



### 35. Request for Salary Adjustment

Personnel requests for an adjustment in the salary that he/she is currently receiving<sup>90</sup>

<b>Office or Division:</b>	Accounting Division, Financial Management Service (FMS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Active OSG Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Properly accomplished request form (one original copy)		Financial Management Service, OSG Intranet, OSG Website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	Frontline Personnel in FMS Receiving Window, 2 <sup>nd</sup> Floor OSG Building  Immediate Supervisor in Charge of

<sup>90</sup> The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.



				Designating Personnel - Director IV, FMS
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<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/ approval of Chief Accountant/ Director</p> <p>2.5 Chief Accountant/ Director signs/approves the salary adjustment</p>	<p>None</p>	<p>10 minutes</p> <p>20 minutes</p> <p>10 minutes</p> <p>30 minutes</p> <p>20 minutes</p>	<p><i>Supervising Administrative Officer AO IV/ AO II Chief Accountant Director</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS</p>
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<p>3. Client is advised that salary adjustment is done</p>	<p>3. AO IV/ AO II saves the adjustment to the Electronic Personnel Data Sheet for the verification of the Client</p>	<p>None</p>	<p>5 minutes</p>	<p><i>AO VI / AO II</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS</p>
<p><b>TOTAL:</b></p>		<p>None</p>	<p>1 hour, 40 minutes</p>	