

Republika ng Pilipinas  
(Republic of the Philippines)  
(KAGAWARAN NG EDUKASYON AT KULTURA)  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Maynila

March 18, 1977

DEPARTMENT ORDER  
No. 14, s. 1977

SALARY INCREASES OF PUBLIC SCHOOLS TEACHERS  
UNDER BUDGET CIRCULAR NO. 266

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Schools Superintendents

1. Inclosed is a copy of Budget Circular No. 266, dated February 1, 1977 entitled "Salary Range Upgrading for Teaching Positions under the Department of Education and Culture" implementing Letter of Instructions No. 502.
2. The implementing rules and regulations indicated in said Budget Circular provide three categories of salary increases.
  - a. An across-the-board one-step salary increase of all classes of positions under the Teachers Preparation Pay Schedule;
  - b. Salary adjustment for teachers in accordance with approved post-audited ERF's as of December 31, 1976; and
  - c. Merit increase on a selective basis of one additional salary step on the basis of performance.
3. Pending approval of the criteria and rules to be applied to merit increases on the selective basis, only the salary increases under (a) and (b) above shall be implemented in the meantime, effective January 1, 1977.
4. It is desired, in this connection, that the Plantilla Allocation List, Annex 1, to the inclosure and Individual Notice of Salary Increase, Annex 2, to be accomplished in six (6) copies, be prepared immediately for submission to various offices and agencies concerned.
5. The guidelines on the additional one-step merit increase will be announced later.

(SGD.) JUAN L. MANUEL  
Secretary of Education and Culture







Incls.:

As stated

Reference:

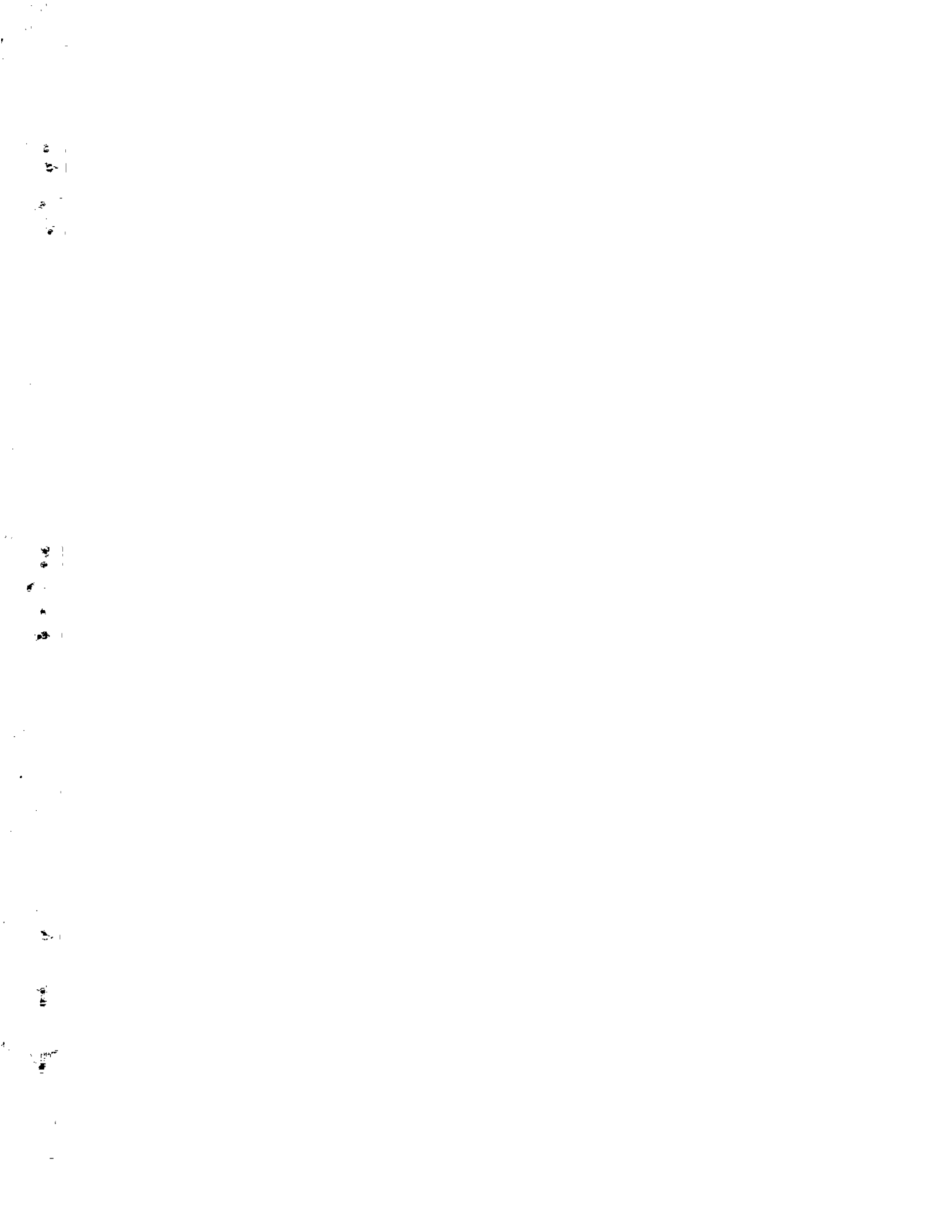
None

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

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

- LEGISLATION
- PLANTILLA
- RULES & REGULATIONS
- SALARY
- TEACHERS









(Inclosure to Department Order No. 14, s. 1977)

Republika ng Pilipinas  
KOMISYON SA GUGULING PAMPAMAHALAAN  
(BUDGET COMMISSION)  
Malacañang, Manila

February 1, 1977

BUDGET CIRCULAR NO. 266

SALARY RANGE UPGRADING FOR TEACHING POSITIONS UNDER THE  
DEPARTMENT OF EDUCATION AND CULTURE

The following rules and procedures are hereby adopted in implementation of the President's instruction for an upgrading in the salaries of public school teachers, as contained in Letter of Instructions No. 502.

1.0. Purposes

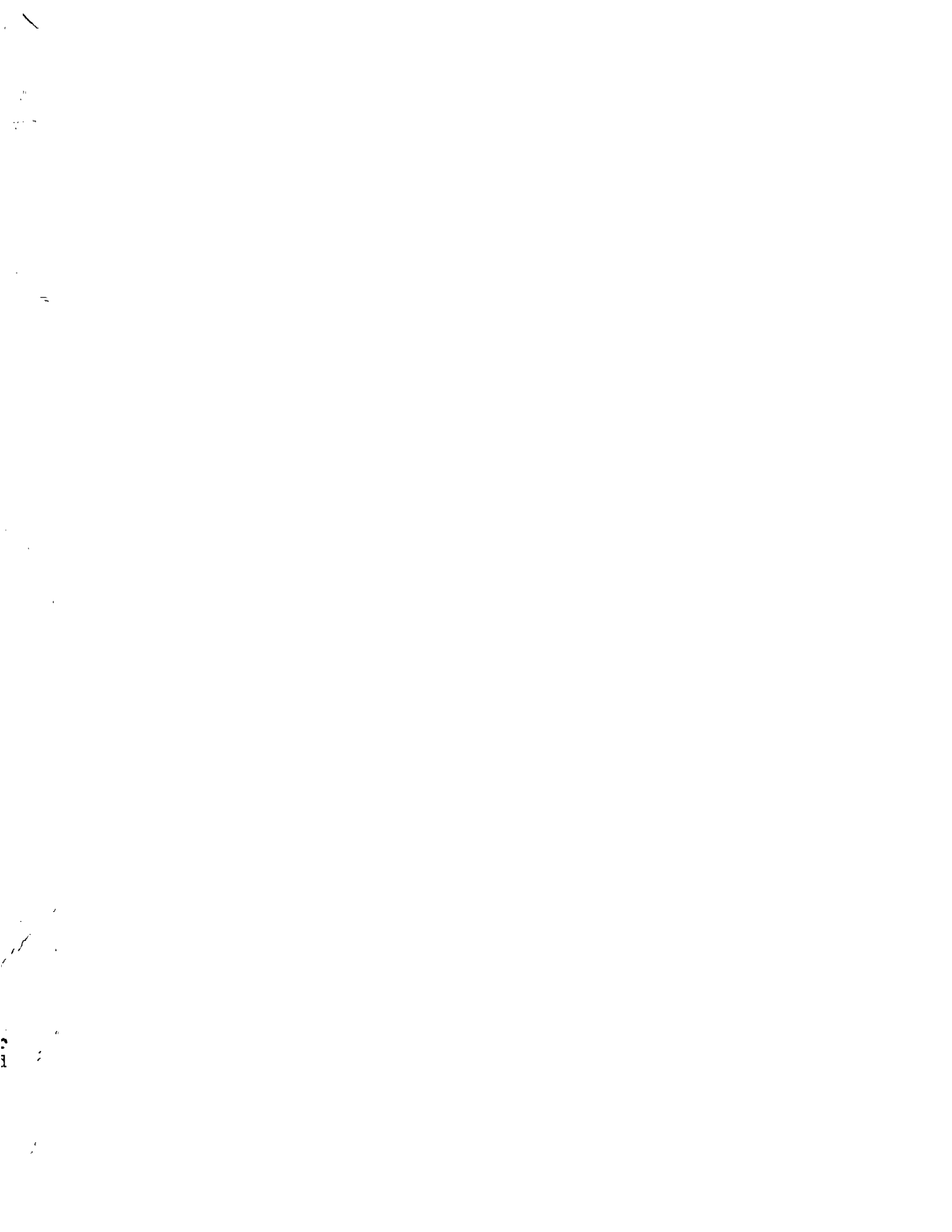
- 1.1. To upgrade the salary ranges of all classes of positions covered by the Teachers Preparation Pay Schedule by granting an across-the-board one step salary increase to all teachers.
- 1.2. To implement the duly approved Equivalent Record Forms (ERF).
- 1.3. To give additional monetary benefits on a selective basis, in recognition of exemplary performance.

2.0. The Beneficiaries

All positions covered by the Teachers Preparation Pay Schedule as follows:

- 2.1. Teaching Group - - - - - All Positions
- 2.2. School, College and University Librarian Group - - - - - School Librarian  
Junior College Librarian
- 2.3. College and University Faculty Group - - - - - Assistant Instructor  
Instructors I, II and III







Budget Circular . . .

3.0. Procedure for Adjustment

3.1. General Increase. The present authorized salary ranges of all classes of positions under the OCPC Teachers Preparation Pay Schedule are upgraded by one (1) salary range.

An example is given as follows:

Present authorized salary range: R-41 (P4404-P5376), upgraded to R-42 (4632-P5640)

- 3.1.1. If present salary is P4404 p.a., adjust to next higher step which is P4632 p.a.
- 3.1.2. If present salary is P4632 p.a., adjust to next higher step which is P4860 p.a.
- 3.1.3. If present salary is P4860 p.a., adjust to next higher step which is P5112 p.a.
- 3.1.4. If present salary is P5112 p.a., adjust to next higher step which is P5376 p.a.

A table is attached for ready reference (Annex 1)

3.2. Approved ERF. All duly post-audited ERFs as of December 31, 1976 are to be implemented.

- 3.2.1. If the teacher in the example in paragraph 3.1 holds a duly post-audited ERF equivalent to "BSE plus 20" and whose present salary is P4404 per annum, he shall be adjusted to P5112, minimum of range 44, the upgraded salary range of a BSE plus 20.
- 3.2.2. If the teacher holds a duly post-audited ERF equivalent to MA and whose present salary is either P4404, P4860, or P5112, he shall be adjusted to P5376, minimum of range 45, the upgraded salary range for an MA.

3.3 Merit Increases. Increases on a selective basis of one additional salary step more shall be given initially this year, primarily on the basis of performance during the last two and one-half years, provided the teacher holds a bachelor's degree in education or an equivalent degree, has an appropriate civil service eligibility, and has no record of conviction administratively or criminally.



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The Department of Education and Culture and the Civil Service Commission are presently developing the criteria and rules to be applied for these merit increases. It is informed, however, that in addition to performance ratings, the following shall be duly considered:

- 3.3.1. Leadership, direction or management of a school/community project relating to Green Revolution- "Alay-Tanim", family planning- "Operation Timbang", environmental sanitation, reforestation, health and nutrition, agro-industrial fairs, etc. and strong interest in preparing oneself for these roles evidenced by an appropriate certificate such as certification of proficiency in teaching elementary agriculture, elementary vocational education, and the like.
  - 3.3.2. Leadership or organizational efficiency in youth development activities.
  - 3.3.3. Leadership/active participation in community or barangay activities in socio-economic or political spheres.
  - 3.3.4. Leadership in staff development activities such as in seminars, workshops, in-service training.
  - 3.3.5. Participation/leadership in evolving instructional materials, curriculum guides, or in formulating or implementing more effective techniques or delivery strategies.
  - 3.3.6. Participation/leadership in promotion of cultural activities in the community.
- 3.4. Addition 1 Compensation for Administrators. The rules and guidelines for increased compensation/allowances for school administrators are being developed and shall be announced under a separate circular.

4.0. Implementing Details

- 4.1. The Regional Directors of the Department of Education and Culture shall prepare for purposes of the adjustments under paragraphs 3.1 and 3.2 herein, Plantilla Allocation lists in the prescribed form herein attached as Annex 1, containing the following information about the teacher-inefficiency:



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Budget Circular . . .

1. Item No., P.D. No. 1050
  2. Item No., P.D. No. 733
  3. Name of the Teacher
  4. Class Title of Position Per P.D. 1050
  5. Class Title of Position Per OCPC Records
  6. Salary Range, B.C. No. 256
  7. Salary Range as Adjusted
  8. Present Salary
  9. Minimum of Adjusted Salary Range
  10. Salary Adjustment - one step
  11. Salary Adjustment - ERF
  12. Salary as Adjusted prior to merit increase
- 4.2. The Plantilla Allocation Lists shall be certified correct on each page by the Regional Director and approved by the Secretary of Education and Culture.
- 4.3. The original and four (4) copies each of the approved Plantilla Allocation Lists shall be furnished the Office of Compensation and Position Classification. After verification, the OCPC shall furnish the Civil Service Commission regional offices a copy of the approved Plantilla Allocation Lists which shall serve as the Plantilla Appointment proposal; a copy to the Commission on Audit for its auditing requirements; a copy to the Accounting Machine Division of the Data Processing Service of the Budget Commission for verification of the correctness of payments made; and a copy returned to the regional offices of the Department of Education and Culture. Only the OCPC certified plantilla furnished the CSC regional offices shall be acted upon as the plantilla appointment proposal.

The Department of Education and Culture shall also furnish the Accounting Machine Division of the Data Processing Service of the Budget Commission a copy of the approved Plantilla Allocation Lists which shall serve as a basis of payments subject, however, to appropriate adjustments and refund if payments are later on found not in order by the OCPC.

- 4.4. The Regional Director shall notify the teacher in writing of his adjusted salary under this Circular through a notice of salary adjustment in a prescribed form herein attached as Annex 2, subject to review by proper authorities. A copy of this notice of salary adjustment shall be furnished the GSIS.

5.0. Responsibility of Head of Agency

The Regional Director shall be held personally liable for any payment of the increase of salary which is not in accordance with this Circular, the non-submission or late submission of the required forms (Annexes 1 and 2).



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6.0. Payment of Salary and Cash Requirements Procedures

6.1. Payment of the salary herein authorized under paragraphs 3.1 and 3.2 in this Circular may be made even before the receipt of the advice of allotment from the Budget Commission.

6.2. The Department Chief Accountant of the DEC shall accomplish and submit to the Budget Commission not later than fifteen (15) days from the end of each month a statement of actual payments of salary differential (Annex 3) made during the preceding month on the basis of which, the allotment and cash requirement for the purpose shall be issued.

6.3. The Regional Director of the DEC shall submit on or before March 31, 1977, the plantillas of payments of salary adjustments herein authorized.

Failure on the part of the regional Director to submit the approved five (5) plantillas (Form 1) required herein shall cause the suspension by the Budget Commission of the release of the allotment and cash requirement for the succeeding quarter.

7.0. Contribution to the GRS

The salary increase herein authorized is subject to GRS retirement and life insurance premiums if the recipient is a member of the GRS.

8.0. Saving Clause

Cases not covered by this Circular shall be referred to the Commissioner of the Budget.

9.0. Effectivity of the Salary Adjustment

The salary adjustment herein referred to under paragraphs 3.1 and 3.2 shall take effect January 1, 1977. Salary adjustments under paragraph 3.3 shall take effect upon approval of individual increases.

Done in the City of Manila on the 1st day of February in the year of Our Lord Nineteen Hundred and Seventy-Seven.

*Jose C. Lina*  
Acting Commissioner of the Budget

Concurred:

*[Signature]*  
JACOBO C. CHAVEZ  
Acting Chairman  
Civil Service Commission

Concurred:

*[Signature]*  
FRANCISCO B. TAYAG, JR.  
Acting Chairman  
Commission on Budget



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Budget Circular No. \_\_\_\_\_  
ANNEX 1

PLANTILLA ALLOCATION LIST  
DEC Regional Office No. \_\_\_\_\_

(Place)

July 1, 1977

Name of Teacher (c)	Class Title of Position Per P.D. 1050 (d)	Per OCP Records (e)	Salary Range B.C. 256 (f)	Salary Range As Adjusted (g)	Present Salary (h)	Minimum of Adjusted Salary Range (i)	Salary Adjustment One-Step (j) (k)

CERTIFIED CORRECT:

Regional Director



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Basic Salary as of December 31, 1976 Level I - B SE R-42: Min.-P4632	Adjust to Next Step	With approved BRF as of December 31, 1976		Ad So
		BSE + 20 R-44: Min.-P5112	M A R-45: Min.-P5376	
3.1.1 P4404	P4632	-	-	
4404	4632	5112	-	
4404	4632	-	5376	
3.1.2 4632	4860	-	-	
4632	4860	5112	-	
4632	4860	-	5376	
3.1.3 4860	5112	-	-	
4860	5112	5112	-	
4860	5112	-	5376	
3.1.4 5112	5376	-	-	
5112	5376	5112	-	
5112	5376	-	5376	
3.1.5 5376	5640	-	-	
5376	5640	5112	-	
5376	5640	-	5376	
Level II - B SE R-45: Min.-P5376		R-46: Min.-P5640	R-48: Min.-P6240	
3.1.1 P5112	P5376	-	-	
5112	5376	5640	-	
5112	5376	-	6240	
3.1.2 5376	5640	-	-	
5376	5640	5640	-	
5376	5640	-	6240	
3.1.3 5640	5928	-	-	
5640	5928	5640	-	
5640	5928	-	6240	
3.1.4 5928	6240	-	-	
5928	6240	5640	-	
5928	6240	-	6240	
3.1.5 6240	6552	-	-	
6240	6552	5640	-	
	6552	-	6240	



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Basic Salary as of December 31, 1975 Level III - BSE R-48: Min.-P6240	Adjust to Next Step	With approved ERF as of December 31, 1976		Adj Sa
		BSE + 20 R-49: Min.-P6552	M A R-51: Min.-P7236	
3.1.1 P5928	P6240	-	-	P6240
5928	6240	6552	-	6552
5928	6240	-	7236	7236
3.1.2 6240	6552	-	-	6552
6240	6552	6552	-	6552
6240	6552	-	7236	7236
3.1.3 6552	6888	-	-	6888
6552	6888	6552	-	6888
6552	6888	-	7236	7236
3.1.4 6888	7236	-	-	7236
6888	7236	6552	-	7236
6888	7236	-	7236	7236
3.1.5 7236	7608	-	-	7608
7236	7608	6552	-	7608
7236	7608	-	7236	7608
Level IV - BSI R-51: Min.-P7236		R-52: Min.-P7608	R-53: Min.-P7992	
3.1.1 P6888	P7236	-	-	P7236
6888	7236	7608	-	7608
6888	7236	-	7992	7992
3.1.2 7236	7608	-	-	7608
7236	7608	7608	-	7608
7236	7608	-	7992	7992
3.1.3 7608	7992	-	-	7992
7608	7992	7608	-	7992
7608	7992	-	7992	7992
3.1.4 7992	8400	-	-	8400
7992	8400	7608	-	8400
7992	8400	-	7992	8400
3.1.5 8400	8832	-	-	8832
8400	8832	7608	-	8832
8400	8832	-	7992	8832



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Basic Salary as of December 31, 1976 Level V - BSE R-53: Min.-P7992	Adjust to Next Step	With approved ERF as of December 31, 1976		Adj Sa
		B SE + 20 R-54: Min.-P8400	N A R-55: Min.-P8832	
3.1.1 P7608	P7992	-	-	P79
7608	7992	8400	-	84
7608	7992	-	8832	88
3.1.2 7992	8400	-	-	84
7992	8400	8400	-	84
7992	8400	-	8832	88
3.1.3 8400	8832	-	-	88
8400	8832	8400	-	84
8400	8832	-	8832	88
3.1.4 8832	9288	-	-	92
8832	9288	8400	-	84
8832	9288	-	8832	88
3.1.5 9288	9756	-	-	97
9288	9756	8400	-	84
9288	9756	-	8832	88



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NOTICE OF SALARY INCREASE

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Pursuant to Budget Circular No. \_\_\_\_\_, implementing LOI 502, your salary has been adjusted as follows effective January 1, 1977:

Title of Position: \_\_\_\_\_

Item No. \_\_\_\_\_, Page \_\_\_\_\_ of P.D. No. 1050

Authorized salary range under B.C. No. 256 .... R- \_\_\_\_\_

Salary range based on post-audited ERF as of  
December 31, 1976, Per B.C. No. 256 ..... R- \_\_\_\_\_

Upgraded: Salary range/ERF effective  
January 1, 1977 ..... R- \_\_\_\_\_

Basic salary as of December 31, 1976 ..... P- \_\_\_\_\_

Salary adjustment due to one (1) step salary  
increase/upgraded ERF ..... P- \_\_\_\_\_

ADJUSTED SALARY ..... P- \_\_\_\_\_

This salary adjustment is subject, however, to review and post-audit by the Office of Compensation and Position Classification (OCPG) and to appropriate correction and refund if found not to be in order.

Very truly yours,

By Authority of the Regional Directors:

Schools Division Superintendent

COPY FURNISHED:

- Commission on Audit
- Budget Commission - Office of Compensation and Position Classification (formerly WAPCO)
- Government Service Insurance System
- Civil Service Commission
- Department of Education and Culture Regional Office
- Regional Director, DEO









DEPARTMENT OF EDUCATION AND CULTURE

The Budget Commission  
M a n i l a

Attention: Budget Operations Office - I

S i r :

Pursuant to Budget Circular No. \_\_\_\_\_ dated \_\_\_\_\_  
1977, I hereby request for the release of an allotment of  
₱ \_\_\_\_\_ from the \_\_\_\_\_ Fund, Item  
\_\_\_\_\_, page \_\_\_\_\_ of PD No. 1050 to cover disbursements on  
salary increases for teachers made by the Department of Education  
and Culture during the month of \_\_\_\_\_ for the following

1. One salary step across-the-board increase ₱ \_\_\_\_\_
2. ERF Implementation \_\_\_\_\_

T o t a l ₱ \_\_\_\_\_

The above-mentioned figures and the attached supporting documents are hereby certified to be correct.

Very truly yours,

\_\_\_\_\_  
Head of Agency

\_\_\_\_\_  
Chief Accountant



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