



6 May 2021

**MEMORANDUM NO. 420**  
Series of 2021

**T O: Ms. Honey Sofia V. Colis, ODHRM**  
**Ms. Teodora Doris P. Braganza, USHER**  
**Ms. Jan Ana M. Salar, USHER**  
**Ms. Cindy R. Fruto, USHER**

**R E: Implementation of DBM Budget Circular No. 2020-4 dated July 17, 2020**  
**with subject "Upgrading of the Entry Level of Nurse Positions"**

The above-mentioned Budget Circular is issued by the Department of Budget and Management to prescribe the rules and regulations on the upgrading of the entry-level of Nurse positions to SG-15, as well as to highlight the administrative procedures in view of the consequential modification in the position attributes of the Nurse items. Below are salient features of the policy.

*Section 5.0 Upgrading of Nurse I position*

*5.1. The SG allocation of the Nurse I position is hereby upgraded by four (4) SGs effective not earlier than January 1, 2020, as follows:*

Position Title	Salary Grade	
	From	To
Nurse I	11	15

*Section 8.0 Modification in the Position Attributes of the Nurse Positions*

*8.1. The position attributes of the following classes of Nurse positions are hereby modified:*

FROM	Salary Grade	TO	Salary Grade
Nurse II	15	Nurse I	15
Nurse III	17	Nurse II	17
Nurse IV	19	Nurse III	19
Nurse V	20	Nurse IV	20
Nurse VI	22	Nurse V	22
Nurse VII	24	Nurse VI	24

In this regard, this office hereby directs the Office of the Director of Human Resource Management (ODHRM) for the proper implementation of the provisions of this Circular. ODHRM shall prepare the appointments of affected incumbents following the procedures prescribed by the Civil Service Commission (CSC) and Notice of Position Allocation and Salary Adjustment (NPASA) to be issued to each employee concerned as well as furnish a copy of the NPASA to GSIS.

Likewise, the concerned nurses are directed to promptly comply all documentary requirements for appointments to ODHRM for submission to CSC.

For your compliance.

  
**EDGARDO E. TULIN**  
President

cc: Dr. Elwin Jay V. Yu, Chief of Hospital I