



Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**  
Nayon, Lamut, Ifugao  
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**MEMORANDUM No. 18 - 2011**

**TO:** **DR. CAMILO A. PIMENTEL** - Vice President for Admin. & Finance  
**MRS. JULIET DANIELS** - Director for Finance  
**DR. ROMANA ALSIKEN** - Dir. for Human Resources & Dev't.  
**MRS. SANDRA IRISH MARQUEZ** - Human Resource Management Officer  
**ALL OTHER OFFICIALS CONCERNED**  
This University

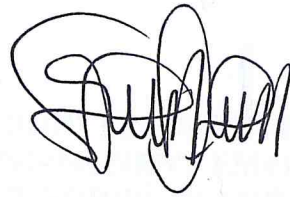
**FROM:**   
**SERAFIN L. NGOHAYON, Ph. D.**  
University President

**SUBJECT: IMMEDIATE IMPLEMENTATION OF THE THIRD TRANCHE MONTHLY SALARY SCHEDULE FOR ALL REGULAR/PERMANENT EMPLOYEES OF THE UNIVERSITY AS PER GUIDELINES SET FORTH IN THE NATIONAL BUDGET CIRCULAR NO. 530, DATE MAY 11, 2011**

**DATE:** May 30, 2011

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1. In line with the 5th major development goal of the university which is to pursue excellence in administration and governance and in compliance with Executive order No. 40 issued April 29, 2011 and as per guidelines set forth in National Budget Circular (NBC) No. 530, s. 2011, you are hereby instructed to IMMEDIATELY implement the third tranche monthly salary schedule to all permanent employees of the university;
  2. Be guided accordingly by the guidelines set forth in NBC 530, s. 2011 hereto attached and which is self-explanatory;
  3. The following important provisions are hereby reiterated,
    - a. Coverage – All positions for civilian personnel (Sec. 2.1);
    - b. Exclusions - Those hired without employee-employer relationships and funded from non Personal Services appropriations/budgets, as follows (Sec. 3.2):
      - 3.2.1 Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
      - 3.2.2 Laborers hired through job contracts (pakyaw) and those paid for piecework;
      - 3.2.3 Student workers and apprentices; and
      - 3.2.4 Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.
    - c. Effectivity – June 1, 2011 (Sec. 4);
    - d. Basic Rules for Adjusting Salaries - The salaries of incumbent civilian personnel shall be adjusted to the rates in the Salary Schedule in Annex "A" which correspond to the designated salary steps of the salary grade allocations of their positions as of May 31, 2011, provided their positions and salary grades are in accordance with the Index of Occupational Services, Occupational Groups, Classes, and Salary Grades issued under Budget Circular No. 2006-3 dated May 17, 2006, and the Index of Occupational Services attached to Corporate Compensation Circular No. 10 dated February 15, 1999, and additions/modifications thereto.
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4. The following specific tasks are to be done for the smooth implementation of the circular:
  - a. The Director for Human Resources and Development along with the Human Resource Management Officer must immediately prepare and issue Notices of Salary Adjustments (NOSAs) as prescribed in Sec. 8 of NBC 530, s. 2011. Also, they must immediately prepare Plantillas of Personnel and Salary Adjustment (PPSAs) for approval by the undersigned and for submission thereafter to DBM-BMB, DBM-CAR and copy furnished the CSC Field Office in Ifugao. Finally, to do other activities as prescribed by NBC 530;
  - b. The Vice President for Administration and Finance along with the Director of Finance shall identify and secure the source of fund and properly disburse them following the guidelines specifically stated in Sec. 9 and 10 of NBC 530;
  
5. For your urgent compliance and commitment!

A handwritten signature in black ink, appearing to be 'S. J. ...', is located in the middle-right portion of the page.