

**LBP Form No. 4**

**PERSONNEL SCHEDULE**

Budget Year : \_\_\_\_\_  
 Province/City/Municipality: \_\_\_\_\_

OFFICE:

Item Number (1)	Position Title (2)	Name of Incumbent (3)	Current Year Authorized Rate/Annum		Budget Year Proposed Rate/Annum		Increase/Decrease (8)
			SG/Step (4)	Amount (5)	SG/Step (6)	Amount (7)	

Prepared:

Reviewed:

\_\_\_\_\_  
**Human Resource Management Officer**

\_\_\_\_\_  
**Local Budget Officer**

Approved:

\_\_\_\_\_  
**Local Chief Executive**

**INSTRUCTIONS**

This form is intended to reflect the following:

Column 1 - The item number.

Columns 2 and 3 - The position title and the name of the incumbent occupying each position. If the position is unfilled, indicate the word "vacant". If the position is proposed for abolition, bracket the old item number, position title, and the authorized salary for the current year. If the position is proposed for reclassification, bracket the previous position title and indicate the proposed position title below it.

Columns 4 and 5 - For the authorized salary for the current year. Indicate the circular implemented and the salary grade/step and rate per annum of each position. For initial implementation/changes in approved PAL, attach copy thereof.

Columns 6 and 7 - For the proposed salary for the budget year. Indicate the salary grade/step and rate per annum of each position.

Column 8 - The proposed salary increase/decrease is the difference between the old and new rates of compensation per annum for the budget year.

Prepare the same form for each local economic enterprise/public utility.