

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

May 10, 1977

DEPARTMENT ORDER
No. 20, s. 1977

MERIT INCREASE IN SALARIES OF PUBLIC SCHOOL TEACHERS

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents

1. This is to announce that the merit increase of one additional salary step on a selective basis, as provided under paragraph 3.3 of Budget Circular No. 266, may now be given to public school teachers or beneficiaries under paragraph 2.0 of same Circular, who qualify for such merit increase in accordance with the following criteria:
 - a. The teacher has obtained an average of "Very Satisfactory" performance rating during the school years 1974-75, 1975-76 and the first semester of 1976-77;
 - b. He/she holds a bachelor degree in education or an equivalent degree and possesses an appropriate civil service eligibility; and
 - c. He/she has no record of conviction in an administrative or criminal case, nor is he/she under investigation or awaiting decision for irregularities in the performance of his duties and functions in which evidence of guilt is very strong.
2. It is assumed that the performance ratings of teachers already include an assessment of the teacher's involvement in various school and community activities, either as leader, adviser, or active participant.
3. The final determination as to who are entitled to the selective salary increase shall be vested in the following officials who shall certify, review and/or approve the Plantilla on Merit Increase:



- a. Schools district supervisors shall prepare the list of beneficiaries under their respective jurisdiction and certify to its correctness. It shall be reviewed and approved by the schools division superintendent.
- b. Principals of secondary schools, national high schools, and barangay high schools, shall prepare the list of beneficiaries in their respective schools and certify to its correctness. The list shall likewise be reviewed and approved by the schools division superintendent.
- c. The vocational school administrator shall prepare the list of beneficiaries in vocational schools and shall certify to its correctness. The list shall be reviewed and approved by the regional director.
- d. The registrar or personnel officer shall prepare the list of beneficiaries in state colleges and universities. The list shall be reviewed and approved by the head of the school.

4. A Plantilla on Merit Increase shall be prepared in accordance with the Annex "A" herewith inclosed. The original and one duplicate copy shall be submitted to the Office of the Secretary, DEC, and a copy each to the Accounting Machine Division (IBM) of the Data Processing Service of the Budget Commission, the Office of Compensation and Position Classification (OCPC), the Civil Service Commission, and Commission on Audit. Likewise, a Notice of Salary Increase (merit), Annex "B" of this Department Order, shall be prepared for individual teachers/beneficiaries, the original to be furnished the one concerned, copy furnished the offices indicated on the form.

5. The merit increase as herein prescribed is effective May 1, 1977.

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

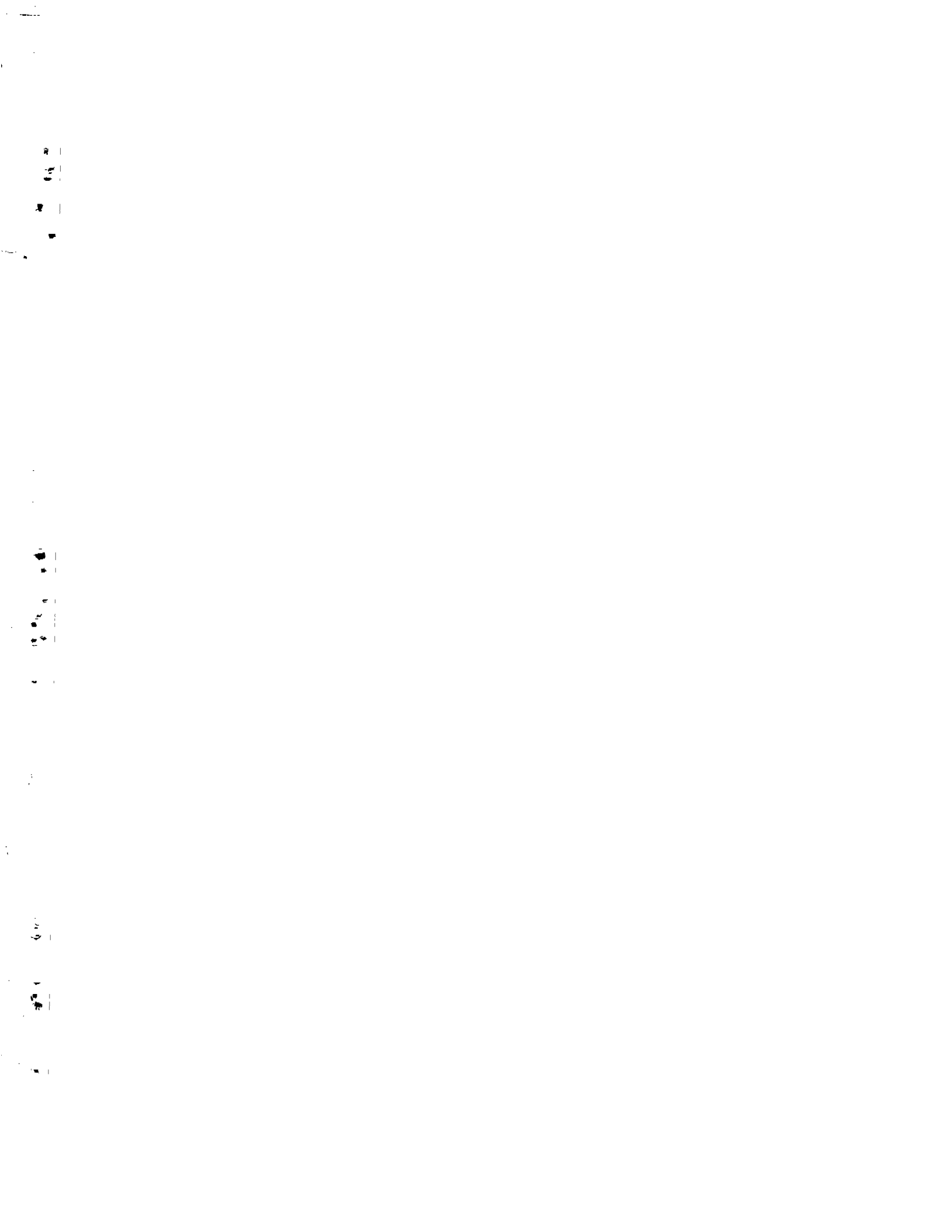
Incls.:
As stated

Reference:
Department Order No. 14, s. 1977

Allotment: 1-2-3--(D.O. 1-76)

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

BUREAUS & OFFICES	PLANTILLAS
ELIGIBILITY	RATINGS
LISTS	SALARY
OFFICIALS	TEACHERS



PLANTILLA ON MERIT INCREASE
 DFC Region Office No. _____

Name of School and District _____

Date Prepared _____

Item No.	Name of Teacher	Class Title of Position		Salary Range Per	Salary as of Jan-1, 1977	Performance Rating (Adjective)	Date
		Per	Per				
1050		PD No. 1050	OCP C Records				

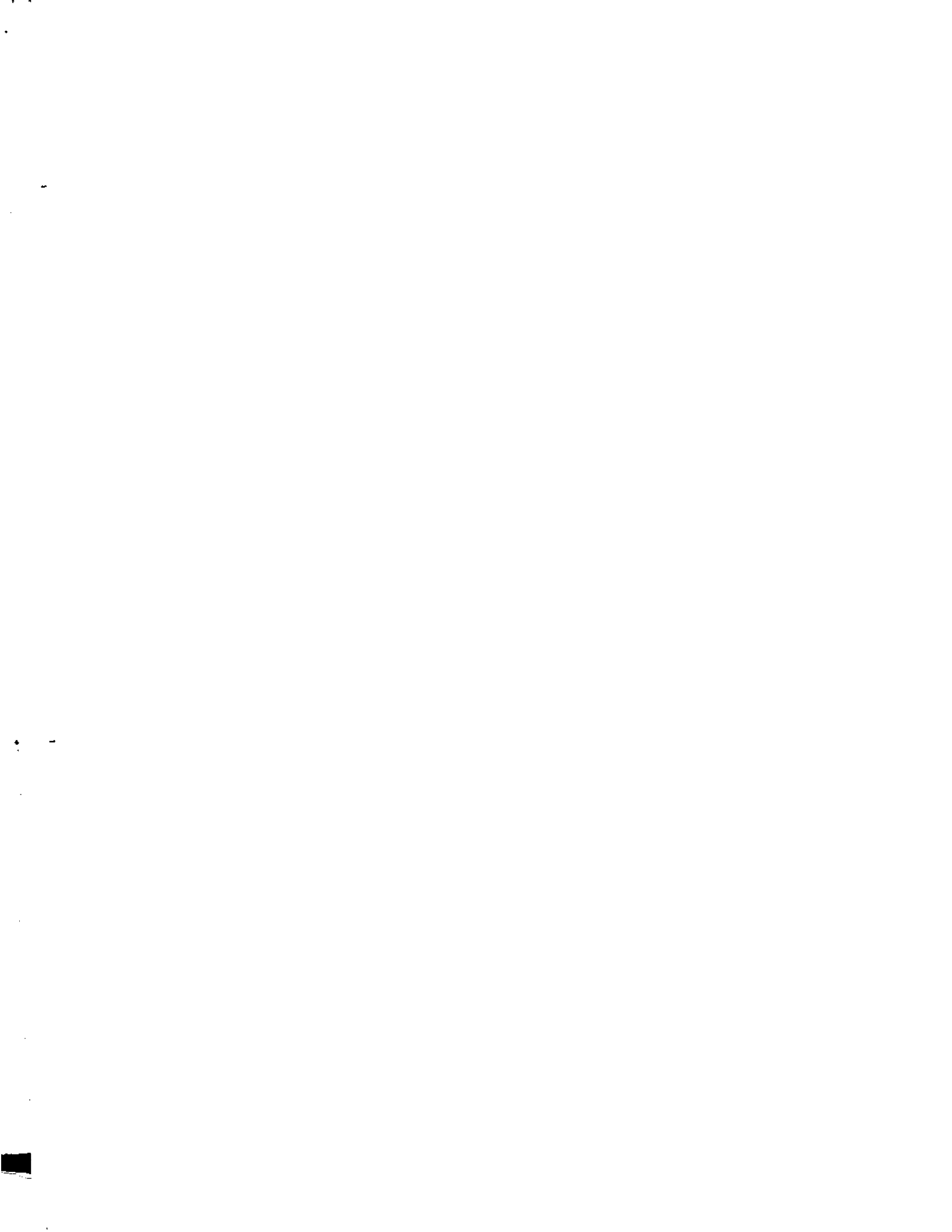
CERTIFIED CORRECT:

REVIEWED AND APPROVED BY:

Schools District Supervisor/Vocational
 School Administrator/Principal,
 as the case may be

Regional Director/Schools Division Supervisor
 of School, as the case may be





ANNEX "B"

_____, 1977

NOTICE OF SALARY INCREASE
(M E R I T)

M _____

Pursuant to Budget Circular No. 266, implementing LOI No. 502, and Department Order No.-----, s. 1977, your salary has been further adjusted as follows effective May 1, 1977:

Title of Position _____

Item No. _____, Page _____ of PD No. 1050

Authorized salary range under BC No. 266 - R _____

Salary as adjusted under BC No. 266 effective
January 1, 1977 ₱ _____

Performance Ratings: 1974-75 _____

(Indicate adjective rating
and point score 1975-76 _____

EX. - VS - 33 pts) 1976-77 _____
(1st semester)

Salary as further adjusted to the
next higher step ₱ _____

Very truly yours,

Regional Director/Schools Division Superintende
Head of School, as the case may be

Copy furnished:

- Teacher concerned (Original Copy)
- Commission on Audit
- Budget Commission-Office of Compensation
and Position Classification
- Government Service Insurance System
- Civil Service Commission
- Department of Education and Culture
- Regional Director, DEC

nt/

