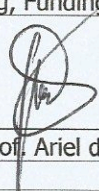


Procedure No:	ADM-PROC-0025
Procedure Title:	Computation of Across the Board Increase
Related Policy:	ADM-POL- 0024 Salary Adjustments
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Comptrollership – Payroll Section
"Supersedes" Notification:	
Procedure Description:	This procedure standardizes the reckoning of across the board increase of employees.
Areas of Responsibility:	Comptrollership – Payroll Section
Procedure Details:	<p>Step 1. The Comptrollership Area computes for the overall allocated share of the employees as a result of the increase in tuition fee.</p> <p>Step 2. The Comptrollership computes for the individual increase of each employee on the basis of the following</p> <ul style="list-style-type: none"> • Years of Service • Current Employment Rank <p>Step 3. The Payroll Master incorporates the amount of salary increase in the employee's payroll.</p> <p>Step 4. The accumulated pay increase of the employees on the beginning of each school year is credited to his payroll account.</p>
Procedure Approval Authority:	Comptroller
References:	Employee Manual 2009
Definition:	
Help Page:	Financial Affairs Division
Prepared by:	Planning, Funding and Development Office
Approved by:	 <hr/> Asst. Prof. Ariel de las Alas
Date of Approval:	

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