

Circular No. ~~42~~

Ref No: 59/40

Ministry of Finance and the Public Service  
Public Service Establishment Division  
30 National Heroes Circle  
Kingston 4  
November 24, 2008

To: Permanent Secretaries  
Head of Department

### **List of certification for qualification increments**

Reference is made to this Ministry's circular no 25 dated September 15, 2005 detailing revised conditions for the payment of qualification increment to officers who acquire additional qualifications.

In this connection detailed below is an updated list of certifications for the payment of increments and the number of increments applicable.

First Degree (Bachelors)	Three (3) increments
Second Degree (Masters)	Two (2) increments
Doctorial Degree	Two (2) increments
Post Graduate Diploma (where First Degree is a prerequisite)	Two (2) increments
ACCA Level 1	One (1) increment
ACCA Level 2	Three (3) increments
ACCA Level 3	Two (2) increments
Certified Public Accountant	Two (2) increments
Certified Government Auditing Professional Certification	Two (2) increments
Associate Degree	One (1) increment
University Certificate\Diploma	One (1) increment
Certified Administrative Professional (CAP)	Two (2) increments
Certified Professional Secretary (CPS)	Two (2) increments

All other terms and conditions detailed in the circular under reference remain unchanged.

In any case of doubt or difficulty the compensation Unit of this Ministry should be contacted for clarification or advice before any action is taken.

*Sharon A. Crooks*

Sharon Crooks (Mrs)  
Financial Secretary