



IMPLEMENTATION

I.1. The library staff compensation, retirement, and fringe benefits, as well as other privileges, are granted in accordance with existing government laws and institutional policies.



COMPENSATION, FRINGE BENEFITS AND INCENTIVES IN THE LAST 3 YEARS

FRINGE BENEFITS	2022	2021	2020
	Amount Granted	Amount Granted	Amount Granted
PERA	2,000	2,000	2,000
Uniform /Clothing	6,000	6,000	6,000
Productivity Enhancement/PBB	**	**	**
Sports/Cultural	1,200	1,200	1,200
Collective Performance Incentive	**	**	**
Monetization	**	**	**
Productivity	5,000	5,000	5,000
Mid-Year/Year-end Bonus	**	**	**
Wage/Overtime	**	**	**

EMPLOYEE SALARIES AND BENEFITS

A. SALARIES

- **Payment of Salaries** – Permanent government employees are entitled to receive their monthly salaries every 15th and 30th of the month directly deposited to their ATM account. Casual and Job Orders personnel are paid in cash on the 15th and 30th of the month through the Cashier's Office.
- **Standard Deduction** – Permanent government employees are automatically debited from their monthly salary for contributions to the following agencies: GSIS, Pag-ibig, Philhealth, and BIR only.
- **Additional Compensation** – All government employees are entitled to receive cost of living allowances (COLA) and a salary increase every after 3 years of government service in the same position equivalent to one step increment higher. Overtime pay is subject to the approval of the College President upon the recommendation of the Department Head noted by the Budget Officer for funds availability for funds availability.

B. BENEFITS

- **Leave Benefits** – Permanent and casual employees are entitled of 1.25 days sick leave and 1.25 days vacation leave every month. For the whole year, they will also enjoy 3 days special leave for their birthday, anniversary, graduation, etc. as many approved by the agency head. Unconsumed leave of 30 days in a year can be monetized.
- **GSIS** – All permanent government employees are to become a compulsory member of the GSIS and are entitled for lean, retirement and mortuary benefits as prescribed by RA 8921.
- **Pag-ibig** – All permanent government employees are to become a compulsory member of the the GSIS and are entitled for lean, retirement and mortuary benefits as prescribed by RA 8921
- **Philhealth** – As a compulsory member of Philhealth, members are entitled of medical and other health insurance benefits as prescribed by RA 7875.



"For Nation's Greater Heights"

SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso Street, Surigao City



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- **Retirement Benefits** – Upon retiring at the age of 65, a permanent government employee is entitled to receive the amount of Php20,000.00 in addition to the benefits he will receiving from GSIS and Pag-ibig.
 - **Other Agency Benefits** – All permanent and casual government employees are to leave annually clothing allowance, sports allowance, 13th month pay, cash gift of Php5,000 plus other cash/other incentives as may be determined by the President of the republic of by the Republic of by the College President.

Prepared by:


HAZEL ANN GRACE A. SARAGENA, RL
Filipiniana Librarian

COMPENSATION, FRINGE BENEFITS AND INCENTIVES IN THE LAST 3 YEARS

FRINGE BENEFITS	2020	2019	2018
	Amount Granted	Amount Granted	Amount Granted
PERA	2,000	2,000	2,000
Uniform/Clothing	6,000	5,000	5,000
Productivity Enhancement/PBB	**	**	**
Sports/Cultural	2,000	2,000	2,000
Collective Performance Incentive	**	**	**
Monetization	**	**	**
Productivity	2,000	2,000	2,000
Mid-Year/Year-end Bonus	**	**	**
Wage/Overtime	**	**	**

EMPLOYEE SALARIES AND BENEFITS

A. SALARIES


- **Payment of Salaries** – Permanent government employees are entitled to receive their monthly salaries every 15th and 30th of the month directly deposited to their ATM account. Casual and Job Orders personnel are paid in cash on the 15th and 30th of the month through the Cashier's Office.
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- **Additional Compensation** – All government employees are entitled to receive cost of living allowances (COLA) and a salary increase every after 3 years of government service in the same position equivalent to one step increment higher. Overtime pay is subject to the approval of the College President upon the recommendation of the Department Head noted by the Budget Officer for funds availability.

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- **GSIS** – All permanent government employees are to become a compulsory member of the GSIS and are entitled for loan, retirement and mortuary benefits as prescribed by RA 8921.
- **Pag-ibig** – All permanent government employees are also to become a compulsory member of the HDMF and are entitled of short term loan, housing loans and other retirement benefits as prescribed by RA 9679.

- **Philhealth** – As a compulsory member of Philhealth, members are entitled of medical and other health insurance benefits as prescribed by RA 7875.
- **Retirement Benefits** – Upon retiring at the age of 65, a permanent government employee is entitled to receive the amount of Php20,000.00 in addition to the benefits he will receiving from GSIS and Pag-ibig.
- **Other Agency Benefits** – All permanent and casual government employees are to leave annually clothing allowance, sports allowance, 13th month pay, cash gift of Php5,000 plus other cash/other incentives as may be determined by the President of the Republic of by the College President.

Prepared by:


IVY B. MABANTO, MLIS, RL
Head Librarian



POLICIES ON LIBRARY PERSONNEL COMPENSATION, PRIVILEGES AND FRINGE BENEFITS

Source: COLLEGE CODE

LEAVES

Title VII, Article 164:

Vacation – Sick Leave. Non-teaching employees, including temporary and substitute employees, shall enjoy vacation/sick leave benefits. These consist of fifteen (15) days sick leave with full pay, exclusive of Saturdays, and authorized holidays for each year of service, provided that the employee has been serving continuously and faithfully for at least five (5) months.

Title VII, Article 165:

Vacation leave may be enjoyed during the year, provided this does not prejudice the service. Sick leave may be enjoyed only if the employee himself or the immediate member of his family is sick. Application for sick leave of more than three (3) days shall be supported with medical certificate.

Title VII, Article 166:

Vacation and sick leave are cumulative, that is, if they are not enjoyed, the leave credits may add up from year to year. When the employee or laborer retires, voluntarily resigns or is separated from the service through no fault of his own, he is entitled to the commutation of his vacation and leave credits.

Title VII, Article 167:

Cumulative Leave. Cumulative leave shall be granted to regular members of the faculty who regularly perform administrative functions and full-time non-teaching personnel; provided, that “administrative function” referred to in the immediately preceding sentence shall be construed to mean those functions that are necessary in the management of the College.

Title VII, Article 170:

Maternity Leave. Expected mothers shall enjoy maternity leave for sixty (60) days for normal delivery, or 78 days for delivery by caesarian operation, under the following conditions:

- 170.1. with full pay for permanent employees with at least two years of continuous service.
- 170.2. with half pay for temporary employees with at least two years of continuous service.

Title VII, Article 172:

A teacher or employee can also enjoy the maternity leave privileges if she suffers abortion or miscarriage due to natural causes.

Title VII, Article 173:

Paternity Leave. All legally married officials and employees may avail of seven (7) working days paternity leave with pay within sixty (60) calendar days from the date his legal wife goes on maternity leave.

Title VII, Article 178:

Sabbatical Leave. A sabbatical leave may be granted to a member of a faculty of non-teaching staff for study, research or some scholarly or creative work, for a period of not exceeding one (1) year with full salary, subject to the following conditions:

178.1. He/she has been in the service of the College for at least seven (7) years and has a performance of at least Very Satisfactory.

178.2. That vacation or sick leave without pay of not more than six months shall not be considered a break in the seven (7) year period.

178.3. That the application for sabbatical should be filed with the immediate heads of units at least one (1) year before the intended effectivity of the sabbatical, in order to undertake effective planning and schedule adjustment.

FACULTY AND STAFF DEVELOPMENT

Title VII, Article 191:

A comprehensive Faculty and Staff development plan shall be prepared for both faculty and non-teaching employees either domestic or abroad. Such development plan shall include sabbatical leaves, professional chairs, fellowship and training grants, study leaves, educational tour, in-service training grants, in-service training merit and incentive award system, performance evaluation and other such provisions for the employees' health, welfare, counseling, recreation, housing and fringe benefits.

Prepared by:


IVY B. MABANTO
Head Librarian

Surigao State College of Technology Library
EMPLOYEE SALARIES AND BENEFITS

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- **Leave Benefits** – Permanent and Casual employees are entitled of 1.25 days sick leave and 1.25 days vacation leave every month. For the whole year, they will also enjoy 3 days special leave for their birthday, anniversary, graduation, etc. as may be approved by the agency head. Unconsumed leave of 30 days in a year can be monetized.
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**COMPENSATION, FRINGE BENEFITS AND INCENTIVES IN THE LAST THREE (3) YEARS
 2020-2022**

FRINGE BENEFITS	2022	2021	2020
	Amount Granted	Amount Granted	Amount Granted
PERA	2,000	2,000	2,000
Uniform/Clothing	6,000	6,000	6,000
Productivity Enhancement/PBB	**	**	**
Sports/Cultural	1,200	1,200	1,200
Collective Performance Incentive	**	**	**
Monetization	**	**	**
Productivity PEI	5,000	5,000	5,000
Mid-Year/Year-end Bonus	**	**	**
Wage/Overtime	**	**	**

*Job Order employees were also granted of the benefits

**Granted in various amounts to Permanent and Casual Employees

Prepared by:


IVY B. MABANTO, MLIS
 College Librarian



"For Nation's Greater Heights"


**COMPENSATION, FRINGE BENEFITS AND INCENTIVES IN THE LAST THREE (3) YEARS
 2019-2021**

FRINGE BENEFITS	2021	2020	2019
	Amount Granted	Amount Granted	Amount Granted
PERA	2,000	2,000	2,000
Uniform/Clothing	6,000	6,000	6,000
Productivity Enhancement/PBB			
Sports/Cultural	1,200	1,200	1,200
Collective Performance Incentive	**	**	**
Monetization	**	**	**
Productivity PEI	5,000	5,000	5,000
Mid-Year/Year-end Bonus	**	**	**
Wage/Overtime	**	**	**

*Job Order employees were also granted of the benefits

**Granted in various amounts to Permanent and Casual Employees

Prepared by:


IVY B. MABANTO, MLIS
 College Librarian

Noted by:


GAY ROSE M. SEGUERA, CPA
 Accountant III 



Compensation, Fringe Benefits and Incentives in the last 3 years 2017-2019

FRINGE BENEFITS	2019	2018	2017
	Amount Granted	Amount Granted	Amount Granted
PERA	2,000.00	2,000.00	2,000.00
Uniform/Clothing	6,000.00	6,000.00	5,000.00
Productivity Enhancement/PBB	**	**	**
Sports/Cultural	2,000.00	2,000.00	2,000.00
Collective Performance Incentive	**	**	**
Monetization	**	**	**
Productivity	2,000.00	2,000.00	2,000.00
Mid-Year/ Year-end Bonus	**	**	**
Wage/Overtime	**	**	**

*Job Order employees were also granted of the benefits

** Granted in various amounts to Permanent and Casual Employees

Prepared by:


IVY B. MABANTO, MLIS

Head Librarian

REGULAR PAYROLL - CLOTHING ALLOWANCE
For the Year 2018




18030-07

Fund Cluster : Regular Agency Fund

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

Account No.	Serial No.	Name	Position	Amount	Signature of Recipient
A.I		GENERAL ADMINISTRATIVE SUPPORT & SERVICES			
0987	0427-29	1 BANDAYANON, Quirino G. Jr.	Administrative Aide I	6,000.00	
0987	0436-52	2 BUNIAO, Mary Grace H.	Administrative Aide VI	6,000.00	
0987	0423-97	3 CACHO, Felipe T.	Administrative Officer V/CAO Des.	6,000.00	
0987	0424-51	4 CUERBO, Candelario S.	Security Guard I	6,000.00	
0987	0778-08	5 DETALO, Ellen D.	Administrative Officer V/HRMO	6,000.00	
0987	0425-91	6 ENSOMO, Belinda R.	Administrative Assistant II	6,000.00	
0987	0782-78	7 GAMBOA, Gregorio Z. Jr.	SUC PRESIDENT II	6,000.00	
0987	0424-43	8 GELLEGAN, Marites F.	Administrative Aide VI	6,000.00	
0987	0433-77	9 LITERATO, Pepe R.	Administrative Aide IV	6,000.00	
0987	0473-21	10 MADRID, Evelyn M.	Administrative Aide III	6,000.00	
0987	0453-10	11 MONTERO, Sheila Mae E.	Administrative Assistant II	6,000.00	
0987	0432-37	12 NARCISO, Mary Ann M.	Administrative Aide II	6,000.00	
0987	0436-44	13 PAQUEO, Lowela E.	Administrative Assistant III	6,000.00	
0987	0574-67	14 PAQUIBOT, Maria Fe E.	Administrative Aide IV	6,000.00	
0987	0435-80	15 PELICANO, Elsa C.	Administrative Officer V	6,000.00	
0987	0457-79	16 PLANDO, Rowena A.	Board Secretary V	6,000.00	
0987	0429-07	17 QUITALIG, Jocelyn P.	Administrative Aide III	6,000.00	
0987	0485-14	18 RAGANAS, Roberto P.	Administrative Aide III (Driver)	6,000.00	
0987	0421-25	19 SAMOYA, Melanie O.	Administrative Officer V	6,000.00	
0987	0441-60	20 SEGUERA, Gay Rose M.	Accountant III	6,000.00	
0987	0470-70	21 SULAPAS, Edgar D.	Administrative Officer I	6,000.00	
SUB-TOTAL GASS				126,000.00	
		SUPPORT TO OPERATION (STO)			
0987	0425-08	1 BADIOLA, Lorena C.	College Librarian III	6,000.00	
0987	0429-66	2 DUMANIG, Quincy C.	Guidance Counselor III	6,000.00	
0987	0541-31	3 ENOY, Clarence	Guidance Counselor I	6,000.00	
0987	0426-13	4 GADDI, Tita O.	Administrative Aide III	6,000.00	
0987	0444-11	5 RETITA, Brenda A.	Administrative Aide IV	6,000.00	
0987	0453-61	6 RUAYA, Claret D.	Registrar III	6,000.00	
SUB-TOTAL STO				36,000.00	
A.II.I		HIGHER EDUCATION SERVICES			
0987	0454-00	1 DONOSO, Carlos H.	Designated Campus Director- Professor II	6,000.00	
0987	0443-06	2 BORJA, Emmylou	VP - Research & Extensions	6,000.00	
0987	0431-56	3 POSESANO, Georgito G.	Designated Campus Director- Professor I	6,000.00	
0987	0436-28	4 TALINGTING, Ronita E.	VP - Academic Affairs	6,000.00	
SUB-TOTAL				24,000.00	
		SUPPORT TO OPERATION (STO)			
0987	0828-60	1 MABANTO, Ivy B	Librarian I	6,000.00	
0987	0835-90	2 REUYAN, Graciela Ianie C.	Voc'l Placement Coordinator I	6,000.00	
SUB-TOTAL				12,000.00	
A.II.I.a		COLLEGE OF TECHNOLOGY			
0987	0439-54	1 ALABA, Porferio P.	Asso. Professor I	6,000.00	
0987	0427-53	2 ALVAREZ, Alex E.	Asso. Professor IV	6,000.00	
0987	0423-03	3 ARCON, Cecilia E.	Asso. Professor III	6,000.00	
0987	0896-36	4 ARCON, Manuel R.	Assistant Professor I	6,000.00	
0987	0428-42	5 BESINIO, Leopoldo G.	Asst. Professor III	6,000.00	
0987	0421-50	6 BUENAFLORES, Elesia B.	Asso. Professor II - Des. Chair	6,000.00	
0987	0443-65	7 CABITANA, Gracelino	Instructor III	6,000.00	
0987	0439-46	8 CATACUTAN, Rogelio	Asst. Professor III	6,000.00	
0987	0433-50	9 CHUA, Ruel G.	Asst Professor III	6,000.00	
0987	0491-20	10 CODILLA, Lope U. Jr.	Asst. Professor I	6,000.00	
0987	0443-49	11 CORDITA, Nonito	Instructor III - Sports Coord. Des.	6,000.00	
0987	0439-20	12 CORTINA, Leonardo A.	Asst. Professor I	6,000.00	
0987	0422-30	13 DELA CRUZ, Romel	Asst. Professor IV	6,000.00	
0987	0437-50	14 DESCARTEN, Randy O.	Asst. Professor IV	6,000.00	
0987	0427-45	15 DIVINAGRACIA, Arne M.	Asst. Professor IV/Electc'l Maint. - Des.	6,000.00	
0987	0426-56	16 DOCOY, Lucihida M.	Asst. Professor IV	6,000.00	

Account No.	Serial No.	Name	Position	Amount	Signature of Recipient
0987	0423-89	32 SALVADOR, Nelia S.	Asst. Professor IV	6,000.00	
0987	0422-90	33 SERDAN, Geraldine A.	Instructor I	6,000.00	
0987	0436-87	34 TANGUIHAN, Lucilla G.	Asso. Professor II	6,000.00	
0987	0426-64	35 ULBIS, Maria Fe H.	Asst. Professor III	6,000.00	
0987	0425-16	36 VILLAMOR, Tita P.	Asst. Professor II	6,000.00	
SUB-TOTAL CTE				204,000.00	
A.II.I.c		COLLEGE OF ENGINEERING			
0987	0421-41	1 ANDALUZ, Rosanne E.	Asst Professor IV	6,000.00	
0987	0432-45	2 BADIOLA, Richard A.	Asst. Professor III	6,000.00	
0987	0432-88	3 CAADAN, Julius G.	Asst Professor IV	-	On-Scholarship grant
0987	0431-30	4 CAGAS, Unife O.	Asso. Professor IV	6,000.00	
0987	0432-96	5 CARNICER, Marilou B.	Asst. Professor III	6,000.00	
0987	0421-76	6 DELA CERNA, Monalee A.	Asst. Professor II	6,000.00	
0987	0533-13	7 DELOSA, Conrado B.	Instructor I	6,000.00	
0987	0424-86	8 ECHIN, Elma C.	Assistant Professor III	6,000.00	
0987	0440-80	9 ESPALDON, Alexis	Designated Chair-Asso. Professor I	6,000.00	
0987	0441-95	10 ESPALDON, Judita R.	Asst. Professor IV	6,000.00	
0987	0422-14	11 FRANCISCO, Virnila C.	Instructor I	6,000.00	
0987	0440-98	12 GINGO Verna L.	Asst. Professor I	-	On-Scholarship grant
0987	0429-58	13 GUIRAL, Froilan Jay E.	Instructor I	6,000.00	
0987	0439-38	14 MADELO, Aurea M.	Asst. Professor II	6,000.00	
0987	0440-20	15 MAG-USARA, Arvin E.	Asst. Professor I/TSG In-Charge	6,000.00	
0987	0430-08	16 MONTEJO, Amor C.	Asst. Professor I	6,000.00	
0987	0423-20	17 MORITE, Analyn S.	Asst. Professor II	6,000.00	
0987	0441-52	18 NOGUERRA, Crispin P. Jr.	Asst. Professor III	6,000.00	
0987	0429-15	19 PORTUGUES, Virne P.	Asst. Professor I	6,000.00	
0987	0423-38	20 REYNA, Ritchie A.	Asst. Professor IV	6,000.00	
0987	0486-46	21 RUAYA, Perfecto R. Jr.	Asst. Professor III	6,000.00	
0987	0430-83	22 TOLEDO, Taresita L.	Asst. Professor IV	6,000.00	
0987	0441-44	23 VILLAREAL, Sam Precioso A.	Instructor III	6,000.00	
0987	0435-55	24 YLAYA, Brian Jay V.	Asst. Professor I	-	On-Scholarship grant
SUB-TOTAL COE				126,000.00	
A.II.I.d		COLLEGE OF ARTS & SCIENCES			
0987	0482-63	1 BUBA, Ruel T.	Asst. Professor II	-	On-Scholarship grant
0987	0427-10	2 JOVERO, Marijul B.	Instructor III	6,000.00	
0987	0442-09	3 MACABODBOD, Jonathan C.	Instructor III	6,000.00	
0987	0434-90	4 PATAC, Louisa P.	Asso. Professor II	6,000.00	
0987	0431-99	5 PATULIN, Elvis P.	Designated Chair - Asso. Professor V	6,000.00	
0987	0485-90	6 RUAYA, Randal B.	Instructor I	6,000.00	
0987	0453-02	7 SABEJON, Evangelina P.	Asso. Professor III	6,000.00	
0987	0438-14	8 VELARDE, Vanissa E.	Instructor III	6,000.00	
SUB-TOTAL ARTS & SCIENCES DIVISION				42,000.00	
SUB-TOTAL HIGHER EDUCATION				672,000.00	
147		OVER ALL TOTAL		834,000.00	

A. CERTIFIED: Services duly rendered as stated.		C. Approved for Payment: Eight Hundred Thirty Four Thousand Pesos (P 834,000.00)	
<p style="text-align: center;">  FELIPE P. CACHO, MBA Chief Administrative Officer-Designate Signature over Printed Name of Authorized Official </p>		<p style="text-align: center;">  GIDEON A. EBANSABAL, Ph.D. a/e/w VP Administration Signature over Printed Name of Authorized Official </p>	
B. CERTIFIED: Supporting documents complete and proper; and cash available in the amount of <u>P 834,000.00</u>		D. Each employee whose name appears on the payroll has been paid the amount indicated opposite his/her name	
<p style="text-align: center;">  GAY ROSE M. SEVILLA, CPA (Signature over Printed Name) Head of Accounting Division/Unit </p>		<p style="text-align: center;"> LOWELA E. PAGUEO Cashier-Designate </p>	
		E. ORS/BUR No. 818093076 Date JEV MAR 19 2018 Date	



"For Nation's Greater Heights"

SURIGAO STATE COLLEGE OF TECHNOLOGY



NOTICE OF SALARY ADJUSTMENT

Date : **January 1, 2022**

IVY B. MABANTO

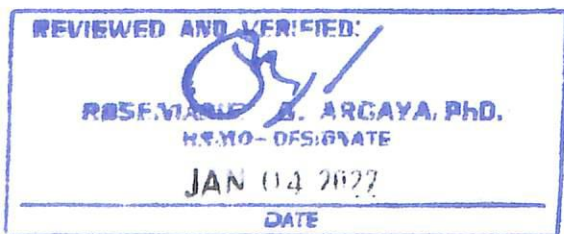
Surigao State College of Technology
Surigao City

Dear Ms. Mabanto:

Pursuant to National Budget Circular No. **588** dated **January 3, 2022** implementing Republic Act No. **11466** dated **January 8, 2020**, your salary is hereby adjusted effective January 1, 2022, as follows:

1	Adjusted monthly basic salary effective January 1, 2022, under the new Salary Schedule; SG 13, Step 2	P <u>30,111.00</u>
2	Actual monthly basic salary as of December 31, 2021; SG 13, Step 2	P <u>28,589.00</u>
3	Monthly salary adjustment effective January 1, 2022 (1-2)	P <u>1,522.00</u>

It is understood that this salary adjustment is subject to review and post - audit, and to appropriate re - adjustment and refund if found not in order.



Very truly yours,

GREGORIO Z. GAMBOA, JR., Ed.D
SUC President III

Position Title : **COLLEGE LIBRARIAN I**

Salary Grade : **13 - 2**

Item No. /Unique Item No., **FY 2022** Personnel Services Itemization
and /or Plantilla of Personnel : **SSCTB-CL1-1-2015**

Copy Furnished : GSIS



"For Nation's Greater Heights"

SURIGAO STATE COLLEGE OF TECHNOLOGY



NOTICE OF SALARY ADJUSTMENT

Date : **January 1, 2022**

ALONA S. MENIL

Surigao State College of Technology
Surigao City

Dear Ms. Menil:

Pursuant to National Budget Circular No. **588** dated **January 3, 2022** implementing Republic Act No. **11466** dated **January 8, 2020**, your salary is hereby adjusted effective January 1, 2022, as follows:

1	Adjusted monthly basic salary effective January 1, 2022, under the new Salary Schedule; SG 13, Step 2	₱ 30,111.00
2	Actual monthly basic salary as of December 31, 2021; SG 13, Step 2	₱ 28,589.00
3	Monthly salary adjustment effective January 1, 2022 (1-2)	₱ 1,522.00

It is understood that this salary adjustment is subject to review and post - audit, and to appropriate re - adjustment and refund if found not in order.

REVIEWED AND VERIFIED:

ROSEMARIE G. ARGAYA, Ph.D.
 HR310 - DESIGNATE
 11/01/22
 DATE

Very truly yours,

GREGORIO Z. GAMBOA, JR., Ed.D
 SUC President III

Position Title : **COLLEGE LIBRARIAN I**
 Salary Grade : **13 - 2**
 Item No. /Unique Item No., **FY 2022** Personnel Services Itemization
 and /or Plantilla of Personnel : **SSCTB-CL1-2-2015**

Copy Furnished : GSIS



NOTICE OF SALARY ADJUSTMENT

Date : **January 25, 2021**

IVY BASALAN MABANTO
Surigao State College of Technology
Surigao City

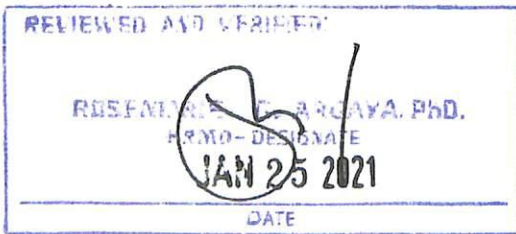
Dear Ms. Mabanto:

Pursuant to National Budget Circular No. 584 dated January 6, 2021 implementing Republic Act No. 11466 dated January 8, 2020, your salary is hereby adjusted effective January 1, 2021, as follows:

1	Adjusted monthly basic salary effective January 1, 2021, under the new Salary Schedule; SG <u>13</u>, Step <u>2</u>	₱ <u>28,589.00</u>
2	Actual monthly basic salary as of December 31, 2020; SG <u>13</u> , Step <u>2</u>	₱ <u>27,067.00</u>
3	Monthly salary adjustment effective January 1, 2021 (1-2)	₱ <u>1,522.00</u>

It is understood that this salary adjustment is subject to review and post - audit, and to appropriate re - adjustment and refund if found not in order.

Very truly yours,



GREGORIO Z. GAMBOA, JR., Ed.D
SUC President III

Position Title : COLLEGE LIBRARIAN I
Salary Grade : 13 - 2
Item No. /Unique Item No., FY 2021 Personnel Services Itemization
and /or Plantilla of Personnel : SSCTB-CL1-1-2015

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NOTICE OF STEP INCREMENT DUE TO LENGTH OF SERVICE

Date : **May 3, 2021**

MS. LORENA CAMATURA BADIOLA
Surigao State College of Technology - City Campus
Surigao City

Dear Ms. Badiola:

Pursuant to the Civil Service Commission and Department of Budget and Management Joint circular No. 1 dated September 3, 2012, implementing item (4) (d) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009 approved on June 17, 2009, your salary as College Librarian III is hereby adjusted effective May 3, 2021, as follows:

1	Actual monthly basic salary as of May 2, 2021 (SG <u>18</u> , Step <u>5</u>)	₱ <u>45,732.00</u>
2	Add: one (1) Step increment due to Length of Service SG <u>18</u> , Step <u>6</u>	₱ <u>529.00</u>
3	Adjusted monthly basic salary effective May 3, 2021	₱ <u>46,261.00</u>

It is understood that this salary adjustment is subject to review and post - audit, and to appropriate re - adjustment and refund if found not in order.

REVIEWED AND VERIFIED:

ROSEMARIE G. ARCAYA, Ph.D.
HRMO - DESIGNATE

MAY 03 2021
DATE

Very truly yours,

GREGORIO Z. GAMBOA, JR., Ed.D
SUC President III

Position Title : COLLEGE LIBRARIAN III
 Salary Grade : 18 - 6
 Item No. /Unique Item No., FY 2021 Personnel Services Itemization
 and /or Plantilla of Personnel : SSCTB-CL3-1-2001

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"For Nation's Greater Heights"

SURIGAO STATE COLLEGE OF TECHNOLOGY



NOTICE OF SALARY ADJUSTMENT

Date : **January 25, 2021**

ALONA SOLIS MENIL

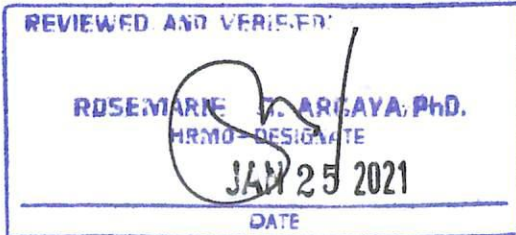
Surigao State College of Technology
Surigao City

Dear Ms. Menil:

Pursuant to National Budget Circular No. **584** dated **January 6, 2021** implementing Republic Act No. **11466** dated **January 8, 2020** , your salary is hereby adjusted effective January 1, 2021, as follows:

1	Adjusted monthly basic salary effective January 1, 2021, under the new Salary Schedule; SG 13, Step 2	₱ <u>28,589.00</u>
2	Actual monthly basic salary as of December 31, 2020; SG 13, Step 2	₱ <u>27,067.00</u>
3	Monthly salary adjustment effective January 1, 2021 (1-2)	₱ <u>1,522.00</u>

It is understood that this salary adjustment is subject to review and post - audit, and to appropriate re - adjustment and refund if found not in order.



Very truly yours,

GREGORIO Z. GAMBOA, JR., Ed.D
SUC President III

Position Title : COLLEGE LIBRARIAN I
Salary Grade : 13 - 2
Item No. /Unique Item No., FY 2021 Personnel Services Itemization
and /or Plantilla of Personnel : SSCTB-CL1-2-2015

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Tel. Nos.: (086) 826-0135;
(086) 231-7798

Email: sscthroffice2019@gmail.com
URL: ssct.edu.ph



**SURIGAO STATE COLLEGE
OF TECHNOLOGY**

"For Nation's Greater Heights"

NOTICE OF SALARY ADJUSTMENT

Date : February 3, 2020

IVY BASALAN MABANTO
Surigao State College of Technology
Surigao City

Dear Ms. Mabanto:

Pursuant to National Budget Circular No. **579** dated **January 24, 2020**, implementing Executive Order (EO) No. 201, s. 2016, as amended by EO No. 76, s. 2019, your salary is hereby adjusted effective January 1, 2020, as follows:

1	Adjusted monthly basic salary effective January 1, 2019, under the new Salary Schedule; SG 13, Step 2	P <u>27,067.00</u>
2	Actual monthly basic salary as of December 31, 2018; SG 13, Step 2	P <u>25,545.00</u>
3	Monthly salary adjustment effective January 1, 2019 (1-2)	P <u>1,522.00</u>

It is understood that this salary adjustment is subject to review and post - audit, and to appropriate re - adjustment and refund if found not in order.

REVIEWED AND VERIFIED:

ROSEMARIE G. ARCAYA, Ph.D.
HRMO - DESIGNATE

[Signature]

FEB 03 2020

DATE

Very truly yours,

[Signature]

GREGORIO Z. GAMBOA, JR., Ed.D
SUC President III

Position Title : COLLEGE LIBRARIAN I
 Salary Grade : 13 - 2
 Item No. /Unique Item No., FY 2020 Personnel Services Itemization
 and /or Plantilla of Personnel : SSCTB-CL1-1-2015

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"For Nation's Greater Heights"

**SURIGAO STATE COLLEGE
OF TECHNOLOGY**

NOTICE OF SALARY ADJUSTMENT

Date : February 3, 2020

ALONA SOLIS MENIL
Surigao State College of Technology
Surigao City

Dear Ms. Menil:

Pursuant to National Budget Circular No. **579** dated **January 24, 2020**, implementing Executive Order (EO) No. 201, s. 2016, as amended by EO No. 76, s. 2019, your salary is hereby adjusted effective January 1, 2020, as follows:

1	Adjusted monthly basic salary effective January 1, 2020, under the new Salary Schedule; SG 13, Step 1	₱ <u>26,754.00</u>
2	Actual monthly basic salary as of December 31, 2019; SG 13, Step 1	₱ <u>25,232.00</u>
3	Monthly salary adjustment effective January 1, 2020 (1-2)	₱ <u>1,522.00</u>

It is understood that this salary adjustment is subject to review and post - audit, and to appropriate re - adjustment and refund if found not in order.



Very truly yours,

GREGORIO Z. GAMBOA, JR., Ed.D
SUC President III

Position Title : COLLEGE LIBRARIAN I
Salary Grade : 13 - 1
Item No. /Unique Item No., FY 2020 Personnel Services Itemization
and /or Plantilla of Personnel : SSCTB-CL1-2-2015

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Tel Nos. (086) 826-0135;
(086) 231-7798

Email: sscthrffice2019@gmail.com
URL: ssct.edu.ph



Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
 Narciso Street, Surigao City



CERTIFICATE NUMBER: AJA19-0225

"For Nation's Greater Heights"

NOTICE OF SALARY ADJUSTMENT

Date : April 22, 2019

IVY BASALAN MABANTO
 Surigao State College of Technology
 Surigao City

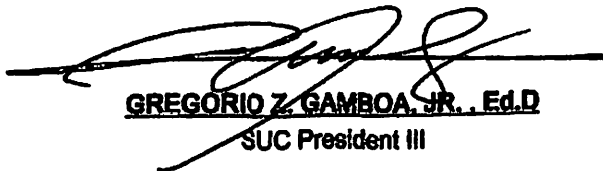
Dear Ms. Mabanto:

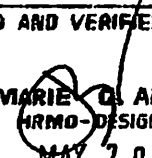
Pursuant to National Budget Circular No. 575 dated March 25, 2019, implementing Executive Order (EO) No. 201, s. 2016, as amended by EO No. 76, s. 2019, your salary is hereby adjusted effective January 1, 2019, as follows:

1	Adjusted monthly basic salary effective January 1, 2019, under the new Salary Schedule; <u>SG 13, Step 1</u>	P <u>25,232.00</u>
2	Actual monthly basic salary as of December 31, 2018; <u>SG 13, Step 1</u>	P <u>24,224.00</u>
3	Monthly salary adjustment effective January 1, 2019 (1-2)	P <u>1,008.00</u>

It is understood that this salary adjustment is subject to review and post - audit, and to appropriate re - adjustment and refund if found not in order.

Very truly yours,


GREGORIO Z. GAMBOA, JR., Ed.D
 SUC President III

REVIEWED AND VERIFIED:

ROSEMARIE O. ARCAYA, PH.D.
 HRMO - DESIGNATE
 MAY 20 2019
 DATE

Position Title : COLLEGE LIBRARIAN I
 Salary Grade : 13 - 1
 Item No. /Unique Item No., FY 2019 Personnel Services Itemization
 and /or Plantilla of Personnel : SSCTB-CL1-1-2015

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Tel. Nos.: (086) 826-0135;
 (086) 231-7798

Email: ssctboffice2019@gmail.com
 URL: www.suc.edu.ph



NOTICE OF SALARY ADJUSTMENT

Date : April 22, 2019

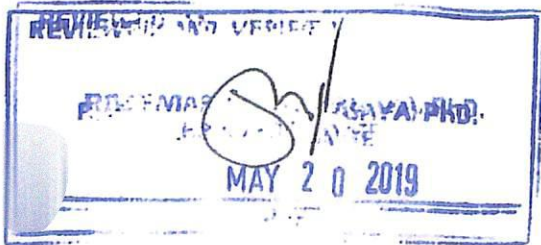
LORENA CAMATURA BADIOLA
 Surigao State College of Technology
 Surigao City

Dear Ms. Badiola:

Pursuant to National Budget Circular No. 575 dated March 25, 2019, implementing Executive Order (EO) No. 201, s. 2016, as amended by EO No. 76, s. 2019, your salary is hereby adjusted effective January 1, 2019, as follows:

1	Adjusted monthly basic salary effective January 1, 2019, under the new Salary Schedule; SG 18 , Step <u>5</u>	P <u>42,688.00</u>
2	Actual monthly basic salary as of December 31, 2018; SG 18 , Step 5	P <u>39,477.00</u>
3	Monthly salary adjustment effective January 1, 2019 (1-2)	P <u>3,211.00</u>

It is understood that this salary adjustment is subject to review and post - audit, and to appropriate re - adjustment and refund if found not in order.



Very truly yours,

GREGORIO Z. GAMBOA, JR., Ed.D
 SUC President III

Position Title : COLLEGE LIBRARIAN III
 Salary Grade : 18 - 5
 Item No./Unique Item No., FY 2019 Personnel Services Itemization
 and / or Plantilla of Personnel : SSCTB-CL3-1-2001

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Republic of the Philippines
SURIGAO STATE COLLEGE OF TECHNOLOGY
 Narciso Street, Surigao City



CERTIFICATE NUMBER: AJA19-0225

"For Nation's Greater Heights"

NOTICE OF SALARY ADJUSTMENT

Date : **April 22, 2019**

ALONA SOLIS MENIL
 Surigao State College of Technology
 Surigao City

Dear Ms. Menil:

Pursuant to National Budget Circular No. **575** dated **March 25, 2019**, implementing Executive Order (EO) No. 201, s. 2016, as amended by EO No. 76, s. 2019, your salary is hereby adjusted effective January 1, 2019, as follows:

1	Adjusted monthly basic salary effective January 1, 2019, under the new Salary Schedule; SG 13, Step 1	₱ <u>25,232.00</u>
2	Actual monthly basic salary as of December 31, 2018; SG 13, Step 1	₱ <u>24,224.00</u>
3	Monthly salary adjustment effective January 1, 2019 (1-2)	₱ <u>1,008.00</u>

It is understood that this salary adjustment is subject to review and post - audit, and to appropriate re - adjustment and refund if found not in order.

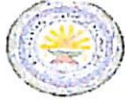


Very truly yours,

GREGORIO Z. GAMBOA, JR., Ed.D
 SUC President III

Position Title : COLLEGE LIBRARIAN I
 Salary Grade : 13 - 1
 Item No. /Unique Item No., FY 2019 Personnel Services Itemization
 and /or Plantilla of Personnel : SSCTB-CL1-2-2015

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SURIGAO STATE COLLEGE OF TECHNOLOGY
 Surigao City, Philippines 8400
 Tel. Nos. : (086) 826-6346; 231-7741 Telefax: (086) 826-63-46

Control # 18-102

NOTICE OF SALARY ADJUSTMENT

1-11-18
 January 3, 2018

MS. IVY B. MABANTO
 Surigao State College of Technology
 Surigao City

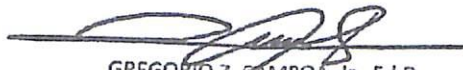
Dear Ms. Mabanto

Pursuant to National Budget Circular No. 572 dated January 3, 2018, implementing Executive order No. 201, s.2016 your salary is hereby adjusted effective January 1,2018 as follows:

- | | |
|---|----------------------|
| 1. Adjusted monthly basic salary effective January 1,2018, under the new Salary Schedule; SG 13 ,Step 1 | Php <u>24,224.00</u> |
| 2. Actual monthly basic salary as of December 31,2017; SG 13 , Step 1 | Php <u>23,257.00</u> |
| 3. Monthly salary adjusted effective January 1,2018 (1-2) | Php <u>967.00</u> |


It is understood that this salary adjusted is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,


 GREGORIO Z. BAMBOA, Jr., Ed.D
 SUC President II

Position Title: College Librarian I
 Salary Grade: 13
 Item No./Unique Item No., SSCTB-CL1-1-2015 FY 2017 Personal Services Itemization and/or Plantilla of Personnel:

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CERTIFIED TRUE COPY
 DATE 4/18/18 INITIAL 
 SUC - SURIGAO CITY



OFFICE # 18-162

SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City, Philippines 8400
Tel. Nos. : (086) 826-6346; 231-7741 Telefax: (086) 826-63-46

NOTICE OF SALARY ADJUSTMENT

January 3, 2018

MS. LORENA C. BADIOLA
Surigao State College of Technology
Surigao City

Dear Ms. Badiola,

Pursuant to National Budget Circular No. 572 dated January 3, 2018, implementing Executive order No. 201, s.2016 your salary is hereby adjusted effective January 1,2018 as follows:

- | | |
|---|----------------------|
| 1. Adjusted monthly basic salary effective January 1,2018, under the new Salary Schedule; SG 18 ,Step 4 | Php <u>39,477.00</u> |
| 2. Actual monthly basic salary as of December 31,2017; SG 18 , Step 4 | Php <u>36,960.00</u> |
| 3. Monthly salary adjusted effective January 1,2018 (1-2) | Php <u>2,517.00</u> |

It is understood that this salary adjusted is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,


GREGORIO Z. BAMBOA, Jr., Ed.D
SUC President II

Position Title: College Librarian III
Salary Grade: 18
Item No./Unique Item No. SSCTB-CL3-1-2001 FY 2017 Personal Services Itemization
and/or Plantilla of Personnel:

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CERTIFIED TRUE COPY
DATE 9/19/18
SUC SURIGAO CITY



SURIGAO STATE COLLEGE OF TECHNOLOGY

Surigao City, Philippines 8400

Tel. Nos. : (086) 826-6346; 231-7741 Telefax: (086) 826-63-46

NOTICE OF SALARY ADJUSTMENT

January 3, 2018

MS. ALONA S. MENIL

Surigao State College of Technology
Surigao City

Dear Ms. Menil,

Pursuant to National Budget Circular No. 572 dated January 3, 2018, implementing Executive order No. 201, s.2016 your salary is hereby adjusted effective January 1,2018 as follows:

- | | |
|---|----------------------|
| 1. Adjusted monthly basic salary effective January 1,2018, under the new Salary Schedule; SG -13 ,Step 1 | Php <u>24,224.00</u> |
| 2. Actual monthly basic salary as of December 31, 2017; SG-13, Step 1 | Php <u>23,257.00</u> |
| 3. Monthly salary adjusted effective January 1,2018 (1-2) | Php <u>967.00</u> |

It is understood that this salary adjusted is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,

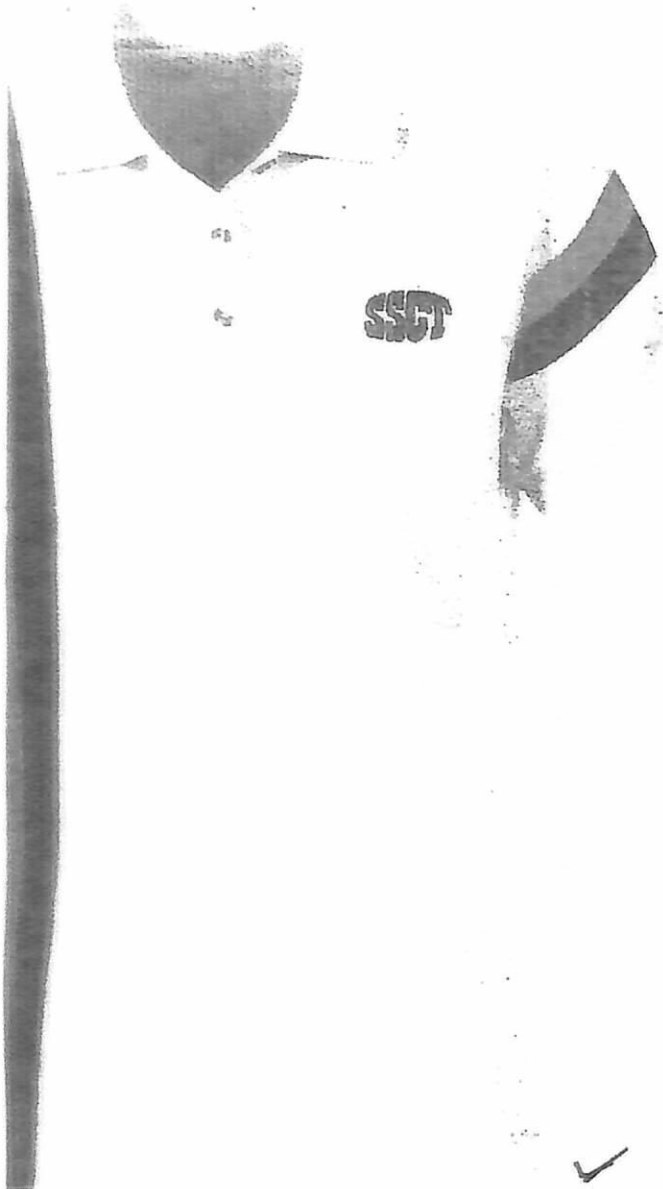

GREGORIO Z. GAMBOA Jr., Ed.D.
SAC President II

Position Title: College Librarian 1

Salary Grade: 13

Item No./Unique Item No., SSCTB-CL1-2-2015- FY 2017 Personal Services Itemization
and/or Plantilla of Personnel:

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GOLDEN YELLOW

REGULAR PAYROLL - CLOTHING ALLOWANCE
For the Year 2018

18030007

Fund Cluster : Regular Agency Fund

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

Account No.	Serial No.	Name	Position	Amount	Signature of Recipient
A.I		GENERAL ADMINISTRATIVE SUPPORT & SERVICES			
0987	0427-29	1 BANDAYANON, Quirino G. Jr.	Administrative Aide I	6,000.00	
0987	0436-52	2 BUNIAO, Mary Grace H.	Administrative Aide VI	6,000.00	
0987	0423-97	3 CACHO, Felipe T.	Administrative Officer V/CAO Des.	6,000.00	
0987	0424-51	4 CUERBO, Candelario S.	Security Guard I	6,000.00	
0987	0778-08	5 DETALO, Ellen D.	Administrative Officer V/HRMO	6,000.00	
0987	0425-91	6 ENSOMO, Belinda R.	Administrative Assistant II	6,000.00	
0987	0782-78	7 GAMBOA, Gregorio Z. Jr.	SUC PRESIDENT II	6,000.00	
0987	0424-43	8 GELLEGAN, Marites F.	Administrative Aide VI	6,000.00	
0987	0433-77	9 LITERATO, Pepe R.	Administrative Aide IV	6,000.00	
0987	0473-21	10 MADRID, Evelyn M.	Administrative Aide III	6,000.00	
0987	0453-10	11 MONTERO, Sheila Mae E.	Administrative Assistant II	6,000.00	
0987	0432-37	12 NARCISO, Mary Ann M.	Administrative Aide II	6,000.00	
0987	0436-44	13 PAQUEO, Lowela E.	Administrative Assistant III	6,000.00	
0987	0574-67	14 PAQUIBOT, Maria Fe E.	Administrative Aide IV	6,000.00	
0987	0435-80	15 PELICANO, Elsa C.	Administrative Officer V	6,000.00	
0987	0457-79	16 PLANDO, Rowena A.	Board Secretary V	6,000.00	
0987	0429-07	17 QUITALIG, Jocelyn P.	Administrative Aide III	6,000.00	
0987	0485-14	18 RAGANAS, Roberto P.	Administrative Aide III (Driver)	6,000.00	
0987	0421-25	19 SAMOYA, Melanie O.	Administrative Officer V	6,000.00	
0987	0441-60	20 SEGUERA, Gay Rose M.	Accountant III	6,000.00	
0987	0470-70	21 SULAPAS, Edgar D.	Administrative Officer I	6,000.00	
SUB-TOTAL GASS				126,000.00	
		SUPPORT TO OPERATION (STO)			
0987	0425-08	1 BADIOLA, Lorena C.	College Librarian III	6,000.00	
0987	0429-66	2 DUMANIG, Quincy C.	Guidance Counselor III	6,000.00	
0987	0541-31	3 ENOY, Clarence	Guidance Counselor I	6,000.00	
0987	0426-13	4 GADDI, Tita O.	Administrative Aide III	6,000.00	
0987	0444-11	5 RETITA, Brenda A.	Administrative Aide IV	6,000.00	
0987	0453-61	6 RUAYA, Claret D.	Registrar III	6,000.00	
SUB-TOTAL STO				36,000.00	
A.II.I		HIGHER EDUCATION SERVICES			
0987	0454-00	1 DONOSO, Carlos H.	Designated Campus Director-Professor II	6,000.00	
0987	0443-06	2 BORJA, Emmylou	VP - Research & Extensions	6,000.00	
0987	0431-56	3 POSESANO, Georgito G.	Designated Campus Director-Professor I	6,000.00	
0987	0436-28	4 TALINGTING, Ronita E.	VP - Academic Affairs	6,000.00	
SUB-TOTAL				24,000.00	
		SUPPORT TO OPERATION (STO)			
0987	0828-60	1 MABANTO, Ivy B	Librarian I	6,000.00	
0987	0835-90	2 REUYAN, Graciela Ianie C.	Voc'l Placement Coordinator I	6,000.00	
SUB-TOTAL				12,000.00	
A.II.I.a		COLLEGE OF TECHNOLOGY			
0987	0439-54	1 ALABA, Porferio P.	Asso. Professor I	6,000.00	
0987	0427-53	2 ALVAREZ, Alex E.	Asso. Professor IV	6,000.00	
0987	0423-03	3 ARCON, Cecilia E.	Asso. Professor III	6,000.00	
0987	0896-36	4 ARCON, Manuel R.	Assistant Professor I	6,000.00	
0987	0428-42	5 BESINIO, Leopoldo G.	Asst. Professor III	6,000.00	
0987	0421-50	6 BUENAFLO, Elesia B.	Asso. Professor II - Des. Chair	6,000.00	
0987	0443-65	7 CABITANA, Gracelino	Instructor III	6,000.00	
0987	0439-46	8 CATAUTAN, Rogelio	Asst. Professor III	6,000.00	
0987	0433-50	9 CHUA, Ruel G.	Asst Professor III	6,000.00	
0987	0491-20	10 CODILLA, Lope U. Jr.	Asst. Professor I	6,000.00	
0987	0443-49	11 CORBITA, Nonito	Instructor III - Sports Coord. Des.	6,000.00	
0987	0439-20	12 CORTINA, Leonardo A.	Asst. Professor I	6,000.00	
0987	0422-30	13 DELA CRUZ, Romei	Asst. Professor IV	6,000.00	
0987	0437-50	14 DESCARTEN, Randy O.	Asst. Professor IV	6,000.00	
0987	0427-45	15 DIVINAGRACIA, Arne M.	Asst Professor IV/Electc'l Maint. Des	6,000.00	
0987	0426-56	16 DOCOY, Lucihida M.	Asst Professor IV	6,000.00	

18033 07

Account No.	Serial No.	Name	Position	Amount	Signature of Recipient
0987	0423-89	32 SALVADOR, Nelia S.	Asst. Professor IV	6,000.00	
0987	0422-90	33 SERDAN, Geraldine A.	Instructor I	6,000.00	
0987	0436-87	34 TANGUIHAN, Lucille G.	Asso. Professor II	6,000.00	
0987	0426-64	35 ULBIS, Maria Fe H.	Asst. Professor III	6,000.00	
0987	0425-16	36 VILLAMOR, Tita P.	Asst. Professor II	6,000.00	
SUB-TOTAL CTE				204,000.00	
A.II.I.c		COLLEGE OF ENGINEERING			
0987	0421-41	1 ANDALUZ, Rosanne E.	Asst Professor IV	6,000.00	
0987	0432-45	2 BADIOLA, Richard A.	Asst. Professor III	6,000.00	
0987	0432-88	3 CAADAN, Julius G.	Asst Professor IV	-	On-Scholarship grant
0987	0431-30	4 CAGAS, Unife O.	Asso. Professor IV	6,000.00	
0987	0432-96	5 CARNICER, Marilou B.	Asst. Professor III	6,000.00	
0987	0421-76	6 DELA CERNA, Monalee A.	Asst. Professor II	6,000.00	
0987	0533-13	7 DELOSA, Conrado B.	Instructor I	6,000.00	
0987	0424-86	8 ECHIN, Elma C.	Assistant Professor III	6,000.00	
0987	0440-80	9 ESPALDON, Alexis	Designated Chair-Asso. Professor I	6,000.00	
0987	0441-95	10 ESPALDON, Judita R.	Asst. Professor IV	6,000.00	
0987	0422-14	11 FRANCISCO, Virnille C.	Instructor I	6,000.00	
0987	0440-98	12 GINGO Verna L.	Asst. Professor I		On-Scholarship grant
0987	0429-58	13 GUIRAL, Freilan Jay E.	Instructor I	6,000.00	
0987	0439-38	14 MADELO, Aurea M.	Asst. Professor II	6,000.00	
0987	0440-20	15 MAG-USARA, Arvin E.	Asst. Professor I/TSG In-Charge	6,000.00	
0987	0430-08	16 MONTEJO, Amor C.	Asst. Professor I	6,000.00	
0987	0423-20	17 MORITE, Analyn S.	Asst. Professor II	6,000.00	
0987	0441-52	18 NOGUERRA, Crispin P. Jr.	Asst. Professor III	6,000.00	
0987	0429-15	19 PORTUGUES, Virne P.	Asst. Professor I	6,000.00	
0987	0423-38	20 REYNA, Ritchie A.	Asst. Professor IV	6,000.00	
0987	0486-46	21 RUAYA, Perfecto R. Jr.	Asst. Professor III	6,000.00	
0987	0430-83	22 TOLEDO, Teresita L.	Asst. Professor IV	6,000.00	
0987	0441-44	23 VILLAREAL, Sem Precioso A.	Instructor III	6,000.00	
0987	0435-55	24 YLAYA, Vrian Jay V.	Asst. Professor I	-	On-Scholarship grant
SUB-TOTAL COE				126,000.00	
A.II.I.d		COLLEGE OF ARTS & SCIENCES			
0987	0482-63	1 BUBA, Ruel T.	Asst. Professor II	-	On-Scholarship grant
0987	0427-10	2 JOVERO, Marijul B.	Instructor III	6,000.00	
0987	0442-09	3 MACABODBOD, Jonathan C.	Instructor III	6,000.00	
0987	0434-90	4 PATAC, Louida P.	Asso. Professor II	6,000.00	
0987	0431-99	5 PATULIN, Elvis P.	Designated Chair - Asso. Professor V	6,000.00	
0987	0485-90	6 RUAYA, Randel B.	Instructor I	6,000.00	
0987	0453-02	7 SABEJON, Evangeline P.	Asso. Professor III	6,000.00	
0987	0438-14	8 VELARDE, Vanissa E.	Instructor III	6,000.00	
SUB-TOTAL ARTS & SCIENCES DIVISION				42,000.00	
SUB-TOTAL HIGHER EDUCATION				672,000.00	
147		OVER ALL TOTAL		834,000.00	

<p>A. CERTIFIED: Services duly rendered as stated.</p> <p style="text-align: center;"><i>Felipe P. Cachó</i> FELIPE P. CACHÓ, MBA Chief Administrative Officer-Designate Signature over Printed Name of Authorized Official</p>	<p>C. Approved for Payment: Eight Hundred Thirty Four Thousand Pesos (P 834,000.00)</p> <p style="text-align: center;"><i>Gideon A. Ebarsabal</i> GIDEON A. EBARSABAL, Ph.D. <i>a/r/w</i> VP - Administration Signature over Printed Name of Authorized Official</p>
<p>B. CERTIFIED: Supporting documents complete and proper; and cash available in the amount of P 834,000.00</p> <p style="text-align: center;"><i>Gay Rose M. Seguera</i> GAY ROSE M. SEGUERA, CPA (Signature over Printed Name) Head of Accounting Division/Unit</p>	<p>D. Each employee whose name appears on the payroll has been paid the amount indicated opposite his/her name</p> <p style="text-align: center;">LOWELA E. PAQUEO Cashier-Designate</p>
<p>E. Date: MAR 19 2018 JEV</p>	



**SURIGAO STATE COLLEGE
OF TECHNOLOGY**

"For Nation's Greater Heights"

SERVICE RECORD
(To be accomplished by the Employer)

NAME : MABANTO IVY BASALAN (If married woman, give maiden name)
(Surname) (Given Name) (M)

BIRTH : April 29, 1970 Kawitan, Negros Oriental (Data herein should be checked from birth
(Date) (Place) or baptismal certificate or some other reliable documents)

This is to certify that the above named employee actually rendered services in this Office as shown by the "SERVICE RECORD" below each line of which is supported by appointments and other papers actually issued and approved by the authorities concerned.

SERVICES		RECORD OF APPOINTMENT			OFFICE ENTITY	BRANCH	LEAVE OF ABSENCE W/O PAY	SEPARATION	
(INCLUSIVE DATES)		DESIGNATION	STATUS	SALARY	STATION or PLACE			DATE	CAUSE
FROM	TO								
10/4/2016	12/31/2016	College Librarian I	Permanent	267,936.00	SSCT	SUC		Original	
01/1/2017	12/31/2017	College Librarian I	Permanent	279,084.00	SSCT	-do-		Sal Inc / NBC 568	
01/01/2018	12/31/2018	College Librarian I	Permanent	290,688.00	SSCT	-do-		Sal Inc / NBC 572	
01/01/2019	10/3/2019	College Librarian I	Permanent	302,784.00	SSCT	-do-		Sal Inc / NBC 575	
10/4/2019	12/31/2019	College Librarian I	Permanent	306,540.00	SSCT	-do-		Sal Inc / Step Inc	
01/1/2020	12/31/2020	College Librarian I	Permanent	324,804.00	SSCT	-do-		Sal Inc / NBC 579	
01/1/2021	To Date	College Librarian I	Permanent	343,068.00	SSCT	-do-		Sal Inc / NBC 584	

***** Still in the Government Service *****

Issued in compliance with Executive Order No. 54 dated August 10, 1954 and accordance with the Circular No. 58 dated August 10, 1954 of the system.

PREPARED BY:


JONICE CLODINCE P. PUGATA
HR- Staff

CERTIFIED CORRECT:


ROSEMARIE C. ARCAÑA, PhD
HRMO - Designate

5/18/2021
Date



Office of the President
SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

SERVICE RECORD
 (To be accomplished by the Employer)

NAME : MABANTO IVY B.
 (Surname) (Given Name) (M)

BIRTH : April 29, 1970 Kawitan, Negros Oriental
 (Date) (Place)

THIS IS TO CERTIFY that the employees name herein above actually rendered services in the Office as shown by the service record below. Each line of which is supported by the appointment and other papers actually issued by this office and approved by the authorities concerned.

SERVICE (INCLUSIVE DATES)		RECORD OF APPOINTMENT			STATION or PLACE	BRANCH	REMARKS
FROM	TO	DESIGNATION	STATUS	SALARY			
4/1/1994	3/31/1998	Research Assistant	Contractual	3,800.00/mo	MSU-IIT		Original appointment Sal Inc/Nbc 568 Sal Inc/Nbc 572
10/1/2001	3/31/2002	Graduate Teaching Assistant	Contractual	7,000.00/mo	MSU-IIT		
7/1/2003	4/30/2011	Technical Librarian	Regular	8,000.00/mo	SEC-Surigao		
5/2/2011	9/2/2016	Coll. & Process Librarian	Regular	14,100.00/mo.	Lourdes College		
4/2016	12/31/2016	College Librarian 1	Permanent	279,084.00	SSCT	SUC	
1/1/2017	12/31/2017	College Librarian 1	Permanent	279,084.00	SSCT	-do-	
01/01/2018	To Date	College Librarian 1	Permanent	290,688.00	SSCT	-do-	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">LAST ENTRY</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Still in the Service up to the Present</div>							

Issued in compliance with Executive Order No. 54 dated August 10, 1974 and in accordance with Circular No. 58 dated August 10, 1974 of the system.

CERTIFIED CORRECT :

Ellen A. Divinagracia-Detallo
ELLEN A. DIVINAGRACIA-DETAÑO, MPA
 Administrative Officer V/HRMO

April 18, 2018
 Date



Office of the President
SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

SERVICE RECORD
 (To be accomplished by the Employer)

NAME : BADIOLA LORENA C.
 (Surname) (Given Name) (M)

BIRTH : March 24, 1981 Dinagat, Surigao del Norte
 (Date) (Place)

THIS IS TO CERTIFY that the employees name herein above actually rendered services in the Office as shown by the service record below. Each line of which is supported by the appointment and other papers actually issued by this office and approved by the authorities concerned.

SERVICE (INCLUSIVE DATES)		RECORD OF APPOINTMENT			STATION or PLACE	BRANCH	REMARKS
FROM	TO	DESIGNATION	STATUS	SALARY			
6/13/2002	4/30/2006	Librarian	Perm.	P8,000/mo.	STI, Coll.	Private	None
5/3/2006	12/31/2006	Coll Librarian III	Perm	P 190092.00	SSCT	SUC	None
1/1/2007	6/30/2007	-do-	Perm.	190092	-do-	-do-	None
7/1/2007	12/31/2007	-do-	Perm.	209100	-do-	-do-	NBC 511
1/1/2008	6/30/2008	-do-	Perm.	209100	-do-	-do-	None
7/1/2008	12/31/2008	-do-	Perm.	230016	-do-	-do-	Nbc 516
1/1/2009	5/2/2009	-do-	Perm.	230016	-do-	-do-	None
5/3/2009	6/30/2009	-do-	Perm.	235764	-do-	-do-	Stp Inc.
1/1/2009	12/31/2009	-do-	Perm.	271908	-do-	-do-	Sal. Inc/Nbc 521
1/1/2010	6/23/2010	-do-	Perm.	271908	-do-	-do-	None
6/24/2010	12/31/2010	-do-	Perm.	308052	-do-	-do-	Sal Inc/Nbc 524
1/1/2011	5/31/2011	-do-	Perm.	308052	-do-	-do-	None
6/1/2011	12/31/2011	-do-	Perm.	344208	-do-	-do-	Sal Inc/Nbc 530
1/1/2012	5/2/2012	-do-	Perm.	344208	-do-	-do-	None
5/3/2012	5/31/2012	-do-	Perm.	348816	-do-	-do-	Step Inc.
6/1/2012	12/31/2012	-do-	Perm.	384528	-do-	-do-	Sal Inc/Nbc 540
1/1/2013	12/31/2013	-do-	Perm.	384528	-do-	-do-	None
1/1/2014	12/31/2014	-do-	Perm.	384528	-do-	-do-	None
1/1/2015	5/2/2015	-do-	Perm.	384528	-do-	-do-	None
5/3/2015	12/31/2015	-do-	Perm.	388764	-do-	-do-	Step Inc.
1/1/2016	12/31/2016	-do-	Perm.	415236	-do-	-do-	Sal.Inc/Nbc 562
1/1/2017	12/31/2017	-do-	Perm.	443520	-do-	-do-	Sal.Inc/Nbc 568
1/1/2018	To Date	-do-	Perm.	473724	-do-	-do-	Sal.Inc/Nbc 572

LAST ENTRY

Still in the Service up to the present

Issued in compliance with Executive Order No. 54 dated August 10, 1974 and in accordance with Circular No. 58 dated August 10, 1974 of the system.

CERTIFIED CORRECT :

Ellen A. Divinagracia
ELLEN A. DIVINAGRACIA - DETALO
 Administrative Officer V

April 17, 2018
 Date



Office of the President
SURIGAO STATE COLLEGE OF TECHNOLOGY
 Surigao City

SERVICE RECORD
 (To be accomplished by the Employer)

NAME : MENIL ALONA S.
 (Surname) (Given Name) (M)

BIRTH : January 18, 1975 Dapa, Surigao del Norte
 (Date) (Place)

THIS IS TO CERTIFY that the employees name herein above actually rendered services in the Office as shown by the service record below. Each line of which is supported by the appointment and other papers actually issued by this office and approved by the authorities concerned.

SERVICE (INCLUSIVE DATES)		RECORD OF APPOINTMENT			STATION or PLACE	BRANCH	REMARKS
FROM	TO	DESIGNATION	STATUS	SALARY			
7/1/1996	3/1/2001	Librarian	Permanent	5,000.00/mo.	Manila Theological College		
1998	3/2001	Liaison Officer	Permanent	6,000.00/mo	Manila Theological College		
1998	3/2001	Secretary	Permanent	7,000.00/mo	Manila Theological College		
1999	3/2001	Assistant Registrar	Permanent	7,000.00/mo	Manila Theological College		
1/1/2001	12/2006	Librarian Periodical Library	Permanent	16,800.00/mo	Adamson University		
01/2007	1/31/2011	Librarian Bus. Admin	Permanent	18,500.00/mo	Adamson University		
2011	8/30/2011	Lib. main circulation	Permanent	19,600.00/mo	Adamson University		
1/2011	4/1/2014	Lib. Graduate School	Permanent	22,400.00/mo	Adamson University		
10/1/2014	8/1/2016	Lib. College of Science	Permanent	25,700.00/mo	Adamson University		
10/1/2016	8/30/2017	Lib. Architecture Library	Permanent	26,400.00/mo	Adamson University		
10/16/2017	12/31/2017	College Librarian 1	Permanent	23,257.00/mo	SSCT-Surigao	SUC	Sal Inc/Nbc 688
1/1/2018	To Date	College Librarian 1	Permanent	24,224.00/mo.	SSCT-Surigao	-do-	Sal Inc/Nbc 672

LAST ENTRY

Still in the Service up to the Present

Issued in compliance with Executive Order No. 54 dated August 10, 1974 and in accordance with Circular No. 58 dated August 10, 1974 of the system.

CERTIFIED CORRECT :

Ellen A. Divinagracia-Detalò
ELLEN A. DIVINAGRACIA-DETAÑO, MPA
 Administrative Officer V/HRMO

April 18, 2018
Date