

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

January 30, 1981

MEC O R D E R
No. 6, s. 1981

ADDITIONAL COMPENSATION TO PUBLIC SCHOOL TEACHERS
FOR PARTICIPATION IN PRIORITY PROGRAMS
OF THE GOVERNMENT

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational Schools Superintendents/Administrators

1. Conformably to National Compensation Circular No. 13 and Special MEC Order No. 1 dated November 30, 1980, public school teachers duly authorized to participate in the implementation of priority programs of the government and other community-oriented pilot projects approved by the National Board on Education shall be paid additional compensation in the form of honoraria in lieu of overtime pay. Inclosed is a copy of the aforementioned directive.
2. The programs of highest priority declared eligible for additional compensation are the following:
 - a. Green Revolution and Food Production
 - b. Alay Tanim (Community Orchards and Tree Planting)
 - c. Community Environmental Sanitation
 - d. Nutrition and Supplementary Feeding
 - e. Health Services
3. District supervisors/principals/head teachers in-charge of task forces are enjoined to strictly and carefully administer, supervise and monitor said programs. It is their responsibility to see that honorarium is paid for worthwhile activities, for work well done and to the right persons.
4. The National Task Force may suspend/disapprove payments of honorarium for activities not in consonance with the letter and spirit of LOI No. 1023.

5. Attention is invited particularly to Annex B, Guidelines on the Operation of NCC and MEC Order for proper implementation; and Annexes A and C, the reports to be accomplished.

(SGD.) HERMENEGILDO C. DUMLAO
Acting Minister of Education and Culture

Incl: As stated

Reference:
None

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

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

COMMUNITY IMPROVEMENT
ENVIRONMENTAL EDUCATION
FUNDS
GREEN REVOLUTION
HEALTH EDUCATION
HONORARIUM
REPORT
RULES & REGULATIONS
TEACHERS

(Inclosure to MEC Order No. 6, s. 1981)

MINISTRY OF THE BUDGET
Malacañang, Manila

NATIONAL COMPENSATION CIRCULAR NO. 13
AND
SPECIAL MEC ORDER NO. 1
November 20, 1980

Subject: ADDITIONAL COMPENSATION TO PUBLIC SCHOOL TEACHERS FOR
PARTICIPATION IN PRIORITY PROGRAMS OF THE GOVERNMENT

1.0 Purpose. This Circular is issued in compliance with Letter of Instructions No. 1023 directing the payment of additional compensation to public school teachers for participating in programs of vital national significance.

2.0 Background Information. Teachers are usually given non-teaching assignments that encroach upon their teaching or teaching preparation time. The government depends greatly on these school teachers in the pursuit of its priority programs. It is only fitting and proper to grant additional compensation to school teachers for participating in these programs, thus augmenting their income and at the same time providing monetary incentives to participation in such programs.

3.0 Coverage. This Circular shall apply to all public school teachers, including classroom teachers, head teachers, principals, district supervisors and division supervisors assigned to any program.

4.0 Definition

4.1 Priority programs of government shall refer to programs of vital national significance such as health services, nutrition, community environmental sanitation, "Alay Tanim," and Green Revolution projects.

4.2 Honoraria refers to additional compensation granted for extra services/involvement in programs/projects not directly related to primary teaching functions and rendered outside of official classroom teaching hours.

5.0 General Policies

5.1 Public School Teachers duly authorized to participate in the implementation of priority programs of the government and other community-oriented pilot projects approved by the National Board of Education shall be paid additional compensation in the form of honoraria in lieu of overtime pay.

5.2 The following programs of highest priority which do not directly relate to basic teaching functions are declared eligible for additional compensation allowed under this Circular.

5.2.1 Green Revolution and Food Production

5.2.2 Alay Tanim (Community Orchards)

6.0 Rules and Regulations

6.1 A task force shall be instituted for the purpose of implementing each approved program which shall be assigned definite targets and time-tables, in each school, district nation-wide composed of the following:

- a) A District Supervisor, or Principal or Head Teacher who shall administer, supervise and monitor the above programs;
- b) Up to 15 teachers (three teachers assigned to each program) who shall implement the project and prepare required reports.

The above members shall be chosen from among the ranks of teachers by the district supervisors concerned, as required by the implementing agency. The members of the task force including the District Supervisor/Principal/Head Teacher, shall be rotated periodically. Heads of task forces other than district supervisors to be chosen among the ranks of principals shall be appointed by the division superintendent upon the recommendation of the district supervisors concerned.

Division supervisors handling the above-named programs not exceeding four (4) in each school division, shall be assigned to evaluate and monitor the programs and to consolidate the task forces' reports.

6.1.1 In no case shall the members exceed the required sixteen (16) personnel constituting each district task force.

6.2 The members of the district task force shall render extra service of at least six (6) hours a week or 24 hours a month and may be paid honoraria not exceeding ₱96.00 per month, based on ₱4.00 per hour of service rendered.

Division Supervisors/Principals/Head Teachers included in the Task Forces shall render at least three (3) hours a week or 12 hours a month of extra service and may be paid honoraria not exceeding ₱48.00 per month based on a ₱4.00 per hour rate.

6.3 The allowable honoraria shall not exceed the maximum rates specified above. Honoraria shall be paid during the duration of the programs and shall be terminated upon its completion unless extended otherwise upon the approval of the Committee referred to in Sec. 8.1.

7.0 Funding Sources

7.1 Funding shall come from the regular budgetary allocation of the programs concerned, subject to Sec. 40 of P.D. No. 1177.

8.0 Other Implementing Rules and Regulations

8.1 A committee shall be created with variable membership to implement this Circular, consisting of the Minister of the Budget as Chairman, and as Members, the Minister of Education and Culture and the Head of the program offices concerned. The Office of Compensation and Position Classification (OCPC) shall provide technical and secretariat services.

8.2 The head of the program office concerned shall prepare a listing of teachers involved and actual payments made at the end of each year to the Ministry of the Budget, in a prescribed form attached

ANNEX B

GUIDELINES ON THE OPERATION OF
NCC AND SPECIAL MEC ORDER

1. A task force shall be instituted for purposes of implementing each of the following programs of highest priority.

- 1.1 Green Revolution and Food Production
- 1.2 School Orchards and Tree Planting (Alay Tanim)
- 1.3 Community Environmental Sanitation
- 1.4 Nutrition and Supplementary School Feeding Program
- 1.5 Health Services Program

2. Members of the task force may be drawn from the elementary, secondary and tertiary levels. This 16-man task force in each school district shall be composed of the district supervisor as chairman, and 15 teachers chosen from among the ranks as required by the program implementing agency.

3. Unless otherwise specified in the proposal of the sponsoring agency, teachers with training and experience in the field of activity must be given first priority in the selection. Second priority may be given to teachers who, in the past, have gone out of their way to serve the school and the community (as volunteers) even without any remuneration.

4. In order to equalize distribution of opportunity to the privilege of receiving honorarium for services rendered outside classroom activities, teachers as well as district supervisors must be selected on a round-robin basis. In other words, no teacher/district supervisor shall be involved a second time in any of the programs until all teachers who are willing to be assigned have been given an opportunity to be involved.

5. The fifteen teachers selected for the task force must be assigned to the five priority programs as listed above (3 members to each program/project). No one teacher shall be assigned to more than one program/project.

6. Length of time of involvement of the 16 members of the task force will depend upon the duration of the entire program, such as:

6.1 If the duration of the program is less than a year, involvement period must cover the entire program.

6.2 If the program is continuing and/or covers more than a year of implementation, involvement period must not exceed one semester but may be extended as program exigency require upon approval by sponsoring agency.

However, a teacher may be replaced during the program/project upon recommendation of the District Supervisor with the concurrence of the Division Supervisor-in-Charge of the program/project.

7. Payment of honoraria shall be based on the accomplishment of each task force member in terms of the expected outputs specified.

REPORTS ON ACCOMPLISHMENT

I. Green Revolution

For the Month/Quarter Ending _____, 19__

Region: _____ Submitted By: _____

Province: _____ Designation: _____

Municipality/City: _____ District: _____

	THIS MONTH/QTR.	LAST MONTH/QTR.	TOTAL THIS MONTH/QTR.
1. No. of Additional Households with Kitchen Garden:	_____	_____	_____
2. Total No. of Additional Trees Planted:	_____	_____	_____
a. Malunggay	_____	_____	_____
b. Papaya	_____	_____	_____
c. Saba Banana	_____	_____	_____
3. No. of Additional Barangay Nurseries Established:	_____	_____	_____
4. No. of Additional School Nurseries Established:	_____	_____	_____
5. No. of Additional Households with Poultry Project:	_____	_____	_____
a. No of Additional Fowls:			
1. Chicken	_____	_____	_____
2. Ducks	_____	_____	_____
6. No. of Additional Households with Livestock Projects:	_____	_____	_____
a. No. of Additional Livestock:	_____	_____	_____

- 1. Hogs _____
- 2. Cattle _____
- 3. Goats _____
- 4. Others _____
- 7. No. of Additional Households with Backyard Fishpond: _____
- 8. No. of Additional Households Engaged in Home Industries: _____
- 9. No. of Households Engaged in Food Preservation: _____

II. Alay Tanim (Plenty and Living) No. of household _____

Trees	: No. Planted : : this Quarter :	: No. Planted : : Previous Quarter/s :	Utilization of Production			
			: Consumed : : kilos :	: Value P : : :	: Sold : : :	: Value : : :
Trees :	:	:	:	:	:	:
Forest:	:	:	:	:	:	:
Ornamental	:	:	:	:	:	:
T o t a l -						

No. of household with newly planted trees _____ previous qtr.
 Total _____

Remarks:

III. Environmental Sanitation

*Water Supply

_____ Waterworks
_____ Deepwell
_____ Shallow Well
_____ Open Dug Well
_____ Spring
_____ Rain
_____ River

*Excreta Disposal

_____ Water Sealed Toilet
_____ Pit Privy/Antipolo System
_____ Over Hang
_____ Without Toilet

*Garbage Disposal

_____ Burning
_____ Burying
_____ Dumping into Backyard
_____ Dumping into River/
Anywhere
_____ By Public Garbage
Collection

*Liquid Waste Disposal

_____ Sewerage System
_____ With Blind Drainage
_____ Without Blind Drainage

*Stray Animals

_____ Pigs
_____ Cows/Carabao
_____ Goats
_____ Chicken/Ducks

*Surrounding Cleanliness

_____ Excellent
_____ Good
_____ Fair
_____ Very poor

Note:

Need Figures only

Remarks:

Quarterly Report
Qtr. (Month) 198

IV. School Community Health	:	This	:	Previous	:	Total
	:	Qtr.	:	Qtr.	:	During Year
1. Information Dissemination	:	:	:	:	:	:
a. Formal Training:	:	:	:	:	:	:
No. Conducted	:	:	:	:	:	:
b. House to House Health Education Campaign	:	:	:	:	:	:
Total household reached	:	:	:	:	:	:
2. Propagation and Utilization of Medicinal Plants	:	:	:	:	:	:
a. No. of households who planted medicinal plants	:	:	:	:	:	:
3. Other Health Services	:	:	:	:	:	:
a. No. of cases (sick persons) referred to professional health worker	:	:	:	:	:	:
b. No. of children immunized	:	:	:	:	:	:
BCG	:	:	:	:	:	:
DT	:	:	:	:	:	:
CT	:	:	:	:	:	:
Total	:	:	:	:	:	:

V. Nutrition Program

1. Information Education	:	:	:	:	:	:
a. Formal Training:	:	:	:	:	:	:
- No. conducted	:	:	:	:	:	:
- Total participants	:	:	:	:	:	:

- b. Nutrition Information Dissemination : : :
 - Total Household reached : : :
- c. Community Demonstrations
 - No. conducted : : :
 - Total Homemakers participated : : :
- d. Nutrition Classes
 - No. Conducted : : :
 - Total No. of Participants : : :
 - Mothers _____ Out of school youth : : :
- 2. Follow-up Home Visits
 - a. Total household visited: : :
 - b. Total babies breastfed.: : :