

18. Processing of Step Increment

The entitlement of step increment determines on the length of service and meritorious performance of an employee.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Service record (1 original copy)		Personnel Unit		
2. Latest appointment (1 photocopy)		Personnel Unit		
3. Latest payslip		Client		
4. Notice of Step Increment		Personnel Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the requirements	Receive the document	None	10 minutes	Records Section
	Forward the document to Personnel Section	None	20 minutes	Records Section
	Evaluate the documents presented	None	4 hours	Personnel Section
	Prepare the necessary forms for processing	None	1 day	Personnel Section
	Recommends approval on the eligibility	None	1 day	AO V
	Approve the processing of request	None	3 hours	SDS
	Release the documents to Records Section to forward in the Regional Office	None	30 minutes	Personnel Section
TOTAL:		None	3 days	