

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

February 14, 1980

MEC O R D E R
No. 6, s. 1980

SALARY INCREASES/ADJUSTMENTS OF ALLIED MEDICAL CLASSES
OF POSITIONS IN THE NATIONAL GOVERNMENT

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 Compensation Circular No. 3 dated December 11, 1979 on the subject "Salary Increases/Adjustments of Allied Medical Classes of Positions in the National Government" which is self-explanatory.
2. It is desired that the officials and employees concerned in your respective offices be notified of their adjusted salary on the prescribed form (Annex B or C of the said Circular) except Senior Dentists, and Dentists I and II of school divisions which shall be notified by this Office.
3. Please be guided accordingly.

(SGD.) ONOFRE D. CORPUZ
Minister 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:

EMPLOYEES
OFFICIALS
RULES & REGULATIONS
SALARY

(Inclosure to MEC Order No. 6, s. 1980)

Republika ng Pilipinas
Ministri ng Guguling Pampamahalaan

Ministry of the Budget
Malacanang, Manila

NATIONAL COMPENSATION CIRCULAR NO. 3
December 11, 1979

TO : Heads of Ministries, Bureaus, Offices and Agencies of the National Government, Heads of Hospitals, Heads of State Universities and Colleges, Specialized Boards and Commissions and All Others Concerned

SUBJECT : Salary Increases/Adjustments of Allied Medical Classes of Positions in the National Government

1.0 Purpose. This Circular is issued in compliance with LOImp. No. 106, dated November 28, 1979, upgrading the allied medical classes of positions in the National Government, effective November 1, 1979.

2.0 Coverage. Positions covered are those in the allied medical classes of positions listed in Section 1, LOImp. No. 106 and in Annex "A" hereof, which are found in the national government, including those in hospitals and state universities and colleges, and in specialized boards and commissions.

3.0 Definition. The actual salary of an employee for purposes of this Circular, shall mean the basic salary received as of October 31, 1979, which includes salary adjustments under National Budget Circular Nos. 305 and 313 but exclusive of incentive pay, allowances for transportation/representation, cost of living, bonus, honorarium and/or any other forms of additional compensation.

4.0 Adjustments Authorized

4.1 Each position shall be adjusted to the minimum of the upgraded range of the respective class as approved in Sec. 1 of LOImp No. 106 and as listed in Annex "A".

4.2 The present salary of the employee shall be maintained if the actual salary of an employee as of October 31, 1979 is higher than the minimum of the upgraded range.

4.3 All original appointments to positions covered by the National Compensation and Classification Plans, effective November 1, 1979, shall be fixed at the first step of the upgraded salary range of said positions, pursuant to paragraph 4.1 hereof. In no case shall an incumbent receive less than the first step of the upgraded salary range.

4.4 Positions in state universities and colleges and in specialized Boards and Commissions which are receiving rates below the minimum of the upgraded ranges prescribed herein may be adjusted pursuant to paragraph 4.1 only when duly classified by the Office of Compensation and Position Classification.

4.5 The compensation of contractual employees may be adjusted when duly approved under the Ministry of the Budget/Civil Service Commission Joint Circular No. 3, dated February 23, 1977.

4.6 Employees holding non-itemized positions and whose salaries are charged to lump-sum appropriations shall likewise be given the salary adjustment provided under paragraph 4.1 hereof: Provided, That such non-itemized positions have been classified under the national compensation and classification plans.

5.0 Procedures and Forms

5.1 The Head of the Ministry, Bureau, Regional Office, Agency, State Universities and Colleges or other entity of the National Government shall notify the employee concerned of his adjusted salary through a Notice of Salary Adjustment/Increase prescribed herein, and attached as Annex "B". This salary increase is subject to review and post-audit by the Office of Compensation and Position Classification (OCPC) and to an appropriate re-adjustment and refund if found not in order. A copy of the Notice of Salary Adjustment/Increase shall be furnished the GSIS, if the beneficiary is a member thereof.

5.2 For economy and to facilitate issuance, this Notice of Salary Adjustment/Increase may be issued in the form of a Special Order to include employees having similar data and information, such as OCPC classification of position, salary range, actual basic salary and upgraded salary range. A sample form is hereto attached as Annex "C".

6.0 Funding Sources

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

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

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

6.4 Funding from Item 6.2 shall be resorted to only if the fund source under Item 6.1 is already exhausted; similarly, funding from Item 6.3 shall be resorted to only if the fund source under Item 6.2 is already exhausted.

6.5 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.

7.0 Accounting Procedures

7.1 The salary adjustment/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.

7.2 The Accounting Offices of each Ministry, Bureau, Regional 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 salary increases made during the preceding month duly certified in accordance with the prescribed form attached as Annex "D", on the basis of which the Advice of Allotment for the purpose shall be issued by the Ministry of the Budget.

8.0 Accuracy. The adjustments made in violation of this Circular shall be considered as null and void.

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

10.0 Saving Clause. Cases where problems in supervisor-subordinate salary relationships arise as a result of the upgrading directed by Letter of Implementation No. 106, shall be referred to the Minister of the Budget for appropriate action and/or recommendation.

11.0 Effectivity. The salary increases/adjustments provided herein shall take effect November 1, 1979.

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

Encl.: a/s

<u>Groups/Classes</u>	<u>From</u> <u>Salary Range</u>	<u>To</u> <u>Salary Range</u>
<u>Dentistry Group</u>		
Dental Hygienist	44	45
Dentist I	56	58
Dentist II	59	61
Staff Dentist	59	61
Senior Dentist I	59	62
Senior Dentist II	62	64
Dental Training Officer	62	66
Senior Dental Training Officer	64	67
Supervising Dentist	65	67
Senior Staff Dentist	65	67
Chief Dental Service Officer I	68	70
Supervising Staff Dentist	68	70
Presidential Dental Supervisor	69	70
Chief Staff Dentist	71	72
Presidential Dental Chief	71	72
Dental Health Adviser	72	73

<u>Health and Sanitation Inspection Group</u>		
Industrial Sanitation Inspector	40	42
Quarantine Inspector	42	44
Rural Sanitation Inspector	42	44
Food Inspector	47	50
Food and Drug License Examiner	49	53
Clinical Laboratory Inspector	51	53
Drug Inspector	52	55
Senior Food Inspector	53	55
Senior Clinical Laboratory Inspector	55	57
Food and Drug Inspector	55	58
Senior Food and Drug License Examiner	55	58
Senior Drug Inspector	56	59
Senior Food and Drug Inspector	58	60
Drug Regulation Officer	58	60
Supervising Food Inspector	58	60
Food and Drug Laboratory Superintendent	60	62
Supervising Drug Inspector	60	62
Food and Drug Supervisor	62	64
Supervising Food and Drug License Examiner	63	65
Head Food Inspector	64	66

Supervising Drug Regulation Officer	64	66
Drug Regulation Coordinator	65	67
Supervising Food and Drug Inspector	66	68
Dangerous Drugs Custodian	66	68
Head Drug Inspector	66	68
Chief Food and Drug Inspector	69	70
Chief Drug Regulation Officer	69	70

Malaria Control Group

Malaria Sprayman	38	39
Supervising Malaria Sprayman	40	41
Malaria Technician	44	45
Malaria Foreman	45	46
Malaria Supervisor	46	47

Nursing Group

Midwife I	44	46
Midwife II	47	49
Flight Nurse	47	51
Nurse	47	51
Senior Midwife	50	51
Operating Room Nurse	50	53
Public Health Nurse	50	55
Senior Nurse	50	53
Nurse Instructor I	51	54
Nurse Anesthetist	52	55
Senior Operating Room Nurse	52	55
Senior Public Health Nurse	52	55
Supervising Nurse	52	55
X-Ray Therapeutic Nurse	52	55
Nurse Instructor II	53	56
Senior X-ray Therapeutic Nurse	55	57
Nursing Services Inspector	56	58
Assistant Chief Nurse II	57	59
Chief Nurse I	57	59
Nursing School Assistant Principal I	57	59
Supervising Operating Room Nurse	58	60
Supervising Public Health Nurse	58	60
Supervising Nurse Instructor	59	61
Assistant Chief Nurse III	61	63
Chief Nurse II	61	63

Nursing School Principal I	61	63
Regional Nursing Supervisor	61	63
Regional Public Health Nurse	61	63
Regional Training Nurse	61	63
Nursing School Assistant Principal II	61	63
Chief Public Health Nurse	61	63
Midwifery School Assistant Principal	61	63
Assistant Chief Nurse IV	63	65
Chief Nurse III	63	65
Midwifery School Principal	63	65
Nursing School Assistant Principal III	63	65
Nursing School Principal II	63	65
Chief Nurse IV	65	67
Department Training Nurse	65	67
Nursing Program Supervisor	65	67
Nursing School Principal III	65	67
Nursing Consultant	69	71
<u>Occupational Therapy Group</u>		
Occupational Therapy Technician	42	46
Occupational Therapist I	49	51
Occupational Therapist II	51	53
Occupational Therapy Supervisor	55	57
Chief Occupational Therapist	58	60
<u>Pharmacy Group</u>		
Pharmacy Aide	38	39
Pharmacist	50	53
Pharmaceutical Analyst	53	56
Senior Pharmacist	53	56
Supervising Pharmacist	57	60
Senior Pharmaceutical Analyst	57	60
Pharmaceutical Researcher	60	62
Assistant Chief Pharmacist	60	62
Pharmacy Training Officer	59	63
Chief Pharmacist	61	63
Senior Pharmaceutical Researcher	63	65
Hospital Pharmacy Program Supervisor	66	68
Pharmacy Adviser	70	71

Physical Therapy Group

Physical Therapy Technician	42	46
Physical Therapist	49	51
Physical Therapy supervisor	55	57

Schistosomiasis Control Group

Schistosoma Technician I	42	45
Schistosoma Technician II	44	46

Vaccination Group

Vaccinator	40	43
------------	----	----

-x-x-x-x-x-x-x-x-x-x

(Name of Agency)

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date _____

Mr./Ms. _____

Sir/Madam:

Pursuant to National Budget Circular No. _____ implementing Letter of Implementation No. 106, dated November 28, 1979, your salary is hereby adjusted effective November 1, 1979 as follows:

Basic Annual/Daily Salary as of
October 31, 1979 P _____
Add: Salary Adjustment. P _____
Add: Merit Increase if any. P _____
Adjusted Salary Effective November
1, 1979 which is the ____ step of the
upgraded salary range. P _____

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

Position Title _____

Item No. (LOImp. No. 76) _____

Page _____

Present Salary Range _____

Upgraded to R- _____

Very truly yours,

Head of Agency/Regional Director

Copy furnished:

The GSIS

(Name of Agency)

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date _____

Special Order
No. _____ s. 1979

Pursuant to National Budget Circular No. _____ implementing
LOImp. No 106, dated November 28, 1979, the positions of the
following officials/employees have been upgraded to R-_____,
(P-_____ - P-_____) effective November 1, 1979.

Name of Official/ Employees	Item No. per FSI B.P. Blg. 1
1.	
2.	
3.	
4.	
5.	

Their salaries have been adjusted as of November 1, 1979
as follows:

Basic Annual/Monthly/Daily Salary as of October 31, 1979	P _____
Add: Salary Adjustment/Increase.	P _____
Merit Increase.	P _____
Adjusted Salary which is the _____ step of the upgraded salary range	P _____

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

Head of Agency

Copy furnished:

The GSIS

(Name of Agency)

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date _____

The Minister of the Budget
M a n i l a

ATTENTION: Budget Operations Office I/II

S i r :

Pursuant to Budget Circular No. _____ dated _____, 1979,
I hereby request for the release of ₱ _____ from the _____
Fund Item _____, Page _____ of Batas Pambansa Bilang 1,
PSI for CY 1979 to cover disbursement for salary increase therein
authorized made during the month of _____ for LOImp. 106.

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

Very truly yours,

(Head of Agency)

(Accounting Officer)

/lvb