<table>
<thead>
<tr>
<th>Procedure No:</th>
<th>ADM-PROC-0025</th>
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<tbody>
<tr>
<td>Procedure Title:</td>
<td>Computation of Across the Board Increase</td>
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</tbody>
</table>
| Related Policy:     | ADM-POL- 0024  
Salary Adjustments |
| Date of Issuance:   | S.Y. 2009-2010                      |
| Effectivity:        | S.Y. 2009-2010 to present          |
| Page Number:        | One (1)                             |
| Office of Origin:   | Comptrollership – Payroll Section   |
| (Procedure Expert)  |                                   |
| "Supersedes" Notification: |                |

**Procedure Description:**
This procedure standardizes the reckoning of across the board increase of employees.

**Areas of Responsibility:**
Comptrollership – Payroll Section

**Procedure Details:**

Step 1. The Comptrollership Area computes for the overall allocated share of the employees as a result of the increase in tuition fee.

Step 2. The Comptrollership computes for the individual increase of each employee on the basis of the following:
- Years of Service
- Current Employment Rank

Step 3. The Payroll Master incorporates the amount of salary increase in the employee’s payroll.

Step 4. The accumulated pay increase of the employees on the beginning of each school year is credited to his payroll account.

**Procedure Approval Authority:**
Comptroller

**References:**
Employee Manual 2009

**Definition:**

**Help Page:**
Financial Affairs Division

**Prepared by:**
Planning, Funding and Development Office

**Approved by:**
Asst. Prof. Ariel de las Alas

**Date of Approval:**