

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

April 23, 1981

MEC O R D E R  
No. 23, s. 1981

SALARY INCREASES OF NATIONAL GOVERNMENT OFFICIALS  
AND EMPLOYEES EFFECTIVE MARCH 1, 1981

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

1. Inclosed are copies of National Compensation Circular No. 16 on the subject "Salary Increases of National Government Officials and Employees" and letter of the Acting Minister of the Budget granting salary increases to schools superintendents and administrators, both dated March 27, 1981 which are self-explanatory.

2. It is desired, in this connection that the Plantilla of Personnel and Salary Adjustment Form (Annex 4) be prepared immediately for submission direct to the Office of Compensation and Position Classification (OCPC) on or before June 30, 1981, furnishing this Office with a copy thereof.

3. The Plantilla of Personnel and Salary Adjustment for schools superintendents and assistant schools superintendents will be prepared by this Office.

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

Incls.:  
As stated

Reference:  
MEC Order: No. 35, s. 1979

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

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

✓EMPLOYEES	✓PLANTILLA	SALARY
✓OFFICIALS	✓RULES & REGULATIONS	

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

NATIONAL COMPENSATION CIRCULAR NO. 16  
March 27, 1981

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

SUBJECT: SALARY INCREASES OF NATIONAL GOVERNMENT OFFICIALS AND EMPLOYEES

1.0 Purpose

This Circular is being issued in compliance with Executive Order No. 668 dated March 19, 1981 authorizing salary increases/adjustments to all officials and employees of the National Government as a partial implementation of the results of the 1979 salary survey.

2.0 Coverage and Exemptions

All officials and employees in the National Government are covered by this Circular, including those of state universities and colleges, the military personnel of the Armed Forces of the Philippines, the Integrated National Police and the Foreign Service, including Service Attaches, except those for which separate Presidential Directives have been issued.

3.0 Definitions

3.1 The National Compensation and Position Classification Plan is a system of classifying positions of government officials and employees in the national government and of standardizing their compensation, taking into account the nature of the responsibilities pertaining to and the qualifications required for the positions concerned.

3.2 The Special Salary Plan is a system of compensation for specified positions or in a certain ministry/agency/office/government corporation/financial institution authorized in special salary laws, decrees, executive orders and other issuances other than the National Compensation and Position Classification Plans.

3.3 The actual salary of an employee for purposes of this Circular, shall mean the basic salary received as of February 28, 1981, inclusive of merit increase granted on or before February 28, 1981, if any, but exclusive of incentive pay, transportation/representation and cost of living allowances, bonus, honoraria, and/or any other additional benefits.

#### 4.0 Rules and Procedures for Salary Adjustments/Increases <sup>(x)</sup>

4.1 National Government Officials and Employees. Salaries of officials and employees in the National Government which follow the National Compensation and Position Classification Plans shall be increased in accordance with the following rules:

4.1.1 Those whose salaries range from the minimum salary/wage to P8400 per annum shall be increased by three (3) salary steps in the National Salary Schedule or equivalent to approximately 15%;

4.1.2 Those whose salaries are more than P8400 per annum shall be increased by two (2) salary steps in the National Salary Schedule or equivalent to approximately 10%;

4.1.3 Those whose salaries are not on step in the National Salary Schedule shall be increased/adjusted by 15% or 10% as the case may be;

4.1.4 There shall be no upgrading of the existing salary ranges of positions as a consequence of the salary increases herein authorized.

4.2 Special Salary Plans. Employees in agencies that follow special salary plans, other than the National Salary Schedule which include the Office of the President, the Presidential Corporate Counsel, the Batsang Pambansa, the Office of the Solicitor General, the National Prosecution Service and other offices/agencies that do not follow any formalized compensation plans shall be granted salary increases under the following conditions:

4.2.1 If the actual salary of the employee in the special salary plan is on a step in the National Salary Schedule, his salary shall likewise be increased by the same number of salary steps in the National Salary Schedule provided under Paragraphs 4.1.1 or 4.1.2 herein, as the case may be.

4.2.2 In cases where the actual salary of the employee in the special salary plan is not on any of the steps in the National Salary Schedule, his salary shall be adjusted by 15% or 10% as the case may be. This provision shall likewise apply to employees in agencies that do not follow any formalized compensation plan.

#### 4.3 Non-Regular Positions

4.3.1 The compensation of non-regular employees/consultants shall be adjusted in accordance with Paragraph 4.1.1 or 4.1.2 herein, only when the contract of employment/services has been duly

x - Illustrative Examples attached as Annex 1

y - National Salary Schedule attached as Annex 2

approved under the Ministry of the Budget/Civil Service Commission Joint Circular No. 3, dated February 23, 1977. The basis for the computation of the salary increases provided herein shall be the minimum of the salary range allocation of the comparable class in the National Classification Plan, exclusive of the 20% premium pay.

4.3.2 Emergency/casual employees whose salaries/wages are paid out of lump-sum appropriations shall be given the same percentage increases provided under Par. 4.1.1, 4.1.2 or 4.1.3 hereof, as the case may be.

4.4 Recipients of Previous Salary Adjustments. Employees in agencies who have been authorized salary increases/adjustments prior to March 1, 1981, under separate Presidential Directives shall be deemed to have been granted the salary increases authorized under Executive Order No. 668. However, if the salary adjustment received by an employee is less than the amount that he is entitled to under Paragraph 4.1.1, 4.1.2 or 4.1.3 of this Circular, he shall be allowed to receive the difference.

#### 5.0 Original Appointments

5.1 Effective March 1, 1981, all original appointments to positions covered by the National Compensation and Classification Plans shall be fixed at the hiring rate of the salary range allocation of said positions as shown in Annex "3". The hiring rate in agencies that follow special classification and pay plans and in agencies that do not follow any formalized classification and pay plans, shall be the lowest adjusted salary of the same or similar class/positions in the agency, including those that follow the Salary Grade Schedule provided under Presidential Decree No. 985, as amended by Executive Order No. 594.

#### 6.0 Funding Sources

##### 6.1 Itemized Positions

6.1.1 Salary lapses and other personal services savings of the ministry/bureau/office/agency or state university/college concerned shall first be used to implement the salary increases authorized under this Circular.

6.1.2 Any remaining deficiency in the amounts needed for the herein authorized salary increases shall be covered by the Salary Adjustment Fund in the CY 1981 General Appropriations Act.

6.1.3 Funding from Item 6.1.2 shall be resorted to only if the fund source under Item 6.1.1 is already exhausted.

6.2 Non-Itemized Positions

6.2.1 The salary increase of all non-itemized positions provided herein shall be charged to the respective lump-sum appropriations for salaries/wages reflected in the regular agency budgets.

6.3 No action shall be subsequently taken on requests to use personal services savings for agencies which are authorized to draw against the Salary Adjustment Fund.

7.0 Other Implementing Rules and Procedures

7.1 The Personnel Officer/Administrative Officer of the Ministry, Bureau, Office, Regional Office, Agency, State University or College or other entity of the National Government, shall prepare for purposes of the salary increases under this Circular, a Plantilla of Personnel and Salary Adjustment Form as prescribed herein, attached as Annex 4.

7.2 The Plantilla of Personnel and Salary Adjustment Form shall be certified correct on each page by the Personnel Officer/Administrative Officer and approved by the Head of the Ministry, Bureau, Office, Regional Office, Agency, State University of College, or other entity of the National Government concerned.

7.3 The original and five (5) copies of the approved Plantilla of Personnel and Salary Adjustment Form shall be submitted to the Office of Compensation and Position Classification (OCPC), which shall examine and verify said documents on the basis of its records and certify them accordingly. The OCPC certified copies shall then be distributed as follows:

7.3.1 One copy each to the Civil Service Commission (Central Office) and the Civil Service Commission Regional Office concerned, which shall serve as the Plantilla Appointment Proposal of the particular agency.

7.3.2 One copy to the Commission on Audit, for compliance with auditing requirements.

7.3.3 One copy to the Office of the origin concerned, for proper implementation.

7.3.4 One copy to the Data Processing Service of the Ministry of the Budget.

7.3.5 The original shall remain with the OCPC for purposes of records, control and post-audit.

7.4 The salary increases provided under this Circular shall be subject to appropriate adjustments if, upon review by OCPC,

payment is found to be not in order. The recipient employee/official shall be liable for the refund of any overpayment made.

7.5 The Head of Ministry, Bureau, Regional Office, Agency, State Universities and Colleges or other entity of the National Government concerned, shall notify the official/employee in writing of the corresponding adjusted salary in accordance with this Circular, through a Notice of Salary Adjustment Form as prescribed herein, attached as Annex 5. A copy of the Notice of Salary Adjustment shall be furnished the GSIS, if the beneficiary is a member thereof.

7.6 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 adjusted salary. A sample form is hereto attached as Annex 6.

#### 8.0 Responsibility of the Head of Agency

The head of Ministry, Bureau, Office, Agency, Regional Office, State Universities and Colleges, or other entity of the National Government concerned shall be held personally liable for any payment of salary increase/adjustment 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 excess payment by the employee concerned.

#### 9.0 Payment and Allotment and Accounting Procedures

9.1 The salary adjustment herein authorized may be paid even before 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 before 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 allotment.

9.2 The Accounting Officer of each Ministry, Bureau, Regional Office, Agency, State University or College, 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 for salary increases/adjustments made during a preceding month on the basis of which the Advice of Allotment for the purpose shall be issued, prescribed form is attached herewith as Annex 7.

9.3 The Head of the Ministry, Bureau, Office, Regional Office, Agency, State University or College, or other entity of the National Government, shall submit on or before June 30, 1981, the Plantilla of Personnel and Salary Adjustment Form referred to in Paragraph 7.1 of this Circular. Failure to submit the Plantilla of Personnel and Salary Adjustment Form shall cause the suspension by the Ministry of the Budget of the release of the Advice of Allotment and Cash Disbursement Ceiling for the succeeding quarters.

10.0 Contributions. The salary increases/adjustments herein authorized are subject to the mandatory requirements of GSIS life and retirement insurance premiums if the recipient is a member of the GSIS, and the Home Development Mutual Fund of 1980.

11.0 Saving Clause

11.1 Notwithstanding the provision of any other rule, no employee shall be given a salary increase/adjustment which will raise his salary higher than the salary of his immediate supervisor.

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

12.0 Effectivity of Salary Increases/Adjustments

The salary increases/adjustments provided herein shall take effect March 1, 1981.

(SGD.) MANUEL S. ALBA  
Acting Minister of the Budget

A true copy

Illustrative Examples of Computations Relative  
to Salary Increases/Adjustments Under E. O. No. 668

I. For Employees Whose Salaries Are On Step in the National Salary Schedule

1. The actual salary of an employee is at the minimum salary step of R-46 which is ₱5640 as of February 28, 1981. Under Par. 4.1.1 his adjusted salary as of March 1, 1981 will be ₱6552, the salary step after counting from his actual salary of ₱5640 additional 3 salary steps in the National Salary Schedule. His salary adjustment/increase is computed as follows:

Adjusted Salary as of March 1, 1981 . . . . .	₱6552
Less: Actual Salary as of February 28, 1981 . . . . .	5640
Salary Adjustment . . . . .	₱ 912 per annum
	or ₱ 76 per month

2. The actual salary of an employee is at the maximum salary step of R-48 which is ₱7608, inclusive of his one-step merit increase, as of February 28, 1981. His adjusted salary as of March 1, 1981 will be ₱8832, the salary step after counting from his actual salary of ₱7608 additional 3 salary steps in the National Salary Schedule. His salary adjustment/increase is computed as follows:

Adjusted Salary as of March 1, 1981 . . . . .	₱8832
Less: Actual Salary as of February 28, 1981 . . . . .	7608
Salary Adjustment . . . . .	₱1224 per annum
	or ₱ 102 per month

3. The actual salary of an employee as of February 28, 1981 is ₱14532, the second step of R-64. Under Par. 4.1.2 his adjusted salary as of March 1, 1981 will be ₱16044, the salary step after counting from his actual salary of ₱14532 additional 2 salary steps in the National Salary Schedule. His salary adjustment/increase is computed as follows:

Adjusted Salary as of March 1, 1981 . . . . .	₱16044
Less: Actual Salary as of February 28, 1981 . . . . .	14532
Salary Adjustment . . . . .	₱1512 per annum
	or ₱ 126 per month

II. For Employees Whose Salaries Are Not On Step in the National Salary Schedule

1. The salary range allocation of the position of an employee is R-40 (₱4188-5112). His actual salary is ₱4680 which, by law, is the present minimum salary per annum. Under



Par. 4.1.3 his adjusted salary will be P5382, which is exactly 15% more than his actual salary of P4680. His salary adjustment/increase is computed as follows:

Actual Salary as of February 28, 1981 . . .	P4680
15% Salary Adjustment/Increase . . . . .	702
Adjusted Salary as of March 1, 1981 . . . . .	P5382

- The salary range allocation of the position of an employee is R-60 (P11328-13824). His actual salary is P12,200 per annum which is between the second and third steps of R-60. Under Par. 4.1.3 his adjusted salary will be P13,420 per annum, which is exactly 10% more than his actual salary of P12,200. His salary adjustment/increase is computed as follows:

Actual Salary as of February 28, 1981 . . .	P12200
10% Salary Adjustment/Increase . . . . .	1220
Adjusted Salary as of March 1, 1981 . . . . .	P13420

III. Salary Adjustments of Contractual/Consultant Positions

- The total compensation of a contractual employee as of February 28, 1981 is P540 per month or P6480 per annum, inclusive of the 20% premium pay. His position is classified as comparable to Mason Foreman, R-45, the minimum monthly salary of which is P448 under MB-CSC Joint Circular No. 3. His salary adjustment/increase will be computed as follows:

Actual basic compensation (minimum of range) as of February 28, 1981 . . . . .	P448
Plus: 20% premium pay . . . . .	90
Actual compensation . . . . .	P538 rounded to P540

Basic salary (minimum of range) . . . . .	P448
Add: 15% of basic salary or 3 salary steps . . . . .	72
Adjusted basic compensation . . . . .	P520
Add: 20% premium pay based on the adjusted basic compensation . . . . .	104
Adjusted compensation as of March 1, 1981 . . . . .	P624 rounded to P630/mc
or	P7560 per annum

- The total compensation of a contractual employee as of February 28, 1981 is P1,080 per month or P12,960 per annum inclusive of the 20% premium pay. His position is classified as comparable to Science Technologist I, R-59, the minimum monthly salary of which is P898 under MB-CSC Joint

Circular No. 3. His salary adjustment/increase will be computed as follows:

Actual basic compensation (minimum of range) as of February 28, 1981 . . . . .	P 898	
Plus: 20% premium pay . . . . .	180	
Actual Compensation . . . . .	<u>P1080</u>	
Basic Salary (minimum of range) . . . . .	898	
Add: 10% of basic salary or 2 salary steps . . . . .	94	
Adjusted basic compensation . . . . .	<u>P 992</u>	
Add: 20% premium pay based on the adjusted basic compensation . . . . .	198.40	
Adjusted compensation as of March 1, 1981 . . . . .	<u>P1190.40</u>	rounded to P1200 month
	or	P14400/ annum

## NATIONAL SALARY SCHEDULE

<u>Salary Range</u>	<u>1st Step</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>5th Step</u>	<u>Salary Range</u>
35	P3,264	P3,432	P3,612	P3,792	P3,984	35
36	3,432	3,612	3,792	3,984	4,188	36
37	3,612	3,792	3,984	4,188	4,404	37
38	3,792	3,984	4,188	4,404	4,632	38
39	3,984	4,188	4,404	4,632	4,860	39
40	4,188	4,404	4,632	4,860	5,112	40
41	4,404	4,632	4,860	5,112	5,376	41
42	4,632	4,860	5,112	5,376	5,640	42
43	4,860	5,112	5,376	5,640	5,928	43
44	5,112	5,376	5,640	5,928	6,240	44
45	5,376	5,640	5,928	6,240	6,552	45
46	5,640	5,928	6,240	6,552	6,888	46
47	5,928	6,240	6,552	6,888	7,236	47
48	6,240	6,552	6,888	7,236	7,608	48
49	6,552	6,888	7,236	7,608	7,992	49
50	6,888	7,236	7,608	7,992	8,400	50
51	7,236	7,608	7,992	8,400	8,832	51
52	7,608	7,992	8,400	8,832	9,288	52
53	7,992	8,400	8,832	9,288	9,756	53
54	8,400	8,832	9,288	9,756	10,260	54
55	8,832	9,288	9,756	10,260	10,776	55
56	9,288	9,756	10,260	10,776	11,328	56
57	9,756	10,260	10,776	11,328	11,904	57
58	10,260	10,776	11,328	11,904	12,516	58
59	10,776	11,328	11,904	12,516	13,152	59
60	11,328	11,904	12,516	13,152	13,824	60
61	11,904	12,516	13,152	13,824	14,532	61
62	12,516	13,152	13,824	14,532	15,264	62
63	13,152	13,824	14,532	15,264	16,044	63
64	13,824	14,532	15,264	16,044	16,860	64
65	14,532	15,264	16,044	16,860	17,724	65
66	15,264	16,044	16,860	17,724	18,636	66
67	16,044	16,860	17,724	18,636	19,584	67
68	16,860	17,724	18,636	19,584	20,580	68
69	17,724	18,636	19,584	20,580	21,624	69
70	18,636	19,584	20,580	21,624	22,728	70
71	19,584	20,580	21,624	22,728	23,892	71
72	20,580	21,624	22,728	23,892	25,116	72
73	21,624	22,728	23,892	25,116	26,388	73
74	22,728	23,892	25,116	26,388	27,732	74
75	23,892	25,116	26,388	27,732	29,148	75
76	25,116	26,388	27,732	29,148	30,624	76
77	26,388	27,732	29,148	30,624	32,184	77
78	27,732	29,148	30,624	32,184	33,816	78

79	29,148	30,624	32,184	33,816	35,532	79
80	30,624	32,184	33,816	35,532	37,344	80
81	32,184	33,816	35,532	37,344	39,240	81
82	33,816	35,532	37,344	39,240	41,232	82
83	35,532	37,344	39,240	41,232	43,332	83
84	37,344	39,240	41,232	43,332	45,540	84
85	39,240	41,232	43,332	45,540	47,856	85

NATIONAL SALARY SCHEDULE  
MONTHLY, DAILY AND HOURLY RATE SCHEDULE

Based on 56-Hour Week or 2912-Hour Year

<u>Salary Range</u>	<u>Annual</u>	<u>Monthly</u>	<u>Daily</u>	<u>Hourly</u>
35	₱ 3264	₱ 272	₱ 8.97	₱1.121
36	3432	286	9.43	1.179
37	3612	301	9.92	1.240
38	3792	316	10.42	1.302
39	3984	332	10.94	1.368
40	4188	349	11.50	1.438
41	4404	367	12.10	1.512
42	4632	386	12.72	1.591
43	4860	405	13.34	1.669
44	5112	426	14.04	1.755
45	5376	448	14.77	1.846
46	5640	470	15.49	1.937
47	5928	494	16.28	2.036
48	6240	520	17.14	2.143
49	6552	546	18.00	2.250
50	6888	574	18.92	2.365
51	7236	603	19.87	2.485
52	7608	634	20.90	2.613
53	7992	666	21.95	2.745
54	8400	700	23.07	2.885
55	8832	736	24.26	3.033
56	9288	774	25.51	3.190
57	9756	813	26.80	3.350
58	10260	855	28.18	3.523
59	10776	898	29.60	3.701
60	11328	944	31.12	3.890
61	11904	992	32.70	4.088
62	12516	1043	34.38	4.298
63	13152	1096	36.13	4.516
64	13824	1152	37.98	4.747
65	14532	1211	39.92	4.990
66	15264	1272	41.93	5.242
67	16044	1337	44.07	5.510
68	16860	1405	46.31	5.790
69	17724	1477	48.69	6.087
70	18636	1553	51.19	6.400
71	19584	1632	53.80	6.725
72	20580	1715	56.54	7.067
73	21624	1802	59.40	7.426
74	22728	1894	62.43	7.805
75	23892	1991	65.63	8.205

<u>Salary Range</u>	<u>Annual</u>	<u>Monthly</u>	<u>Daily</u>	<u>Hourly</u>
76	225116	2093	69.00	8.625
77	26383	2199	72.49	9.061
78	27732	2311	76.18	9.523
79	29148	2429	80.07	10.009
80	30624	2532	84.13	10.516
81	32184	2682	88.42	11.053
82	33816	2818	92.90	11.613
83	35532	2961	97.61	12.201
84	37344	3112	102.59	12.824
85	39240	3270	107.80	13.475

Note:

The lowest salary to be paid to any employee shall be fixed in accordance with the Minimum Wage Law. In the event of any change in the Minimum Wage Law, the minimum salary rate shall be raised or lowered, but in no case shall any employee receive less than the minimum of the range to which his class has been assigned.

Hiring Rate  
(As of March 1, 1981)

<u>Salary Range</u>	<u>Rate/Annum</u>	<u>Rate/Month</u>
38)		
39)		
40)	P 5,382	P 448.50
41)		
42)		
43	5,640	470
44	5,928	494
45	6,240	520
46	6,552	546
47	6,888	574
48	7,236	603
49	7,608	634
50	7,992	666
51	8,400	700
52	8,632	736
53	9,288	774
54	9,756	813
55	9,756	813
56	10,260	855
57	10,776	898
58	11,328	944
59	11,904	992
60	12,516	1,043
61	13,152	1,096
62	13,824	1,152
63	14,532	1,211
64	15,264	1,272
65	16,044	1,337
66	16,860	1,405
67	17,724	1,477
68	18,636	1,553
69	19,584	1,632
70	20,580	1,715
71	21,624	1,802
72	22,726	1,896
73	23,892	1,991
74	25,116	2,093
75	26,388	2,199
76	27,732	2,311
77	29,148	2,429
78	30,624	2,552
79	32,164	2,682
80	33,816	2,818
81	35,532	2,961
82	37,344	3,112
83	39,240	3,270
84	41,232	3,436
85	43,332	3,611

PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT FOR SY 1981

Name Of Office \_\_\_\_\_

Item No.	Designation	Seniority	Range	Salary	Actual	Justified	Annul	From	To	Effective	Diff	12-31	Incumbents	U:F	S:t
36-1	Clerk	46	6552	6888*	7992	1104	920	María Cruz							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)				
Page Total															

APPROVED: \_\_\_\_\_

(Head of Office)

CERTIFIED CORRECT:

Note:-

Administrative Officer/Personnel Officer

\* Includes merit increase received on or before February 28, 1981

If both item numbers are not item number to be reflected that of PSI, BP Blg. 80, CY 1 of PSI, BP Blg. 40 CY 1980, p the position in the latter ha over in the PSI for CY 1981.



Name of Agency

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Pursuant to National Compensation Circular No. \_\_\_\_\_ implementing Executive Order No. 668 dated March 19, 1981, your salary is hereby adjusted effective March 1, 1981, as follows:

Basic Annual/Daily Salary as of		
February 28, 1981 . . . . .	P	_____
Add: Merit Increase if any . . . . .	P	_____
Add: Salary Increase . . . . .	P	_____
Adjusted Salary Effective		
March 1, 1981 . . . . .	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. (PSI BP Blg. 40/80) \_\_\_\_\_  
Page \_\_\_\_\_  
Present Salary Range \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Head of Agency/Regional Director

cc: The CSIS

Name of Agency

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date

Special Order  
No. \_\_\_\_\_ s. 1981

Pursuant to National Compensation Circular No. \_\_\_\_\_  
implementing Executive Order No. 668 dated March 19, 1981,  
the salaries of the following officials/employees have been  
increased from P \_\_\_\_\_ to P \_\_\_\_\_ effective March 1,  
1981:

Name of Official/ Employee	Item No. per PSI BP Blg. 40/80
1.	
2.	
3.	
4.	
5.	

Their salaries have been adjusted as of March 1, 1981  
as follows:

Basic Annual/Monthly/Daily Salary	
as of February 28, 1981 . . . . .	P _____
Add: Merit Increase, if any . . . . .	P _____
Add: Salary Increase . . . . .	P _____
Adjusted Salary as of March 1, 1981 . . . . .	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.

Head of Agency

cc: The GSIS



Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG GUGULING PAMPAMAHALAAN  
MINISTRY OF THE BUDGET  
Malacañang, Manila

March 27, 1981

The Minister  
Ministry of Education and Culture  
Arroceros St., Manila

S i r :

In accordance with Executive Order No. 659 dated March 19, 1981, granting salary increases to School Superintendents and Administrators, I am pleased to inform you that you may now implement the increase/adjustment of salaries of School Superintendents and Administrators cited below by six (6) salary steps in the National Salary Schedule or equivalent to approximately thirty percent (30%) as full implementation of the 1979 Salary Survey results effective March 1, 1981:

Vocational School Administrator I, R-64  
Vocational School Administrator II, R-66  
Vocational School Administrator III, R-68  
Vocational School Superintendent I, R-69  
Vocational School Superintendent II, R-70  
Assistant Schools Division Superintendent, R-68  
Schools Division Superintendent, R-71  
Vocational College Superintendent, R-71

The basis for the computation of the salary increase shall be the actual basic salary of the official as of February 28, 1981, inclusive of merit increase granted on or before February 28, 1981, if any, but exclusive of incentive pay, transportation/representation and cost of living allowances, bonus, honoraria and/or any additional compensation benefits.

Illustrative Examples:

1. A Vocational School Superintendent I, R-69 (P17724-P21624) has an actual basic salary of P17724 per annum, the minimum of R-69. His adjusted salary under the said Executive Order will be P23,892, the salary step after counting additional six (6) salary steps, or approximately 30%, from his actual salary of P17724. His salary adjustment will be P6,168 per annum or P514 per month.

2. A Vocational School Superintendent I, R-69 (P17724-P21624) has an actual basic salary of P19,584, which is the 3rd step of R-69, his adjusted salary will be P26,338. His salary adjustment is P6,804 per annum or P567 per month.

It is emphasized that while the salary of the above sample officials is increased, the salary range remains at R-69.

The head of the Ministry shall notify the official in writing of the corresponding adjusted salary in accordance with their respective increases stated in this letter, through a Notice of Salary Adjustment Form as prescribed herein attached as Annex "A". A copy of the notice of salary adjustment shall be furnished the GSIS, if the beneficiary is a member thereof.

The salary increases provided under this letter shall be subject to appropriate adjustments, if upon review by OCPC, payment is found to be not in order. The recipient official shall be liable to the refund of any overpayment made.

The funds needed to implement the increase, shall be drawn from the salary lapses of the Ministry of Education and Culture and any remaining deficiency from the Salary Adjustment Fund in the CY 1981 Appropriations Act.

The salary adjustment herein authorized may be paid even before 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 before 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 allotment.

The accounting officer of the MEC/Regional Office shall accomplish and submit to the Ministry of the Budget not later than fifteen (15) days from the end of its preceding month, a statement of actual payments for salary increases/adjustments made during a preceding month on the basis of which the Advice of Allotment for the purpose shall be issued, prescribed form is attached as Annex "B".

The salary increases/adjustments herein authorized are subject to the mandatory requirements of GSIS life and retirement insurance premiums if the recipient is a member of the GSIS and the Home Development Mutual Fund of 1980.

Very truly yours,

(SGD.) MANUEL S. ALBA  
Acting Minister of the Budget

A true copy

\_\_\_\_\_  
Name of Agency

NOTICE OF SALARY ADJUSTMENT/INCREASE

\_\_\_\_\_  
Date

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam:

Pursuant to a letter of the Minister of the Budget implementing Executive Order No. 669 dated March 19, 1981, your salary is hereby adjusted effective March 1, 1981, as follows:

Basic Annual/Daily Salary as of  
February 28, 1981 . . . . . P \_\_\_\_\_  
Add: Merit Increase if any . . . . . P \_\_\_\_\_  
Add: Salary Increase . . . . . P \_\_\_\_\_  
Adjusted Salary Effective March 1, 1981 . P \_\_\_\_\_

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

Position Title \_\_\_\_\_  
Item No. (PSI BP Blg. 80) \_\_\_\_\_  
Page \_\_\_\_\_  
Present Salary Range \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Head of Agency/Regional  
Director

cc: The GSIS

Name of Agency

NOTICE OF SALARY ADJUSTMENT/INCREASE

Date

Special Order  
No. \_\_\_\_\_ s. 1981

Pursuant to a Letter of the Minister of the Budget implementing Executive Order No. 669 dated March 19, 1981, the salaries of the following officials/employees have been increased from P \_\_\_\_\_ to P \_\_\_\_\_ effective March 1, 1981:

Name of Official/ Employee	:	Item No. per PSI BP Blg. 80
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- 1.
- 2.
- 3.
- 4.
- 5.

Their salaries have been adjusted as of March 1, 1981 as follows:

Basic Annual/Monthly/Daily Salary  
as of February 28, 1981 . . . . . P \_\_\_\_\_

Add: Merit Increase, if any . . . . . P \_\_\_\_\_

Add: Salary Increase . . . . . P \_\_\_\_\_

Adjusted Salary as of March 1, 1981 . . . . . 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.

Head of Agency

cc: The GSIS

