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| POLICY NO.: | - Pri/Perl - 025 |
| EFFECTIVITY DATE | - |
| ORIGINAL POLICY NO. | - 085 |
| ORIGINAL ISSUE DATE | - 01 Jun 98 |
| LAST AMENDED DATE | - 14 Jan 18 |
| PROCEDURE FLOW | - None |

POLICY TITLE: MERIT INCREASE

POLICY STATEMENT:

In recognition of outstanding, meritorious and/or exemplary performance, a merit increase may be granted to deserving members, consistent with its policy of rewarding outstanding achievement and performance.

OBJECTIVES:

1. To recognize and reward consistent outstanding performance to deserving members.
2. To promote loyalty.
3. To maintain high morale among members.

POLICY GUIDELINES:

1. Qualifying Requirements
 - 1.1 A merit increase may be granted to a member if he/she meets the following qualifying requirements:
 - 1.1.1 He/she must have been employed with the company for at least twelve (12) consecutive months.
 - 1.1.2 He/she must have attained a "Very Good" rating in the last two (2) performance appraisals from the Off/Dep/s he/she has been assigned to in the last twelve (12) months.
 - 1.1.3 He/she has not received a disciplinary action in the last six (6) months or is not currently under investigation for any offense.
2. Rate and Frequency
 - 2.1 A merit increase is equivalent to a one (1) step increase in the existing salary scale.
 - 2.2 A merit increase may be granted to a member only once in twelve (12) months.

3. Request for Merit Increase

- 3.1 A request for merit increase shall be initiated by the member's Off/Dep Head. However, a supervisor may initiate a recommendation for merit increase of a subordinate but must forward such to the Off/Dep Head who shall submit the same to the OODr for approval before final recommendation to the Awards and Promotions Committee (AprCom).
- 3.2 Merit increase recommendations must be submitted by the Off/Dep Head to the AprCom, **through HRD**, for evaluation and recommendation one (1) month after the last evaluation exercise. Late recommendations will be disapproved outright.
- 3.3 A standard Recommendation for Merit Increase Form shall be used for this purpose. Copies of the last two (2) performance appraisals must be attached to and made part of the form. A sample Recommendation for Merit Increase Form is attached to this policy.

4. Recommending Committee

- 4.1. The AprCom shall be responsible for evaluating requests for merit increase and recommending approval thereof to the FExCom.

- 4.2 The AprCom is composed of the following officers:

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| Chairman | : | ManCom Chair |
| Members | : | Fin Head SQA Head |
| Alternate 1 | : | Adm Head |
| Alternate 2 | : | IAd Head |

- 4.3 Requests for merit increase shall be evaluated and endorsed for recommendation to the FExCom within one (1) month from receipt thereof.
- 4.4 A unanimous vote of the AprCom members is required before a recommendation may be submitted to the FExCom.

5. **Effectivity**

- 5.1 **The approved merit increase shall take effect on the first month of the succeeding calendar quarter.**

6. Approval Authority

- 6.1. The President is given the sole authority to approve or disapprove any merit increase recommendation.

IMPLEMENTATION:

1. The Off/Dep Head shall monitor the performance of members under his/her supervision to ensure that due credit and appropriate recognition is given for outstanding performance.
2. The Off/Dep Head shall be responsible for the proper evaluation and submission of recommendations for merit increase and shall ensure that these conform to this policy.
3. The APrCom shall be responsible for the strict and proper screening of all recommendations and the timely endorsement of recommendations that merit approval.

MONITORING:

1. The OODr Head is responsible for monitoring the strict and proper implementation of this policy.

REPEALING CLAUSE:

1. Any policy, procedure, rules or regulations, or instruction inconsistent in whole or in part with this policy are hereby repealed, amended or modified accordingly.

AMENDMENT:

1. Any amendment to this policy must be in writing and duly approved by the President.

EFFECTIVITY:

1. This policy, as amended, takes effect ten (10) days after approval of the President.

AMENDMENTS WRITTEN BY:


MARIA MERCEDES S. JIMENEZ

APPROVED BY:


ELMER Z. ACANCE
President