



Title of Frontline Service: **PROCESSING OF SALARY IMPLEMENTATION DUE TO PROMOTION/RECLASSIFICATION**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	All DepEd Cebu City Employees	Copy of: * Approved Appointment * PLANTILLA (PSIPOP) – for Promotion * NOSCA (for reclassification) * Latest Service Record * Latest Payslip * Certification of Assumption of New Position	2 days (15 days waiting for GSIS process)

How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Submits the complete supporting documents for promotion/reclassification thru: maimaiabadilla@gmail.com	Receives and checks complete documents for promotion/reclassification and prepares Salary Integration Form	4 hours	Myrin Abadilla	None	
2		Prepares/emails GSIS ARA Form B and Form C to GSIS	4 hours	Lorenza Pilario	None	
3		GSIS process	15 days	GSIS	None	
4		Emails documents to Accounting upon receipt of GSIS confirmation reply	1 hour	Lorenza Pilario	None	
5		Receives and updates membership record	4 hours	Nimfa Kee (Elem) Cherryqui Tuban (JHS/SHS)	None	

6		Signs endorsement	2 hours	SDS Rhea Mar Angtud / Araceli Gudelosao	None	
7		Endorses/emails the request for salary implementation due to promotion/reclassification to DepEd R.O 7	1 hour	Myrin Abadilla	None	
END OF TRANSACTION						