

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

July 26, 1977

DEPARTMENT ORDER
No. 33, s. 1977

THIRTY PERCENT (30%) IMPLEMENTATION OF THE 1976 SALARY
SURVEY EFFECTIVE JULY 1, 1977

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

1. Inclosed is Budget Circular No. 273 dated July 1, 1977 on the rules and regulations to implement the salary adjustment of employees and officials of the National Government as provided in Item No. 2 of Letter of Instructions No. 533, dated, April 21, 1977, which is self-explanatory.
2. The original and five (5) copies of the Plantilla Allocation List (Annex "B" of Budget Circular No. 273), 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 on or before September 30, 1977. 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 Allocation List mentioned above which shall serve as the basis for payment of their salary increases should be submitted direct to the IBM.
3. A Notice of Salary Increase (Annex "C" of BC 273) 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.
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

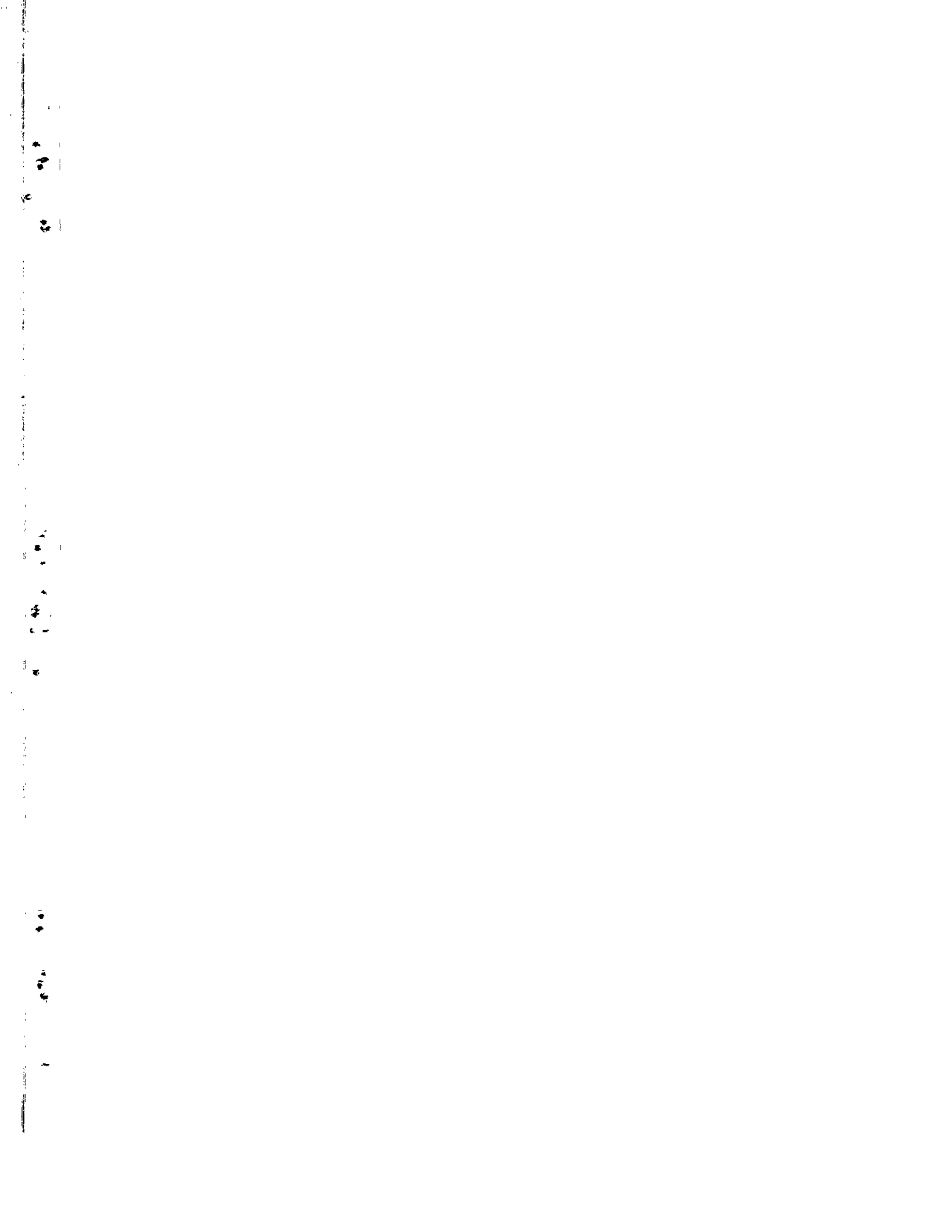
Reference:

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
EMPLOYEES
LEGISLATION
OFFICIALS
RULES & REGULATIONS
SALARY



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

BUDGET CIRCULAR NO. 273

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

SUBJECT: THIRTY (30) PERCENT IMPLEMENTATION OF THE 1976
SALARY SURVEY

The following rules and regulations are hereby promulgated for the implementation of the salary adjustment of employees and officials of the National Government as provided in Item No. 2 of Letter of Instructions No. 533, dated April 21, 1977.

1.0 Purpose

To partially implement the salary increase for personnel of 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 par. 2.0 below, based on the findings in the 1976 salary survey of private entities conducted by the Budget Commission, the adjustment to take effect July 1, 1977.

2.0 The Beneficiaries

2.1 Employees of the National Government, including those of certain government-owned and/or controlled corporations and of state colleges and universities which follow the national compensation and position classification plans, and who are in the government service on the date of implementation, are entitled to the salary adjustment provided in par. 1.1 of this Circular, effective July 1, 1977, computed on the basis of their salaries and salary ranges as of June 30, 1977, or in the case of retirees mentioned in par. 2.2, from their salaries and salary ranges immediately before their retirement; provided, however, that all positions covered by the Teachers Preparation Pay Schedule under Budget Circular No. 266, dated February 1, 1977, shall be entitled to this salary adjustment, notwithstanding salary increases previously received by them.

2.2. Officials and employees who have retired, or are due to retire, from the service within one (1) month immediately preceding the implementation of the salary increases herein authorized but who, otherwise, are qualified beneficiaries thereof, shall be entitled to the retirement benefits that would have accrued to them had they retired on the date of effectivity of the salary adjustment.

2.3. Consistent with the provisions of P.D. 985, government-owned and/or controlled corporations, state colleges and universities, and agencies of the National Government that are not on the National Compensation and Position Classification plans may grant their officials and 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.

3.0 Procedures and Rules for Adjustment

3.1. Thirty Percent (30%) Implementation of the 1976 Salary Survey - The basic annual salary of the employee as of June 30, 1977 shall be adjusted to the extent of 30% of the salary increase he is entitled to under the 1976 salary survey, as follows:

<u>Positions Assigned</u> <u>Salary Range</u>	<u>Salary Range</u> <u>Increase (100%)</u>
35 to 39	3 salary ranges
40 to 43	4 salary ranges
44 to 48	5 salary ranges
49 and above	6 salary ranges

3.2. There shall be no increase in the existing salary ranges of the positions as a consequence of the salary increase herein authorized.

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 increase under this Circular, Plantilla Adjustment Form in the prescribed form herein attached as Annex "B" containing the following information about the beneficiaries:

1. Item No. in P.D. No. 1050
2. Item No. in P.D. No. 733
3. Name of Employee

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4. Position and Salary Range per P.D. No. 1050
5. Basic Annual Daily Salary, June 30, 1977
6. Salary Adjustment - 30%
7. Salary as Adjusted, July 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 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 Civil Service Commission (Central Office) and the Civil Service Commission regional office 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 increase under this Circular is subject to appropriate adjustments if, upon review by OCPC, payments are found not in order. The recipient employee/official is liable to refund any overpayment without prejudice to the provisions of par. 5.0.

4.5. The Regional Director, head of department, or bureau, office, agency or other entity of the National Government, as the case may be, shall notify the employee/official in writing of his adjusted salary under this Circular through a Notice of Salary Adjustment in a prescribed form herein attached as Annex "C", subject to review by proper authorities. A copy of the Notice of Salary Adjustment shall be furnished the CSIS, 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 increase

which is not in accordance with this Circular, and for the non-submission of the required reports, without prejudice to requiring employees to refund any excess payments.

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 disbursement ceiling for the purpose shall be issued by the Budget Commission even before the release of said Advice of Allotment, provided that the request is supported by a duly accomplished statement showing that the amount cannot be covered from the cash disbursement ceiling already allowed to the agency on the basis of its regular allotments.

6.2. The accounting officer of each regional office, department, bureau, office, 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 payment of salary increases for OCPC-covered positions (Annex "D") made during the preceding month on the basis of which, the Advice of Allotment for the purpose shall be issued.

6.3. The regional director or head of department, bureau, office, agency or other entity of the National Government shall submit on or before September 30, 1977, the Plantilla Adjustment Form referred to in par. 4.1 of this Circular. Failure to submit the approved Plantilla Adjustment Form called for in par. 4.1 shall cause the suspension by the Budget Commission of the release of the allotment and cash disbursement ceiling for the succeeding quarter.

6.4. The payment of any salary adjustment of personnel in government-owned and/or controlled corporation shall be taken from their respective funds.

7.0 Hiring Rate

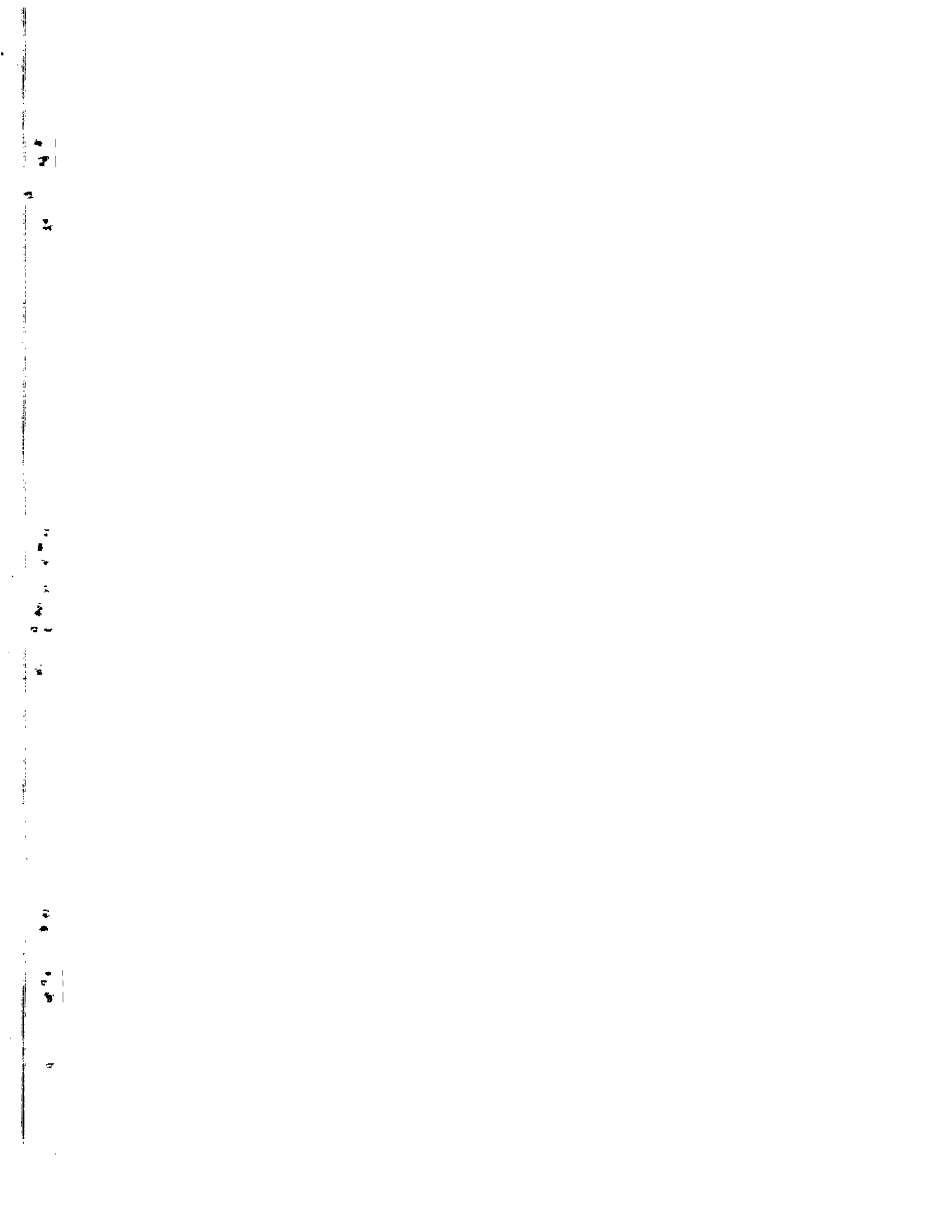
The hiring rate of an employee appointed on or after July 1, 1977 shall be the same as that of another employee receiving the lowest adjusted salary in a similar position in the same agency.

8.0 Contribution to GSIS

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

9.0 Saving Clause

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



10.0 Effectivity of the Salary Adjustment

The salary increases herein referred to shall take effect
July 1, 1977.

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

Incl.:

As stated

July 1, 1977

A true copy



PLANTILLA ALLOCATION LIST
(Name of Agency)

As of July 1, 1977

ITEM NO.	NAME OF EMPLOYEE	POSITION AND SALARY RANGE	BASIC ANNUAL/DAILY SALARY	30% SALARY ADJUSTMENT	SALARY AS ADJUSTED
P.D. (1)	P.D. (2)	P.D. (4)	(June 30, 1977) (5)	(6)	(July 1, 1977) (7)
17	Evelyn Moon	Clerk I, R-39	\$3984	\$194.40	\$4178.40
Page Total					

APPROVED: _____
Head of Agency/Regional Director

CERTIFIED CORRECT: _____

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.

COMPUTATIONS OF SALARY INCREASES IN IMPLEMENTATION
OF THE CY 1976 SALARY SURVEY

Illustrative Examples

1. If the position is assigned salary range 39 and the incumbent thereof has a basic annual salary of P3984 as of June 30, 1977, the salary increase shall be computed as follows:

Minimum of salary range 42 (R-39 + 3)	P4632
Deduct basic annual salary as of	
June 30, 1977	<u>3984</u>
100% salary increase to which incumbent	
is entitled	P 648
30% of P648	P 194.40

The 30% salary increase, plus the incumbent's salary as of June 30, 1977 will be the Salary as Adjusted, July 1, 1977, in Annex "B".

2. If the position is assigned salary range 42 and the incumbent thereof has a basic annual salary of P5376 as of June 30, 1977, the salary increase will be computed as follows:

Minimum of salary range 46 (R-42 + 4)	P5640
Deduct basic annual salary as of	
June 30, 1977	<u>5376</u>
100% salary increase to which	
incumbent is entitled	P264
30% of P264	P79.20

The 30% salary increase, plus the incumbent's salary as of June 30, 1977 will be the Salary as Adjusted, July 1, 1977 in Annex "B".

3. If the position is assigned salary range 74 and the incumbent thereof has a basic annual salary of P22,728 as of June 30, 1977, the salary increase will be computed as follows:

Maximum of R-75	P29,148
Deduct basic annual salary as of	
June 30, 1977	<u>22,728</u>
100% salary increase to which incumbent	
is entitled	P 6,420
30% of P6420	1,926

The 30% salary increase, plus the incumbent's salary as of June 30, 1977 will be the Salary as Adjusted, July 1, 1977, in Annex "B".

4. If the position is assigned salary range 39 (R-39 +3) as of June 30, 1977 and the incumbent was promoted after July 1, 1977 to a position with a salary range of 42 (R-42 + 4), the salary increase shall be computed as follows:

Minimum of salary range 46 (R-42 + 4) as promoted	P5,640.00
Deduct - Adjusted Salary as of July 1, 1977	
1. Basic annual salary as of June 30, 1977	P3,984.00
2. Salary Adjustment as of July 1, 1977	<u>194.40</u> 4,178.40
100% salary increase to which incumbent is entitled	1,461.60
30% of P1,461.60	438.48

The 30% salary increase, plus the incumbent's salary as adjusted effective July 1, 1977 will be the salary as adjusted after his promotional appointment.

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NOTICE OF SALARY INCREASE
(Name of Agency)

Date _____

Mr./Ms. _____

Sir/Madame:

Pursuant to Budget Circular No. 273 implementing LOI No. 533,
your salary has been adjusted as follows on the date hereunder
specified:

Title of Position and Salary Range	Clerk I, R-39
Item No. <u>17</u> , Page <u>100</u> of P.D. No. 1050	
Basic Annual/Daily Salary as of June 30, 1977 P3984.00
Add Salary Adjustment (30%) P 194.00
Salary as Adjusted effective July 1, 1977 <u>P4178.40</u>

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

The Budget Commission
M a n i l a

Attention: Budget Operations Office I/II

S i r :

Pursuant to Budget Circular No. 273 dated July 1, 1977, I hereby request for the release of an allotment of P. _____ from the _____ Fund, Item _____, page _____ of P.D. 1050 to cover disbursements for salary increase therein authorized made during the month of _____ for the following:

1. 30% salary increase based on the findings in the Salary Survey of 1976 P. _____

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

Very truly yours,

Head of Agency

Accounting Officer



