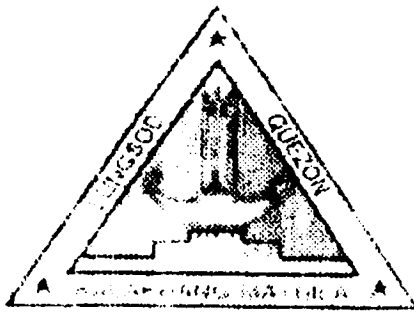




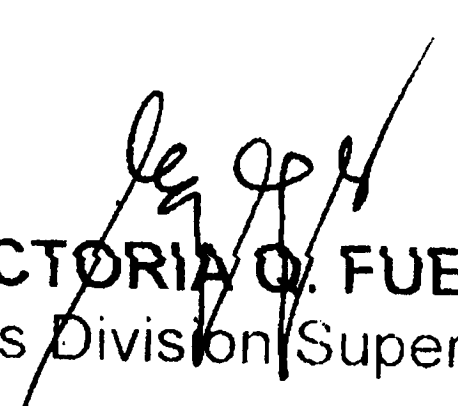
Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, Metro Manila

July 30, 2009

Memorandum To:

**Asst. Schools Division Superintendents
Division / District Supervisors
Elementary / Secondary School Principals
Head Teachers and Officers In-Charge
Heads of Administrative Units**

1. For the information and guidance of all concerned, enclosed is a copy of National Budget Circular No. 521 of the Department of Budget and Management dated July 1, 2009 relative to the rules and regulations governing the grant of compensation adjustments to national government personnel effective July 1, 2009 as authorized under Executive Order No. 811 dated June 17, 2009, which is self-explanatory.
2. In this connection, the field is requested to prepare eight(8) copies of Notice of Salary Adjustment using the attached format and submit to the Personnel Section not later than August 31, 2009. Please enclosed copy of the latest payroll for checking purposes.
3. Immediate and wide dissemination of this Memorandum is enjoined.

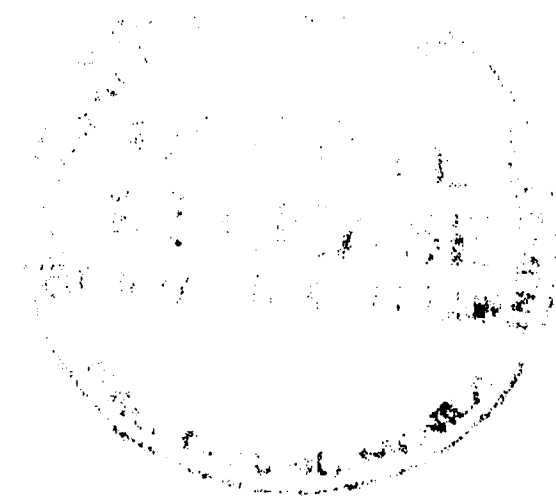

VICTORIA O. FUENTES
Schools Division Superintendent

Incl.:

As stated.



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Building E, General Solano Street, San Miguel, Manila



NATIONAL BUDGET CIRCULAR

No. _____

TO: Heads of Departments, Bureaus, Offices, and Agencies of the National Government, Including State Universities and Colleges; Government-Owned or Controlled Corporations (GOCCs) and Government Financial Institutions (GFIs); and All Others Concerned

SUBJECT: Implementation of the First Tranche Monthly Salary Schedule of Civilian Personnel and Base Pay Schedule of Military and Uniformed Personnel in the National Government, as Well as the Modified Position Classification System

1.0 Purpose

This Circular is issued to prescribe the guidelines, rules, and regulations to govern the implementation in the national government of the pertinent provisions of Senate and House of Representatives Joint Resolution No. 4, and Executive Order No. 811, both approved by the President on June 17, 2009.

Said Executive Order prescribes the first tranche of the modified Salary Schedule of civilian personnel and Base Pay Schedule of military and uniformed personnel, and directs the review and modification of the Position Classification System.

2.0 Coverage

The following are covered by this Circular:

- 2.1 All positions for civilian personnel, whether regular, casual, or contractual – in nature, appointive or elective, on full-time or part-time basis, now existing or hereafter created in national government agencies (NGAs), GOCCs and GFIs covered by the Compensation and Position Classification System under Republic Act No. 6758, "Compensation and Position Classification Act of 1989," as amended; and
- 2.2 Military personnel under the Armed Forces of the Philippines, Department of National Defense; and uniformed personnel under the Philippine National Police, Bureau of Fire Protection, and Bureau of Jail Management and Penology under the Department of the Interior and Local Government; Philippine Coast Guard and National Mapping and Resource Information Authority, who are covered by a separate compensation system.

3.0 Exclusions

The following are excluded from the coverage of this Circular:

- 3.1 Positions for civilian personnel in government entities which are authorized by law to adopt, and are actually implementing their own compensation and position classification systems;
- 3.2 Those hired without employee-employer relationships and funded from non-Personal Services appropriations budgets, as follows:
 - 3.2.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
 - 3.2.2 Laborers hired through job contracts (pakyaw) and those paid on piecework bases;
 - 3.2.3 Student laborers and apprentices; and
 - 3.2.4 Others similarly situated who shall be continually compensated pursuant to existing applicable laws, rules, and regulations.

4.0 Definition of Terms

For purposes of this Circular, the following terms shall be construed to mean as follows:

- 4.1 The actual monthly basic salary of an incumbent civilian personnel is that received as of June 30, 2009, inclusive of Step Increments and Transition Allowance, if any, but exclusive of all other allowances, benefits, and incentives regularly paid in addition to the monthly basic salary.
- 4.2 The Transition Allowance is the amount of excess of the actual monthly basic salary of an incumbent civilian personnel over the salary corresponding to Step 8 of the salary grade allocation of his/her position as of June 30, 2009.
- 4.3 The adjusted monthly basic salary of an incumbent civilian personnel is that to be received by the latter effective July 1, 2009.
- 4.4 A re-allocated position is that with change in one, or two, or all of the following attributes: position title, level, and salary grade.
- 4.5 The actual monthly base pay of an incumbent military or uniformed personnel is that received as of June 30, 2009, exclusive of Longevity Pay, allowances, benefits and incentives regularly paid in addition to the monthly base pay.
- 4.6 The adjusted monthly base pay of an incumbent military or uniformed personnel is that to be received by the latter effective July 1, 2009.

5.0 First Tranche Monthly Salary Schedule and Rules for Adjusting Salaries

- 5.1 The new salary rates in NGAs, GOCCs, and GFIs shall be in accordance with the First Tranche Monthly Salary Schedule for Civilian Government Personnel Effective July 1, 2009, attached as Annex "A."
- 5.2 For Positions Which Remain Unchanged
 - 5.2.1 Incumbent civilian personnel in NGAs, GOCCs, and GFIs whose positions and salary grades remain unchanged effective July 1, 2009, and are in accordance with the Index of Occupational Services, Occupational Groups, Classes, and Salary Grades issued under Budget Circular No. 2006-3 dated May 17, 2006, and the Index of Occupational Services attached to Corporate Compensation Circular No. 10 dated February 15, 1999, and additions thereto, shall receive the rates in the Salary Schedule in Annex "A" which correspond to the designated salary steps of the salary grade allocations of their positions as of June 30, 2009.
 - 5.2.2 If the actual monthly basic salaries of incumbent personnel as of June 30, 2009, fall between salary steps of the salary grade allocations of their positions as a result of demotion or transfer, both due to the exigency of the service, etc., their salaries shall be adjusted to the rate for the higher step in the Salary Schedule in Annex "A."
 - 5.2.3 If the actual monthly basic salaries including Transition Allowances of incumbent personnel as of June 30, 2009, are lower than the salaries corresponding to Step 8 of the salary grade allocations of their positions in the Salary Schedule in Annex "A," their adjusted monthly basic salaries as of July 1, 2009, shall correspond to Step 8 of the salary grade allocations of their positions in said Salary Schedule.
 - 5.2.4 If the actual monthly basic salaries of incumbent personnel as of June 30, 2009, exceed Step 8 of the salary grade allocations of their positions in the Salary Schedule in Annex "A," they shall not be entitled to further salary increases. They shall continue to receive such excess salaries over Step 8.
- 5.3 Incumbent civilian personnel in NGAs whose positions are among those which are re-allocated effective July 1, 2009, as listed in Annex "B," shall receive the salaries in the Salary Schedule in Annex "A" which correspond to the designated salary steps of the salary grade allocations of their positions as of June 30, 2009.
- 5.4 The salaries of contractual personnel as of June 30, 2009, shall be adjusted to the rates corresponding to Step 1 of the salary grade allocations of their positions effective July 1, 2009.

- 5.5 The salaries for new hires beginning July 1, 2009, shall be the salaries corresponding to Step 1 of the salary grade allocations of their positions in the Salary Schedule in Annex "A."
- 5.6 The wages of casual personnel as of June 30, 2009, shall be adjusted to the rates corresponding to Step 1 of the salary grade allocations of their positions effective July 1, 2009. Said daily wage rates shall be computed by dividing the monthly salaries corresponding to Step 1 of the salary grade allocations of their positions in the Salary Schedule in Annex "A" by 22 working days.
- 5.7 The daily wages for new casual personnel shall be as computed in item 5.6 of this Circular. Their aggregate wages in a month shall be derived using the sample computation in Annex "C" as guide.
- 5.8 Compulsory retirees whose services have been extended beyond June 30, 2009, shall likewise be entitled to salary increases effective July 1, 2009, following items 5.2.1 to 5.2.4 of this Circular, whichever is applicable, consistent with the principle of equal pay for work of equal value. However, their retirement benefits, including Terminal Leave Benefits, shall be computed based on their monthly salaries as of the day prior to the effectivity of their retirement, consistent with existing laws, rules, and regulations.
- 5.9 In accordance with Section 6, Article VII, and Section 10, Article VI of the Constitution, the incumbent President of the Philippines, Vice-President of the Philippines, and Members of Congress are not entitled to the salaries in Annex "A."

6.0 Implementation of Salary Schedule in Case of Insufficiency of Funds

- 6.1 GOCCs and GFIs, which do not have adequate or sufficient funds to implement fully the Salary Schedule in Annex "A," shall formulate and implement their respective salary schedules, duly approved by their governing boards, which shall be at uniform percentages of the salary rates in Annex "A."
- 6.2 In the formulation of such salary schedules, GOCCs and GFIs shall ensure that they can fund on a sustainable basis such salaries, allowances, benefits, incentives, government counterpart contributions to Retirement and Life Insurance Premiums (RLIP), PAG-IBIG Contributions, PHILHEALTH Contributions, and Employees Compensation Insurance Premiums.
- 6.3 In the adjustment of the salaries of incumbents of positions effective July 1, 2009, the pertinent salary rules in item 5.0 shall be applied.

7.0 Modified Position Classification System

7.1 Components

In line with Section 5 of Presidential Decree No. 985 and item (3) of said Joint Resolution, the Position Classification System for civilian personnel shall consist of the following:

- 7.1.1 Classes of positions that are: (i) re-categorized into the Sub-Professional Category, Professional Category, and Executive Category, (ii) arranged in an Index of Occupational Services, Occupational Groups, Classes, and Salary Grades, and (iii) denoted by class/position titles;
 - 7.1.2 Class specifications or written descriptions of the classes of positions; and
 - 7.1.3 Guidelines, rules, and regulations necessary for the administration and maintenance of the Position Classification System.
- 7.2 In compliance with Section 6, Executive Order No. 811, positions listed in Annex "B" are re-allocated effective July 1, 2009. Other positions may be re-allocated by the Department of Budget and Management (DBM) through its Organization, Position Classification, and Compensation Bureau (OPCCB), if warranted, in view of organizational, technological, professional and other developments, and the need to adopt generic, but descriptive, and gender-neutral class/position titles.
- 7.3 The updated guidelines, rules, and regulations to govern the original classification of positions, reclassification of positions, upgrading of classes of positions, and re-titling of classes of positions shall be issued in separate circulars.
- 7.4 Likewise, the updated Index of Occupational Services, Occupational Groups, Classes, and Salary Grades and its sub-indexes for NGAs, GOCCs and GFIs shall be issued by the DBM at the proper time, in coordination with the Civil Service Commission (CSC).

8.0 Items to be Addressed in Separate Circulars/Issuances

- 8.1 An additional list of re-allocated positions in NGAs, GOCCs, and GFIs will be issued in separate circulars/issuances.
- 8.2 The guidelines on the in-step adjustments for Teachers with specialization in Science and Mathematics shall be issued in a separate circular. Meanwhile, Teachers with such specialization and whose positions have been re-allocated effective July 1, 2009, as listed in Annex "B," shall receive the salaries in the Salary Schedule in Annex "A" which correspond to the designated salary steps of the salary grade allocations of their positions as of June 30, 2009.

- 8.3 The coverage, conditions for the grant, and rates of allowances, benefits, and incentives for all government personnel in accordance with the Total Compensation Framework established in items (4)(a) and (8) of said Joint Resolution, including Step Increments and Longevity Pay, shall be covered by separate circulars, in accordance with the Executive Orders to be issued by the President.

9.0 Exempt Entities

- 9.1 Pursuant to item (9) of said Joint Resolution, entities which are exempted from Republic Act No. 6758, as amended, but are still following the salary rates for positions covered by said Act, may be entitled to the salary increases authorized under Executive Order No. 811, until such time that they have implemented their own compensation and position classification systems.
- 9.2 Accordingly, the payment of salary adjustments to the personnel in such entities shall be subject to the pertinent provisions of this Circular.

10.0 First Tranche Monthly Base Pay Schedule

- 10.1 The new base pay rates shall be in accordance with the First Tranche Monthly Base Pay Schedule for Military and Uniformed Personnel effective July 1, 2009, attached as Annex "D."
- 10.2 The actual monthly base pay of an incumbent military or uniformed personnel as of June 30, 2009, shall be adjusted effective July 1, 2009, in accordance with the Base Pay Schedule in Annex "D."
- 10.3 No military or uniformed personnel shall be granted base pay adjustments under this Circular unless their ranks are specified in Annex "D." If not included therein, a request to include such ranks shall be submitted to the DBM, through OPCCB, duly supported by legal bases.

11.0 Procedural Guidelines

- 11.1 Preparation of Plantillas of Personnel and Salary Adjustment (PPASAs)
- 11.1.1 The Human Resource Management Officer/Administrative Officer of the GOCC or GFI concerned shall prepare four (4) copies of the PPASA for regular positions, following the format marked as Annex "E." The PPASAs shall be certified correct by him/her and approved by the Head of Agency and distributed as follows: one copy to the CSC Regional Office/Field Office concerned; one copy to the Commission on Audit, for compliance with auditing requirements; one copy to the DBM Budget and Management Bureau (BMB) or Regional Office (RO) concerned, and one (1) to be retained by the agency. A copy of the duly approved salary schedule shall be attached to the PPASA.

11.1.2 Separate PPASAs for casual personnel and contractual personnel of NGAs, GOCCs, and GFIs shall be submitted to the DBM.

11.2 Preparation of Notices of Salary Adjustment (NOSAs)

If the positions and salary grades of civilian personnel remain unchanged effective July 1, 2009, and if they have no Transition Allowances as of June 30, 2009, the Human Resource Management Officer/Administrative Officer concerned shall prepare NOSAs, following the format marked as Annex "F1." The Head of Agency shall issue a NOSA to each regular, contractual, or casual personnel. Those with excess salaries over Step 8 effective July 1, 2009, shall be issued NOSAs, following the format marked as Annex "F2."

11.3 Preparation of Notices of Position Allocation and Salary Adjustment (NOPASAs)

If the positions of civilian personnel have been re-allocated, the Human Resource Management Officer/Administrative Officer concerned shall prepare NOPASAs, following the format attached as Annex "G." The Head of Agency shall issue a NOPASA to each personnel concerned.

11.4 Copies of the NOSA and NOPASA shall be furnished the Government Service Insurance System, if the personnel concerned are members thereof.

11.5 Salary adjustment under this Circular shall be subject to appropriate re-adjustments if upon review by the DBM these have been found to be not in order. The recipient personnel shall refund any overpayments received.

12.0 Fund Sources

12.1 The amounts required to implement the salary/base pay adjustments, including such related compensation and fixed expenditure adjustments of regular personnel in NGAs, shall be charged against the Miscellaneous Personnel Benefits Fund authorized under Republic Act No. 9524, the FY 2009 General Appropriations Act, and from savings generated by the different departments, bureaus, offices, and agencies of the national government.

12.2 The amounts required to implement the salary/wage adjustments, including such related compensation and fixed expenditure adjustments of casual and contractual personnel in NGAs, shall be sourced from the respective agency lump sum appropriations included in the FY 2009 budgets.

12.3 For GOCCs and GFIs, the amounts shall be charged against their respective corporate operating budgets (COBs), provided, that the national government shall not release additional funds for salary adjustment,

including compensation-related expenditures; provided further, that the GOCCs and GFIs shall not resort to borrowings for the purpose; and provided, furthermore, that the performance targets in their DBM-approved COBs are met and their programs/projects for the year are not adversely affected

13.0 Release of Funds

13.1 Initially, agencies may charge the requirements of their salary adjustment against their released allotments for Personal Services.

13.2 The specific Special Allotment Release Order for this salary adjustment shall be released by the DBM to the agency based on the number of filled positions as of June 30, 2009. Additional fund release for this purpose shall be subject to the submission of the following reports:

13.2.1 Report of newly filled authorized regular positions from July 1, 2009, up to the date of report, to include information on the item numbers, positions and salary grades, names of incumbent, salaries, dates of assumption to duty, and summary of additional funding requirement; and

13.2.2 Statement of Allotments, Obligations, and Balances, highlighting the amount of allotments received and corresponding obligations incurred for compensation adjustments.

13.3 DBM shall issue additional Notices of Cash Allocation to cover the 6-month requirement of the agency's salary adjustment, consistent with the procedural guidelines under DBM Circular Letter No. 2008-11.

14.0 Responsibilities of Agency Heads

Agency Heads shall be responsible for the proper implementation of the provisions of this Circular. They shall be held liable for any payment of salary or base pay not in accordance with the provisions of this Circular without prejudice, however, to the refund of any excess payment by the personnel concerned.

15.0 Saving Clause

Cases not covered by the provisions of this Circular shall be referred to the DBM for resolution.

16.0 Effectivity

This Circular shall take effect July 1, 2009.

ROLANDO G. ANDAYA, JR.
Secretary

First Tranche Monthly Salary Schedule for Civilian Government Personnel
Effective July 1, 2009
(In Pesos)

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	6,862	7,000	7,140	7,285	7,432	7,583	7,737	7,895
2	7,446	7,596	7,749	7,906	8,065	8,229	8,397	8,569
3	8,080	8,243	8,409	8,580	8,753	8,932	9,113	9,301
4	8,713	8,888	9,069	9,252	9,441	9,634	9,830	10,031
5	9,396	9,586	9,780	9,978	10,181	10,390	10,601	10,819
6	10,133	10,338	10,548	10,761	10,981	11,206	11,434	11,669
7	10,858	11,076	11,302	11,531	11,766	12,005	12,251	12,503
8	11,636	11,871	12,110	12,357	12,607	12,864	13,128	13,396
9	12,469	12,721	12,978	13,242	13,510	13,785	14,067	14,355
10	13,333	13,603	13,877	14,158	14,445	14,740	15,040	15,348
11	14,198	14,483	14,775	15,072	15,379	15,691	16,011	16,335
12	15,119	15,422	15,733	16,050	16,374	16,706	17,044	17,390
13	16,101	16,424	16,753	17,089	17,433	17,786	18,147	18,514
14	17,147	17,490	17,839	18,197	18,563	18,938	19,321	19,711
15	18,292	18,661	19,040	19,426	19,822	20,228	20,640	21,061
16	19,514	19,906	20,309	20,722	21,142	21,573	22,013	22,462
17	20,819	21,237	21,665	22,102	22,552	23,009	23,477	23,955
18	22,214	22,659	23,113	23,581	24,057	24,542	25,041	25,549
19	23,703	24,177	24,661	25,155	25,664	26,182	26,710	27,251
20	25,295	25,799	26,314	26,842	27,381	27,931	28,494	29,070
21	26,671	27,200	27,741	28,295	28,856	29,433	30,024	30,626
22	28,134	28,687	29,254	29,832	30,424	31,029	31,647	32,278
23	29,684	30,265	30,861	31,467	32,086	32,720	33,368	34,030
24	31,334	31,947	32,567	33,201	33,853	34,516	35,195	35,890
25	33,085	33,724	34,376	35,044	35,725	36,422	37,133	37,862
26	34,945	35,615	36,301	37,001	37,716	38,446	39,193	39,956
27	36,923	37,627	38,347	39,080	39,830	40,597	41,380	42,181
28	39,026	39,760	40,521	41,291	42,078	42,882	43,705	44,548
29	41,264	42,041	42,833	43,642	44,469	45,314	46,176	47,056
30	45,941	46,812	47,705	48,615	49,544	50,495	51,464	52,455
31	59,186	60,351	61,540	62,757	64,000	65,272	66,570	67,895
32	67,677	69,008	70,369	71,760	73,181	74,634	76,119	77,637
33	82,400							

Re-allocated Classes of Positions

Occupational Service/ Occupational Group	From		To	
	Classes of Positions	Salary Grade	Classes of Positions	Salary Grade
Education, Library, Museum and Archival Service				
School, College, and University Teaching Group				
	Teacher I	10	Teacher I	11
	Teacher II	11	Teacher II	12
	Teacher III	12	Teacher III	13
	Head Teacher I	13	Head Teacher I	14
	Head Teacher II	14	Head Teacher II	15
	Head Teacher III	15	Head Teacher III	16
	Head Teacher IV	16	Head Teacher IV	17
	Head Teacher V	17	Head Teacher V	18
	Head Teacher VI	18	Head Teacher VI	19
	Special Education Teacher I	13	Special Education Teacher I	14
	Special Education Teacher II	14	Special Education Teacher II	15
	Special Education Teacher III	15	Special Education Teacher III	16
	Special Education Teacher IV	16	Special Education Teacher IV	17
	Special Education Teacher V	17	Special Education Teacher V	18
	Master Teacher I	16	Master Teacher I	18
	Master Teacher II	17	Master Teacher II	19
	Master Teacher III	18	Master Teacher III	20
	Master Teacher IV	19	Master Teacher IV	21
	Guidance Counselor I	10	Guidance Counselor I	11
	Guidance Counselor II	11	Guidance Counselor II	12
	Guidance Counselor III	12	Guidance Counselor III	13
Library Services Group				
	School Librarian I	10	School Librarian I	11
	School Librarian II	11	School Librarian II	12
	School Librarian III	12	School Librarian III	13
	Librarian I	10	Librarian I	11
	Librarian II	14	Librarian II	15
Financial Service				
Accounting Group				
	Accountant I	11	Accountant I	12
	Accountant II	15	Accountant II	16
	Accountant III	18	Accountant III	19
Medicine and Health Service				
Medical Group				
	Medical Officer I	14	Medical Officer I	16
	Medical Officer II	16	Medical Officer II	18
	Medical Officer III	18	Medical Officer III	21
	Medical Officer IV	20	Medical Officer III	21
	Medical Officer V	22	Medical Officer IV	23
	Medical Officer VI	24	Medical Officer V	25
Nursing Group				
	Nurse I	10	Nurse I	11
	Nurse II	14	Nurse II	15
	Nurse III	16	Nurse III	17
	Nurse IV	18	Nurse IV	19
	Nursing Adviser	22	Nurse VI	22
	Public Health Nurse I	12	Nurse II	15
	Public Health Nurse I	16	Nurse III	17
	Public Health Nurse II	19	Nurse IV	19
Occupational Service/ Occupational Group	From		To	
	Classes of Positions	Salary Grade	Classes of Positions	Salary Grade
Legal and Judicial Service				
Legal Counseling Group				
	Legal Officer I	14	Attorney I	16
	Legal Officer II	17	Attorney II	18
	Legal Officer III	20	Attorney III	21
	Legal Officer IV	22	Attorney IV	23
	Legal Officer V	24	Attorney V	25

Note:

The concomitant abolition of the classes of position concerned from the Index of Occupational Services, Occupational Groups, Classes, and Salary Grades shall be effected by the OPCCB at the proper time.

Computation of Wage/s of a Casual Employee

Mr. Dante dela Cruz, a casual employee, holds the position of Laborer I, SG-1. Beginning July 1, 2009, his daily wage and aggregate monthly wages for the months, July to December 2009, shall be computed as follows, assuming that he did not work on rest days and regular holidays:

Given: SG-1, Step 1 = P6,862/month

$$\begin{aligned}
 \text{Daily Wage Rate} &= \left(\frac{\text{authorized salary rate}}{1 \text{ month}} \right) \left(\frac{1 \text{ month}}{22 \text{ working days}} \right) \\
 &= \left(\frac{P6,862}{1 \text{ month}} \right) \left(\frac{1 \text{ month}}{22 \text{ working days}} \right) \\
 &= \frac{P6,862/\text{month}}{22 \text{ working days}} \\
 &= P311.91/\text{day}
 \end{aligned}$$

Months in 2009	Number of Working Days	Daily Wage Rate	Aggregate Wages for the Month (Daily Wage Rate x No. of Days the Employee Actually Worked)
July	22	P 311.91	P 7,173.93
August	20 (exclusive of 1 regular holiday)	311.91	6,238.20
September	22	311.91	6,862.00
October	22	311.91	6,862.00
November	20 (exclusive of 1 regular holiday)	311.91	6,238.20
December	21 (exclusive of 2 regular holidays)	311.91	6,550.11

Notes:

1. No wages are paid on rest days and regular holidays, unless an employee worked on these days.
2. A casual employee is entitled to wages on special holidays proclaimed by the President of the Philippines even if he/she did not work on these days pursuant to Presidential Decree No. 442, as amended, and Section 208, Article 3, Volume I of the Government Accounting and Auditing Manual.

First Tranche Monthly Base Pay Schedule for Military and Uniformed Personnel
Effective July 1, 2009
(In Pesos)

DND	DILG		PCG and NAMRIA	Monthly Base Pay
	BMP and BFP	PNP and PPSC		
Candidate Soldier				8,630
Private	Fire/Jail Officer I	Police Officer I	Apprentice Seaman/ Seaman Third Class	10,808
Private First Class			Seaman Second Class	11,513
Corporal	Fire/Jail Officer II	Police Officer II	Seaman First Class	12,210
Sergeant			Petty Officer III	12,891
Staff Sergeant	Fire/Jail Officer III	Police Officer III	Petty Officer II	13,628
Technical Sergeant			Petty Officer I	14,540
Master Sergeant	Senior Fire/Jail Officer I	Senior Police Officer I	Chief Petty Officer	15,513
Senior Master Sergeant	Senior Fire/Jail Officer II	Senior Police Officer II	Senior Chief Petty Officer	16,552
Chief Master Sergeant	Senior Fire/Jail Officer III	Senior Police Officer III	Master Chief Petty Officer	17,664
First Chief Master Sergeant	Senior Fire/Jail Officer IV	Senior Police Officer IV	First Master Chief Petty Officer	18,850
Cadet		Cadet		18,850
Probationary Second Lieutenant				18,850
Second Lieutenant			Ensign	20,708
First Lieutenant	Inspector	Inspector	Lieutenant Junior Grade	21,836
Captain	Senior Inspector	Senior Inspector	Lieutenant Senior Grade	23,128
Major	Chief Inspector	Chief Inspector	Lieutenant Commander	24,202
Lieutenant Colonel	Superintendent	Superintendent	Commander	25,543
Colonel	Senior Superintendent	Senior Superintendent	Captain	26,967
Brigadier General	Chief Superintendent	Chief Superintendent	Commodore	28,481
Major General	Director	Director	Rear Admiral	30,090
			Vice Admiral	31,801
Lieutenant General		Deputy Director General	Admiral	35,428
General		Director General		37,500

[illegible]

Prepared/Certified Correct by:

Approved

**Human Resource Management Officer
Administrative Officer**

Head of Agency

五

If a position is re-allocated, the position and/or salary grade as of June 30, 2009, should be bracketed.

Notice of Salary Adjustment

Date: _____

Mr./Ms. _____

Sir/Madam:

Pursuant to National Budget Circular No. _____ dated _____, 2009, implementing Executive Order No. 811 dated June 17, 2009, your salary is hereby adjusted effective July 1, 2009, as follows:

1. Adjusted monthly basic salary effective July 1, 2009, under the new Salary Schedule: SG _____, Step _____ P. _____
2. Actual monthly basic salary as of June 30, 2009: SG _____, Step _____
3. Monthly salary adjustment effective July 1, 2009 (1-2) P. _____

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Position Title: _____

Salary Grade: _____

Item No./Unique Item No., FY 2009 Personal Services Itemization
and/or Plantilla of Personnel _____

Very truly yours,

Head of Agency

Notice of Salary Adjustment

Date: _____

Mr./Ms. _____

Sir/Madam:

Pursuant to National Budget Circular No. _____ dated _____, 2009, implementing Executive Order No. 811 dated June 17, 2009, your salary is hereby adjusted effective July 1, 2009, as follows:

- | | |
|---|------|
| 1. Adjusted monthly basic salary effective July 1, 2009, under the new Salary Schedule: SG _____, Step <u>8</u> | P |
| 2. Actual monthly basic salary as of _____
June 30, 2009: SG _____, Step <u>8</u>
Add: Transition Allowance _____
Total: _____ | |
| 3. Monthly salary adjustment effective July 1, 2009 | 0.00 |
| 4. Excess Salary Over Step 8 (1-2) | P |

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Position Title: _____
 Salary Grade: _____
 Item No./Unique Item No., FY 2009 Personal Services Itemization
 and or Plantilla of Personnel: _____

Very truly yours,

 Head of Agency

Notice of Position Allocation and Salary Adjustment

Date: _____

Mr/Ms. _____

Sir/Madam:

Pursuant to National Budget Circular No. _____ dated _____, 2009, implementing Executive Order No. 811 dated June 17, 2009, your position of _____, SG-_____, Item No./Unique Item No. _____ in the (Name of Agency), FY _____ Personal Services Itemization and/or Plantilla of Personnel, as of June 30, 2009, has been re-allocated to _____, SG-_____, per Annex "B" of said Circular. Your salary is hereby adjusted effective July 1, 2009, as follows:

1. Adjusted monthly basic salary effective July 1, 2009, under the new Salary Schedule: SG _____, Step _____ ₱ _____
2. Actual monthly basic salary as of June 30, 2009: SG _____, Step _____ ₱ _____
3. Monthly salary adjustment effective July 1, 2009 ₱ _____

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

Head of Agency