

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

June 9, 1980

DEC O R D E R
No. 23, s. 1980

COST OF LIVING ALLOWANCE OF 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 National Budget Circular No. 329 dated May 13, 1980 on the subject "Cost of Living Allowance of National Government Officials and Employees Including Those of State Colleges and Universities," which is self-explanatory.
2. Please be guided accordingly.

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

Incl.: As stated

Reference:

Department Memorandum: No. 132, s. 1974

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

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

ALLOWANCE
EMPLOYEES
OFFICIALS

Ministry of the Budget
Malacañang, Manila

NATIONAL BUDGET CIRCULAR NO. 329
May 13, 1980

To: Head of Ministries, Bureaus, Offices and Agencies of the National Government, Heads of State Universities and Colleges and All Others Concerned

Subject: COST OF LIVING ALLOWANCE OF NATIONAL GOVERNMENT OFFICIALS AND EMPLOYEES INCLUDING THOSE OF STATE UNIVERSITIES AND COLLEGES

1.0 Purpose. This circular is being issued in compliance with letter of Implementation No. 116 dated May 12, 1980 granting a cost of living allowance to officials and employees of the National Government, effective February 1, 1980.

2.0 Coverage and Exemption

2.1 All positions in the National Government, whether permanent, temporary, emergency or casual or contractual, whether employed on full-time or part-time basis are covered by this Circular, including positions whose salaries are fixed by the Constitution, Ministers or equivalent, Career Executive Service or those declared as equivalent, the Judiciary, uniformed and civilian of the Armed Forces of the Philippines and the Integrated National Police.

2.2 Foreign Service personnel and service attaches stationed abroad shall not be entitled to receive the cost of living allowance authorized herein.

2.3 Student-laborers, apprentices and other similar positions shall not be entitled to receive the cost of living allowance authorized herein.

3.0 Rules and Procedures

3.1 All Officials and employees of the National Government who are paid on annual or monthly basis shall be paid a cost of living allowance of P100 per month which will be granted in the following manner: P50 per month effective February 1, 1980 and the full amount of P100 per month effective August 1, 1980.

3.2 Daily-paid workers and laborers shall be entitled to an emergency cost of living allowance of P3.35 per day which will be granted in fol-

lowing manner: P1.70 per day effective February 1, 1980 and full amount of P3.35 per day effective August 1, 1980.

3.3 The cost of living allowance of an employee who is paid on the hourly, daily or part-time basis and who is entitled to only a portion thereof, shall be computed on the basis of actual service rendered during the month.

3.4 Teachers/Instructors/Professors and other teaching positions shall be entitled to the cost of living allowance provided herein during summer vacation, even if they do not render actual service for the period. For those who did not render the required number of working hours/days for the school year, the herein authorized allowance shall, however, be proportional to the vacation leave credit earned by the regular teacher and/or his substitute concerned.

3.5 Agencies who have been giving amelioration benefits, inflation-connected allowances and other similar allowances of at least P3.35 per day or P100 per month or P1,200 per annum, as the case may be, to their employees mentioned in Section 2.0 hereof, shall be deemed to have complied with LOImp No. 116 and shall not grant the emergency cost of living allowance authorized herein; Provided, however, that those who have been granting less than the amount specified herein, shall grant the difference in amount.

3.6 Leave of absence with pay shall be considered actual service for purposes of computing cost of living allowance.

3.7 Personnel on full-time or part-time detail with another agency of government or with government-owned or-controlled corporations shall

receive cost of living allowance from their home office. No one shall receive the cost of living allowance from more than one source.

3.8 Assemblymen's staff members numbering not more than five (5) per Assemblyman shall be entitled to the cost of living allowance.

4.0 Funding Source

4.1 The amounts appropriated for salary increase which are incorporated in the budgets of national government offices shall first be used to implement the emergency cost of living allowance authorized under this Circular.

4.2 Salary lapses and other personal services savings of the ministry/bureau/office/agency concerned shall be used to cover any deficiency in the amount needed for the herein provided emergency cost of living allowance.

4.3 Any remaining deficiency in the amounts needed for the herein provided cost of living allowance shall be covered by the Salary Adjustment Fund in the CV 1980 General Appropriations Act and ~~from budgetary reserves with the approval of the Minister of the Budget.~~

4.4 Funding from item 4.2 shall be resorted to only if the fund under item 4.1 is already exhausted; similarly, funding from item 4.3 shall be resorted to only, if the fund source under item 4.2 is already exhausted.

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

4.6 In the case of state universities and colleges, the cost of living allowance granted to employees whose compensation is paid from the Special Fund, shall likewise be charged to the Special Fund.

5.0 Responsibility of Head of Agency. The head of ministry, bureau, office, regional office, agency or other entity of the National Government concerned shall be held personally liable for any payment of cost of living allowance

not in accordance with the provisions of this Circular, and for the non-submission of the required reports, without prejudice, however, to the refund of any payments of the employees concerned.

6.0 Payment and Allotment and Accounting Procedures

6.1 The cost of living allowance applicable to February-May 1980 authorized in this Circular may; be paid out of the regular operating allotment of the agency, before the receipt by the Agency of the Advice of Allotment from the Ministry of the Budget. The agency shall submit the usual work and financial plan covering such February-May payment and covering the rest of the year as basis for issuing Advice of Allotment.

6.2 Payments beginning June shall be made after the release of the Advice of Allotment but a maximum of one month's payments may be made prior to receipt of Cash Disbursement Ceilings.

6.3 The Chief Accountant 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 from the end of a preceding month a statement of actual payments of the allowances made during the preceding month duly certified in accordance with the prescribed form attached as Annex "A", which shall be the basis of the issuance of a Cash Disbursement Ceiling.

6.4 Payments for schoolteachers shall be governed by a separate Circular.

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

8.0 Effectivity. Half of the cost of living allowance provided herein shall take effect February 1, 1980 and the other half, August 1, 1980.

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

Name of Agency

The Minister of the Budget
M a n i l a

ATTENTION: Budget Operations Office I/II

Sir:

Pursuant to National Budget Circular No. _____
dated _____, 1980, I hereby request for the
release of P _____ from the _____ Fund
Item _____, Page _____ of Batas
Pambansa Bilang 40, PSI for CV 1980 to cover disbursement
for Emergency Cost of Living Allowance therein authorized
and made during the month of _____ for the
following:

LOImp No. 116

	P	_____
/	P	_____
	P	_____
	P	_____

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

Very truly yours,

Head of Office

Accounting Officer