


**BEFORE THE  
BOARD OF TRUSTEES OF THE  
PUBLIC DEFENDER SERVICE CORPORATION  
RELATIVE TO THE USE OF PDSC LAPSED FUNDS  
TO RECTIFY AN ERROR IN THE PROMOTIONAL SLOTTING  
AND SUBSEQUENT SALARY INCREMENTS  
OF THE MIS ADMINISTRATOR**

**RESOLUTION NO. PDSC 10-14**


- WHEREAS,** §11113.1 of 12 GCA authorizes the Public Defender Service Corporation (PDSC) to retain unexpended appropriations beginning with Fiscal Year 2000, and to carry these funds over into succeeding fiscal years; and
- WHEREAS,** the PDSC Board of Trustees adopted Resolution No. 99-07 requiring Board approval for the budgeting of and/or spending authorization(s) for these lapsed funds; and
- WHEREAS,** upon reviewing the Personnel Jacket of MIS Administrator Julito B. Tingson, Jr. for the purpose of verifying his salary increment date, it was discovered that an error occurred in the slotting of his Pay Grade and Step when he was promoted to his current position in November 2004 ; and
- WHEREAS,** the error described above was primarily caused by the confusion regarding the mandated freeze of salary increments and their subsequent restoration occurring in between Mr. Tingson's former position and his promotion to MIS Administrator; and
- WHEREAS,** a thorough review and analysis of Julito Tingson's Personnel Jacket by Personnel Specialist IV Bernadette Lizama is depicted on the attached spreadsheets; and
- WHEREAS,** Personnel Specialist IV Bernadette Lizama has determined that Mr. Tingson is owed \$14,920.56 in back pay in order to bring him to the proper Pay Grade/Step for his position and time in service as of this date; and
- WHEREAS,** to correct the errors and satisfy the back pay owed to Julito Tingson by the Corporation, the use of lapsed funds is necessary; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its meeting of March 21, 2014, hereby approves the Corporation's request for the expenditure of \$14,920.56 from lapsed funds in order to resolve and correct the errors described above; and be it further

**RESOLVED,** the spreadsheets prepared by Personnel Specialist IV Bernadette Lizama, which detail the errors and necessary corrections in this matter, are attached hereto and made a part of this resolution.

**DULY AND REGULARLY ADOPTED** this 21<sup>st</sup> day of March, 2014.

  
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Chief Justice **ROBERT J. TORRES**

**ATTEST:**

  
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**BERNADETTE S.N. CHARGUALAF**  
Secretary