th Step under the Salary Schedule marked Annex B	<u>21,430</u>
3.	Salary increase per month effective November 1, 1997	(2-1) <u>none</u>
	OR	
	REMAINING BALANCE OF TRANSITION ALLOWANCE TO BE DEDUCTED FROM ANY SALARY ADJUSTMENT THAT AN EMPLOYEE MAY BE AUTHORIZED IN THE FUTURE	(1-2) <u>(994)</u>

**ILLUSTRATIVE EXAMPLE C
Over-and-Above Allowance**

Grade allocation of the position under the Salary Schedule marked Annex B

EMPLOYEE: CARLOS DRAPETE

POSITION: Teacher I

SALARY GRADE: SG-10

DESIGNATED

SALARY STEP/SALARY: 1st Step
(As of Dec. 31, 1988) P 6,013

1.	Salary rate under the Salary Schedule marked Annex B SG-10, 1st Step	8,605
	Add: Over-and-above allowance	832
	Total *	<u>9,437</u>
2.	Adjusted salary under Salary Schedule marked Annex B SG-10, 6th Step the next higher Salary Step	9,499
	<small>*Total of present salary and OAA falls between 4th & 5th Steps</small>	
3.	Salary as of December 31, 1988, SG-10, 1st Step, NBC 448	6,013
	Add: Over-and-above allowance	832
	Total	<u>6,845</u>
4.	Salary increase based on full implementation effective November 1, 1987	(2-3) <u>2,654</u>

THUS:

For January 1, 1997 Implementation:

1.	Salary as of December 31, 1986, SG-10, 1st Step, NBC 448	6,013
	Add: Over-and-above allowance (50% of 832)	416
	Total	<u>6,429</u>
2.	Adjusted salary effective January 1, 1997 under the Fourth Interim Salary Schedule marked Annex A, SG-10, Step 5	7,819
3.	Salary increase per month effective January 1, 1997	(2-1) <u>1,390</u>

For November 1, 1997 Implementation:

1.	Actual salary as of October 31, 1997, SG-10, 5th Step	7,819
	Add: Over-and-above allowance (assuming 50% of 832)	416
	Total	<u>8,235</u>
2.	Adjusted salary effective November 1, 1997, SG-10, 5th Step under the Salary Schedule marked Annex B	8,499
3.	Salary increase per month effective November 1, 1997	(2-1) <u>1,264</u>

ILLUSTRATIVE EXAMPLE D
(COMPUTING THE SALARY ADJUSTMENT OF CONTRACTUAL PERSONNEL)

EMPLOYEE: CARLOS DRAPETE
POSITION: Accountant I, on contractual basis
SALARY GRADE: SG-11

1. Monthly Compensation as of December 31, 1996:

Base Pay, SG-11, 1st Step per NDC 448	6,243
Premium = 20% of Base Pay (20% x 6243)	1,249
Total	<u>7,492</u>

For January 1, 1997 implementation

2. Adjusted Base Pay under the Fourth Interim Salary Schedule marked as Annex A, SG-11, 1st Step, effective January 1, 1997

	7,682
Premium = 20% of adjusted Base Pay (20% x 7682)	1,530
Adjusted maximum contractual rate as of January 1, 1997	<u>9,218</u>

3. Increase effective January 1, 1997 (9,218 - 7,492)

	<u>1,726</u>
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For November 1, 1997 implementation

1. Monthly Compensation as of October 31, 1997:

Base Pay, SG-11, 1st Step per Fourth Interim Salary Schedule	7,682
Premium = 20% of Base Pay (20% x 7682)	1,536
Total	<u>9,218</u>

2. Adjusted Base Pay under the Salary Schedule marked as Annex B, SG-11, 1st Step, effective November 1, 1997

	9,121
Premium = 20% of adjusted Base Pay (20% x 9121)	1,824
Adjusted maximum contractual rate as of November 1, 1997	<u>10,945</u>

3. Increase effective November 1, 1997 (10,945 - 9,218)

	<u>1,727</u>
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ANNEX A

FOURTH INTERIM SALARY SCHEDULE
For Civilian Personnel
For implementation effective January 1, 1997

SG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	4400	4510	4623	4738	4857	4978	5103	5230
2	4798	4916	5039	5165	5294	5426	5562	5701
3	5228	5358	5492	5630	5770	5866	5889	5912
4	5645	5787	5895	5918	5941	5964	5988	6012
5	5955	5878	6002	6026	6050	6087	6188	6287
6	6073	6097	6122	6220	6321	6425	6531	6640
7	6225	6326	6430	6536	6644	6755	6869	6985
8	6546	6654	6764	6877	6993	7111	7233	7356
9	6895	7010	7129	7249	7373	7499	7629	7761
10	7309	7433	7558	7687	7819	7954	8092	8233
11	7882	7813	7946	8083	8223	8366	8512	8662
12	8118	8257	8399	8544	8692	8844	8999	9159
13	8586	8734	8884	9038	9195	9357	9521	9690
14	9088	9245	9404	9568	9735	9907	10082	10261
15	9626	9793	9962	10136	10314	10496	10682	10872
16	10204	10381	10562	10747	10935	11129	11326	11529
17	10825	11013	11205	11402	11603	11809	12019	12234
18	11495	11694	11896	12108	12322	12540	12764	12993
19	12215	12427	12645	12867	13095	13328	13566	13810
20	12891	13218	13450	13687	13929	14177	14431	14690
21	13620	13867	14110	14359	14613	14873	15139	15411
22	14318	14566	14821	15082	15349	15622	15901	16186
23	15058	15320	15589	15876	16143	16430	16723	17023
24	15861	16137	16416	16707	17002	17304	17612	17927
25	16787	17059	17356	17650	17971	18269	18614	18946
26	17897	18004	18316	18638	18966	19301	19643	19993
27	18647	18970	19300	19637	19982	20334	20694	21062
28	19617	19956	20303	20658	21019	21389	21768	22154
29	20855	21214	21581	21956	22340	22731	23131	23540
30	23487	23894	24310	24735	25169	25613	26066	26530
31	30188	30723	31270	31829	32401	32988	33584	34195
32	34295	34805	35520	36187	36818	37484	38166	39132
33	37500							

ANNEX B

SALARY SCHEDULE
For Civilian Personnel

Full implementation effective November 1, 1997

SG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	4400	4510	4623	4738	4857	4978	5103	5230
2	4796	4916	5039	5165	5294	5426	5562	5701
3	5228	5358	5492	5630	5770	5915	6062	6214
4	5646	5787	5932	6080	6232	6388	6547	6711
5	6098	6250	6406	6566	6731	6898	7071	7248
6	6585	6750	6918	7092	7269	7451	7637	7828
7	7046	7222	7403	7588	7778	7972	8172	8376
8	7540	7728	7921	8119	8322	8530	8744	8962
9	8067	8268	8476	8688	8905	9127	9356	9589
10	8605	8821	9041	9267	9499	9736	9980	10229
11	9121	9349	9588	9822	10068	10320	10578	10842
12	9668	9910	10158	10412	10672	10939	11212	11493
13	10248	10505	10767	11036	11312	11595	11885	12182
14	10863	11135	11413	11699	11991	12291	12598	12913
15	11515	11803	12098	12400	12710	13028	13354	13688
16	12206	12511	12824	13145	13473	13810	14155	14509
17	12938	13262	13593	13933	14282	14639	15005	15380
18	13715	14058	14409	14770	15139	15517	15905	16303
19	14538	14891	15274	15656	16047	16448	16860	17281
20	15410	15795	16190	16595	17010	17435	17871	18318
21	16326	16727	17138	17558	17990	18432	18886	19350
22	16667	17084	17511	17949	18398	18858	19329	19812
23	17334	17767	18212	18667	19133	19612	20102	20605
24	18028	18479	18941	19414	19900	20397	20907	21430
25	18749	19218	19698	20191	20695	21213	21743	22287
26	19499	19988	20486	20998	21523	22061	22613	23178
27	20279	20786	21308	21838	22384	22944	23517	24105
28	21090	21617	22158	22712	23279	23861	24458	25069
29	21934	22482	23044	23620	24211	24816	25436	26072
30	25000	25625	26266	26922	27595	28285	28992	29717
31	35000	35875	36772	37691	38633	39599	40589	41604
32	46000	47000	48025	49076	50153	51256	52388	53547
33	50000							

ANNEX C

GENERAL RULES ON THE IMPLEMENTATION OF THE SALARY SCHEDULE

1. Promotion = movement from a lower level position to a higher level position
 - a. If the basis salary of the employee in his former position is below the hiring rate of the new position, he shall be allowed the 1st step of the hiring rate;
 - b. If the present salary falls in-between steps, he shall be allowed the next higher step;
 - c. If the present salary is equal to any of the steps, he shall be allowed the next higher step;
 - d. If the present salary is in excess of the maximum or 8th Step, he shall be allowed to continue to receive his present salary with the excess over the 8th Step treated as "transition allowance" which will be deducted from any future salary adjustment of the employee.
2. Demotion = movement from a higher level position to a lower level position
 - a. If the movement is voluntary or at the instance of the employee, or as a result of disciplinary action, he shall be allowed only the hiring rate for the lower position;
 - b. If the demotion is due to the exigency of the service, the employee shall be allowed to continue to receive his salary in the higher position.

3. **Transfer** = movement from one department or agency to another or from one organizational unit to another within the same agency.

- a. If the transfer is to a higher level position, the rules on promotion will apply;
- b. If the transfer is to same level position, the employee will be allowed to continue to receive his present salary;
- c. If the transfer is to a lower level position, the rules on demotion will apply.

4. **Reclassification of Position.**

- a. If to same Salary Grade, the incumbent shall be allowed to be paid his present salary;
- b. If to a higher Salary Grade, the rule on promotion will apply;
- c. If to a lower Salary Grade, the employee shall be allowed to continue to receive his present salary.

5. **Reemployment** = an employee who was separated from the government service as a result of reduction in force, reorganization, and/or voluntary resignation and is reemployed, he shall be paid the hiring rate or 1st Step of the new position.

ANNEX D

FOURTH INTERIM SALARY SCHEDULE
For Uniformed Personnel
For implementation effective January 1, 1997

R A N K

A.F.P.	PNP/Equivalent DIO Uniformed Personnel	NAMRIA Commissioned & Enlisted Personnel	Effective Jan. 1, 1997 MONTHLY BASIC PAY
Enlisted Ranks			
Candidate Soldier			4000
Private	Police Officer I	Seaman, 3rd Class	4500
Private, First Class	Police Officer II	Seaman, 2nd Class	4700
Corporal	Police Officer III	Seaman, 1st Class	4900
Non-Commissioned Officers			
Sergeant	Senior Police Officer I	Petty Officer III	5400
Staff Sergeant	Senior Police Officer II	Petty Officer II	5700
Technical Sergeant	Senior Police Officer III	Petty Officer I	6095
Master Sergeant	Senior Police Officer IV	Chief Petty Officer	6995
Company-Grade Officers			
Cadet	Cadet		7840
Prob. 2nd Lieutenant			8365
Second Lieutenant		Ensign	9065
First Lieutenant	Inspector	Lieutenant, Jr. Grade	9620
Captain	Senior Inspector	Lieutenant, Sr. Grade	10055
Field-Grade Officers			
Major	Chief Inspector	Lt. Commander	10730
Lieutenant Colonel	Superintendent	Commander	11230
Colonel	Senior Superintendent	Captain	11785
General Officers			
Brigadier General	Chief Superintendent	Commodore	12640
Major General	Director		13340
Lieutenant General	Deputy Director-General		14210
General	Director-General		15650

ANNEX E

SALARY SCHEDULE For Uniformed Personnel For implementation effective November 1, 1997			
R A N K			
A F P	PNP/Equivalent D/LG Uniformed Personnel	NAMRIA Commissioned & Enlisted Personnel	Effective Nov. 1, 1997 MONTHLY BASIC PAY
Enlisted Ranks			
Candidate Soldier			4000
Private	Police Officer I	Seaman, 3rd Class	5000
Private, First Class	Police Officer II	Seaman, 2nd Class	5300
Corporal	Police Officer III	Seaman, 1st Class	5800
Non-Commissioned Officers			
Sergeant	Senior Police Officer I	Petty Officer III	6400
Staff Sergeant	Senior Police Officer II	Petty Officer II	6800
Technical Sergeant	Senior Police Officer III	Petty Officer I	7700
Master Sergeant	Senior Police Officer IV	Chief Petty Officer	8500
Company Grade Officers			
Cadet	Cadet		8800
Prob. 2nd Lieutenant			10500
Second Lieutenant		Ensign	11400
First Lieutenant	Inspector	Lieutenant, Jr. Grade	12000
Captain	Senior Inspector	Lieutenant, Sr. Grade	12400
Field Grade Officers			
Major	Chief Inspector	Lt. Commander	12900
Lieutenant Colonel	Superintendent	Commander	13400
Colonel	Senior Superintendent	Captain	14000
General Officers			
Brigadier General	Chief Superintendent	Commodore	14800
Major General	Director		15300
Lieutenant General	Deputy Director-General		16100
General	Director-General		16500

NOTICE OF SALARY ADJUSTMENT

Annex F

Date _____

Mr./Ms. _____

Sir/Madam:

Pursuant to National Budget Circular No. 456, dated January 2, 1997, implementing Executive Order No. 388, dated December 20, 1996, your salary is hereby adjusted effective January 1, 1997 (or November 1, 1997), as follows:

1. Adjusted Basic Salary Effective January 1, 1997 under the Fourth Interim Salary Schedule (Annex A): SG _____ Step _____
 OR FOR NOVEMBER 1, 1997 IMPLEMENTATION
 (Adjusted Basic Salary Effective November 1, 1997 under the Salary Schedule (Annex B): SG _____ Step _____)

2. Basic annual/monthly Salary/daily Wage, as of as:
 December 31, 1996 (or October 31, 1997): SG _____ Step _____
 Add: Transition Allowance _____
 Total _____

3. Salary increase per month effective January 1, 1997
 (or November 1, 1997) (1 less 2 total) _____
 OR
 REMAINING BALANCE OF TRANSITION ALLOWANCE (TA) TO BE DEDUCTED FROM ANY SALARY ADJUSTMENT THAT AN EMPLOYEE MAY BE AUTHORIZED IN THE FUTURE _____

4. Adjusted Salary effective January 1, 1997
 (or November 1, 1997) (1 + TA, if any) _____

This salary adjustment is subject to review and post-audit by the Compensation and Position Classification Bureau, the Regional Coordination Service or the concerned Regional Office of the Department of Budget and Management, and to appropriate readjustments and refund if found not in order.

Position Title: _____
 Present Salary Grade: _____
 Item No. (PS) FY 1995/1996: _____

Very truly yours,

 Head of Agency

NOTICE OF SALARY ADJUSTMENT

Annex G

Date _____

Special Order
No. _____ of 1997

Pursuant to National Budget Circular No. 484, dated January 2, 1997, implementing Executive Order No. 389, dated December 20, 1996, your salary is hereby adjusted effective January 1, 1997 (or November 1, 1997), as follows:

<u>Name of Official/ Employee</u>	<u>Item No. per PSI FY 1995/96</u>	<u>Position Title SG and Step</u>
1.	Adjusted Basic Salary Effective January 1, 1997 under the Fourth Interim Salary Schedule (Annex A); SG _____ Step _____	P _____
	<i>OR FOR NOVEMBER 1, 1997 IMPLEMENTATION</i>	
	(Adjusted Basic Salary Effective November 1, 1997 under the Salary Schedule (Annex B); SG _____ Step _____)	
2.	Basic annual/monthly salary/daily wage as of as- December 31, 1996 (or October 31, 1997); SG _____ Step _____	
	Add: Transition Allowance	_____
	Total	_____
3.	Salary Increase per month effective January 1, 1997 (or November 1, 1997) (1996-97 Total)	_____
	OR	
	REMAINING BALANCE OF TRANSITION ALLOWANCE (TA) TO BE DEDUCTED FROM ANY SALARY ADJUSTMENT THAT AN EMPLOYEE MAY BE AUTHORIZED IN THE FUTURE	
4.	Adjusted Salary effective January 1, 1997 (or November 1, 1997) (1 + TA, if any)	_____

This salary adjustment is subject to review and post-audit by the Compensation and Position Classification Bureau, the Regional Coordination Service or the concerned Regional Office of the Department of Budget and Management, and to appropriate re-adjustments and refund if found not in order.

Very truly yours,

Head of Agency

PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT FORM
 Pursuant to EO No. _____ dated December _____, 1985,
 as implemented by NRC No. _____ dated January _____, 1997
 Agency: _____

Item No.	FY 1995	FY 1996	Dist. Assigned Position Title (5)	ACTUAL SALARY PER MONTH AS OF DECEMBER 31, 1985 NRC No. 428				ADJUSTED BASIC SALARY PER MONTH EFFECTIVE 10-1-87 BY NCR-ANNEX B		SALARY INCREASE Per Month Effective Month 1, 1987 (12)	BALANCE OF TRANSITION ALLOWANCE (13)	ADJUSTED SALARY EFFECTIVE MOY. 1, 1987 (14 + 15)	NAME OF INCUMBENT (16)		
				Grade (4)	Step (6)	Basic Salary (6)	Transitional Allow. (7)	TOTAL (8)	Grade (9)					Step (10)	AMOUNT (11)
001	001	001	Budget Officer I	11	1	6243		6243	11	1	9121	2878			
002	002	002	Budget Officer	11	5	6377		6377	11	5	10059	3691			
003	003	003	Budget Officer I	11	8	6481	1200	7681	11	8	10842	5161			
004	004	004	Budget Officer I	11	8	6481	5000	11481	11	8	10842	none*	836		11481
005	005	005	Budget Officer I	11	8	6481	5500	11981	11	8	10842	none*	1199		11981

Prepared under Contract
 Admin. Office/NSA/CSS

Approved: _____
 Head of Agency

* Direct and above shown as "in the case of Public School Teachers and related personnel assigned to Transition Allowance"