

TO : \_\_\_\_\_ Date : \_\_\_\_\_  
FROM : Bureau of Public Service System Account No. : \_\_\_\_\_  
SUBJECT : Within Grade Salary Increase SS No. : \_\_\_\_\_

**PART I (To be completed by BPSS)**

\_\_\_\_\_ will complete the minimum period of service in grade required for consideration for a step increase effective on the date indicated below:

CURRENT SALARY

NEW SALARY

EFFECTIVE DATE

Rate: \_\_\_\_\_ B/W Rate: \_\_\_\_\_ BW \_\_\_\_\_

RPPL No. 7-20 provides that employee may be granted a within-grade increase upon completion of not less than 52 weeks (Step 1 to 5); 104 weeks (Step 5 to 9); 156 weeks (Step 9 to 13); 208 weeks (Step 13 to 14) of satisfactory service in the position for which performance is being assessed. Within-grade increases are not automatic and may be granted only upon specific recommendation by the employee's supervisor and department head.

PRESENT POSITION: \_\_\_\_\_ BASE DATE: \_\_\_\_\_

(Effective date of the last WGI or Promotion)

Please complete Part II below and return this form to the Bureau of Public Service System as soon as possible. Your prompt handling of this matter is necessary since the decision to grant or not grant this employee a within-grade salary increase is dependent upon our receipt or your evaluation.

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Director, Bureau of Public Service System

**PART II (To be completed by employee's department)**

The work of the employee \_\_\_(is)\_\_\_(is not) of an acceptable level of competence and \_\_\_(is)\_\_\_(is not) recommended for a step increase to the next salary rate. (Mark applicable words). (NOTE: If the employee is not recommended for a within-grade increase for reason of unsatisfactory performance, refer to Part 17.4 (2) (ii) of the Rules and Regulations, RPPL No. 7-20).

\_\_\_\_\_  
Date Supervisor/Department Head

**PART III (To be completed by Payroll Supervisor)**

Approved leave in a non-pay status (LWOP) and/or unapproved leave (AWOL) not to exceed eighty (80) hours for steps one (1) through five (5), one hundred sixty (160) hours for steps five (5) through nine (9), two hundred forty (240) hours for steps nine (9) through thirteen (13), or three hundred twenty (320) hours for step thirteen (13) through fourteen (14) is creditable towards the waiting period for a within-grade increase. However, if the leave without pay (LWOP) and unapproved leave (AWOL) exceed eighty (80), one hundred sixty (160), two hundred forty (240), or the three hundred twenty (320) hours respectively, the waiting period will be extended by the amount of time such LWOP or AWOL exceeds the eighty (80), one hundred sixty (160), two hundred forty (240), or the three hundred twenty (320) hours respectively. Therefore, if the effective date of the within-grade increase above is affected by the foregoing, please fill the blank spaces below and return copies to us for distribution.

This memorandum is your authorization for granting the within-grade increase effective as of the date indicated above or the revised effective date computed by your office.

LWOP taken during the waiting period : \_\_\_\_\_ Days  
AWOL recorded during the waiting period : \_\_\_\_\_ Days  
Number of days in excess of the limits : \_\_\_\_\_ Days  
Revised Effective Date (When applicable) : \_\_\_\_\_

Computed By: \_\_\_\_\_  
(Signature-Payroll Supervisor)

DISTRIBUTION: Original -BPSS (OPF)  
Cc: -1) Payroll Section 2) Employee 3) Department