

Republic of the Philippines
(Republic of the Philippines)
DEPARTMENT OF EDUCATION, DIVISION OF EDUCATION
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

November 2, 1984

MEMO MEMORANDUM
No. 177, s. 1984

TEACHERS SALARY ADVANCES

To: Regional Directors
School Superintendents

1. To help teachers who have not been paid their salaries after assuming service because of delay in the processing of papers, superintendents and other school officials are hereby authorized to provide interest-free salary advances to teachers for service rendered from the first day of service, using any amount available from the allotment for personal services and/or maintenance and other operating expenses, to be repaid by the teacher when he/she receives his/her salary warrant. This is authorized by LOI No. 1425 of the Office of the President.
2. Teachers who wish to avail of this salary advance privilege should be required to execute a promissory note, sample form attached, authorizing the collection of the amount equivalent to the advance they have drawn from their regular pay checks when they receive such pay checks.
3. The more important thing for school officials, however, particularly school superintendents and regional directors, is to see to it that prompt action is taken on the appointment papers of teachers. Officials concerned should see to it that all required papers are complete so that there would be no necessity of returning the papers. It has been found out that the returning of appointment papers received in the regional office for reasons of incompleteness is one major cause of delay in appointment of teachers.
4. Another practice brought to the attention of this Office is that of certain division office personnel who sit on appointment papers, waiting for all other expected appointment papers in the division before forwarding them to the regional office. Such practice is unfair to the new appointees and gives rise to suspicions of certain irregularities.
5. It may be recalled that as directed in Department Memorandum No. 223, s. 1975, the school superintendents shall cause the preparation of the appointment of the new appointee within seven days from the date of the appointee's assumption of duty, "including the IRR", by the fastest means possible, a duplicate copy thereof duly signed by the superintendent which shall be the basis of payment of the salary of the appointee for a period of not more than one month unless in the meantime the attested copy received in the IRR or, in lieu thereof, representation for the continuation of payment is submitted by the regional director/superintendent certifying that the appointment is still pending in the Civil Service Commission.

6. Certain problems also arise in payment of salaries of new or substitute teachers as a result of treasury warrants overdrawn for a teacher who has been replaced, either because she has been laid off or has applied for a leave of absence without pay. The schools superintendent shall see to it that the treasury warrant is returned immediately to the Accounting Machine Division (IMD) to enable said office to pay the salary of her substitute.

7. Other problems have to do with delays in salaries for failure to submit Form 7. School officials should see to it that Form 7, duly accomplished, should be returned to the IMD with the least possible delay. In the absence of the district supervisor who is supposed to sign the 1st day of service form, the principal, the head teacher, or the designated teacher in charge of the school may sign the Form 7 in order to expedite the submission of the same to the Payroll Services Division (formerly the IRM Section).

8. All schools superintendents and regional directors shall be held responsible for any delays in the payment of salaries of teachers in their respective division/region. The practice of indicating date of transmittal and date of receipt of papers should be strictly observed to pinpoint responsibility for undue delays in action on government papers.

(Sd.) JAMES C. LAYA
Minister

Reference:

Department Memorandum: (No. 225, s. 1976)

Allotment: 1-2--(D.O. 1-76)

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