

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

December 9, 1985

MECS M E M O R A N D U M
No. 172, s. 1985

ISSUANCE OF APPOINTMENT TO TEACHERS ENTITLED TO SALARY
ADJUSTMENT UNDER CIRCULAR LETTER NO. 84-4

To: Bureau Directors
Regional Directors
Chief of Service, Heads of Units/Centers
Schools Superintendents
Vocational School Superintendents/Administrators

1. Quoted hereunder is a portion of a letter dated November 25, 1985, of the Director, Office of Compensation and Position Classification, for the information and guidance of the field:

"Under existing rules individual appointment on CS Form 33 in six (6) copies shall be prepared whenever there are changes in designation or salary.

"Since the upgrading of positions under Circular Letter No. 84-4 involves change in salary range and salary, a new appointment to the position has to be issued for the incumbent thereof to avail of the new higher salary."

2. The aforementioned Circular Letter No. 84-4 dated May 30, 1984, is on adjustments in salary arising from approved Equivalent Record Form reflected in duly post-audited Plantilla Allocation Lists. To avoid delay in payment of salary differentials, all those entitled to ERF adjustments should be issued appointments, in accordance with the instruction above, furnishing IBM the usual copies.

(SGD.) JAIME C. LAYA
Minister

Reference:

MECS Order: No. 33, s. 1984

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

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

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