

Republic of the Philippines  
(Republic of the Philippines)  
DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY  
MANILA

October 11, 1975

DEPARTMENT MEMORANDUM  
No. 276, S. 1975

SUBJECTS IN THE PAYMENT OF SALARIES  
OF THE APPOINTEE

To the:

Regional Directors  
Regional Directors  
Coordinator of State Colleges and Universities

In order to fully implement the provisions of Memorandum Circular No. 13, s. 1975 of the Civil Service Commission, with specific reference to subject cited by last, the following guidelines in the payment of salaries of the appointees are hereby issued, to take effect immediately:

a. Within seven days from the date of assumption of duty of a new appointee, the regional division superintendent shall cause the preparation of his/her appointment which shall be dated not later than date of actual assumption of duty. Duplicate copy thereof bearing the signature (not facsimile) of the superintendent shall be sent to the CSC by the fastest means (registered mail), only personal delivery in the case of urgent situations. The original and three carbon copies shall be forwarded to the regional Director who shall forward them to the Regional Office of Civil Service Commission for attestation not later than thirty days from date of issue of appointment.

b. Appointments shall be transmitted in bunch to the CSC, with envelope cover indicating among other things, the position, assignment of the appointee (part or full-time), and rate of salary.

c. The first day of service shall be written on the face of the appointment, using a rubber stamp or typed if rubber stamp is not yet available.

"First day of service" This shall be indicated by the supervisor.

c. IBM shall make payment of the salary of the appointee based on the carbon copy above described which payment shall be discontinued after sixty days unless in the meantime, the appointment duly attested by the Civil Service Commission, is received in the IBM co. in lieu thereof, representation for the continuation of payment is submitted by the Regional Director certifying that the appointment is still pending in the Civil Service Commission.

d. A copy of the National (Un.) Planilla shall be sent to IBM within ninety days from the opening of the school year.

2. Immediate dissemination to school division superintendents is desired.

(Sgd.) JUAN L. NAUPEL  
Secretary of Education and Culture