

PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT DETAILS

ON THE GRANT OF THREE (3) SALARY STEPS FOR TEACHERS SPECIALIZING IN SCIENCE AND MATHEMATICS

As of _____

REGION : _____
DIVISION : _____
DISTRICT : _____
SCHOOL : _____

Item No. Unique Item No, FY 2011 Personal Services Itemization and/or Plantilla of Personnel (1)	Position Title (2)	Salary Grade (3)	Salary Step (4)	Actual Monthly Basic Salary as of (5)	Adjusted Monthly Basic Salary Effective (6)	Monthly Salary Adjustment Effective (6)-(5) (7)	Name of Incumbent (8)	Date of Birth (9)	Tax Identification Number (10)	Date of Original Appoint- ment (11)	Date of Last Promotion (12)	Status of Appoint- ment (13)

PREPARED BY:

REVIEWED BY:

APPROVED BY:

SCHOOL HEAD

(Signature Over Printed Name and Designation)

ADMINISTRATIVE OFFICER/HRMO

(Signature Over Printed Name and Designation)

SCHOOLS DIVISION SUPERINTENDENT

(Signature Over Printed Name and Designation)