

Republika ng Pilipinas
(Republic of the Philippines)
MINISTERIYO NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

July 17, 1978

MEC O R D E R
No. 21, s. 1978

SALARY ADJUSTMENTS FOR TEACHING, SUPERVISORY AND SCHOOL
ADMINISTRATORS' GROUP UNDER BUDGET CIRCULAR NO. 78-290

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

1. Inclosed is a copy of Budget Circular No. 78-290, dated June 1, 1978 entitled "Salary Adjustments under the System of Career Progression for Teaching, Supervisory and School Administrators' Group under the Department of Education and Culture" (now Ministry of Education and Culture) as approved by President Ferdinand E. Marcos.
2. The salaries of those occupying positions covered by the Teachers Preparation Pay Schedule shall be adjusted on the basis of the duly approved Equivalents Record Forms as of June 30, 1978.
3. It is desired, in this connection, that the Plantilla Allocation Lists (Annex "C") be prepared immediately for submission to this Office in six (6) copies. Likewise, the teacher or individual concerned should be notified in writing of his adjusted salary on the prescribed form (Annex "C-2") under the said Budget Circular.
4. The Plantilla Allocation Lists and Notice of Salary Adjustments of Schools Division Superintendents and Assistant Schools Division Superintendents will be prepared by this Office.

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



Incl.:

As sta

References:

Department Orders: Nos. 14 and 20, s. 1977

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

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

OFFICIALS
PLANS
PLANTILLAS
RULES & REGULATIONS
SALARY
SUPERINTENDENTS
TEACHERS

(Inclosure to MEC Order No. 21, s. 1978)

Republika ng Filipinas
Komisyon sa Guguhing Pampamahalaan
Budget Commission
Malacañang
Manila

BUDGET CIRCULAR NO. 78-290
June 1, 1978

TO : The Secretary, Department of Education and
Culture, State Colleges and Universities and
all others concerned.

SUBJECT: Salary Adjustments under the System of Career Progression
for Teaching, Supervisory and School Administrators'
Group under the Department of Education and Culture

The following rules and regulations are hereby promulgated to
implement a new minimum salary for public school teachers, school ad-
ministrators, and supervisory teaching positions under the Department
of Education and Culture as approved by Pres. Ferdinand E. Marcos.

1.0 Purpose

1.1 To upgrade the salary ranges of all classes
of positions covered by the Teachers Preparation Pay
Schedule so as to raise the minimum level of salaries.

1.2 To upgrade accordingly all positions falling
under the school administration group and other school
personnel.

1.3 To provide assignment allowances for school
division superintendents depending on the classification
of the province or city school division.

2.0 Coverage - These salary adjustments apply to incumbents
of positions covered by the national compensation and position
classification plans, and who are in the government service on
the date of implementation.

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

a) All classes in the Teaching Group

- b) Certain classes in the School, College and University Librarian Group
- c) Certain classes in the School, College and University Faculty Group

2.2 School Administration Group:

- a) School Superintendent
- b) Vocational School/College Superintendents
- c) Vocational College Deans
- d) District Supervisors
- e) Vocational School Administrators
- f) School Principals

3.0 Procedures and Rules for Adjustment

3.1 Salary Adjustments for Teaching Positions - salary levels for all classes of positions under the Teachers Preparation Pay Schedule shall be adjusted to the minimum of the upgraded range of the position per attached Annex "A". (Sample computations are attached in Annex "A-1")

3.2 Salary Adjustments for School Administrators - School Administrators and Supervisors herein identified as beneficiaries, shall be upgraded to the minimum of the range allocation for their respective classes of positions per Annex "B" (Sample computation are attached in Annex "B-1").

4.0 Additional Compensation for School Superintendents -

4.1 Schools Division Superintendents shall receive additional compensation in the form of assignment allowance on the basis of the assigned classification of the provincial or city school division as determined by the DEC, in addition to the upgrading received under Section 3.2 of this Circular, as follows:

<u>Assignment</u>	<u>Amount of Allowance</u>
Class A school division	P2,040 per annum
Class B school division	995 per annum

4.2 This additional compensation shall not form part of the basic salary of the School Superintendents concerned.

5.0 Implementing Details

5.1 The Regional Directors of the Department of Education and Culture shall prepare for purposes of the salary

adjustment under this Circular, Plantilla Allocation Lists in the prescribed form herein attached as Annex "C", containing the following information about the employee concerned:

1. Item No., PD 1250
2. Item No., PD 1050
3. Name of Employee
4. Position and salary range, PD 1250
5. Basic Annual Salary, December 31, 1976
6. Adjustment under DC 266, January 1, 1977
7. Adjustment under DC 271, May 1, 1977
8. Adjustment under DC 273, July 1, 1977
9. Actual Adjusted Salary, July 1, 1977
10. Upgraded Salary Range, July 1, 1978
11. Minimum Salary of Upgraded Range, July 1, 1978
12. Salary adjustment, July 1, 1978

5.2 The Plantilla Allocation Lists shall be certified as correct on each page by the Regional Director and approved by the Secretary of Education and Culture.

5.3 The original and four (4) copies each of the approved Plantilla Allocation Lists shall be furnished the Office of Compensation and Position Classification (OCPC). 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 treated as the plantilla appointment proposal and shall serve as basis for payment of salary adjustments.

5.4 The salary adjustment under this Circular is subject to appropriate adjustments if, upon review by OCPC, payments are found not in order. The recipient teacher/supervisor/administrator to the provisions of paragraph 5.0.

5.5 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 "C-2" subject to review by proper authorities. A copy of this notice of salary adjustment shall be furnished the GSIS.

6.0 Responsibility of the Head of Agency

6.1 The Regional Director shall be held personally liable for any payment of the increase of salary which is not in accordance with this Circular, and for the non-submission or late submission of the required forms without prejudice to requiring employees to refund any excess payments.

6.2 The Regional Director of the DEC shall submit on or before September 30, 1978, the Plantilla Allocation Lists referred to in paragraph 5.1 of this Circular. Failure to submit the five (5) copies of the Plantilla Allocation Lists called for in paragraph 5.0 shall cause the suspension by the Budget Commission of the release of the allotment and cash requirement for the succeeding quarter.

7.0 Payment and Allotment and Accounting Procedures

7.1 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 issued to the agency on the basis of its regular allotments.

7.2 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 D) made during the preceding month on the basis of which the Advice of Allotment and Cash Disbursement Ceiling for the purpose shall be issued.

8.0 Hiring Rate

8.1 The hiring rate of all classes of positions under Annexes A and B appointed on or after July 1, 1978 shall be the minimum of the upgraded range of the position, but shall in no case be less than ₱6,888 per annum or ₱574 per month for BS graduates or those in level 3 and above.

9.0 Contribution to the GSIS

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

10.0 Saving Clause

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

11.0 Effectivity of the Salary Adjustment, etc.

11.1 The salary* adjustments herein referred to under paragraphs 3.1, 3.2 and the additional compensation for school superintendents under par. 4.0 shall take effect July 1, 1978.

(SGD.) JAIMIE C. LAYA
Minister of the Budget

NEW MINIMUM RATES FOR TEACHING POSITIONS UNDER THE TEACHERS
PREPARATION PAY SCHEDULE (TTTS) EFFECTIVE JULY 1, 1978

<u>Class Title</u>	<u>Below</u>	<u>Teachers</u>	<u>BSE</u>	<u>BSE + 20</u>	<u>M.A.</u>
	<u>ETC *</u>	<u>Certificate</u>			
I					
Elementary Grades Teacher	R-48	R-49	R-50	R-51	R-52
Guidance Counselor					
Kindergarten Teacher	P6240	P6552	P6333	P7236	P7608
Secondary School Teacher					
Penal Institution Teacher					
II					
Elementary School Head					
Teacher		<u>R-50</u>	<u>R-52</u>	<u>R-53</u>	<u>R-55</u>
Guidance Coordinator					
Penal Institution Head					
Teacher	P6333	P7608	P7992	P8832	
School Farming Coordinator					
Secondary School Head					
Teacher					
Special Education Teacher					
III					
Junior College Instructor		<u>R-52</u>	<u>R-55</u>	<u>R-56</u>	<u>R-57</u>
Secondary School Head					
Teacher II)	P7608	P8832	P9283	P9756	
Teacher Training Instructor)					
IV					
Secondary School Head					
Teacher III)		<u>R-55</u>	<u>R-57</u>	<u>R-58</u>	<u>R-59</u>
Vocational Instruction					
Supervisor I)	P8332	P9756	P10260	P10776	

<u>Class Title</u>	<u>Below</u> <u>ETC</u>	<u>Teachers</u> <u>Certificate</u>	<u>BSE</u>	<u>BSE + 20</u>	<u>M.A.</u>
V					
Secondary School Head Teacher IV)			R-59	R-60	R-61
Vocational Instruction Supervisor II)			P10776	P11328	P11904
	R-48	R-49	R-50	R-51	R-52
School Librarian)	P6240	P6552	P6888	P7236	P7608
		R-52	R-55	R-56	R-57
Junior College Librarian	P7608	P8832	P9288	P9756	
Assistant Instructor, R-53	P7992	- BS Degree			
Instructor I, R-56	P9288	- BS Degree			
Instructor II, R-58	P10260	- Master's Degree			
Instructor III, R-60	P11328	- Doctor's Degree			

Note:

Teachers receiving the minimum or above the minimum of the upgraded range are not entitled to salary adjustment under this Budget Circular.



NEW MINIMUM RATES FOR SCHOOL SUPERINTENDENTS, ADMINISTRATORS,
SUPERVISORS, PRINCIPALS, ETC.
EFFECTIVE JULY 1, 1978

<u>Class Title</u>	<u>Salary Range</u>	<u>Minimum</u>
Schools Division Superintendent	R-71	19,584
Assistant Schools Division Superintendent	68	16,860
Vocational College Superintendent	71	19,584
Vocational School Superintendent II	70	18,636
Vocational School Superintendent I	69	17,724
Vocational College Dean	68	16,860
Public Schools District Supervisor	61	11,904
Elementary School Principal IV	61	11,904
Elementary School Principal III	59	10,776
Elementary School Principal II	57	9,756
Elementary School Principal I	55	8,832
Special School Principal II	61	11,904
Special School Principal I	59	10,776
Assistant Special School Principal	57	9,756
Assistant Elementary School Principal	55	8,832
General Secondary School Principal IV	65	14,532
General Secondary School Principal III	63	13,152
General Secondary School Principal II	61	11,904
General Secondary School Principal I	59	10,776
Assistant General Secondary School Principal IV	63	13,152
Assistant General Secondary School Principal III	60	11,328
Assistant General Secondary School Principal II	58	10,260
Vocational School Principal III	63	13,152
Vocational School Principal II	61	11,904
Vocational School Principal I	59	10,776
Vocational School Administrator III	68	16,860
Vocational School Administrator II	66	15,264
Vocational School Administrator I	64	13,824
Vocational College Department Head	66	15,264
Vocational Placement Supervisor	65	14,532
Industrial Projects Training Supervisor	65	14,532
Vocational School Department Head	63	13,152
Vocational Placement Coordinator II	61	11,904
Vocational Placement Coordinator I	55	8,832

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PLANTILLA ALLOCATION LIST
(Name of Agency)

As of July 1, 1978

Item: PD	No. PD	Name of Employee	Position and Salary Range	Basic Annual Salary Dec. 31 1976	Adjustments Jan. 1, 1977	Adjustments May 1, 1977	Adjustments July 1, 1977	Actual Adjusted Salary July 1, 1977	Upgraded Salary Range July 1, 1978	Minimum Salary Upgr Range
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
2	1	Juan Cruz	PGP 3-R-41	\$5112	\$528	\$564	-	\$6204	R-50	\$6

* Salary Range under BC 256

Name of Agency

NOTICE OF SALARY ADJUSTMENTS

May 3, 1978

Sir/Madam:

Pursuant to Budget Circular No. _____ implementing Executive Order 500, your salary has been adjusted effective July 1, 1978 as follows:

Position and Salary Range _____
Item No. _____ Page _____ FD No. _____
Basic Annual Salary as of June 30, 1978 _____
Add: Salary Adjustment (minimum of
the upgraded range) _____
Salary as Adjusted Effective July 1, 1978 _____

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

Very truly yours,

Copy Furnished:

Government Service Insurance
System
Arroceros, Manila

Budget Circular No. _____

ANNEX "D"

Department of Education and Culture

The Budget Commission
Manila

Attention: Budget Operations Office 1

S i r :

Pursuant to Budget Circular No. _____ dated _____,
1978, I hereby request for the release of an allotment of P _____
from the _____ Fund. Item _____, page _____ of TD 1250
to cover disbursements on salary increases for teachers made by the
Department of Education and Culture during the month of _____.

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

Very truly yours,

Head of Agency

Chief Accountant

Note: Increases under this Circular
are not covered by appropriations
per TD 1250

COMPUTATIONS OF SALARY INCREASES FOR SUPERVISORY
AND SCHOOL ADMINISTRATORS' GROUP UNDER THE MEC

Illustrative Examples

1. If an Elementary School Principal I, assigned salary range 49 has a basic annual salary of P8400 as of June 30, 1978, the salary increase will be computed as follows:

Minimum of upgraded salary range, R-55 . . . P8832 or P736/mo.
(per Annex B)
Deduct basic annual salary as of
June 30, 1978 8400 or P700/mo.
Salary Increase to which incumbent
is entitled P 432 or P36/mo.

2. If an Elementary School Principal I, assigned salary range 49 has a basic annual salary of P8832 as of June 30, 1978, the incumbent shall not be entitled to salary adjustment.

Minimum of upgraded salary range, R-55 . . . P8832 or P736/mo.
(per Annex B)
Deduct basic annual salary as of
June 30, 1978 P8832 or P736/mo.

3. If an Elementary School Principal I, assigned salary range 49 has a basic annual salary of P9288 as of June 30, 1978, the incumbent shall not be entitled to salary adjustment but shall continue to receive his present salary.

Minimum of upgraded salary range, R-55 . . . P8832 or P736/mo.
(per Annex B)
Deduct basic annual salary as of
June 30, 1978 P9288 or P774/mo.

Note:

The same procedure for computation of salary increases shall apply for all classes of positions in the Supervisory and School Administrators' Group. Those receiving salary rates at the minimum or above the minimum of the upgraded range are no longer entitled to salary adjustments under this Budget Circular.

Computation of Salary Increases for Positions
Under the Teachers' Preparation Pay Schedule (TPPS)

Illustrative Examples

1) If an Elementary Grades Teacher is assigned salary range 42 under Classification Level I and Basic Preparation Level 3 (Bachelors Degree) and has a basic annual salary of P6240 or P520/mo. as of June 30, 1978, the salary increase shall be computed as follows:

Minimum of upgraded Salary Range, R-50
(Classification Level I and Basic Preparation Level 3 per Annex "A") P6888 or P574/mo.

Deduct basic annual salary as of June 30, 1978 P6240 or P520/mo.

Salary increase to which incumbent is entitled P648 p.a. or P54/mo.

2) If an Elementary Grades Teacher is assigned salary range 42 under Classification Level I and Basic Preparation Level 3 (Bachelors Degree) and has a basic annual salary of P6888 or P574/mo. as of June 30, 1978, the incumbent shall not be entitled to salary adjustment.

Minimum of upgraded Salary Range, R-50
(Classification Level I and Basic Preparation Level 3 per Annex "A") P6888 or P574

Deduct basic annual salary as of June 30, 1978 P6888 or P574

3) If an Elementary Grades Teacher is assigned salary range 42 under Classification Level I and Basic Preparation Level 3 (Bachelors Degree) and has a basic annual salary of P7236 or P603/mo. as of June 30, 1978, the incumbent shall not be entitled to salary adjustment but shall continue to receive his present salary.

Minimum of upgraded Salary Range, R-50
(Classification Level I and Basic Preparation Level 3 per Annex "A") P6888 or P574/mo.

Deduct basic annual salary as of June 30, 1978 P7236 or P603/mo.

Note:

The same procedure for computation of salary increases shall apply for all classes of positions with their corresponding basic preparation under the Teachers Preparation Pay Schedule (TPPS). Those receiving salary rates at the minimum or above the minimum of the upgraded range are no longer entitled to salary adjustments under this Budget Circular.

