

BUREAU OF PUBLIC SCHOOLS
MANILA
JAN 16 1974

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

December 18, 1973

DEPARTMENT ORDER
No. 47, s. 1973

RULES AND REGULATIONS FOR THE IMPLEMENTATION
OF THE ONE-APPEAL PLAN PURSUANT TO DEPARTMENT
ORDER No. 32, s. 1973

TO: ALL BUREAU DIRECTORS;
CHIEF OF AGENCIES;
THE COORDINATOR OF STATE COLLEGES:

Hereunder are the guidelines promulgated by this Department in connection with the "One-Appeal Plan" covering employees' contributions for charitable purposes:

1. The collection from officials and employees in the general offices of the bureaus and agencies of the Department of Education and Culture equivalent to one-day's salary of each employee will start on January, 1974.
2. Officials and employees in the field are excluded in the coverage of the "One-Appeal Plan" inasmuch as a number of contributions solicited in the field are local in character.
3. The contribution equivalent to one-day's salary shall be deducted in four equal monthly installments during the period from January to April each year, and each installment payment due shall be collectible at the last payroll of each month.
4. Individual official receipts shall be issued to contributors by the respective collecting officer of the bureau or office concerned for the amount collected corresponding to the deduction made on the employee's salary which will accrue to the Department of Education and Culture United Welfare Fund. For the purpose an improvised DEC United Fund Official Receipt duly numbered should be issued accordingly by this Office. In no case should General Form No. 13-A shall be issued for these collections.

5. A monthly report of collections covering the period from January to April covering the names of contributors, the amount and DEC United Welfare Fund receipt number issued in duplicate shall be submitted to the DEC Cashier together with the cash collections for the month. The DEC Cashier shall furnish the Secretary of Education and Culture with the duplicate copy of the monthly report received from bureaus and agencies certifying to the receipt of the amount from collecting officers of each bureau, office or agency and further certifying that the total collections for the month has been duly deposited with the Philippine National Bank. A savings account with the PNB in the name of the Secretary of Education and Culture shall be opened for the purpose.

6. The collections of the "One-Appeal Plan" for the period January to April, 1974 shall be used for contributions of the Department of Education and Culture to authorized fund campaigns for the ensuing year, July 1, 1974 to June 30, 1975. Similarly, collections from January 1974 to April, 1975 shall be made available for contributions for the ensuing fiscal year 1975-1976 and so on.

7. The "One-Month Appeal Committee" shall recommend a budget to the Secretary of Education and Culture covering the various charitable organizations which are known to be normally authorized to conduct fund drives each year. The budget shall reflect the amount allotted to each charitable organization within the amount available for disposition.

8. All contributions for charitable purposes shall be made only upon authority of the Secretary of Education and Culture.

Each bureau director or head of agency shall submit not later than December 31, 1973 a list of officials and employees who are to be deducted one-day's pay in response to the "One-Appeal Plan" indicating the equivalent to one-day's pay and the amount to be deducted monthly for the four-month period.

These implementing rules and regulations shall take effect immediately.

(SGD) JUAN L. MANUEL
Secretary

