

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

October 17, 1979

MEC O R D E R  
No. 65, s. 1979

CLARIFICATION ON SELECTIVE MERIT INCREASE  
OF DESERVING EMPLOYEES

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

1. For the information and guidance of all concerned, quoted below is a letter of the Chairman, Civil Service Commission, dated October 3, 1979, clarifying the application of some provisions of Budget Circular No. 286 and Civil Service Memorandum Circular No. 3, which reads as follows:

"This refers to your letter of September 18, 1979 requesting clarification on the application of some of the provisions of Budget Circular No. 286 and Civil Service Memorandum Circular No. 3 regarding the granting of selective merit increases to deserving employees.

"It is specifically stated under Budget Circular No. 286 that the rules and regulations governing the use of the lump sum appropriations for selective merit increase shall take effect beginning January 1, 1978. Hence, employees who have earned a degree (bachelor's, masteral or doctoral, as the case may be) higher than the minimum required for their positions or who have excelled in their assigned task prior to the aforementioned date, are not eligible for a merit increase. It may also be mentioned that rules and regulations, like law, have no retroactive effect, unless the contrary is provided.







"With regard to employees whose performance is outstanding for two consecutive rating periods, this Commission interposes no objection for granting a merit increase once every year, provided, the adjusted salaries of these deserving employees shall not exceed the maximum steps of the salary ranges to which their positions are allocated in the national classification plan. In the example cited, the employee will be entitled to a merit increase effective January 1, 1980. Also, we would like to inform you that employees who are on official detail are entitled to merit increase for exemplary performance during their period of detail.

"We hope that our explanations will enlighten you on the implementing rules and regulations of Budget Circular No. 286."

2. Please be guided accordingly.

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

Reference:

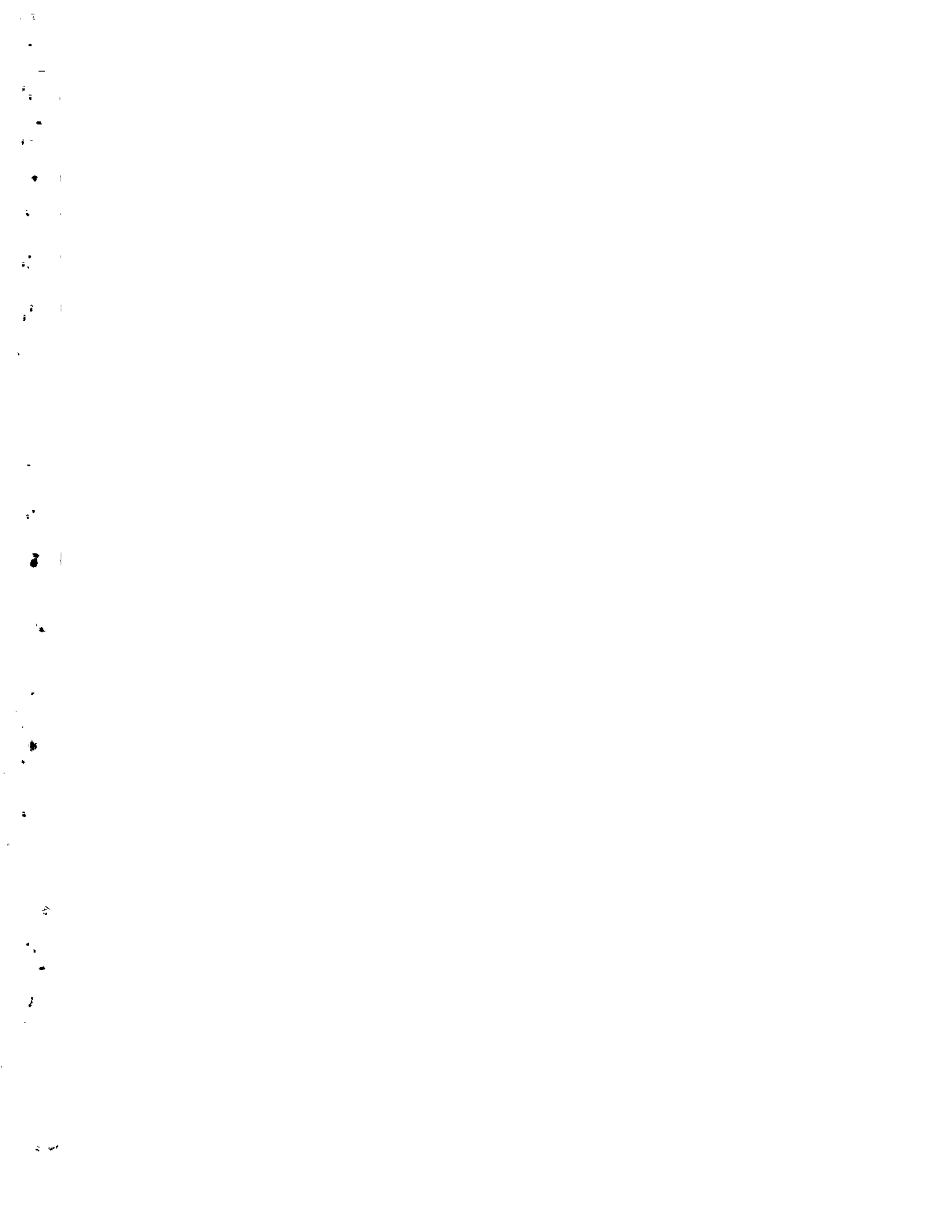
MEC Order: No. 40, s. 1978

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

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

- BUREAUS & OFFICES
- EMPLOYEES
- OFFICIALS
- PRIZES or AWARDS
- SALARY
- TEACHERS









September 18, 1979

The Honorable Chairman  
Civil Service Commission  
M a n i l a

(Attn.: Office of Performance & Promotion System)

S i r :

With reference to Budget Circular No. 286 and Civil Service Memorandum Circular No. 3 regarding the granting of selective merit increases to deserving employees of the Government, the following queries are hereby presented:

- (1) Is an employee entitled to the merit increase for earning a degree (bachelor's, masteral or doctoral, as the case may be) higher than the minimum required for the position or outstanding performance or significant cost-saving or efficiency-enhancing innovation before January 1, 1978, such increase to take effect not earlier than the said date? For example: A school division superintendent earned a doctoral degree in March, 1975. The minimum educational requirement for the position is a masteral degree. Is he entitled to a merit increase of two (2) salary steps to take effect January 1, 1978?
- (2) May an employee be granted merit increases for outstanding performance ratings every rating period, or twice a year, provided, the salary of the employee as increased shall not exceed the maximum salary of the range allocation of his position? For example: An employee was given outstanding performance ratings for the periods from January 1 to June 30, 1979 and July 1 to December 31, 1979. Is he entitled to merit increases effective July 1, 1979 and January 1, 1980, respectively?

This Office will appreciate it very much if the answers to the aforementioned queries could be given at the earliest time.

Very truly yours,

For the Minister:

(SCD.) VEDASTO G. SUAREZ  
Assistant Secretary

A true copy





