



LOCAL BUDGET CIRCULAR

No. 97

May 11, 2011

TO : All Provincial Governors; City and Municipal Mayors; *Barangay* Chairpersons; Provincial/City/Municipal/*Barangay Sanggunian* Members; Provincial/City/Municipal Treasurers, Budget Officers, Human Resource Management Officers; and Other Officials Concerned.

SUBJECT : Implementation of the Third Tranche Monthly Salary Schedule for Local Government Personnel

1.0 Background

Executive Order (E.O.) No. 40 was issued on April 29, 2011 to implement the third tranche of the modified Salary Schedule for civilian personnel, among others, provided under the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009.

Section 4 of E.O. No. 40 provides the following:

"SECTION 4. Implementation of the Third Tranche Monthly Salary Schedule for LGU Personnel – The implementation of the third tranche of the modified Salary Schedule for LGU personnel shall be determined by the *sanggunian* concerned, based on the LGU income class and financial capability: *Provided*, That such salary rates shall not exceed the following applicable percentages of the rates in Annex "A," pursuant to item (7)(a) of Joint Resolution No. 4: *Provided*, Further, That the resulting Personal Services (PS) cost shall not exceed the PS limitation in LGU budgets, as provided under Sections 325(a) and 331(b) of RA No. 7160: *Provided*, Finally, That there shall be no diminution in the basic salaries of incumbents for purposes of complying with said PS limitation.

Percentages of Salary Rates in Annex "A"		
	For Provinces/Cities	For Municipalities
Special Cities	100%	
1 st Class	100%	90%
2 nd Class	95%	85%
3 rd Class	90%	80%
4 th Class	85%	75%
5 th Class	80%	70%
6 th Class	75%	65%

For this purpose, the DBM shall issue the Third Tranche Monthly Salary Schedule for Local Government Personnel for each LGU income class to take effect not earlier than January 2012."

2.0 Purpose

This Circular is issued to prescribe the guidelines, rules, and regulations to govern the implementation in local government units (LGUs) of the third tranche of the modified Salary Schedule.

3.0 Coverage

The following are covered by this Circular:

3.1 All positions for salaried LGU personnel, whether regular, contractual, or casual in nature, appointive or elective, full-time or part-time, now existing or hereafter created in LGUs; and

3.2 All positions for *barangay* personnel which are paid monthly honoraria.

4.0 Exclusions

Those hired without employee-employer relationships and paid from non-Personal Services (PS) appropriations, as follows, are excluded from the coverage of this Circular:

4.1 Consultants and experts hired for limited periods to perform specific activities or services with expected outputs;

4.2 Laborers hired through job contracts (*pakyaw*) and those paid for piecework;

4.3 Student laborers and apprentices; and

4.4 Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

5.0 Determining the Third Tranche Monthly Salary Schedule to be Implemented

In view of the authority of the *Sangguniang Panlalawigan/Panlungsod/Bayan* under the pertinent provisions of Republic Act (R.A.) No. 7160, "Local Government Code of 1991," the Third Tranche Monthly Salary Schedule to be implemented shall be determined by the *sanggunian*.

5.1 If funds are sufficient and sustainable, the salary rates in accordance with the Third Tranche Monthly Salary Schedule for Local Government Personnel Effective January 1, 2012, corresponding to the LGU level and income class in Annexes "A1" to "A8" may be implemented.

- 5.2 If funds are insufficient to implement fully the salary schedule for the LGU level and income class, the *sanggunian* may formulate a modified salary schedule with lower rates but at a uniform percentage of the salaries in the salary schedule corresponding to the LGU level and income class in Annexes "A1" to "A8."
- 5.3 The salaries of Public Health Workers (PHWs) shall be determined by the *sanggunian* after considering and balancing the impact of the relevant provisions of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, R.A. No. 7160, and R.A. No. 7305, "Magna Carta of Public Health Workers," on fiscal discipline, prioritization of expenditures, financial capability and improvement of service delivery. The *sanggunian* may adopt any of the following options:
- 5.3.1 Implement the salary rates in Annex "A1" for PHWs in the LGU.
- 5.3.2 If LGU funds are not sufficient, formulate and implement a modified salary schedule for PHWs with lower rates than the salaries in Annex "A1," but at a uniform percentage thereof, similar to the percentage applied in item 5.2 above.

6.0 Rules for Adjusting Salaries

If LGU finances permit the implementation of the Third Tranche Monthly Salary Schedule effective January 1, 2012, or the salary schedule formulated under item 5.2 and 5.3.2 of this Circular, the following rules shall apply:

- 6.1 The salaries of incumbent personnel shall be adjusted to the rates in the salary schedule to be adopted effective January 1, 2012, which correspond to the designated salary steps of the salary grade allocations of their positions as of December 31, 2011; provided, that their positions and salary grades are in accordance with a) the Revised Index of Occupational Services, Position Titles, and Salary Grades in the Local Government issued through Local Budget Circular (LBC) No. 61 dated March 18, 1996; b) the list of new classes of positions under the Administrative Services Group, General Administrative Service listed under item 1.2 of Budget Circular No. 2004-4, "Conversion of Positions Performing Staff/Non-Technical Functions"; and c) the Re-allocated Classes of Positions in Annex "B" of LBC No. 2009-92 dated September 3, 2009.
- 6.2 If the actual monthly basic salary of an incumbent exceeds that for Step 8 of the salary grade allocation of his/her position as of December 31, 2011:
- 6.2.1 His/Her salary shall be adjusted to the rate for Step 8 of the salary grade allocation of his/her position in the salary schedule to be implemented by an LGU; or
- 6.2.2 He/She shall not be entitled to salary increase if the salary as of December 31, 2011 exceeds the rate for Step 8 of the salary grade

allocation of his/her position in the salary schedule to be implemented by an LGU.

- 6.3 If the actual monthly basic salaries of incumbent personnel as of December 31, 2011 exceed the rates corresponding to the same steps in the salary schedule to be implemented effective January 1, 2012, on account of the adoption of salary schedules for higher income class LGUs under LBC No. 88, said personnel are not entitled to salary increases.
- 6.4 Incumbent personnel whose position titles are not in accordance with the Revised Index of Occupational Services, Position Titles, and Salary Grades and modifications thereto, shall be granted salary adjustments only when the positions have been properly classified by the Department of Budget and Management (DBM) Regional Office concerned, in consultation with the Organization, Position Classification and Compensation Bureau (OPCCB), DBM, upon request of LGUs.
- 6.5 If supported by sufficient funds, the salaries/wages of incumbent contractual/casual personnel as of December 31, 2011 may be adjusted to the rates corresponding to Step 1 of the salary grade allocations of their positions effective January 1, 2012. The adjusted daily wage rates of casual personnel shall be computed by dividing the monthly salaries by 22 work days per month.

7.0 No Diminution in Basic Salaries

There shall be no diminution in the basic salaries of incumbents for purposes of complying with the PS limitation.

8.0 Honoraria Adjustments for *Barangay* Officials and Employees

- 8.1 The maximum honoraria rates prescribed for *barangay* officials and employees under LBC No. 63 may be adjusted accordingly, based on the salary schedule adopted by the municipality or city where the *barangay* belongs.
- 8.2 If *barangay* funds are not sufficient and sustainable to implement the maximum honoraria rates under item 8.1, the *Sangguniang Barangay* may adopt and implement honoraria adjustments at a uniform percentage of the rates in item 8.1 for all *barangay* officials and employees.

9.0 Procedural Guidelines

- 9.1 The Human Resource Management Officer/Administrative Officer shall prepare Notices of Salary Adjustment (NOSAs) for incumbent personnel following the format marked as Annex "B," for approval by the Local Chief Executive.
- 9.2 For personnel whose actual monthly salaries as of December 31, 2011 exceed the rates corresponding to Step 8 of the salary grade allocation of

their positions in the salary schedule to be implemented by an LGU, the Human Resource Management Officer/Administrative Officer shall no longer prepare NOSAs.

- 9.3 The NOSAs shall be issued to the personnel concerned, copy furnished the Government Service Insurance System (GSIS).
- 9.4 The salary/honoraria adjustment under this Circular shall be subject to review and post-audit, and to appropriate re-adjustment if found not in order. The recipient personnel shall refund any overpayments received.

10.0 Implementation of the Third Tranche Monthly Salary Schedule Later Than January 1, 2012

If a *sanggunian* decides to implement the Third Tranche Monthly Salary Schedule later than January 1, 2012, it shall apply the same rules for salary/honoraria adjustments and the same procedural guidelines prescribed under this Circular, but modified as to effectivity date.

11.0 Fund Source

- 11.1 The amounts required to implement the salary/honoraria adjustments, including such related compensation and fixed expenditure adjustments of LGU personnel, shall be sourced exclusively from the funds of the LGUs, subject to the PS limitation in LGU budgets pursuant to Sections 325(a) and 331(b) of R.A. No. 7160.
- 11.2 Such amounts shall be provided for in an appropriation ordinance to be enacted by a *Sangguniang Panlalawigan/Panlungsod/Bayan/Barangay*.

12.0 Responsibilities of the Local Chief Executive


The Local Chief Executive shall be responsible for the implementation of the provisions of this Circular. He/She shall be held personally liable for any payment of salary/honoraria adjustments not in accordance with the provisions of this Circular.

13.0 Saving Clause

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

14.0 Effectivity

This Circular shall take effect January 1, 2012.


FLORENCIO B. ABAD
Secretary *fb*

**Third Tranche Monthly Salary Schedule for Local Government Personnel
in Special Cities and First Class Provinces and Cities
Effective January 1, 2012
(In Pesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	8,287	8,393	8,501	8,610	8,721	8,834	8,948	9,064
2	8,932	9,047	9,162	9,281	9,400	9,522	9,646	9,772
3	9,628	9,751	9,876	10,004	10,133	10,265	10,398	10,534
4	10,358	10,491	10,626	10,763	10,904	11,045	11,189	11,335
5	11,145	11,288	11,434	11,581	11,732	11,884	12,040	12,197
6	11,992	12,146	12,302	12,462	12,624	12,788	12,955	13,125
7	12,880	13,045	13,213	13,384	13,558	13,734	13,913	14,096
8	13,833	14,011	14,192	14,375	14,561	14,750	14,942	15,138
9	14,857	15,048	15,242	15,439	15,639	15,842	16,048	16,257
10	15,948	16,153	16,360	16,571	16,786	17,003	17,225	17,449
11	17,099	17,318	17,540	17,765	17,994	18,227	18,464	18,703
12	18,333	18,568	18,805	19,047	19,291	19,541	19,793	20,050
13	19,658	19,908	20,162	20,420	20,682	20,948	21,219	21,493
14	21,078	21,346	21,618	21,894	22,174	22,459	22,748	23,041
15	22,688	22,994	23,305	23,621	23,941	24,266	24,598	24,934
16	24,423	24,752	25,085	25,424	25,767	26,117	26,472	26,832
17	26,292	26,644	27,002	27,366	27,736	28,110	28,491	28,878
18	28,305	28,684	29,068	29,458	29,854	30,256	30,666	31,080
19	30,474	30,880	31,292	31,711	32,137	32,568	33,008	33,453
20	32,810	33,246	33,688	34,140	34,596	35,059	35,530	36,009
21	35,219	35,685	36,158	36,638	37,125	37,620	38,123	38,633
22	37,812	38,310	38,815	39,327	39,848	40,376	40,913	41,457
23	40,604	41,136	41,676	42,223	42,778	43,343	43,916	44,498
24	43,612	44,179	44,756	45,340	45,934	46,537	47,148	47,769
25	46,848	47,456	48,071	48,696	49,330	49,974	50,628	51,292
26	50,334	50,982	51,642	52,310	52,988	53,676	54,374	55,083
27	54,088	54,782	55,487	56,201	56,926	57,662	58,408	59,166
28	58,132	58,874	59,628	60,392	61,167	61,953	62,752	63,562
29	62,488	63,282	64,088	64,905	65,735	66,576	67,431	68,296
30	67,944	68,814	69,697	70,592	71,500	72,422	73,356	74,305

**Third Tranche Monthly Salary Schedule for Local Government Personnel
in Second Class Provinces and Cities
Effective January 1, 2012
(In Pesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	7,873	7,973	8,076	8,180	8,285	8,392	8,501	8,611
2	8,485	8,595	8,704	8,817	8,930	9,046	9,164	9,283
3	9,147	9,263	9,382	9,504	9,626	9,752	9,878	10,007
4	9,840	9,966	10,095	10,225	10,359	10,493	10,630	10,768
5	10,588	10,724	10,862	11,002	11,145	11,290	11,438	11,587
6	11,392	11,539	11,687	11,839	11,993	12,149	12,307	12,469
7	12,236	12,393	12,552	12,715	12,880	13,047	13,217	13,391
8	13,141	13,310	13,482	13,656	13,833	14,012	14,195	14,381
9	14,114	14,296	14,480	14,667	14,857	15,050	15,246	15,444
10	15,151	15,345	15,542	15,742	15,947	16,153	16,364	16,577
11	16,244	16,452	16,663	16,877	17,094	17,316	17,541	17,768
12	17,416	17,640	17,865	18,095	18,326	18,564	18,803	19,048
13	18,675	18,913	19,154	19,399	19,648	19,901	20,158	20,418
14	20,024	20,279	20,537	20,799	21,065	21,336	21,611	21,889
15	21,554	21,844	22,140	22,440	22,744	23,053	23,368	23,687
16	23,202	23,514	23,831	24,153	24,479	24,811	25,148	25,490
17	24,977	25,312	25,652	25,998	26,349	26,704	27,066	27,434
18	26,890	27,250	27,615	27,985	28,361	28,743	29,133	29,526
19	28,950	29,336	29,727	30,125	30,530	30,940	31,358	31,780
20	31,170	31,584	32,004	32,433	32,866	33,306	33,754	34,209
21	33,458	33,901	34,350	34,806	35,269	35,739	36,217	36,701
22	35,921	36,394	36,874	37,361	37,856	38,357	38,867	39,384
23	38,574	39,079	39,592	40,112	40,639	41,176	41,720	42,273
24	41,431	41,970	42,518	43,073	43,637	44,210	44,791	45,381
25	44,506	45,083	45,667	46,261	46,864	47,475	48,097	48,727
26	47,817	48,433	49,060	49,694	50,339	50,992	51,655	52,329
27	51,384	52,043	52,713	53,391	54,080	54,779	55,488	56,208
28	55,225	55,930	56,647	57,372	58,109	58,855	59,614	60,384
29	59,364	60,118	60,884	61,660	62,448	63,247	64,059	64,881
30	64,547	65,373	66,212	67,062	67,925	68,801	69,688	70,590

**Third Tranche Monthly Salary Schedule for Local Government Personnel
in Third Class Provinces and Cities and First Class Municipalities**

Effective January 1, 2012

(In Pesos)

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	7,458	7,554	7,651	7,749	7,849	7,951	8,053	8,158
2	8,039	8,142	8,246	8,353	8,460	8,570	8,681	8,795
3	8,665	8,776	8,888	9,004	9,120	9,238	9,358	9,481
4	9,322	9,442	9,563	9,687	9,814	9,940	10,070	10,202
5	10,030	10,159	10,291	10,423	10,559	10,696	10,836	10,977
6	10,793	10,931	11,072	11,216	11,362	11,509	11,660	11,812
7	11,592	11,740	11,892	12,046	12,202	12,361	12,522	12,686
8	12,450	12,610	12,773	12,938	13,105	13,275	13,448	13,624
9	13,371	13,543	13,718	13,895	14,075	14,258	14,443	14,631
10	14,353	14,538	14,724	14,914	15,107	15,303	15,502	15,704
11	15,389	15,586	15,786	15,988	16,195	16,404	16,618	16,833
12	16,500	16,711	16,924	17,142	17,362	17,587	17,814	18,045
13	17,692	17,917	18,146	18,378	18,614	18,853	19,097	19,344
14	18,970	19,211	19,456	19,705	19,957	20,213	20,473	20,737
15	20,419	20,695	20,974	21,259	21,547	21,839	22,138	22,441
16	21,981	22,277	22,576	22,882	23,190	23,505	23,825	24,149
17	23,663	23,980	24,302	24,629	24,962	25,299	25,642	25,990
18	25,474	25,816	26,161	26,512	26,869	27,230	27,599	27,972
19	27,427	27,792	28,163	28,540	28,923	29,311	29,707	30,108
20	29,529	29,921	30,319	30,726	31,136	31,553	31,977	32,408
21	31,697	32,116	32,542	32,974	33,412	33,858	34,311	34,770
22	34,031	34,479	34,934	35,394	35,863	36,338	36,822	37,311
23	36,544	37,022	37,508	38,001	38,500	39,009	39,524	40,048
24	39,251	39,761	40,280	40,806	41,341	41,883	42,433	42,992
25	42,163	42,710	43,264	43,826	44,397	44,977	45,565	46,163
26	45,301	45,884	46,478	47,079	47,689	48,308	48,937	49,575
27	48,679	49,304	49,938	50,581	51,233	51,896	52,567	53,249
28	52,319	52,987	53,665	54,353	55,050	55,758	56,477	57,206
29	56,239	56,954	57,679	58,414	59,162	59,918	60,688	61,466
30	61,150	61,933	62,727	63,533	64,350	65,180	66,020	66,874

**Third Tranche Monthly Salary Schedule for Local Government Personnel
In Fourth Class Provinces and Cities and Second Class Municipalities**

Effective January 1, 2012

(In Pesos)

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	7,044	7,134	7,226	7,318	7,413	7,509	7,606	7,704
2	7,592	7,690	7,788	7,889	7,990	8,094	8,199	8,306
3	8,184	8,288	8,395	8,503	8,613	8,725	8,838	8,954
4	8,804	8,917	9,032	9,149	9,268	9,388	9,511	9,635
5	9,473	9,595	9,719	9,844	9,972	10,101	10,234	10,367
6	10,193	10,324	10,457	10,593	10,730	10,870	11,012	11,156
7	10,948	11,088	11,231	11,376	11,524	11,674	11,826	11,982
8	11,758	11,909	12,063	12,219	12,377	12,538	12,701	12,867
9	12,628	12,791	12,956	13,123	13,293	13,466	13,641	13,818
10	13,556	13,730	13,906	14,085	14,268	14,453	14,641	14,832
11	14,534	14,720	14,909	15,100	15,295	15,493	15,694	15,898
12	15,583	15,783	15,984	16,190	16,397	16,610	16,824	17,042
13	16,709	16,922	17,138	17,357	17,580	17,806	18,036	18,269
14	17,916	18,144	18,375	18,610	18,848	19,090	19,336	19,585
15	19,285	19,545	19,809	20,078	20,350	20,626	20,908	21,194
16	20,760	21,039	21,322	21,610	21,902	22,199	22,501	22,807
17	22,348	22,647	22,952	23,261	23,576	23,894	24,217	24,546
18	24,059	24,381	24,708	25,039	25,376	25,718	26,066	26,418
19	25,903	26,248	26,598	26,954	27,316	27,683	28,057	28,435
20	27,888	28,259	28,635	29,019	29,407	29,800	30,200	30,608
21	29,936	30,332	30,734	31,142	31,556	31,977	32,405	32,838
22	32,140	32,564	32,993	33,428	33,871	34,320	34,776	35,238
23	34,513	34,966	35,425	35,890	36,361	36,842	37,329	37,823
24	37,070	37,552	38,043	38,539	39,044	39,556	40,076	40,604
25	39,821	40,338	40,860	41,392	41,930	42,478	43,034	43,598
26	42,784	43,335	43,896	44,464	45,040	45,625	46,218	46,821
27	45,975	46,565	47,164	47,771	48,387	49,013	49,647	50,291
28	49,412	50,043	50,684	51,333	51,992	52,660	53,339	54,028
29	53,115	53,790	54,475	55,169	55,875	56,590	57,316	58,052
30	57,752	58,492	59,242	60,003	60,775	61,559	62,353	63,159

**Third Tranche Monthly Salary Schedule for Local Government Personnel
in Fifth Class Provinces and Cities and Third Class Municipalities
Effective January 1, 2012
(In Pesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	6,630	6,714	6,801	6,888	6,977	7,067	7,158	7,251
2	7,146	7,238	7,330	7,425	7,520	7,618	7,717	7,818
3	7,702	7,801	7,901	8,003	8,106	8,212	8,318	8,427
4	8,286	8,393	8,501	8,610	8,723	8,836	8,951	9,068
5	8,916	9,030	9,147	9,265	9,386	9,507	9,632	9,758
6	9,594	9,717	9,842	9,970	10,099	10,230	10,364	10,500
7	10,304	10,436	10,570	10,707	10,846	10,987	11,130	11,277
8	11,066	11,209	11,354	11,500	11,649	11,800	11,954	12,110
9	11,886	12,038	12,194	12,351	12,511	12,674	12,838	13,006
10	12,758	12,922	13,088	13,257	13,429	13,602	13,780	13,959
11	13,679	13,854	14,032	14,212	14,395	14,582	14,771	14,962
12	14,666	14,854	15,044	15,238	15,433	15,633	15,834	16,040
13	15,726	15,926	16,130	16,336	16,546	16,758	16,975	17,194
14	16,862	17,077	17,294	17,515	17,739	17,967	18,198	18,433
15	18,150	18,395	18,644	18,897	19,153	19,413	19,678	19,947
16	19,538	19,802	20,068	20,339	20,614	20,894	21,178	21,466
17	21,034	21,315	21,602	21,893	22,189	22,488	22,793	23,102
18	22,644	22,947	23,254	23,566	23,883	24,205	24,533	24,864
19	24,379	24,704	25,034	25,369	25,710	26,054	26,406	26,762
20	26,248	26,597	26,950	27,312	27,677	28,047	28,424	28,807
21	28,175	28,548	28,926	29,310	29,700	30,096	30,498	30,906
22	30,250	30,648	31,052	31,462	31,878	32,301	32,730	33,166
23	32,483	32,909	33,341	33,778	34,222	34,674	35,133	35,598
24	34,890	35,343	35,805	36,272	36,747	37,230	37,718	38,215
25	37,478	37,965	38,457	38,957	39,464	39,979	40,502	41,034
26	40,267	40,786	41,314	41,848	42,390	42,941	43,499	44,066
27	43,270	43,826	44,390	44,961	45,541	46,130	46,726	47,333
28	46,506	47,099	47,702	48,314	48,934	49,562	50,202	50,850
29	49,990	50,626	51,270	51,924	52,588	53,261	53,945	54,637
30	54,355	55,051	55,758	56,474	57,200	57,938	58,685	59,444

**Third Tranche Monthly Salary Schedule for Local Government Personnel
in Sixth Class Provinces and Cities and Fourth Class Municipalities
Effective January 1, 2012
(In Pesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	6,215	6,295	6,376	6,458	6,541	6,626	6,711	6,798
2	6,699	6,785	6,872	6,961	7,050	7,142	7,234	7,329
3	7,221	7,313	7,407	7,503	7,600	7,699	7,798	7,900
4	7,768	7,868	7,970	8,072	8,178	8,284	8,392	8,501
5	8,359	8,466	8,576	8,686	8,799	8,913	9,030	9,148
6	8,994	9,110	9,226	9,346	9,468	9,591	9,716	9,844
7	9,660	9,784	9,910	10,038	10,168	10,300	10,435	10,572
8	10,375	10,508	10,644	10,781	10,921	11,062	11,206	11,354
9	11,143	11,286	11,432	11,579	11,729	11,882	12,036	12,193
10	11,961	12,115	12,270	12,428	12,590	12,752	12,919	13,087
11	12,824	12,988	13,155	13,324	13,496	13,670	13,848	14,027
12	13,750	13,926	14,104	14,285	14,468	14,656	14,845	15,038
13	14,744	14,931	15,122	15,315	15,512	15,711	15,914	16,120
14	15,808	16,010	16,214	16,420	16,630	16,844	17,061	17,281
15	17,016	17,246	17,479	17,716	17,956	18,200	18,448	18,700
16	18,317	18,564	18,814	19,068	19,325	19,588	19,854	20,124
17	19,719	19,983	20,252	20,524	20,802	21,082	21,368	21,658
18	21,229	21,513	21,801	22,094	22,390	22,692	23,000	23,310
19	22,856	23,160	23,469	23,783	24,103	24,426	24,756	25,090
20	24,608	24,934	25,266	25,605	25,947	26,294	26,648	27,007
21	26,414	26,764	27,118	27,478	27,844	28,215	28,592	28,975
22	28,359	28,732	29,111	29,495	29,886	30,282	30,685	31,093
23	30,453	30,852	31,257	31,667	32,084	32,507	32,937	33,374
24	32,709	33,134	33,567	34,005	34,450	34,903	35,361	35,827
25	35,136	35,592	36,053	36,522	36,998	37,480	37,971	38,469
26	37,750	38,236	38,732	39,232	39,741	40,257	40,780	41,312
27	40,566	41,086	41,615	42,151	42,694	43,246	43,806	44,374
28	43,599	44,156	44,721	45,294	45,875	46,465	47,064	47,672
29	46,866	47,462	48,066	48,679	49,301	49,932	50,573	51,222
30	50,958	51,610	52,273	52,944	53,625	54,316	55,017	55,729

**Third Tranche Monthly Salary Schedule for Local Government Personnel
in Fifth Class Municipalities
Effective January 1, 2012
(In Pesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	5,801	5,875	5,951	6,027	6,105	6,184	6,264	6,345
2	6,252	6,333	6,413	6,497	6,580	6,665	6,752	6,840
3	6,740	6,826	6,913	7,003	7,093	7,186	7,279	7,374
4	7,251	7,344	7,438	7,534	7,633	7,732	7,832	7,934
5	7,802	7,902	8,004	8,107	8,212	8,319	8,428	8,538
6	8,394	8,502	8,611	8,723	8,837	8,952	9,068	9,188
7	9,016	9,132	9,249	9,369	9,491	9,614	9,739	9,867
8	9,683	9,808	9,934	10,062	10,193	10,325	10,459	10,597
9	10,400	10,534	10,669	10,807	10,947	11,089	11,234	11,380
10	11,164	11,307	11,452	11,600	11,750	11,902	12,058	12,214
11	11,969	12,123	12,278	12,436	12,596	12,759	12,925	13,092
12	12,833	12,998	13,164	13,333	13,504	13,679	13,855	14,035
13	13,761	13,936	14,113	14,294	14,477	14,664	14,853	15,045
14	14,755	14,942	15,133	15,326	15,522	15,721	15,924	16,129
15	15,882	16,096	16,314	16,535	16,759	16,986	17,219	17,454
16	17,096	17,326	17,560	17,797	18,037	18,282	18,530	18,782
17	18,404	18,651	18,901	19,156	19,415	19,677	19,944	20,215
18	19,814	20,079	20,348	20,621	20,898	21,179	21,466	21,756
19	21,332	21,616	21,904	22,198	22,496	22,798	23,106	23,417
20	22,967	23,272	23,582	23,898	24,217	24,541	24,871	25,206
21	24,653	24,980	25,311	25,647	25,988	26,334	26,686	27,043
22	26,468	26,817	27,170	27,529	27,894	28,263	28,639	29,020
23	28,423	28,795	29,173	29,556	29,945	30,340	30,741	31,149
24	30,528	30,925	31,329	31,738	32,154	32,576	33,004	33,438
25	32,794	33,219	33,650	34,087	34,531	34,982	35,440	35,904
26	35,234	35,687	36,149	36,617	37,092	37,573	38,062	38,558
27	37,862	38,347	38,841	39,341	39,848	40,363	40,886	41,416

**Third Tranche Monthly Salary Schedule for Local Government Personnel
in Sixth Class Municipalities
Effective January 1, 2012
(In Pesos)**

Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	5,387	5,455	5,526	5,596	5,669	5,742	5,816	5,892
2	5,806	5,881	5,955	6,033	6,110	6,189	6,270	6,352
3	6,258	6,338	6,419	6,503	6,586	6,672	6,759	6,847
4	6,733	6,819	6,907	6,996	7,088	7,179	7,273	7,368
5	7,244	7,337	7,432	7,528	7,626	7,725	7,826	7,928
6	7,795	7,895	7,996	8,100	8,206	8,312	8,421	8,531
7	8,372	8,479	8,588	8,700	8,813	8,927	9,043	9,162
8	8,991	9,107	9,225	9,344	9,465	9,588	9,712	9,840
9	9,657	9,781	9,907	10,035	10,165	10,297	10,431	10,567
10	10,366	10,499	10,634	10,771	10,911	11,052	11,196	11,342
11	11,114	11,257	11,401	11,547	11,696	11,848	12,002	12,157
12	11,916	12,069	12,223	12,381	12,539	12,702	12,865	13,032
13	12,778	12,940	13,105	13,273	13,443	13,616	13,792	13,970
14	13,701	13,875	14,052	14,231	14,413	14,598	14,786	14,977
15	14,747	14,946	15,148	15,354	15,562	15,773	15,989	16,207
16	15,875	16,089	16,305	16,526	16,749	16,976	17,207	17,441
17	17,090	17,319	17,551	17,788	18,028	18,272	18,519	18,771
18	18,398	18,645	18,894	19,148	19,405	19,666	19,933	20,202
19	19,808	20,072	20,340	20,612	20,889	21,169	21,455	21,744
20	21,326	21,610	21,897	22,191	22,487	22,788	23,094	23,406
21	22,892	23,195	23,503	23,815	24,131	24,453	24,780	25,111
22	24,578	24,902	25,230	25,563	25,901	26,244	26,593	26,947
23	26,393	26,738	27,089	27,445	27,806	28,173	28,545	28,924
24	28,348	28,716	29,091	29,471	29,857	30,249	30,646	31,050
25	30,451	30,846	31,246	31,652	32,064	32,483	32,908	33,340
26	32,717	33,138	33,567	34,002	34,442	34,889	35,343	35,804
27	35,157	35,608	36,067	36,531	37,002	37,480	37,965	38,458

Notice of Salary Adjustment

Date: _____

 _____:

Pursuant to Local Budget Circular No. 97 dated May 11, 2011, implementing Executive Order No. 40 dated April 29, 2011, your salary is hereby adjusted effective January 1, 2012, as follows:

1. Adjusted monthly basic salary effective January 1, 2012;
SG-____, Step ____ ₱ _____
2. Actual monthly basic salary as of
December 31, 2011; SG-____, Step ____ ₱ _____
3. Monthly salary adjustment effective January 1, 2012 (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,

 Local Chief Executive

Position Title: _____
 Salary Grade: _____
 Item No., FY _____ Plantilla of Personnel: _____

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