

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

June 20, 1983

MECS M E M O R A N D U M
No. 131, s. 1983

UNIFORM PROCEDURE IN THE CLAIM/PAYMENT
OF MERIT INCREASE

To: Regional Directors
Schools Superintendents
Budget Officers
Accounting Officers
Personnel Officers
All Personnel Concerned

1. For the information and guidance of the field, inclosed is a letter of the Office of the Budget and Management (OBM) dated May 19, 1983 regarding Plantilla on Merit Increase of Teachers paid by the Payroll Services Division. (IB#).

2. Effective immediately, all requests for release from the lump-sum appropriation for merit increase shall be through Special Budgets supported among others, by properly accomplished Plantilla of Merit Increase, duly certified correct by the Regional Director, where the following items are properly indicated:

- a. Item No. of the position for the current year;
- b. Title of the position, range and authorized salary;
- c. Name of the recipient;
- d. Actual Salary before the merit increase;
- e. Adjusted salary after the merit increase;
- f. Number of steps granted;
- g. Status of appointment;
- h. Date of last promotion, and
- i. Justification for merit increase.

3. Strict compliance on the part of all concerned
is enjoined.

(SGD.) OSOYRE D. CORPUZ
Minister

Incl.:
As stated

Reference:
MEC Order: No. 28, s. 1981.

Attachment: 1-2-3—(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
PLANTILLA
RULES & REGULATIONS
SALARY
TEACHERS



(Inclosure to MECS Memorandum No. 131, s. 1983)

Republic of the Philippines
OFFICE OF BUDGET AND MANAGEMENT
Malacañang, Manila

May 19, 1983

The Honorable Minister
Ministry of Education,
Culture and Sports
Arroceros, Manila

Sir :

This has reference to your request for information on whether or not Plantilla on Merit Increase of Teachers paid by the Payroll Services Division (IBM) has to be audited by the OCPC before payment thereof is made.

The lump-sum appropriation provided for the purpose, for one calendar year, is subject to a special budget pursuant to P.D. 1177. The Plantilla for Merit Increase is one of the requisites necessary to determine the amount that may be released from the said lump-sum. The Plantillas are therefore post-audited by OCPC to determine the following:

- a) If the adjusted salary of an employee after the grant of merit increase does not exceed the maximum of the range of the position, subject to the exceptions under Section 3.2.1 of CS Memorandum Circular No. 8, s. 1982 and NBC No. 363;
- b) If the total annual cost of the selective merit increase approved in any one calendar year does not exceed the amount provided for the agency;
- c) If the total number of recipients of selective merit increase in any one calendar year is not more than 20% of the total personnel force of the agency eligible for merit awards as of the end of the calendar year, subject to the provisions of Section 12 of CS Memorandum Circular No. 1, s. 1981 and NBC No. 340.

To prevent an overdraft in the appropriation for merit increase, resulting from payment without post-audit of the Plantillas for Merit Increase certain necessary control measures have to be adopted. The following are therefore suggested:

1. That MECS adopt a uniform practice in the claim/ payment of merit increase. Only duly post-audited Plantillas for Merit Increase together with the approved Special Budget shall be honored by the Payroll Services Division of the CBM in the claim for payment of merit increase. Hence, a requests for release from the lump-sum appropriation for merit increase shall be through Special Budget supported among others, by properly accomplished Plantilla of Merit Increase, duly certified correct by the agency head, where the following items are properly indicated:

- a) Item No. of the position for the current year;
- b) Title of the position, range and authorized salary;
- c) Name of the recipient;
- d) Actual salary before the merit increase;
- e) Adjusted salary after the merit increase;
- f) Number of steps granted;
- g) Status of appointment;
- h) Date of last promotion, and
- i) Justification for merit increase

2. This suggested procedure and other information relative to the grant of merit increase should be properly disseminated to all MECS field offices, schools and school divisions.

The facilitation of the evaluation of claims for merit increase and the solution of problems thereon will be possible with your full cooperation on the matter.

Very truly yours,

(SGD.) MANUEL S. ALBA
Minister of the Budget

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