



September 15, 2014

DIVISION MEMORANDUM  
No. **452**, s. 2014

**SUBMISSION OF FUNDING REQUEST FOR STEP INCREMENT  
DIFFERENTIALS FOR PREVIOUS YEARS 2010 UP  
TO 2013 AND CURRENT FISCAL YEAR 2014**

TO: Assistant Superintendents  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. The field is hereby directed to submit step increment differential claims for prior years from 2010 up to 2013 and for current year 2014 in separate folders, for funding request, not later than September 24, 2014, at the Personnel's Office, attention Mr. Rejie D. Gonzaga.
2. The said funding request should contain the following documents; NOSI, latest appointment, service records, latest payslip, plantilla and Annex " D" indicating the total claimable amount due to the teachers in duplicate copies, to be prepared by the **District Supervisor for the Elementary and School Head for the Secondary Schools.**( please see attached sample computation for your reference).
3. The data that will be extracted in the said funding request are also important in the updating of PSIPOP in order to increase Personnel Services (PS) Fund allocation by Fiscal Year 2015.
4. The area consultants are likewise directed to monitor compliance to this Memorandum.
5. Immediate and strict compliance to this Memorandum is desired.

  
**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

## SAMPLE COMPUTATION FOR REFERENCE

**Situation 1. Juan Dela Cruz is a Teacher I with current year( 2014 )Step Increment differential claim.**

a. Mr. Dela Cruz effectivity date of Appointment (the date below the signature of the appointing authority) was January 10, 2011.

b. The actual Salary received indicated in his latest payslip is Php. 18,549.00, SG- 11, Step 1.

Therefore;

c. Mr. Dela Cruz is entitled of Step Increment after three years of continuous service with at least very satisfactory performance, pursuant to Joint CSC & DBM Circular No. 1, s. 1990. He is entitled of Salary increase due to Step Increment effective January 10, 2014.

d. Mr. Dela Cruz salary will now become Php. 18,735.00, SG-11, Step 2, effective January 10, 2014. The monthly differential is the difference between the new salary rate minus the actual salary received by the teacher (18,735.00-18,549.00) which is equal to Php. 186.00 for Mr. Dela Cruz.

e. In accomplishing the annex "D", please follow the sample below.....

Annex "D"  
Calendar Year: 2014

| Item No.       | Empl oyece No. | Name of Teacher    | Position | Salary Grade | Actual Sal. Prior to the grant of SI | Step | Adjusted Sal. After The grant Of SI | Step | Period Covered                       | Total Amount  |
|----------------|----------------|--------------------|----------|--------------|--------------------------------------|------|-------------------------------------|------|--------------------------------------|---------------|
| T1-510020-2010 | 4184386        | 1. Juan Dela Cruz  | T-1      | 11           | 18,549.00                            | 1    | 18,735.00                           | 2    | January 10, 2014 – December 31, 2014 | Php. 2,178.00 |
|                |                | 2. Another teacher | T-1      | 11           | 18,549.00                            | 1    | 18,735.00                           | 2    | February 1, 2014 – December 31, 2014 | Php. 2,046.00 |
|                |                |                    |          |              |                                      |      |                                     |      | TOTAL                                | Php. 4,224.00 |

**Note: HOW TO COMPUTE THE TOTAL AMOUNT DUE TO MR. DELA CRUZ**

**For JANUARY 10-31, 2014 Differential Claim**

@ From January 10-31 2014 , is equivalent to 22 days

To get the daily differential

= MONTHLY DIFFERENCE / TOTAL NO. OF DAYS IN A MONTH

= 186.00/31

= 6.00 , is the difference per day

Therefore, the Differential from January 10-31, 2014

=22 days X 6.00 =Php 132.00

**FOR FEBRUARY 1, 2014 UP TO DECEMBER 31, 2014 Differential**

@ From Feb. 1, 2014 – Dec. 31, 2014, is equivalent to 11 months

To get the 11 months differential

= No. of months X monthly Difference

= 11 months X 186.00= Php. 2,046.00

**The Total Differential for the period of January 10, 2014 up to December 31, 2014**

= 132.00 + 2,046.00 = Php. 2,178.00

**Situation 2. MARIA P. DELOS SANTOS is a Teacher II, with current year (2014) and prior years (2012-2013) step increment differential claim.**

a. Ms. Delos Santos effectivity date of latest promotion (the date below the signature of appointing authority) was July 5, 2009.

b. Ms. Delos Santos actual salary received indicated in the latest payslip is Php. 19,940.00, SG- 12, Step 1.

Therefore;

c. Ms. Delos Santos is entitled of Step Increment after three years from the date of last promotion with at least very satisfactory performance, pursuant to Joint CSC & DBM Circular No. 1 ,s. 1990. She is entitled of salary rate increase due to SI effective July 5, 2012.

d. Ms. Delos Santos salary will now become Php. 20,140.00, SG-12, Step 2 effective July 05, 2012. The monthly differential is the difference between the new salary rate minus the actual salary received by the teacher (20,140.00-19,940.00) which is equal to Php. 200.00.

e. In accomplishing the annex "D", please follow the sample below.....

**Annex "D" 1 (in a separate folder w/own separate supporting doc.)**

**Year: 2012-2013 (prior years)**

| Item No.       | Empl oyeec No. | Name of Teacher       | Position | Salary Grade | Actual Sal. Prior to the grant of SI | Step | Adjusted Sal. After The grant Of SI | Step | Period Covered                       | Total Amount  |
|----------------|----------------|-----------------------|----------|--------------|--------------------------------------|------|-------------------------------------|------|--------------------------------------|---------------|
| T2-510020-2008 | 4184387        | 1. MARIA DELOS SANTOS | T-2      | 12           | 19,940.00                            | 1    | 20,140.00                           | 2    | July 5, 2012 – December 31, 2013     | Php. 3,574.15 |
|                |                | 2. Another teacher    | T-2      | 12           | 19,940.00                            | 1    | 20,140.00                           | 2    | February 1, 2013 – December 31, 2013 | Php. 2,200.00 |
|                |                |                       |          |              |                                      |      |                                     |      | TOTAL                                | Php. 5,774.15 |

**Annex "D" 2**

**Year: 2014 (current year)**

| Item No.       | Empl oyeec No. | Name of Teacher       | Position | Salary Grade | Actual Sal. Prior to the grant of SI | Step | Adjusted Sal. After The grant Of SI | Step | Period Covered                       | Total Amount  |
|----------------|----------------|-----------------------|----------|--------------|--------------------------------------|------|-------------------------------------|------|--------------------------------------|---------------|
| T2-510020-2008 | 4184387        | 1. MARIA DELOS SANTOS | T-2      | 12           | 19,940.00                            | 1    | 20,140.00                           | 2    | January 1, 2014 – December 31, 2014  | Php. 2,400.00 |
|                |                | 2. Another teacher    | T-2      | 12           | 19,940.00                            | 1    | 20,140.00                           | 2    | February 1, 2014 – December 31, 2014 | Php. 2,400.00 |
|                |                |                       |          |              |                                      |      |                                     |      | TOTAL                                | Php. 4,800.00 |

**Note : For the computation of the total amount please follow the same procedure in situation 1.**

Prepared by:

**REJIE D. GONZAGA**  
 Division Planning Coord. – Personnel Matters  
 09339943444





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## NOTICE OF STEP INCREMENT

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Sir/Madam

Pursuant to Joint Civil Service Commission (CSC) and the Department of Budget and Management (DBM) circular No. 1, s. 1990 implementing section 13 ( C ) of R. A. 6758, your salary is hereby adjusted effective as follows:

Position: \_\_\_\_\_

Adjusted Salary effective: \_\_\_\_\_

SG \_\_ Step \_\_ P \_\_\_\_\_ .00

Monthly salary as of \_\_\_\_\_

SG \_\_ Step \_\_ P \_\_\_\_\_ .00

Increase per month: \_\_\_\_\_ :00

This salary adjustment is subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,

**JEREMY C. DENAMPO**  
Administrative Officer V

Position Title:  
**Salary Grade:**  
Item No.  
Copy Furnished:  
GSIS

Fourth Tranche Monthly Salary Schedule for Civilian Personnel of the National  
Government  
Effective June 1, 2012  
(In Pesos)

| Salary Grade | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  | Step 6  | Step 7  | Step 8  |
|--------------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1            | 9,000   | 9,090   | 9,181   | 9,273   | 9,365   | 9,459   | 9,554   | 9,649   |
| 2            | 9,675   | 9,772   | 9,869   | 9,968   | 10,068  | 10,169  | 10,270  | 10,373  |
| 3            | 10,401  | 10,505  | 10,610  | 10,716  | 10,823  | 10,931  | 11,040  | 11,151  |
| 4            | 11,181  | 11,292  | 11,405  | 11,519  | 11,635  | 11,751  | 11,869  | 11,987  |
| 5            | 12,019  | 12,139  | 12,261  | 12,383  | 12,507  | 12,632  | 12,759  | 12,886  |
| 6            | 12,921  | 13,050  | 13,180  | 13,312  | 13,445  | 13,580  | 13,716  | 13,853  |
| 7            | 13,890  | 14,029  | 14,169  | 14,311  | 14,454  | 14,598  | 14,744  | 14,892  |
| 8            | 14,931  | 15,081  | 15,232  | 15,384  | 15,538  | 15,693  | 15,850  | 16,009  |
| 9            | 16,051  | 16,212  | 16,374  | 16,538  | 16,703  | 16,870  | 17,039  | 17,209  |
| 10           | 17,255  | 17,428  | 17,602  | 17,778  | 17,956  | 18,135  | 18,317  | 18,500  |
| 11           | 18,549  | 18,735  | 18,922  | 19,111  | 19,302  | 19,495  | 19,690  | 19,887  |
| 12           | 19,940  | 20,140  | 20,341  | 20,545  | 20,750  | 20,958  | 21,167  | 21,379  |
| 13           | 21,436  | 21,650  | 21,867  | 22,086  | 22,306  | 22,529  | 22,755  | 22,982  |
| 14           | 23,044  | 23,274  | 23,507  | 23,742  | 23,979  | 24,219  | 24,461  | 24,706  |
| 15           | 24,887  | 25,161  | 25,438  | 25,718  | 26,000  | 26,286  | 26,576  | 26,868  |
| 16           | 26,878  | 27,174  | 27,473  | 27,775  | 28,080  | 28,389  | 28,702  | 29,017  |
| 17           | 29,028  | 29,348  | 29,671  | 29,997  | 30,327  | 30,661  | 30,998  | 31,339  |
| 18           | 31,351  | 31,696  | 32,044  | 32,397  | 32,753  | 33,113  | 33,478  | 33,846  |
| 19           | 33,859  | 34,231  | 34,608  | 34,988  | 35,373  | 35,762  | 36,156  | 36,554  |
| 20           | 36,567  | 36,970  | 37,376  | 37,786  | 38,203  | 38,623  | 39,048  | 39,478  |
| 21           | 39,493  | 39,927  | 40,367  | 40,811  | 41,259  | 41,713  | 42,172  | 42,636  |
| 22           | 42,652  | 43,121  | 43,596  | 44,075  | 44,560  | 45,050  | 45,546  | 46,047  |
| 23           | 46,064  | 46,571  | 47,083  | 47,601  | 48,125  | 48,654  | 49,190  | 49,731  |
| 24           | 49,750  | 50,297  | 50,850  | 51,410  | 51,975  | 52,547  | 53,125  | 53,709  |
| 25           | 53,730  | 54,321  | 54,918  | 55,522  | 56,133  | 56,750  | 57,375  | 58,006  |
| 26           | 58,028  | 58,666  | 59,312  | 59,964  | 60,624  | 61,291  | 61,965  | 62,646  |
| 27           | 62,670  | 63,360  | 64,057  | 64,761  | 65,474  | 66,194  | 66,922  | 67,658  |
| 28           | 67,684  | 68,428  | 69,181  | 69,942  | 70,711  | 71,489  | 72,276  | 73,071  |
| 29           | 73,099  | 73,903  | 74,716  | 75,537  | 76,368  | 77,208  | 78,058  | 78,916  |
| 30           | 78,946  | 79,815  | 80,693  | 81,580  | 82,478  | 83,385  | 84,302  | 85,230  |
| 31           | 90,000  | 90,990  | 91,991  | 93,003  | 94,026  | 95,060  | 96,106  | 97,163  |
| 32           | 103,000 | 104,133 | 105,278 | 106,437 | 107,607 | 108,791 | 109,988 | 111,198 |
| 33           | 120,000 |         |         |         |         |         |         |         |

ADSS 2  
ADSS 3

T1  
T2  
T3

SPD →

HT3

MT1

MT2

P1  
P2 →

PSDS

ASDS