DepED ORDER
No. 43, s. 2007

JUL 04 2007

DISSEMINATION OF DBM NATIONAL BUDGET CIRCULAR NO. 511
(Rules and Regulations on the Grant of Compensation Adjustments
to National Government Personnel Effective July 1, 2007)

To: Undersecretaries
    Assistant Secretaries
    Bureau Directors
    Directors of Services/Centers and Heads of Units
    Regional Directors
    Schools Division/City Superintendents
    Chiefs of Divisions
    All Others Concerned

1. For the information and guidance of all concerned, enclosed is a
copy of Department of Budget and Management (DBM) National Budget
Circular No. 511 dated June 18, 2007 prescribing the rules and
regulations on the grant of compensation adjustments to national
government personnel effective July 1, 2007 as mandated under
Executive Order (EO) No. 611 dated March 14, 2007, providing for a 10%
salary increase over the monthly basic salaries as of June 30, 2007.

2. Wide dissemination of this Order is directed.

TEODOSIO C. SANGIL, JR.
Undersecretary

Encl.: As stated
Reference: DepED Order: No. 21, s. 2000
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES
OFFICIALS
RULES & REGULATIONS
SALARY
NATIONAL BUDGET CIRCULAR

No. 511
June 18, 2007

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

SUBJECT: Rules and Regulations on the Grant of Compensation Adjustments to National Government Personnel Effective July 1, 2007

1.0 Purpose

This Circular is issued to prescribe the rules and regulations governing the grant of compensation adjustments authorized under Executive Order (EO) No. 611 dated March 14, 2007.

2.0 Coverage

The following are covered by this Circular:

2.1 10% Salary Adjustment for Civilian Government Personnel

The 10% salary adjustment covers all authorized permanent, contractual and casual positions, appointive or elective, on full-time or part-time basis, now existing or hereafter created in National Government Agencies (NGAs), SUCs, GOCCs and GFIs which are covered by RA No. 6758 (Compensation and Position Classification Act of 1989), as amended.

2.2 Adjustments in Subsistence Allowance and Hazard Pay

The adjustments in the Subsistence Allowance and Hazard Pay cover the military and uniformed personnel of the following agencies:

2.2.1 Armed Forces of the Philippines (AFP) under the Department of National Defense;
2.2.2 Philippine National Police (PNP), Bureau of Fire Protection (BFP) and Bureau of Jail Management and Penology (BJMP) under the Department of the Interior and Local Government;

2.2.3 Philippine Coast Guard (PCG) under the Department of Transportation and Communications; and

2.2.4 National Mapping and Resource Information Authority (NAMRIA) under the Department of Environment and Natural Resources.

3.0 Exemptions

The following are not covered by the 10% salary adjustment under this Circular:

3.1 Positions in entities which are exempt from the coverage of RA No. 6758, as amended;

3.2 Positions not entitled to salary increase under the Philippine Constitution until after the expiration of the terms of the incumbents during which such increase was approved;

3.3 Military and uniformed personnel of the AFP, PNP, BFP, BJMP, PCG and NAMRIA;

3.4 Consultants and experts hired by government entities for a limited period to perform specific activities or services with expected outputs who shall be continually compensated pursuant to existing applicable laws, rules and regulations;

3.5 Student laborers, apprentices and others similarly situated who shall be continually compensated pursuant to existing applicable laws, rules and regulations;

3.6 Laborers hired through job contracts (pakyaw), those paid on piecework bases, and others similarly situated; and

3.7 Those whose services are hired without employee-employer relationships and funded from appropriations/budgets for Maintenance and Other Operating Expenses.

4.0 Definition of Terms

4.1 For purposes of this Circular, the present monthly salary of an incumbent is the actual monthly basic salary received as of June 30, 2007, inclusive of Transition Allowance, but exclusive of Personnel Economic Relief Allowance, Additional Compensation, Représentation and Transportation Allowances as the case may be, honorarium and other forms of additional compensation regularly paid in addition to the monthly basic salary.
4.2 The Transition Allowance is the amount of excess of the present basic salary of an incumbent over the salary corresponding to Step 8 of the salary grade allocation of his/her position.

5.0 Rules and Regulations

5.1 10% Salary Adjustment for Civilian Government Personnel

5.1.1 Pursuant to EO No. 611, the monetary values of the salaries corresponding to the salary steps of each salary grade authorized under EO No. 22 dated June 27, 2001, are hereby increased by 10% effective July 1, 2007, as indicated in the Salary Schedule attached as Annex “A.”

5.1.2 The incumbents of positions shall receive the salaries in the Salary Schedule in Annex “A” which correspond to the designated salary steps of the salary grade allocation of their positions as of June 30, 2007.

5.1.3 If the present monthly salary of an incumbent as of June 30, 2007, already exceeds the salary corresponding to Step 8 of the salary grade allocation of his/her position in the Salary Schedule in Annex “A,” he/she is no longer entitled to the 10% salary adjustment. The incumbent shall continue to receive such excess which shall be referred to as Transition Allowance. Said allowance shall be ultimately reduced depending on the magnitude of future salary adjustments. It shall be treated as part of the basic salary of an incumbent for purposes of determining retirement benefit, year-end bonus and other compensation/benefits based on salary.

5.1.4 The salary rate for a new appointee effective July 1, 2007, and thereafter shall be the salary corresponding to Step 1 of the salary grade allocation of a position in said Salary Schedule. If an appointee has previously received in an approved permanent appointment a salary higher than Step 1 of the salary grade allocation of his/her new position, the pertinent salary rule in Annex “B” of this Circular shall apply.

5.1.5 The wages/salaries as of June 30, 2007 of casual/contractual employees paid out of lump-sum appropriations or project funds shall be adjusted to the wages/salaries corresponding to Step 1 of the salary grade allocation of their positions effective July 1, 2007.

5.1.6 The daily wage rates of casual employees shall be computed by dividing the monthly salaries corresponding to Step 1 of the salary grade allocation of their positions in said Salary Schedule by 22 work days.
5.1.7 In line with Section 6, Article VII and Section 10, Article VI of the Philippine Constitution, the salary adjustment for the President of the Philippines, Vice-President of the Philippines, Senators and Members of the House of Representatives shall take effect only after the expiration of the terms of the incumbents during which such adjustment was approved.

5.1.8 GOCCs and GFIs which do not have adequate or sufficient funds shall only partially implement the established rates, provided that any partial implementation shall be at a uniform percentage rate for all positions in each corporate entity. Annex “C” shows how to compute proportionate salary adjustments.

5.1.9 Except for the year-end bonus and fixed personnel benefit contributions for Retirement and Life Insurance Premium, PAG-I.B.I.G, PHILHEALTH and Employees Compensation Insurance Premium, there shall be no increase in the present rates of allowances, additional compensation and fringe benefits which are based on percentages of basic salaries notwithstanding the 10% salary increase authorized herein.

5.2 Adjustments in the Subsistence Allowance and Hazard Pay for Military and Uniformed Personnel

5.2.1 The Subsistence Allowance for the military and uniformed personnel concerned is increased from P60.00 per day to P90.00 per day effective July 1, 2007.

5.2.2 The Hazard Pay for the military and uniformed personnel concerned is likewise increased from P120.00 per month to P240.00 per month beginning July 2007.

5.2.3 The implementation of the increased rates of Subsistence Allowance and Hazard Pay shall be made in accordance with the internal rules and regulations to be issued by the Department Secretaries concerned, copy furnished the Department of Budget and Management.

6.0 Fund Sources

6.1 For NGAs, the amounts required to implement the 10% salary adjustment and the increased rates of Subsistence Allowance and Hazard Pay shall be charged against the appropriate funds under RA No. 9401, the FY 2007 General Appropriations Act.

The requirements for non-permanent employees shall be sourced from their respective lump-sum appropriations for salaries/wages included in agency appropriations/budgets.
6.2 For GOCCs and GFIs, the amounts shall be charged against their respective corporate funds. The use of funds for the purpose shall be subject to the approval by their respective governing boards.

7.0 Release of Funds

7.1 The Department of Budget and Management shall release the funds needed to implement the authorized compensation adjustments in NGAs concerned based on the number of filled positions as of December 31, 2006.

7.2 Initially, the release of funds shall cover the requirements for July to September 2007. The requirements for October to December 2007 shall be released by DBM upon submission by agencies concerned of reports on payments made which shall serve as bases for such release.

8.0 Notice of Salary Adjustment

8.1 The Head of Agency shall notify each incumbent of a permanent, casual and contractual position concerned of any salary adjustment in accordance with this Circular through a Notice of Salary Adjustment (for an individual without Transition Allowance, Annex “D1,” for an individual with Transition Allowance, Annex “D2”).

8.2 For officials/employees to be notified with similar information such as classification of positions, salary grades, present salaries and adjusted salaries, Notices of Salary Adjustment (for groups, Annex “E”) shall be issued to them in lieu of the forms prescribed in item 8.1 hereof.

8.3 Copies of the Notices shall be furnished the Government Service Insurance system if the employees are members thereof.

9.0 Post-Audit

9.1 For NGAs

9.1.1 Copies of said Notices shall be furnished the Commission on Audit (COA) for post-audit purposes.

9.1.2 Any salary adjustment granted to employees shall be subject to corrective action if found not in order.

9.2 For GOCCs and GFIs

9.2.1 GOCCs/GFIs implementing the herein salary adjustment shall accomplish the Plantilla of Personnel and Salary Adjustment Details (PPSAD) for regular positions as shown in Annex “F,” aside from the Notices of Salary Adjustment. A separate PPSAD shall be prepared for casual and contractual positions.
9.2.2 The original and three (3) copies of said PPSAD, certified correct by the Human Resource Management Officer/Administrative Officer and approved by the Head of Agency, shall be submitted within thirty (30) days after the grant of the salary adjustment to the Budget and Management Bureau – D (BMB-D) or Regional Office (RO), DBM, which shall examine and verify the entries in the PPSAD and certify them accordingly. The certified copies shall then be distributed as follows: one copy to the Civil Service Commission Regional Office and Field Office concerned; one copy to the COA, for compliance with auditing requirements; one copy to the office of origin; and the original copy to remain with BMB-D or RO, DBM, for records, control and post-audit purposes.

10.0 Responsibility of the Head of Agency

The Head of Agency shall be responsible for the implementation of the provisions of this Circular. He/She shall be held personally liable for any payment of compensation adjustment not in accordance with the provisions of this Circular without prejudice, however, to the refund by the employees concerned of any excess payment made to them.

11.0 Saving Clause

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

12.0 Effectivity

This Circular shall take effect July 1, 2007.

ROLANDO G. ANDAYA, JR
Secretary
### Monthly Salary Schedule for Civilian Personnel
*Effective July 1, 2007*

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Salary Rules

1. Promotion is a personnel movement from a lower level position to a higher level position.
   a. If the basic salary of the employee in his/her former position is below the hiring rate of the new position, he/she shall be allowed the 1st step or the hiring rate.
   b. If the present salary falls in-between salary steps, he/she shall be allowed the higher step.
   c. If the present salary is equal to any of the salary steps, he/she shall be allowed the next step.
   d. If the present salary is in excess of the maximum or 8th Step, he/she shall be allowed to continue to receive his/her present salary with the excess over the 8th Step treated as "Transition Allowance."

2. Demotion is a personnel movement from a higher level position to a lower level position.
   a. If the movement is voluntary or at the instance of the official/employee, or as a result of disciplinary action, he/she shall be allowed only the hiring rate for the lower position.
   b. If the demotion is due to the exigency of the service, the official/employee shall be allowed to continue to receive his/her salary in the higher position.

3. Transfer is a personnel 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 shall apply.
   b. If the transfer is to the same level position, the employee shall be allowed to continue to receive his/her present salary.
   c. If the transfer is to a lower level position, the rules on demotion shall apply.

4. Reclassification of Position is a form of staffing modification and/or position classification action which may be applied only when there has been a substantial change in the regular duties and responsibilities of the incumbent of the position and which may result in a change in any or all of the position attributes: position title, level and salary grade.
   a. If the position is reclassified to a position with same salary grade, the incumbent shall be paid his/her present salary.
   b. If the position is reclassified to a position with higher salary grade, the rule on promotion shall apply.
   c. If the position is reclassified to a position with lower salary grade, the employee shall continue to receive his/her present salary.

5. Re-employment occurs when an employee who was separated from the government service as a result of reduction in force, re-organization and/or voluntary resignation is re-employed

He/She shall be paid the hiring rate or 1st Step of the new position.
### Computation of Percentage Application

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<th>Category</th>
<th>Grade</th>
<th>Step</th>
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<th>Actual Salary</th>
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**Illustrative Example of Salary Increase Which Is Partial in a Lihtafin Reference Rate**

**Annex "C"**

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**Note:**
- NBC No. 2007, the partial at a uniform percentage application of said salary adjustment follows:
- GCOC A, has only P4,000 available for the period July 1, 2007 to December 31, 2007, for the implementation of the 10% salary adjustment for its 17 officials and employees and
- illustrative example of salary increase which is partial in a uniform reference rate.
Notice of Salary Adjustment

Date: __________________________

Mr./Ms. _________________________

________________________________

Sir/Madam:

Pursuant to National Budget Circular No. _____, dated ________________, 2007, implementing Executive Order No. 611 dated March 14, 2007, your salary is hereby adjusted effective July 1, 2007, as follows:

1. Adjusted monthly basic salary effective July 1, 2007 under the New Salary Schedule: SG_____ Step _____

2. Monthly basic salary as of June 30, 2007: SG _____, Step _____

3. Salary increase per month effective July 1, 2007 (1-2) ________________

   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 200_ Plantilla of Personnel/PSIPOP): ____________________________

Very truly yours,

________________________________________
Head of Agency
Notice of Salary Adjustment

Date: ________________________

Mr./Ms. ________________________

______________________________

Sir/Madam:

Pursuant to National Budget Circular No. _____, dated _____________, 2007, implementing Executive Order No. 611 dated March 14, 2007, your salary is hereby adjusted effective July 1, 2007, as follows:

1. Adjusted monthly basic salary effective July 1, 2007 under the new Salary Schedule: SG____. Step ____

2. Monthly basic salary as of June 30, 2007: SG____. Step ____
   Add: Transition Allowance
   Total:

3. Salary increase per month effective July 1, 2007 0.00

4. Remaining balance of Transition Allowance (1-2)

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 200_ Plantilla of Personnel /PSIPOP): ________________________

Very truly yours,

________________________________
Head of Agency
Annex "E"

Notice of Salary Adjustment

Date: ______________________

Special Order
No. _______, s. 2007

Pursuant to National Budget Circular No. _____, dated ____________, 2007, implementing Executive Order No. 611 dated March 14, 2007, each of your salaries is hereby adjusted effective July 1, 2007, as follows:

<table>
<thead>
<tr>
<th>Name of Official/ Employee</th>
<th>Item No. or Unique Item No., FY 200</th>
<th>Position Title, Salary Grade and Step</th>
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<tbody>
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</table>

1. Adjusted monthly basic salary effective July 1, 2007 under the new Salary Schedule: SG_____. Step _____  P

2. Monthly basic salary as of June 30, 2007: SG _____, Step _____

3. Salary increase per month effective July 1, 2007 (1-2)

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
<table>
<thead>
<tr>
<th>Position Title</th>
<th>Grade</th>
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As implemented by NCG No. 41 dated March 1, 2007

Pursuant to Executive Order No. 61 dated March 1, 2007

Pension of Personnel and Salary Adjustment Details

Annex 1

Prepared/Completed: [Signature]

Approved: [Signature]