



4. Request for Salary Adjustment

Personnel requests for an adjustment in the salary that he/she is currently receiving

Office or Division:	Accounting Division, Financial Management Service (FMS)			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	OSG Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Financial Management Service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents properly filled out request form to frontline personnel	1. Frontline Personnel checks if request form is properly filled out	None	5 minutes	<i>Frontline Personnel in FMS Receiving Window</i>



<p>2. Client waits for advice if Salary is already adjusted</p>	<p>2.1 Frontline Personnel transmits request to Supervising Administrative Officer</p> <p>2.2 Supervising Administrative Officer checks the requests and delegates it to AO IV/ AO II</p> <p>2.3 AO IV/ AO II adjusts the salary in the payroll system, prints the adjusted salary and submits to Supervising Administrative Officer</p> <p>2.4 Supervising Administrative Officer submits Adjusted Salary for the signature/</p>	<p>None</p>	<p>90 minutes</p>	<p><i>Supervising Administrative Officer</i></p> <p><i>AO IV/ AO II</i></p> <p><i>Chief Accountant</i></p> <p><i>Director</i></p>
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	approval of Chief Accountant/ Director			
	2.5 Chief Accountant/ Director signs/approves the salary adjustment			



3. Client is advised that salary adjustment is done	3. AO IV/ AO II saves the adjustment to the Electronic Personnel Data Sheet for the verification of the Client	None	5 minutes	AAID VI
Total Processing Time			1 hour, 40 minutes	