



Title of Frontline Service: **REQUEST FOR SALARY IMPLEMENTATION DUE TO STEP INCREMENTS**

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 * Latest Payslip	7 working days, 4 hours, and 30 minutes (15 days waiting time 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	Submit the complete documents for step increments thru: lourdespsalera@gmail.com	Receives and checks submitted documents for step increment  Prepares list of employees granted Step Increment (R.O forma), with updated service record then forwards to HRMU	3 days	Lourdes Salera (Elem)  Farida Remedios (JHS/SHS)	None	None
2		Receives and prepares ARA Form C and emails to GSIS	8 hours	Lenie Rosa Rada	None	None
3		GSIS process	15 days	GSIS	None	None
4		Prepares endorsement, NOSI with the List of Employees granted for Step Increment and Annex D for SDS signature	2 days	Lourdes Salera (Elem)  Farida Remedios (JHS/SHS)	None	None
5		Signs documents for Step Increment	1 day	SDS Rhea Mar Angtud	None	None

6		Receives GSIS confirmation and emails to Payroll Services Unit and Accounting for updating	30 minutes	Lenie Rose Rada	None	None
7		Transmits/emails all documents to RPSU	4 hours	Lourdes Salera (Elem) Farida Remedios (JHS/SHS)	None	None

**END OF TRANSACTION**