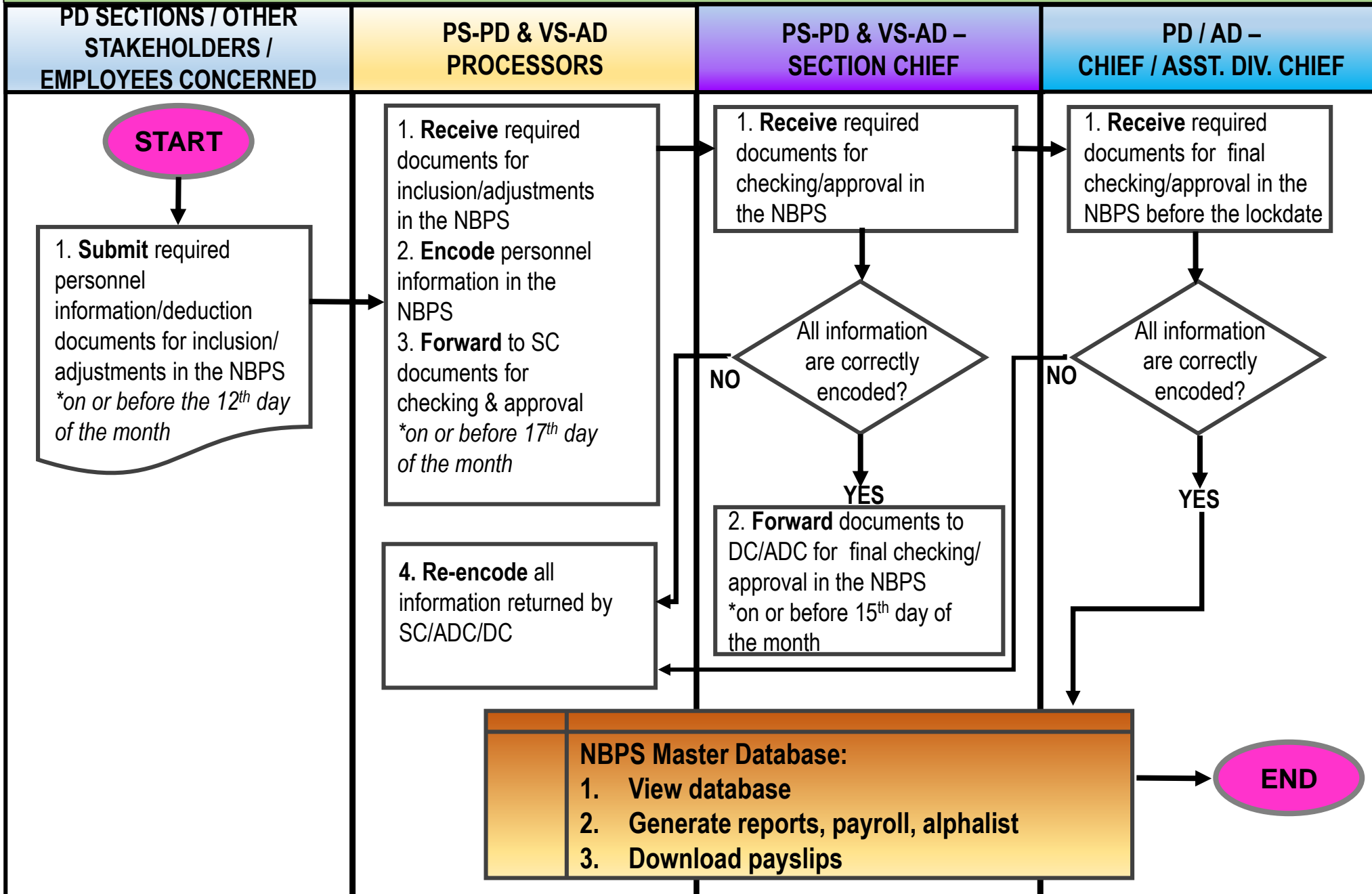


PROCESS FLOW CHART

NEW BIR PAYROLL SYSTEM (NBPS)

RMO NO. 25 - 2023

NEW BIR PAYROLL SYSTEM (NBPS) : ONE-MONTH CYCLE



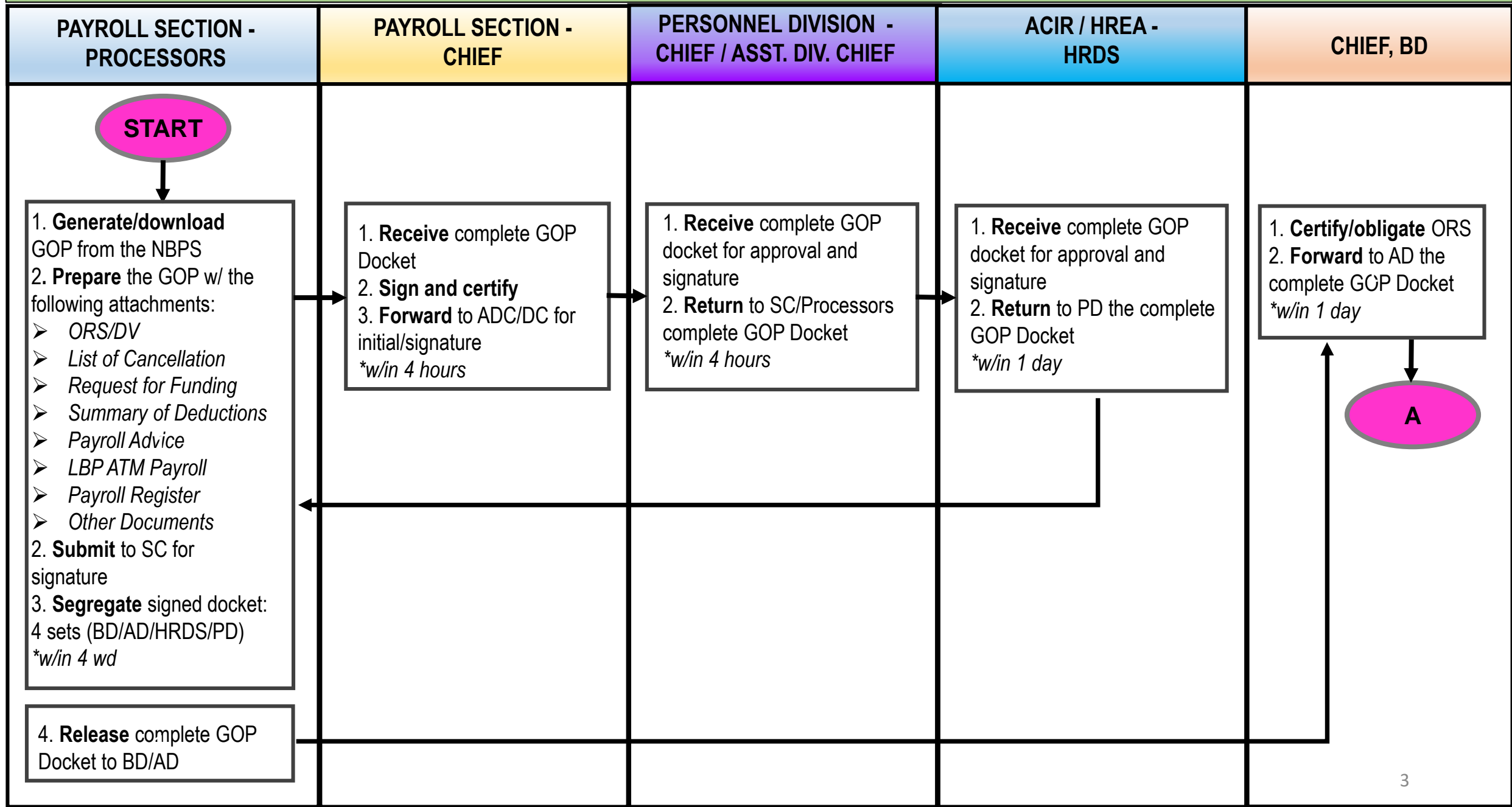
LOCKDATE:
20th midnight WD

PD:
1st to 12th wd - encoding
13th to 15th - checking & approval of SC
16th to 17th - DC Approval

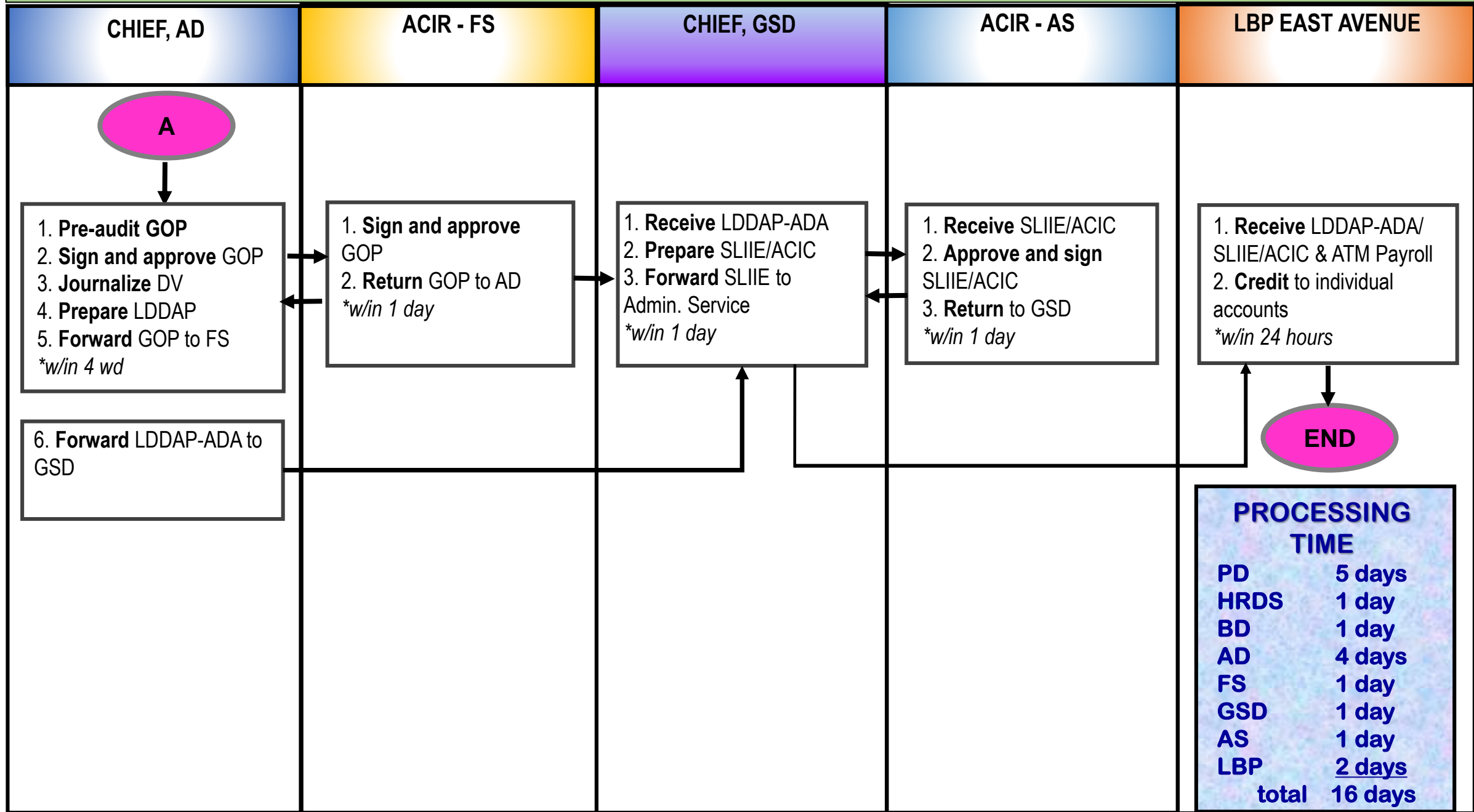
AD:
1st to 17th wd - encoding
18th to 19th - checking & approval

**See next slide:
Preparation of
GOP**

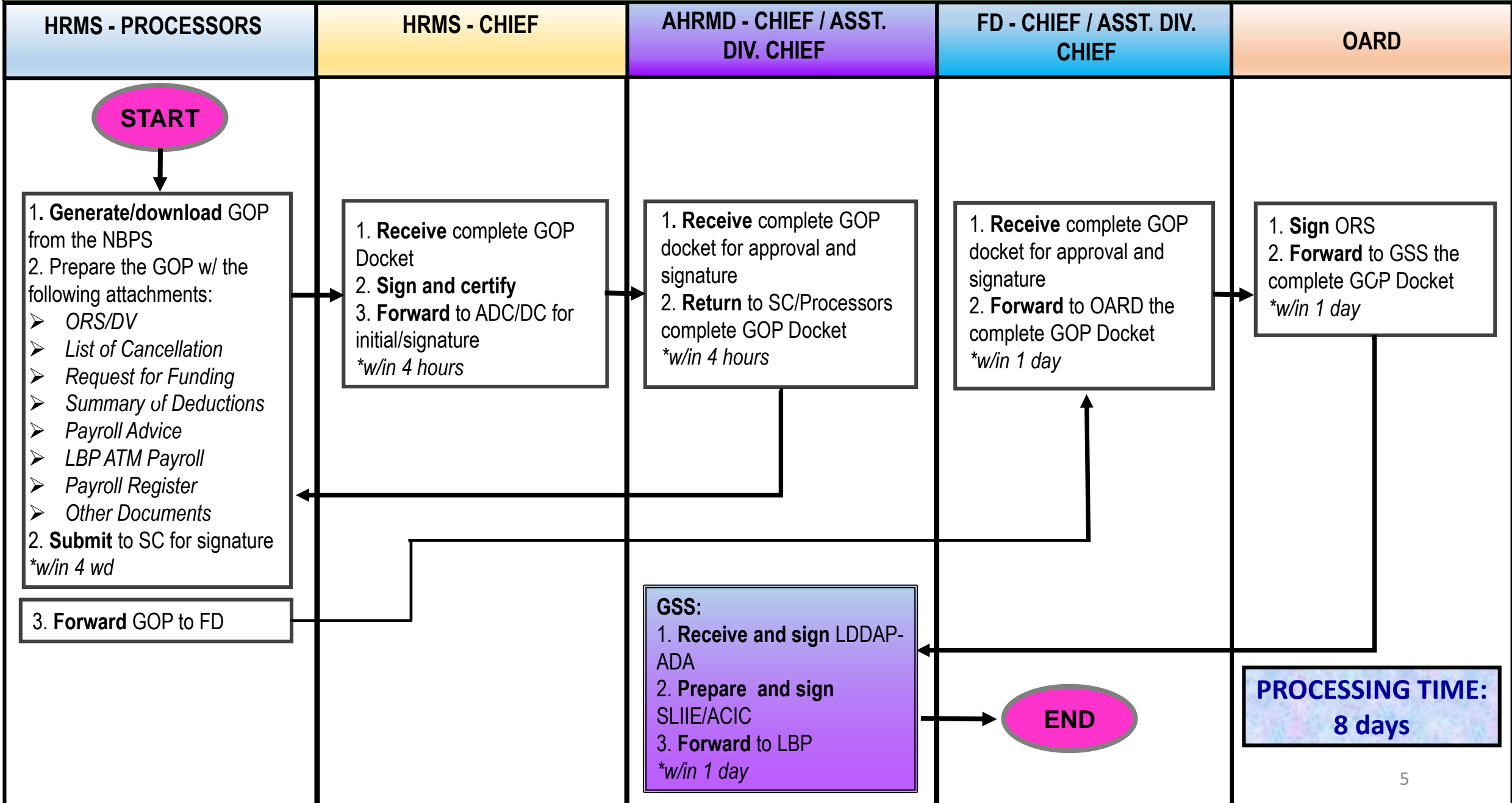
PREPARATION AND PROCESSING OF GENERAL OFFICE PAYROLL (GOP) : SALARY / PERA / OTHER BENEFITS (NATIONAL OFFICE)



PREPARATION AND PROCESSING OF GENERAL OFFICE PAYROLL (GOP) : SALARY / PERA / OTHER BENEFITS (NATIONAL OFFICE)



PREPARATION AND PROCESSING OF GENERAL OFFICE PAYROLL (GOP) : SALARY / PERA / OTHER BENEFITS (REGIONAL OFFICE)



ROLES OF REGIONAL OFFICES:

1. Receive complete documentary requirements
2. Encode/update in the NBPS: (except RTAO & step increment)
 - AHRMD - personnel information
 - FD - other deductions/upload billings
3. Generate and prepare payroll reports:
 - AHRMD - Salary/PERA/other benefits
 - FD - Mandatory deductions/other deductions
4. Process Individual Monetary Claims: initial salary, other claims
5. Prepare Sub-Allotment Advice (SAA) for funding request for those not included in the GOP
6. Process GSIS-ARA Forms and submit to GSIS thru online facility