



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 13, 2021

REGIONAL MEMORANDUM

No. **061863**, s. 2021

**CLARIFICATION ON THE STEP INCREMENT (SI) OF RECLASSIFIED
NURSE II POSITIONS**

To: Schools Division Superintendents
Division HRMOs/Finance Officers
All Others Concerned

1. Attached is an Advisory from the Department of Budget and Management, Region VIII dated November 29, 2021 with the subject **Clarification on the Step Increment (SI) of Reclassified Nurse II Positions**.
2. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

CLARIFICATION
NURSE II POSITION
RECLASSIFICATION
STEP INCREMENT



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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

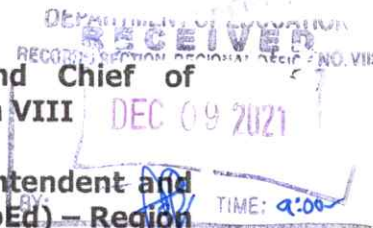


ADVISORY

November 29, 2021

REGIONAL OFFICE

FOR : The Officer-In-Charge Regional Director and Chief of Hospitals, Department of Health (DOH) – Region VIII



The Regional Director, Schools Division Superintendent and School Principals, Department of Education (DepEd) – Region VIII

The Regional Director, Technical Education and Skills Development Authority (TESDA) – Region VIII

The University Presidents, State Universities and Colleges (SUCs) – Region VIII

- Biliran Province State University (BiPSU)
- Eastern Samar State University (ESSU)
- Eastern Visayas State University (EVSU)
- Leyte Normal University (LNU)
- Northwest Samar State University (NwSSU)
- Palompon Institute of Technology (PIT)
- Samar State University (SSU)
- Southern Leyte State University (SLSU)
- University of Eastern Philippines (UEP)
- Visayas State University (VSU)

**FROM : The Regional Director
DBM Regional Office VIII**

Subject : CLARIFICATION ON THE STEP INCREMENT (SI) OF RECLASSIFIED NURSE II POSITIONS

1:0 This pertains to the Memorandum of the Director of the Organization, Position Classification and Compensation Bureau (OPCCB) of the DBM Central Office in response to the request for clarification of Department of Health – Schistosomiasis Hospital on the step increment of the reclassified former Nurse II positions, pursuant to DBM Budget Circular (BC) No. 2021-2¹, forwarded by this level to that Bureau. The same concern is applicable likewise to other agencies whose incumbents of former Nurse II positions have been reclassified, hence, this Advisory.

¹ Modification of Nurse Positions, dated August 25, 2021

and email

2.0 Specifically, the issue centered on whether or not the **step increment** of the incumbent of the reclassified position should be carried over as this is not consistent with DBM Circular Letter No. 2007-6², to wit:

"If reclassified to a position with a higher SG, the following salary rules on promotion shall apply:

- If the basic salary of the employee in his/her former position is below the hiring rate of the reclassified position, the employee shall be allowed the **first step or hiring rate**; and
- If the present salary falls in between steps, the employee shall be allowed the higher step.

3.0 In response, the Bureau answered in the affirmative and responded, to wit:

"May we highlight that **DBM BC No. 2021-2** was issued to prescribe the rules and regulations on (i) the retention of the position titles of Nurse III to Nurse VII with their corresponding SG assignments, and (ii) the **upgrading** of the previous Nurse II position by one (1) SG, from SG-15 to SG-16.

Particularly, **Item 6.1** thereof provides that the former Nurse II position **is upgraded by one (1) SG, effective not earlier than June 1, 2021**, as follows:

Prior to BC No. 2020-4		BC No. 2020-4 January 1, 2020		Per OP Directive Dated June 1, 2021	
Position Title	SG	Position Title	SG	Position Title	SG
Nurse II	15	Nurse I	15	Nurse II	16

Item 7.0 of said Circular stipulates that the salaries of the incumbents of former Nurse II positions and currently occupying Nurse I/SG-15 items, those who were appointed as Nurse II prior to the implementation of BC No. 2020-4³, shall be adjusted at the **same salary steps** as those of the previous SG allocation of their positions.

May we underscore that **Item 5.4** of **DBM BC No. 2019-1**⁴ defines **reclassification** as a form of staffing modification or position classification which may be applied only when **there is a warranted substantial change** in the regular duties and responsibilities of the incumbent of the position, as determined by the DBM.

The same salary rules are being reiterated from the aforementioned under **DBM CL NO. 2007-6**.

² Manual on Position Classification and Compensation, dated February 19, 2007

³ Upgrading of the Entry Level of Nurse Positions, dated July 17, 2020

⁴ Salary Rules and Regulations Applicable to Human Resource, Position Classification and Staffing Action, dated February 12, 2019

However, in order to implement DBM BC No. 2021-2, the staffing action of **reclassification** was used in order to effect the upgrading of the verified filled former Nurse II/SG-15 items in the DBM's Government Manpower Information System pursuant to the directive of the Office of the President.

Further, said staffing action was recommended, instead of issuance of a Class NOSCA, in order to avoid unintended promotion of newly-hired or hired after BC No. 2020-4 incumbents of former Nurse II/SG-16 position which are now Nurse I/SG-15.

Hence, we deem that the salary rules on reclassified positions as provided in DBM CL No. 2007-6 could **not** be used as basis for the step increment of the former Nurse II/SG-15 items since **there is no substantial change** in the regular duties and responsibilities of the incumbents of the positions and that the SG allocation was only modified.

Foregoing considered, it is worth stressing that the step increment of the aforementioned reclassified positions shall be the **same salary step** as those of the previous SG allocation of the subject Nurse positions, consistent with **Item 7.1** of DBM BC No. 2021-2 and subject to the other pertinent provisions of said Circular."

- 4.0 Hence, the responsible staff in the agency's Human Resource Management/ Personnel Unit are hereby instructed to do the following:
- a) **Update the step increment/s** of the incumbent/s to said reclassified position/s **in the Agency's Personnel Services Itemization and Plantilla of Personnel (PSIPOP)**, consistent with the aforementioned provision of the Circular; and
 - b) Undertake necessary personnel action and update relevant personnel records and documents.
- 5.0 For your information, guidance and appropriate action, please. Thank you.


IMELDA C. LACÉRAS, CESO III