

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

July 20, 1977

DEPARTMENT ORDER
No. 31, s. 1977

SALARY ADJUSTMENT FOR GOVERNMENT EMPLOYEES
EFFECTIVE MAY 1, 1977

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

1. Inclosed is Budget Circular No. 271 dated May 1, 1977 on the rules and regulations to implement the ten percent (10%) salary adjustment for employees of the National Government as provided in Item 1 of Letter of Instructions No. 533, dated April 21, 1977, which is self-explanatory.
2. The original and five (5) copies of the Plantilla Adjustment Form (Annex 1 of Budget Circular No. 271), duly accomplished in accordance with the instructions given in the said Budget Circular, should be submitted direct to the Office of Compensation and Position Classification immediately. One copy of the said plantilla should be furnished this Office. In the case of officials, teachers and employees whose salaries are paid by the Accounting Machine Division (IBM), Manila, an advance copy of the Plantilla Adjustment Form mentioned above should be submitted direct to IBM which shall serve as the basis for payment of their salary increases.
3. A Notice of Salary Increase (Annex 2 of BC 271) shall be prepared for individual beneficiaries, the original to be furnished the one concerned, copy furnished the Commission on Audit, Office of Compensation and Position Classification, Civil Service Commission, Government Service Insurance System and this Office.

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4. Cases not covered in the said Budget Circular should be brought to the attention of this Office.
5. Immediate compliance is desired.

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

Incl.:
As stated

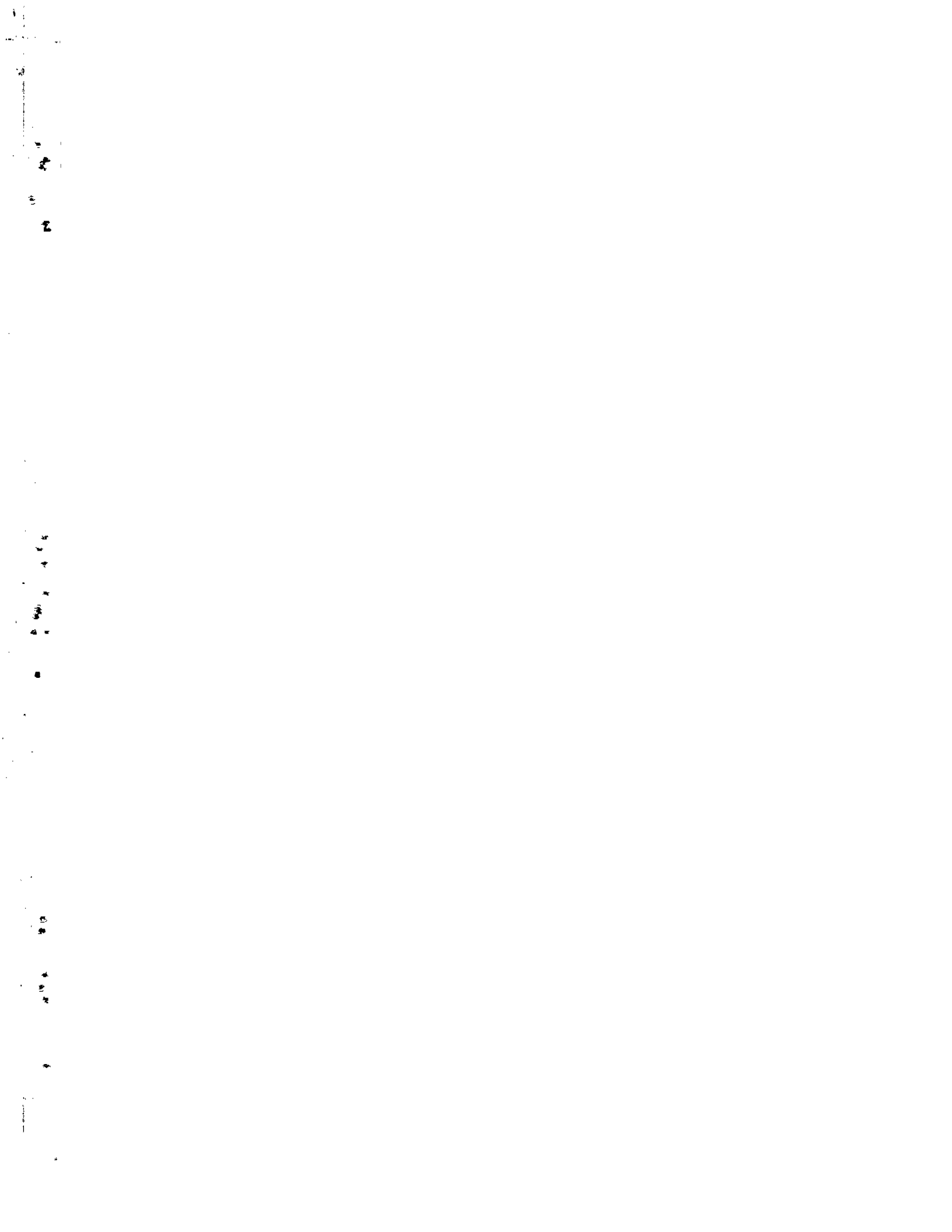
Reference:

N o n e

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

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

BUREAUS & OFFICES
DECREE
EMPLOYEES
OFFICIALS
PLANTILLAS
RULES & REGULATIONS
SALARY



(Inclosure to Department Order No. 31, s. 1977)

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

May 1, 1977

BUDGET CIRCULAR NO. 271

To: Heads of Departments, Offices, Bureaus and
Agencies
Heads of Government-Owned and Controlled
Corporations and of State Universities
and Colleges
All Others Concerned

SUBJECT: Salary Adjustment for Government Employees
Effective May 1, 1977

The following rules and regulations are hereby promulgated for the implementation of the 10% salary adjustment for employees of the National Government as provided in Item No. 1 of Letter of Instructions No. 533, dated April 21, 1977.

1.0 Purpose

To grant a ten (10) percent salary adjustment across-the-board for personnel of the departments, bureaus, offices and agencies of the National Government, including those of certain government-owned and/or controlled corporations and state colleges and universities, identified and referred to in 2.0 below, the adjustment to take effect May 1, 1977.

2.0 The Beneficiaries

2.1 Employees of the National Government, including those of government-owned and/or controlled corporations and of state colleges and universities which follow the national compensation and position classification plans, who are receiving less than P600 a month as of March 31, 1977, whether permanent, temporary, emergency, or casual, or whether paid on the monthly, daily, hourly, or part-time basis and who, except as otherwise provided herein, are in the government service on the date of implementation, are entitled to this salary adjustment subject to the following:

- 2.1.1 The adjusted salary of a beneficiary shall not exceed ₱600 a month for monthly paid employees, ₱20 a day for daily paid employees, and the equivalent of ₱20 a day corresponding to the number of hours that an employee on the hourly or part-time basis has actually rendered;
 - 2.1.2 The payment of the salary adjustment of casual and emergency employees shall be taken from the respective lump sum appropriations of the agencies for the hiring of casual and emergency employees;
 - 2.1.3 The payment of any salary adjustment of personnel in corporations and state colleges and universities shall be taken from their respective funds; and
 - 2.1.4 Public school teachers shall be given this salary increase over and above those already granted them under Budget Circular No. 266.
- 2.2 Officials and employees who have retired, or are due to retire, from the service on or after April 1, 1977 but who, otherwise, are qualified beneficiaries thereof, shall be entitled to the retirement benefits that would have accrued to them had they retired at the established effective date of the salary adjustment.
 - 2.3 Consistent with the provisions of P.D. 985, government-owned and controlled corporations, state colleges and universities, and agencies of the National Government that do not follow the national compensation and position classification plans may grant their employees salary increase under this Circular; provided, that the salary as adjusted shall not exceed that which an employee in a regular agency of the government with the same, substantially the same, or equivalent position will receive; and provided, finally, that any salary adjustment for personnel of those organizations shall be subject to prior approval of the Budget Commission.
 - 2.4 Officials and employees who, by law, are not covered by the national compensation and position classification plans, or whose positions are expressly exempt therefrom, or whose rates of pay are fixed by law and have been implemented fully or partially, are not entitled to this salary adjustment.

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Procedures and Rules for Adjustment

3.1 The basis for computing the percentage adjustment shall be the actual salary of an incumbent as of March 31, 1977 provided that the said actual salary is within the range indicated by the national compensation and position classification plan; and provided, further, that the adjusted salary shall not be more than ₱600 a month or ₱20 a day.

Illustrative Examples

- 3.1.1 An employee who occupies the position of Artist Illustrator II, R-48 (₱520-₱634) on March 31, 1977 is receiving ₱520 per month on the same date. Ten percent of ₱520 is ₱52. The adjusted monthly salary shall be ₱520 plus ₱52.00 or ₱572.00.
- 3.1.2 An employee who occupies the position of Senior Clerk, R-42 (₱386-₱470) on March 31, 1977 is receiving ₱448 per month on the same date. Ten percent of ₱448 is ₱44.80. The adjusted monthly salary of the employee shall be ₱448 plus ₱44.80 or ₱492.80.
- 3.1.3 An employee who occupies the position of Secondary School Head Teacher III, R-50 (₱574-₱700) on March 31, 1977 is receiving ₱574 per month on the same date. Ten percent of ₱574 is ₱57.40 and the adjusted rate is ₱631.40 a month. Under the provisions of 2.1.1 this adjusted rate shall be reduced to ₱600 per month. Similarly, if the daily rate of an employee is ₱18.92 and 10% thereof is ₱1.89, the adjusted rate of ₱20.81 shall be reduced to ₱20.00 per day.
- 3.2 If within the intervening period April 1 to April 30, 1977, the salary of an employee as of March 31, 1977 is increased due to promotion or otherwise, to ₱600 a month or more, the employee is no longer entitled to the 10% salary adjustment. However, if the increase did not raise the monthly rate to ₱600, the employee shall be entitled to the 10% salary adjustment based on his actual salary as of March 31, 1977, and not on his actual salary in April, 1977. This increase, added to his salary as promoted shall be the employee's adjusted salary as of May 1, 1977, which shall not exceed ₱600 monthly or ₱20 daily.

Illustrative Examples

3.2.1 Position, March 31, 1977 - Economic Researcher I, R-50 (~~₱574-₱700~~)
 Actual salary, March 31, 1977 - ₱574.00 per month
 Promoted April 15, 1977 to Economic Researcher II, R-53 (~~₱666-₱813~~) at ₱666.00 per month
 Employee is no longer entitled to the 10% salary adjustment.

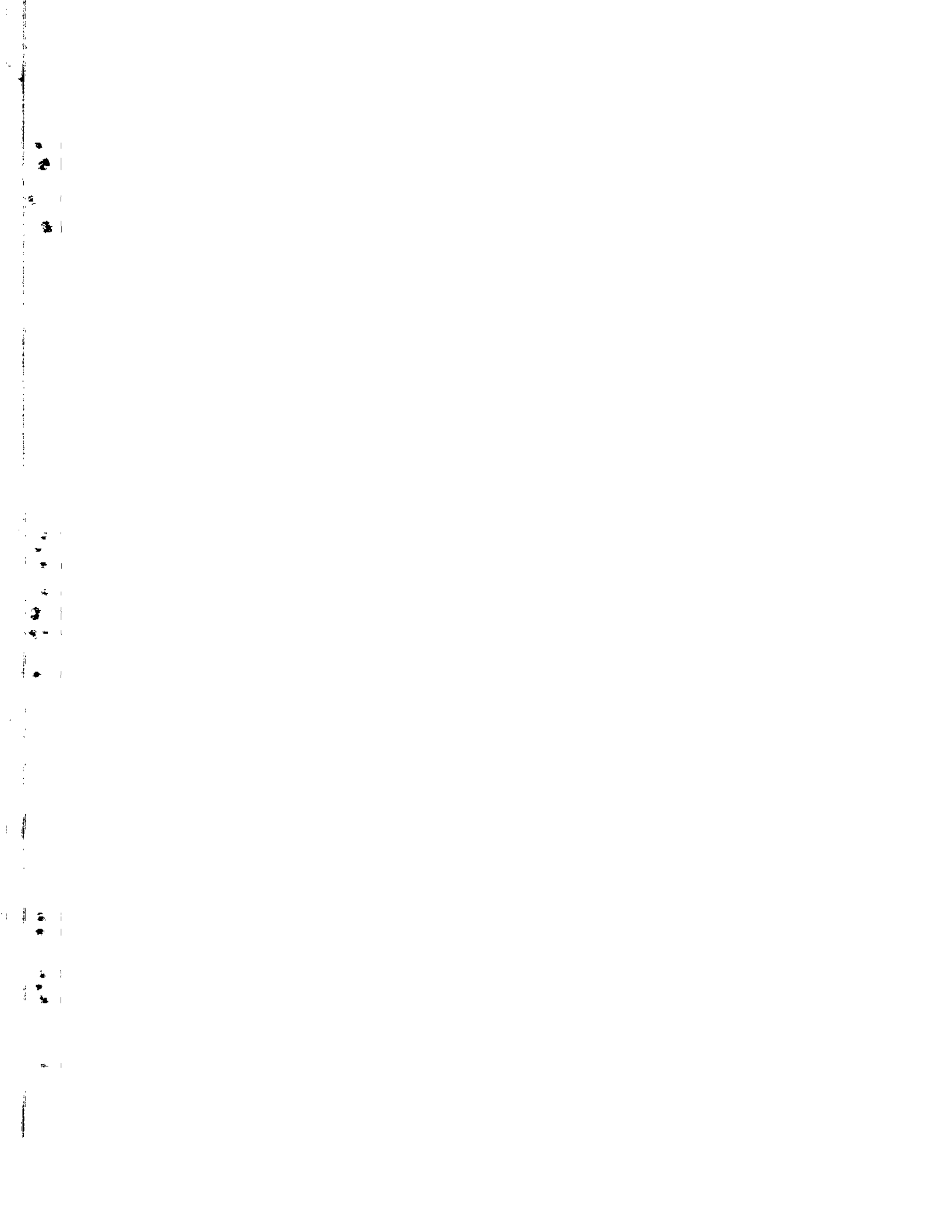
3.2.2 Position, March 31, 1977 - Personnel Aide, R-40 (~~₱349-₱426~~)
 Actual salary, March 31, 1977 - ₱349 per month
 Promoted April 25, 1977 to Senior Personnel Aide, R-45 (~~₱448-₱546~~) at ₱448 per month
 Employee is entitled to salary adjustment equivalent to 10% of ₱349 his monthly salary as of March 31, 1977, or ₱34.90. On May 1, 1977, his salary will be adjusted as follows:

Monthly salary as Senior Personnel Aide -	₱448.00
Add 10% salary adjustment (10% of ₱349.00) - - - - -	<u>34.90</u>
Adjusted salary - - - - -	<u>₱482.90</u>

3.2.3 Position, March 31, 1977 - Supervising Clerk II, R-49 (~~₱546-₱666~~)
 Actual salary, March 31, 1977 - ₱546.00 per month
 Promoted April 10, 1977 to Economic Researcher I, R-50 (~~₱574-₱700~~) at ₱574 per month. Employee is entitled to salary adjustment equivalent to 10% of ₱546.00 or ₱54.60 his monthly salary as of March 31, 1977. On May 1, 1977, his salary will be adjusted as follows:

Monthly salary as Economic Researcher I -	₱574.00
Add 10% salary adjustment (10% of ₱546.00) - - - - -	<u>54.60</u>
Adjusted salary - - - - -	<u>₱628.60</u>

Under the provisions of 2.1.1, the adjusted salary of ₱628.60 shall be reduced to ₱600.00 per month.



4.0 Implementing Details

4.1 The Personnel Officer/Administrative Officer of the regional office or of the department, bureau, office, agency or other entity of the National Government with no regional offices, shall prepare, for purposes of the salary adjustment under this Circular, a Plantilla Adjustment Form in the prescribed form herein attached as Annex 1, containing the following information about the beneficiaries:

1. Item No. in P.D. No. 1050 (LOImp. No. 51)
2. Item No. in P.D. No. 733
3. Name of Employee
4. Position and Salary Range per P.D. 1050 (LOImp. 51)
5. Basic Annual/Daily Salary, March 31, 1977
6. 10% Annual Salary Adjustment
7. Annual Salary as Adjusted, May 1, 1977

4.2 The Plantilla Adjustment Form shall be certified correct on each page by the Personnel Officer/Administrative Officer and approved by the Regional Director, head of department, bureau, office, agency or other entity of the National Government, as the case may be.

4.3 The original and five (5) copies each of the approved Plantilla Adjustment Form shall be furnished the Office of Compensation and Position Classification (OCPC). After verification, the OCPC shall furnish the Civil Service Commission (Central Office) and the Civil Service Commission Regional Office concerned a copy each of the approved Plantilla Adjustment Form which shall serve as the Plantilla appointment proposal; a copy to the Commission on Audit for its auditing requirements; and a copy returned to the regional offices or office of origin. In the case of teachers, a copy shall be furnished the Accounting Machine Division, Data Processing Service of the Budget Commission, for verification of the correctness of payments. Only the OCPC certified plantilla furnished the CSC/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, Data Processing Service of

the Budget Commission a copy of the approved Plantilla Adjustment Form which shall serve as a basis for payment of increases for teachers.

4.4 The salary adjustment under this Circular is subject to appropriate adjustments if, upon review by OCPC, payments are found not in order. The recipient employee is liable to refund any overpayment without prejudice to the provision of 5.0.

4.5 The Regional Director, head of department, bureau, office, agency or other entity of the National Government, as the case may be, shall notify the employee 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 of proper authorities. A copy of the Notice of Salary Adjustment shall be furnished the GSIS, if the beneficiary is a member thereof.

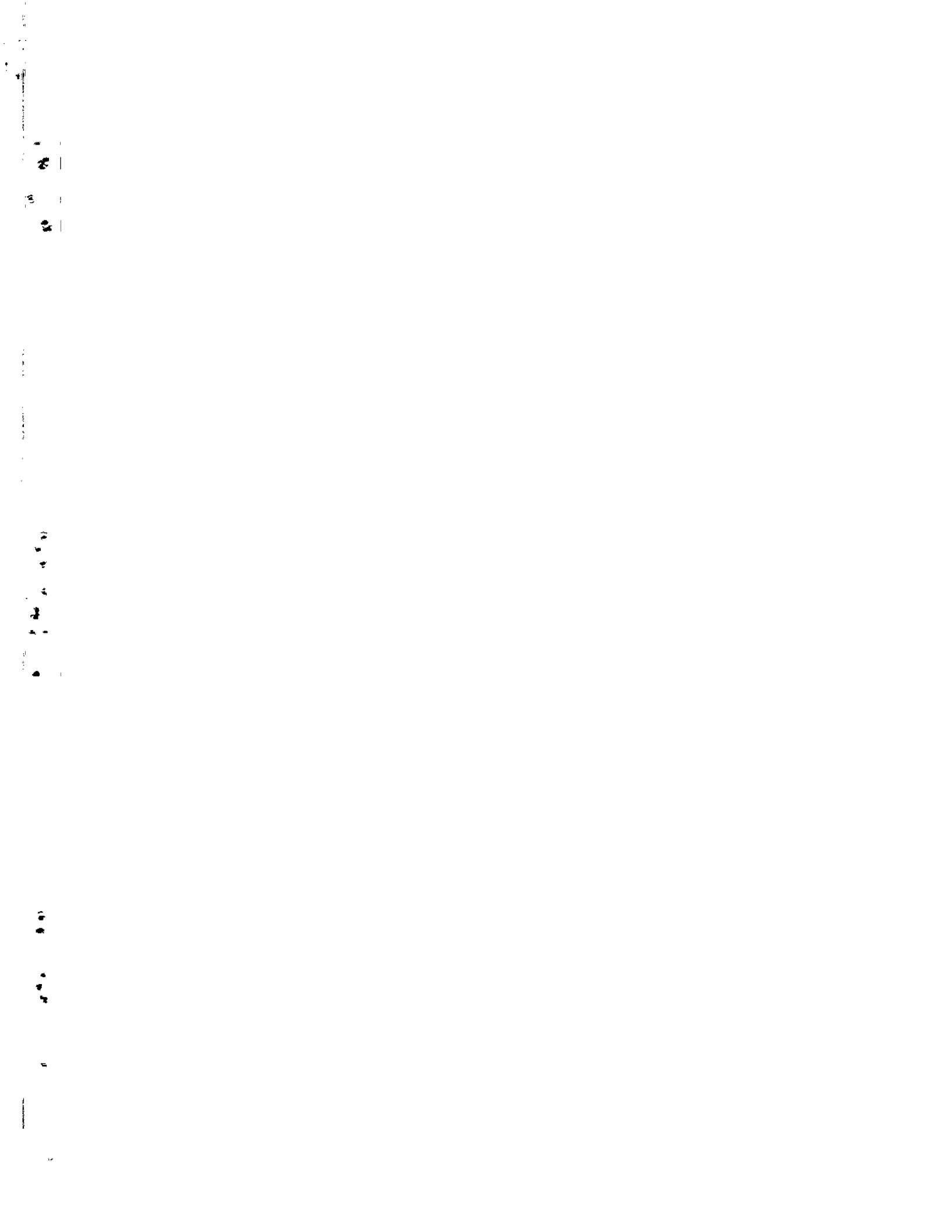
5.0 Responsibility of the Head of Agency

The Regional Director, head of department, bureau, office, agency or other entity of the National Government, as the case may be, shall be held personally liable for any payment of the salary adjustment which is not in accordance with this Circular, and for the non-submission or late submission of the required reports.

6.0 Payment and Allotment and Accounting Procedures

6.1 The salary adjustment authorized in this Circular may be paid even before the receipt of the advice of allotment from the Budget Commission. The cash requirement for the purpose shall be issued by the Commission even before the release of the Advice of Allotment, provided that the request is supported by duly accomplished statement showing that the amount cannot be covered by the cash ceiling already released to the agency on the basis of its regular allotments.

6.2 The Accounting Officer of each regional office, department, bureau, agency or other entity shall accomplish and submit to the Budget Commission not later than fifteen (15) days from the end of the preceding month a statement of actual payments of salary increases for OCPC-covered



positions (Annex 3) made during the preceding month on the basis of which the Advice of Allotment for the purpose shall be issued. Those agencies which shall pay the adjustments from their own funds as mentioned in 2.1.2 and 2.1.3 hereof, shall not accomplish this Annex 3 form.

6.3 The Regional Director or head of department, bureau, office, agency or other entity of the National Government shall submit on or before June 15, 1977, the Plantilla Adjustment Form referred to in 4.1 of this Circular. Failure to submit the approved Plantilla Adjustment Form called for in 4.1 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 GSIS

The salary adjustment herein authorized is subject to GSIS retirement and life insurance premiums of a member-beneficiary.

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 shall take effect May 1, 1977.

(SGD.) JAIME C. LAYA
Acting Commissioner of the Budget

A true copy

(Name of Agency)
PLANTILLA ADJUSTMENT FORM

BUDGET CIRCULAR NO. 271
 Annex 1

ITEM NO., B.P. P.D. 1050 (10 Imp. 51) (1)	P.D. (2)	NAME OF EMPLOYEE (3)	Position & Salary Range P.D. 1050 (10 Imp. 51) (4)	Basic Annual/Daily Salary March 31, 1977 (5)	10% Annual Salary Adjustment (6)	Annual Salary As Adjusted May 1, 1977 (7)
Page Totals						
				P	P	P

APPROVED:

Certified Correct:

Head of Agency/Regional Director _____
Personnel Officer/Administrative Officer _____

Note 1 - The listing of positions in this form shall follow the order in the Plantilla of Personnel under P.D. 1050.
 Note 2 - Totals of all pages of columns (5) to (7) shall be summarized on the last page.
 Note 3 - Payment of the salary increase shall be subject to the condition that the employee must be in the service on the date of implementation, except as otherwise provided.

BUDGET CIRCULAR NO. 271

Annex 2

(Name of Agency)

NOTICE OF SALARY INCREASE

Date _____

Mr./Ms. _____

Sir/Madam:

Pursuant to Budget Circular No. 271 implementing LOI No. 533, your salary has been adjusted effective May 1, 1977 as follows:

Position and Salary Range	_____
Item No. _____, Page _____ of P.D. No. 1050	
(L.O. Imp. 51):	
Basic Annual/Daily Salary as of March 31, 1977	₱ _____
Add Salary Adjustment (10%)	₱ _____
Salary as Adjusted effective May 1, 1977	₱ _____

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

Very truly yours,

Head of Agency/Regional Director

COPY FURNISHED:

The Government Service Insurance System

(Name of Agency)

Date _____

The Commissioner of the Budget
Malacañang, Manila

Attention: Director, National Government
Budget Operations Office

S i r :

Pursuant to Budget Circular No. 271 dated May 1,
1977, I hereby request for the release of an allotment
of ₱ _____ from the _____ Fund,
Item _____, page _____ of P.D. 1050 to cover
disbursements for the 10% salary increase therein author-
ized made during the month of _____, 19 _____.

The above-mentioned amount and the attached sup-
porting documents are hereby certified to be correct.

Very truly yours,

Head of Agency

Accounting Officer

Note: This form shall be used for reimbursement of 10%
salary adjustment paid for OCPC-covered posi-
tions. It shall not be used by those mentioned
in Paragraph 2.1.2 and 2.1.3 of the Circular.

