



Republic of the Philippines
 Department of Education
 National Capital Region
DIVISION OF CITY SCHOOLS
 City of Mandaluyong

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Date : September 26, 2014

To : Principals, MHS, JFMS, MPNAG, ABIS, BJNHS and CMSHS
 Accountant-I
 Human Resource Management Officer-I
 Financial Staff (Senior Bookkeeper and Disbursing Officer) of MHS, JFMS, MPNAG,
 ABIS, BJNHS, ILIS and CMSHS

Subject: **PREPARATION OF DOCUMENTS FOR STEP INCREMENTS AND UPDATING OF PSIPOP**



Since majority of our secondary and integrated schools have already complete set of financial staff specifically the Implementing Units (IUs), it is proper to decentralize the processing and updating of step increment entitlement of teachers and non-teaching personnel in your respective schools just like what we have implemented some five (5) years ago.

This Office will provide the annual list of officials and personnel who are entitled to receive the increment grant for a particular month as well as the excel-based template for the Notice of Step Increment (NOSI), Plantilla of Personnel (POP) and Matrix of Salary Schedule to MHS, JFMS, MPNAG, ABIS, BJNHS, ILIS and CMSHS to be prepared by the financial staff (Senior Bookkeeper and Disbursing Officer) and for submission to this Office on a monthly basis. Once submitted, this Office shall check and validate the accuracy of the entries in the NOSI and POP and will likewise prepare the additional requirements such as the Service Record, Matrix Request prior to submission to DepED-NCR for implementation.

We are pleased to inform you that as early as September 23, 2014 this Office is already done with processing the step increment for October 2014 for both elementary and secondary schools. Hence, the above-mentioned schools shall commence processing the succeeding increment requests which shall be submitted on or before the 20th day of the month (e.g. for November 2014 request, submission will be on or before October 20, 2014). Schools are advised to be cautious in meeting the deadline as our objective is to properly adjust the salary of our personnel on time.

Moreover, **MHS and JFMS** which are fiscal autonomous and have the sole control/access to their Electronic Plantilla in the DBM-GMIS are reminded to regularly update the ePSIPOP and effect all the salary adjustments of all teaching and non-teaching personnel (e.g. promotion, reclassification and step increment) to ensure proper budgetary fund and provide copy to this Office c/o Personnel Unit.

Principals are also encouraged to verify from the Accounting Unit of this Office if your school may qualify to become IU and/or may ask the assistance of the Accountant in complying with the necessary requirements to qualify.

All financial staff are invited to a short briefing on October 2, 2014, 2:00 PM at the Personnel Unit of this Division.

Please be guided accordingly.


 NERISSA L. LOSARIA, CESO VI
 Officer-In-Charge

Office of the Schools Division Superintendent