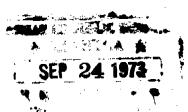
## Republic of the Philippines Department of Education and Culture OFFICE OF THE SECRETARY Manila



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 DEC 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;

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- (b) The corresponding amount equivalent to the employed a one day's pay may be deducted from has unlary in four (4) installments at periods to be timed by the Committee, without prejudice to the desire of officials and employees to a quicken way of a region 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 them frequent and often annoying fund solicitations that have heretofore subjected government personnel to constant harasement. This will now be replaced by just ONE DRIVE each year.
  - (2) Government officials and employees are afforded protection from unauthorized and irregular solutions tations of contributions.
  - (3) It will save much time and excreme any machine on the part of the employees, as taking the end of the ment administration.
  - (4) It will reduce valuable more ours expended on mul-
  - (5) Payment through payroll deductions wild and probability make the contribution much essien and more convenients and preclude duplicate contributions for one days to
  - (6) Finally, the installment plan, through with our less negligible deductions, would be a "FALMESS" various helping out charitable pages.
- 5. It is desired that the general idea belief while "Carelygeal 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

CSS/rec /ttm