



Regional Memorandum

No. *545* s. 2018



September 28, 2018

EQUITABLE UTILIZATION OF LUMP SUM APPROPRIATION FOR STEP INCREMENT

TO: All Schools Division Superintendents
Assistant Schools Division Superintendents
Administrative Officers
Human Resource Management Officers
All Others Concerned

1. Step Increment is granted to a qualified officer or employee for her/his meritorious performance based on the Performance Management System (PMS) approved by the Civil Service Commission and/or through length of service.
2. Lumpsum appropriation for Step Increment is released by the Department of Budget and Management to all government agencies including the Department of Education. However, because of insufficient funding allocation, not all can enjoy. In all likelihood, only those officers or employees who are well informed and updated on the grant of step increment and the amount of lumpsum appropriation released, can avail.
3. For an equitable and maximum utilization of the Lumpsum Appropriation for Step Increment, all Schools Division Superintendents and enjoined to direct the Division Human Resource Management Officers to update the profile of all employees within their jurisdiction and determine the most deserving officer or employee who should be entitled to be paid. Furthermore, the Division HRMOs should endeavor to expedite the inclusion of those who have been given Step Increments in the Regional Payroll Services Unit (RPSU) of this Regional Office.
4. A list of qualified and most deserving officers and employees to be paid out of the lumpsum appropriation for Step Increment shall be submitted to this Regional Office on or before October 31, 2018 using the attached format.
5. Immediate dissemination of this Memorandum is enjoined.

FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

To be indicated in the Perpetual Index under the following subjects

APPROPRIATION

EMPLOYEES

FUNDS

TEACHERS

