

[REPUBLIC ACT NO. 4854, June 18, 1966]

**ANT ACT FIXING THE SALARIES OF THE OFFICERS AND
PERSONNEL IN THE ADMINISTRATIVE ACCOUNTING, FISCAL
AND OTHER SERVICES OF THE DEPARTMENT OF JUSTICE, AND
FOR OTHER PURPOSES.**

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. The provisions of any law to the contrary notwithstanding, the Department of Justice shall have a General Services Staff, an Accounting Office, and a Fiscal Management Staff, whose respective chiefs shall be known as the Head Administrative Assistant, the Department Chief Accountant, and the Department Financial Officer, each of whom shall receive an annual salary of twelve thousand pesos. It shall be their duty to give technical assistance to the Department Head on matters relating to general administration, accounting of funds, and fiscal operations, respectively, and in the performance thereof each of them shall be assisted by an assistant chief who shall receive an annual salary of ten thousand eight hundred pesos. In addition, the General Services Staff shall have two administrative supervisors, each of whom shall receive an annual salary of ten thousand two hundred pesos, and the Accounting Office, three supervising accountants, all of whom shall receive annual salaries at the rate of nine thousand pesos each, and such complementary personnel as hereinafter provided.

SEC. 2. The subordinate personnel under the direct supervision of the Head Administrative Assistant and their annual salaries shall be as follows:

- (a) One senior records officer at seven thousand two hundred pesos;
- (b) One senior appointments examiner at seven thousand two hundred pesos;
- (c) One personnel officer at seven thousand two hundred pesos;
- (d) Two supervising clerks each at four thousand eight hundred pesos;
- (e) Two senior stenographers each at four thousand eight hundred pesos;
- (f) Three stenographers each at three thousand nine hundred sixty pesos;
- (g) Five senior clerks each at three thousand nine hundred sixty pesos;
- (h) One senior security guard at three thousand four hundred eighty

pesos;

- (i) Nine clerk-typists each at three thousand pesos;
- (j) Seven filing clerks each at three thousand pesos;
- (k) Two index clerks each at three thousand pesos;
- (l) Five security guards each at three thousand pesos;
- (m) One head janitor with quarters at three thousand pesos; and
- (n) Three janitors each at two thousand four hundred pesos. The subordinate personnel under the direct supervision of the Department Chief Accountant and their annual salaries shall be as follows:
 - (a) Two accountants each at seven thousand two hundred pesos;
 - (b) Three supervising accounting clerks each at five thousand four hundred pesos;
 - (c) Three supervising clerks each at four thousand eight hundred pesos;
 - (d) Four bookkeepers each at four thousand five hundred pesos;
 - (e) Four senior clerks each at three thousand nine hundred sixty pesos;
 - (f) Six accounting clerks each at three thousand six hundred pesos; and
 - (g) Five subsidiary ledger clerks each at three thousand six hundred pesos.

The subordinate personnel under the direct supervision of the Department Financial Officer and their annual salaries shall be as follows:

- (a) One supply officer at seven thousand eight hundred pesos;
- (b) One cashier and disbursing officer at six thousand six hundred pesos;
- (c) One budget officer at six thousand pesos;
- (d) Two senior fiscal clerks each at three thousand nine hundred sixty pesos;
- (e) Four fiscal clerks each at three thousand pesos;
- (f) One canvasser at three thousand six hundred pesos; and
- (g) One stock clock at two thousand seven hundred pesos.