

Republic of the Philippines  
Department of Education and Culture  
OFFICE OF THE SECRETARY  
Manila

SEP 24 1973

September 14, 1973

DEPARTMENT ORDER

No. 32, s.1973

INSTITUTING THE "ONE-APPEAL PLAN" GOVERNING  
EMPLOYEE CONTRIBUTIONS FOR CHARITABLE PURPOSES

To: The Director of Public Schools  
The Director of Private Schools  
The Director of Vocational Education  
The Coordinator of State Colleges & Universities:

1. Pursuant to Memorandum Circular No. 24, Office of the President dated March 22, 1966 and Memorandum Circular No. 596 dated September 13, 1972, both of which have been declared as in full force and effect, the "One-Appeal Plan" governing employee contributions for charitable purposes is hereby instituted in the Department of Education and Culture, - its bureaus and agencies effective October 1, 1973.

2. The "One-Appeal Plan" as described in Memorandum Circular No. 24 and as adopted by the Department is a system whereby government employees in the Department, whether on salary or daily wage basis contribute one day's pay during the course of each fiscal year as contribution to all civic and charitable organizations and Department educational welfare activities.

The amount collected from officials and employees under this plan shall be constituted into a Trust Fund called the BEC United Welfare Fund, the said fund to be used solely for civic and charitable purposes and for other vital projects designed for the educational welfare of the employees of the Department, the same to be disposed of in accordance with such rules and regulations as may be promulgated by a Committee created by the Secretary for the purpose.

3. The following basic guidelines on the implementation of this plan are hereby announced:

- (a) The contribution is voluntary and refusal on the part of any official or employee to contribute should not be taken against him. However, all officials and employees are urged to extend their cooperation to achieve the purpose thereof;







- (b) The corresponding amount equivalent to the employee's one day's pay may be deducted from his salary in four (4) installments at periods to be fixed by the Committee, without prejudice to the desire of officials and employees to a quicker way of meeting their pledges.

4. The "One-Appeal Plan" or One Fund Drive a Year for all fund campaigns has, among others, the following advantages:

- (1) The plan will, once and for all, eliminate the frequent and often annoying fund solicitations that have heretofore subjected government personnel to constant harassment. This will now be replaced by just ONE DRIVE each year.
- (2) Government officials and employees are afforded protection from unauthorized and irregular solicitations of contributions.
- (3) It will save much time and expense on the part of the employees, as well as the government administration.
- (4) It will reduce valuable resources *expended on multiple drives.*
- (5) Payment through payroll deductions will undoubtedly make the contribution much easier and more convenient and preclude duplicate contributions for one drive.
- (6) Finally, the installment plan, through more or less negligible deductions, would be a "PAINLESS" way of helping out charitable causes.

5. It is desired that the general idea behind this "One-Appeal Plan" be disseminated to all officials and employees in general offices and in the field.

The Implementing Rules and Regulations on the full and effective implementation hereof will be announced. Meanwhile, no collections shall be made until further advise.

(SGD) JUAN L. MANUEL  
Secretary

CSS/rec  
/ttm





