

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

September 14, 1979

MEC O R D E R
No. 60, s. 1979

MINIMUM WAGE FOR NATIONAL GOVERNMENT EMPLOYEES

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

1. Inclosed is a copy of the National Budget Circular No. 313 dated August 16, 1979 on the subject "Minimum Wage for National Government Employees Including Those in Government-Owned and/or Controlled Corporations," which is self-explanatory.
2. It is desired that the employees concerned be notified of their adjusted salary on the prescribed form (Annex A or B) under the said Circular.
3. Please be guided accordingly.

(SGD.) ONOFRE D. CORPUZ
Minister of Education and Culture

Incls.:
As stated

Reference:
MEC Order: No. 35, s. 1979

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

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

~~EMPLOYEES~~
~~FORMS~~
~~OFFICIALS~~

~~RULES & REGULATIONS~~
~~SALARY~~

(Inclosure to MEC Order No. 60, s. 1979)

MINISTRY OF THE BUDGET
Malacañang, Manila

NATIONAL BUDGET CIRCULAR NO. 313
August 16, 1979

To: Heads of Ministries, Bureaus, Offices and Agencies of the National Government, Governing Boards of Government-Owned and/or -Controlled Corporations, and All Others Concerned

Subject: MINIMUM WAGE FOR NATIONAL GOVERNMENT EMPLOYEES INCLUDING THOSE IN GOVERNMENT-OWNED AND/OR -CONTROLLED CORPORATIONS

1.0 Purpose. This Circular is being issued in compliance with Letter of Implementation No. 91 dated August 9, 1979, increasing the minimum wage of all national government employees, including those in government-owned and/or -controlled corporations to Thirteen Pesos (P13) per day or Three Hundred Ninety Pesos (P390) per month or Four Thousand Six Hundred Eighty Pesos (P4,680) per annum provided under Presidential Decree No. 16 effective May 1, 1979.

2.0 Coverage

2.1 This Circular shall apply to all full-time employees of the National Government including those in government-owned and/or -controlled corporations, whether permanent, temporary, emergency or casual, and whether their positions are covered by the national compensation and classification plans or by special salary plans.

2.2 This Circular may, likewise, apply to employees of the local government, subject to the availability of local funds and as the Joint Commission on Local Government Personnel Administration may authorize.

3.0 Definitions

3.1 For purpose of this Circular, full-time employees shall mean those, who, by the terms of their appointments, are required to observe the regular working hours prescribed by law for government employees consisting of at least 8 hours per day on a 5-day work week.

3.2 The actual salary of an employee shall mean the total compensation received by an employee as of May 1, 1979 which includes his basic salary as of April 30, 1979, the salary increases as a result of the salary range upgrading and percentage adjustments pursuant to the provisions of National Budget Circulars Nos. 305 and 307, and emergency cost of living allowance, but excluding subsistence, clothing, laundry, quarters, and similar allowances being received by the employee.

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4.0 Implementing Rules

4.1 National Government Employees:

4.1.1 If the actual salary of an employee as defined under Item 3.2 is less than ₱13 per day or ₱390 per month or ₱4,680 per annum, his wage or salary shall be increased to ₱13 daily, ₱390 monthly or ₱4,680 per annum, respectively, whichever is applicable, effective May 1, 1979.

4.1.2 The emergency cost of living allowance being received by the employee, if any, shall be integrated as part of the basic salary of the employee before the increase authorized herein is granted. Henceforth, no payment for emergency cost of living allowance shall be authorized.

4.1.3 Effective May 1, 1979, the minimum wage to be prescribed on all appointments shall be ₱13 per day or ₱390 per month or ₱4,680 per annum, whichever is applicable.

4.2 The Head of the Ministry, Bureau, Regional Office, Agency, or government corporation shall notify the employee concerned of his adjusted salary through a Notice of Salary Increase prescribed herein, and attached as Annex A. A copy of the Notice of Salary Increase shall be furnished the GSIS, if the beneficiary is a member thereof.

4.3 For economy and to facilitate issuance, this Notice of Salary Increase may be issued in the form of a Special Order to include employees having similar data and information such as designation, salary range and actual basic salary. A sample form is attached as Annex B.

5.0 Funding Source

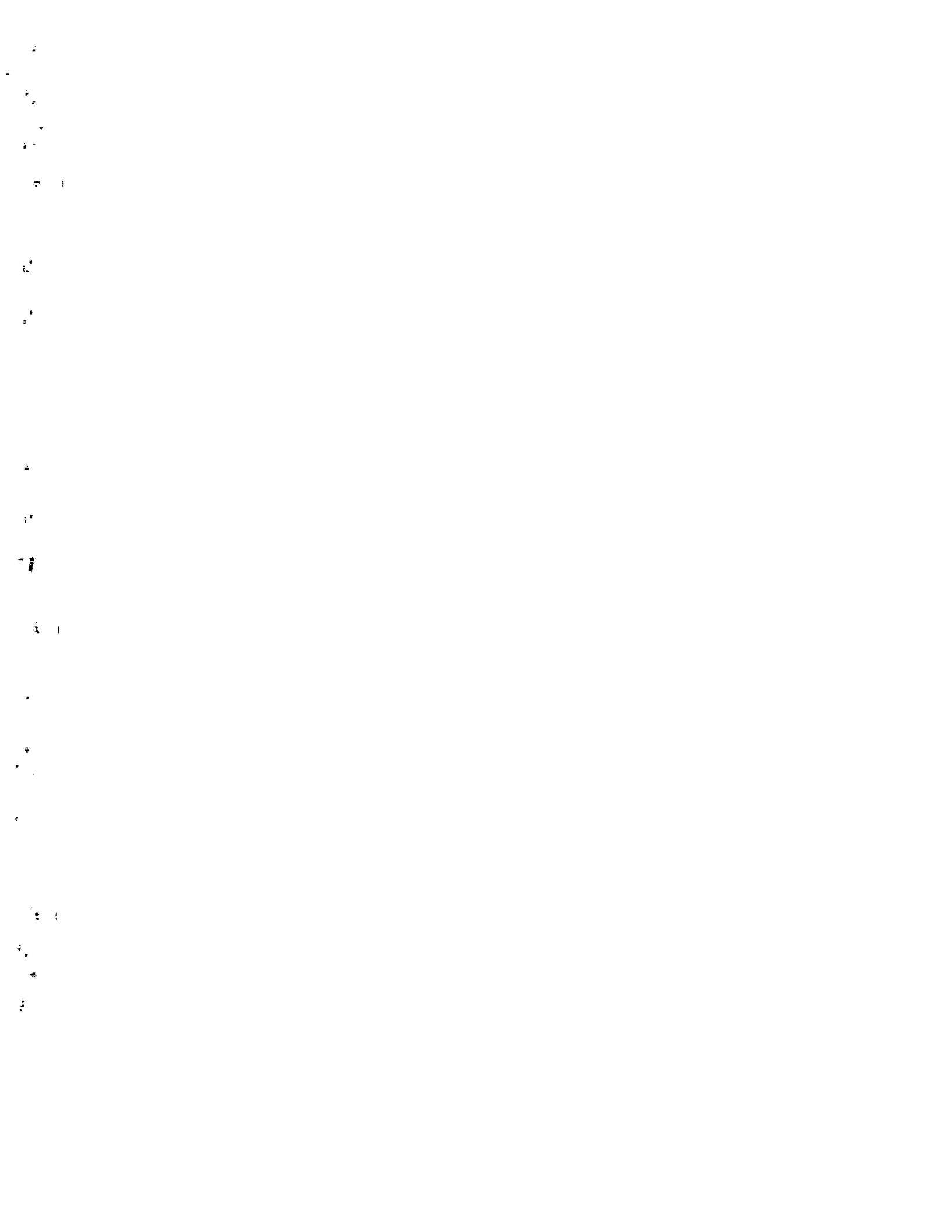
5.1 The amounts appropriated for salary increases which are incorporated in the budgets of national government offices shall be used to implement the salary increase authorized under this Circular.

5.2 Salary lapses and other personal services savings of the ministry/bureau/office/agency concerned shall be used first to cover any deficiency in the amount needed for the herein provided salary increase.

5.3 Any remaining deficiency in the amounts needed herein for salary increase shall be covered by the Salary Adjustment Fund in the 1979 General Appropriations Act and from budgetary reserves, with the approval of the Minister of the Budget.

5.4 Funding from Item 5.2 shall be resorted to only if the funding source under Item 5.1 is already exhausted; similarly, funding from Item 5.3 shall be resorted to only if the funding source under Item 5.2 is already exhausted.

5.5 No action shall be subsequently taken on the use of personal services savings for agencies which are authorized to draw against the Salary Adjustment Fund.



5.6 The increase in minimum wage/salary herein authorized for employees in government-owned and/or -controlled corporations being paid from funds other than the General Fund, shall be charged against their respective appropriations on corporate funds.

6.0 Payment and Allotment and Accounting Procedures

6.1 The salary increase authorized in this Circular may be paid even prior to the receipt by the Agency of the Advice of Allotment from the Ministry of the Budget. The Cash Disbursement Ceiling for the purpose shall be issued by the Ministry of the Budget even prior to the release of said Advice of Allotment, provided that the request shall be supported by a duly accomplished statement showing that the amount required 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 Ministry, Bureau, Regional Office, Office, Agency or other entity of the National Government shall accomplish and submit to the Ministry of the Budget not later than fifteen (15) days after the end of the preceding month, a statement of actual payments of the minimum wage/salary increase made during the preceding month duly certified in accordance with the prescribed form attached as Annex C, on the basis of which the Advice of Allotment for the purpose shall be issued by the Ministry of the Budget.

7.0 Responsibility of the Head of Agency. The head of the agency or corporation concerned shall be held personally liable for any payment of the minimum wage/salary increase (made) granted which is not in accordance with this Circular, and for the non-submission of the required reports, without prejudice, however, to the refund of any excess payment by the employee/employees concerned.

8.0 Contribution to GSIS. The salary increase herein authorized is subject to the mandatory requirements of GSIS life and retirement insurance premiums if the recipient is a member thereof.

9.0 Saving Clause. Cases not covered by the provisions of this Circular shall be referred to the Minister of the Budget for appropriate action and/or recommendation.

10.0 Effectivity of Minimum Wage/Salary Increase. The minimum wage/salary increase provided herein shall take effect May 1, 1979.

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

A true copy

(Head of Agency)

NOTICE OF SALARY INCREASE

Mr./Mrs./Miss _____

Date: _____

Sir/Madam:

Pursuant to National Budget Circular No. 313 implementing Letter of Implementation No. 91 dated August 9, 1979, the wage/salary of your position of _____, Item No. _____ page _____ of LOIMP No. 76/Special Budget No. _____, has been increased to _____ per _____ * (day/month/annum) effective May 1, 1979 as follows:

Adjusted _____ * Salary as of
May 1, 1979 ₱ _____

Add: Emergency Cost of Living Allowance,
_____ *, if any ₱ _____
_____ * Salary Increase ₱ _____

Total Salary ₱ _____

This salary increase is subject to review and post-audit by the Office of Compensation and Position Classification (CCPC) and to an appropriate re-computation and refund if found not in order.

Very truly yours,

(Head of Agency)

*Indicate whether daily, monthly or per annum, whichever is applicable.

(Name of Agency)

NOTICE OF SALARY INCREASE

Special Order
No. _____ s. 1979

Pursuant to National Budget Circular No. _____ implementing LOIME No. 91 dated August 9, 1979, the wages/salaries of the following employees have been increased to ₱ _____ per _____,* day/month/annum effective May 1, 1979:

Name of Employee	Item No. per PSJ B.P. Blg. 1/Special Budget
1.	
2.	
3.	
4.	
5.	

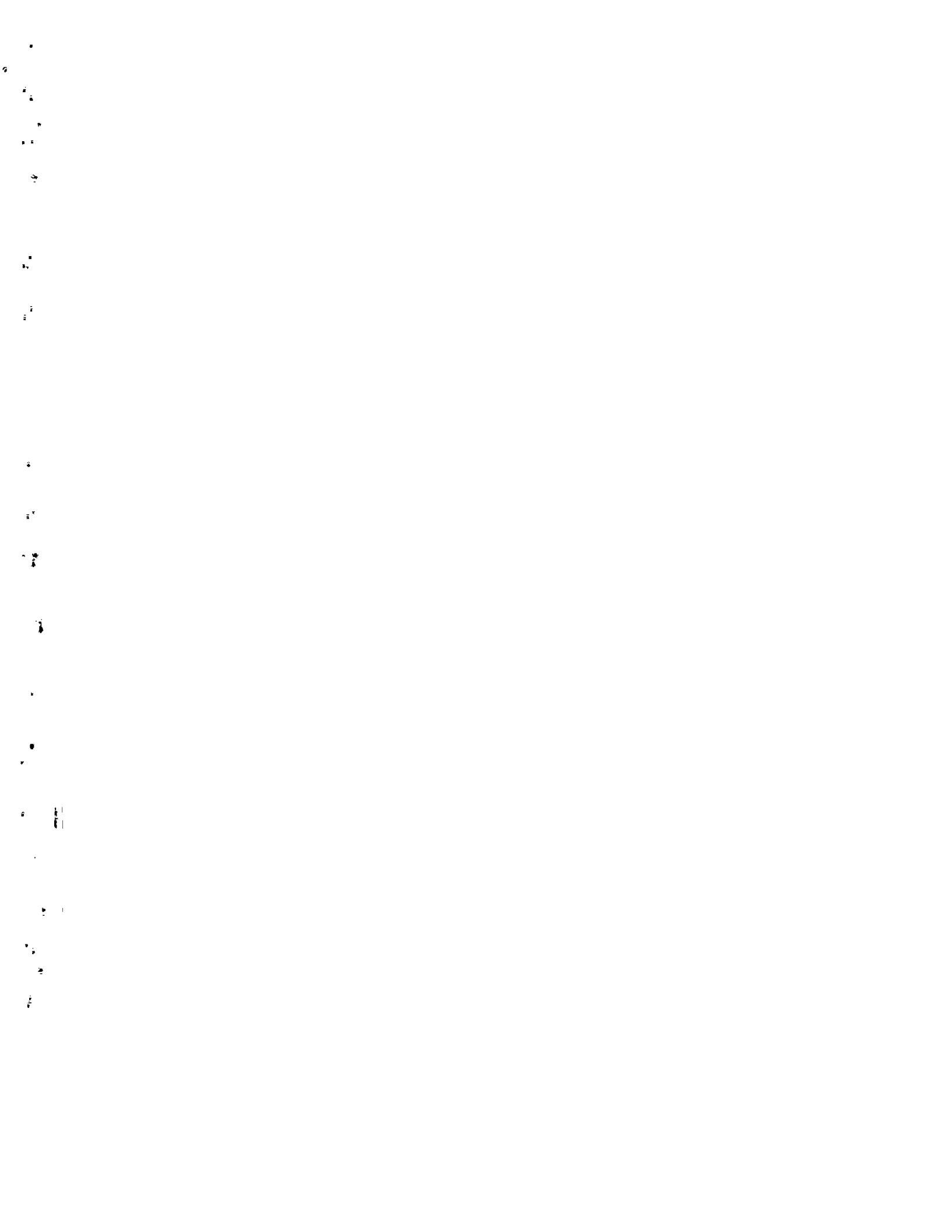
Their wages/salaries have been increased as follows:

Adjusted _____ * Salary as of May 1, 1979 ...	₱ _____
ADD: Emergency Cost of Living Allowance, _____ if any	₱ _____
_____ * Salary Increase	₱ _____
Total Salary	₱ _____

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

(Head of Agency)

*Indicate whether daily, monthly or per annum, whichever is applicable.



(Name of Agency)

Date _____

The Minister of the Budget
M a n i l a

ATTENTION: Budget Operations Office I/II

S i r :

Pursuant to National Budget Circular No. _____ dated
_____, 1979, I hereby request for the release of
₱ _____ from the _____ Fund Item _____,
page of Batas Pambansa Blg. 1 PSI for CY 1970 to cover disbursement
for salary increase therein authorized during the month of
_____.

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

Very truly yours,

Chief Accountant

