



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

MEMORANDUM
Order No. 143
Series of 2023

RELEASED
 BY: Hjisir
 DATE: 20 FEB 2023
 TIME: 10:30 Am
 Ctrl. No: 2023-02-133

TO : **HUMAN RESOURCE AND MANAGEMENT DIVISION – REGIONAL OFFICE**
Shandee Russ Mae M. Mangulamas
Ferdilyn I. Salialam
Musaidimin A. Gayanandang
Raihana U. Apolinar

DIVISION HUMAN RESOURCE MANAGEMENT OFFICERS
DIVISION ADMINISTRATIVE OFFICERS
DIVISION STEP INCREMENT IN-CHARGE
(Basilan, Lamitan City, Sulu, Tawi-Tawi Divisions)

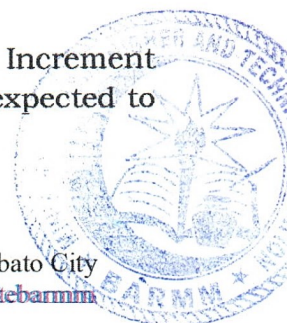
FROM : **MOHAGHER M. IQBAL**
Minister



Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
RELEASED
 By: Martian
 Date: FEB 20 2023
 Time: 10:55 AM
 Control No: 2023-02-133

SUBJECT : **ORIENTATION ON THE PROCESSING OF STEP INCREMENT**
DATE : 16 February 2023

1. The Ministry continues to adhere to its plan of improving its system including the proposed automation in the computation of step increment of eligible employees. In the interim, we would like to streamline our current process to ensure that all personnel assigned for each Division are properly calibrated.
2. In this connection, all concerned personnel of the island Divisions are hereby directed to attend the orientation as per the subject line on **March 1-4, 2023** (inclusive of travel dates) to be held in **Zamboanga City**.
3. All concerned are requested to bring their own laptop, at least 16GB flash drive, printer (per Division) and extension wire. Kindly bring the following documents of personnel who are due for step increment on **FY 2023 (January-December 2023)**, viz:
 - a. Notice of Step Increment
 - b. Appointment – Certified true copy by the Division HRMO/AO
 - c. Service Record – Original and signed
 - d. PRC ID – Certified true copy by the Division HRMO/AO (with Specimen Signature of the license holder)
 - e. Latest Pay Slip
4. The final output of the orientation shall be the accomplished Notice of Step Increment (NOSI) enclosing items 3.a to 3.d and the Summary thereof. All outputs are expected to be submitted prior to the conclusion of the 2-day event.





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5. Transportation expenses of Division participants shall be charged against the local funds subject to the usual government accounting and auditing rules.
6. For information and guidance.