

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

March 17, 1980

MEC O R D E R
No. 15, s. 1980

ADDITIONAL GUIDELINES IN THE IMPLEMENTATION
OF JOINT BUDGET CIRCULAR NO. 286 AND CIVIL
SERVICE MEMORANDUM CIRCULAR NO. 3, s. 1980

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

Inclosed for the information and guidance of all concerned are Memorandum Circular No. 18, s. 1979, of the Civil Service Commission and National Budget Circular No. 286-B and Civil Service Memorandum Circular No. 3-B dated February 6, 1980 prescribing additional guidelines in the implementation of selective merit increases of deserving employees of the government employees and the reporting system therein.

Regional directors, cultural agency directors and presidents of state colleges and universities shall submit direct to the Ministry of the Budget, through the Office of Compensation and Position Classification (OCPC), the quarterly report on the attached form not later than ten (10) days after the end of each quarter, furnishing the Civil Service Commission copy. Regional directors and cultural agency directors shall likewise submit the report for record purposes.

Compliance is desired.

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

Incls.: As stated

References:

MEC Orders: Nos. 48; s. 1978 and
65; s. 1979

Allotment 1-2-3-4-- (D.O. 1-76)

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

BUREAUS and OFFICES
EMPLOYEES
OFFICE
PROMOTION
REPORT
RULES and REGULATIONS

(Inclosure No. 1 to MEC Order No. 15, s. 1980)

Republic of the Philippines
CIVIL SERVICE COMMISSION
Manila

MC # 18, s. 1979

MEMORANDUM CIRCULAR

T O : ALL HEADS OF MINISTRIES AND AGENCIES
OF THE NATIONAL GOVERNMENT

SUBJECT : Additional Guidelines in the Implementation
of Joint Budget Circular No. 286 and Civil
Service Memorandum Circular No. 3, s. 1978

In line with the Joint Budget Circular No. 286 and CSC Memorandum Circular No. 3 which provides the rules and regulations governing the use of lump sum appropriation for the selective merit increases of deserving employees of the government, the following additional guidelines are hereby issued to provide uniform approaches in the granting of merit increases:

1. The rules and regulations as provided for in the Joint Circular which took effect January 1, 1978 shall have no retroactive effect. Hence, all creditable accomplishments earned prior to the date of effectivity of the circular are not covered and/or entitled to any merit increases.
2. A merit increase shall be given to an employee who has rendered outstanding performance in assigned functions for two consecutive rating periods and not for only one rating period. This is in consonance with Sec. 8 of the Rules, Regulations and Standards on Employee Suggestions and Incentive Award System.
3. An employee may be granted merit increases for two or more types of creditable accomplishments. Hence, an employee who rendered an outstanding performance for two consecutive rating periods and at the same time completed masteral degree relevant to his position may be granted two merit increases provided, however, that the total adjusted salary as a result of such increases shall not exceed the maximum step of the salary range allocated to his position in the national classification plan.

Please be guided accordingly.

(SGD.) JACOBO C. CLAVE
Chairman

December 27, 1979

A true copy

(Inclosure No. 2 to MEC Order 15, s. 1980)

Republika ng Pilipinas
MINISTRI NG GUGULING PAMPAMAHALAAN
MINISTRY OF THE BUDGET
Malacañang, Manila

NATIONAL BUDGET CIRCULAR NO. 286-B
AND
CIVIL SERVICE MEMORANDUM CIRCULAR NO. 3-B
February 6, 1980

The following additional rules and regulations are hereby issued to supplement the provisions of Budget Circular No. 286 and Civil Service Memorandum Circular No. 3, which took effect January 1, 1978, in the implementation of the President's Letter of Instructions No. 562, relative to selective merit increases of deserving employees in the government:

1.0 Accounting for Merit Increases of Vacated Positions. When the position in which an incumbent has been awarded merit increase becomes vacant, the agency concerned shall notify the Ministry of the Budget, through OCPC, on the effective date of said vacancy in their quarterly reports on merit increases submitted pursuant to these rules and regulations.

1.1 Upon receipt of such notice, the OCPC shall revert the salary of the vacated position to the minimum of its range or grade and the change shall be reflected in the OCPC-certified plantilla of personnel of the agency concerned;

1.2 The amount for merit increases thus saved shall be reverted to the Lump Sum Fund of the agency concerned to be used exclusively for merit increases in accordance with these rules.

2.0 The merit increase of an incumbent to a particular position shall automatically terminate upon his promotion to another position.

3.0 Certified Quarterly Reports on Merit Increases. The certified quarterly reports on merit increases given to officials and employees in an agency for a particular Calendar Year and beginning with CY 1979 shall contain, among others, the following information:

- 3.1 Position/Designation;
- 3.2 Name of Official/Employee;
- 3.3 Item Number Under the Personal Services Itemization of the current BP General Appropriations Act;
- 3.4 Merit Increase schedule. Indicate whether the increase is one/two/three salary steps, as the case may be;
- 3.5 Amount involved;
- 3.6 Effective date of Merit Increase;

3.7 Date when position is vacated-when incumbent was promoted;

3.8 Other pertinent information.

4.0 Effectivity. These rules and regulations shall take effect immediately.

(SGD.) ALBINA MANALO-DANS
Commissioner
Civil Service Commission

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

A true copy

MERIT INCREASE UNDER B.C. 296 AND G.S. MEMORANDUM CIRCULAR NO. 2

OFFICE _____
 Period Covered _____

| Position/Designation | Name of Official/Employee | Item No. (a) | Merit Increase Schedule (b) | Amount Involved | Rate of Merit Increase | Date when Position Vacated when Incumbent was Promoted | Other Pertinent Information |
|----------------------|---------------------------|--------------|-----------------------------|-----------------|------------------------|--|-----------------------------|
| | | | | | | | |

OFFICIAL'S SIGNATURE:

(a) Under the Personal Services Itemization of the Current B.P. and Federal Appropriations Act.
 (b) Indicate whether the increase is one/two/three salary steps, as the case may be.

(Head of Office)

 (Date)