

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

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MEC O R D E R
No. 47, s. 1981

ADDITIONAL GUIDELINES FOR THE IMPLEMENTATION
OF THE SELECTIVE MERIT INCREASE PROGRAM

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

1. In reference to MEC Order No. 28, s. 1981, containing the rules and regulations for a more aggressive implementation of the merit increase program, pursuant to Civil Service Memorandum Circular No. 1, s. 1981 and National Budget Circular No. 340 dated February 27, 1981, the following additional guidelines are hereby prescribed:

- a. An employee shall be granted a merit increase only once a year in any given category and if basis or justification is the same as the one previously applied.
- b. An employee who has been promoted shall be entitled to a merit increase for exemplary performance only after rendering at least one (1) full rating period in his present position.
- c. Nominations and justifications for merit increase shall be made by the immediate chief and chief of office of the employee concerned as a prerequisite for approval. An employee on special detail, duly authorized by proper authority, may be recommended for merit increase by the chief of office where he is detailed provided such recommendation has the concurrence of the office where his position belongs.
- d. An employee shall be entitled to a merit increase for exemplary performance in assigned functions only if such assignment covers a period of not less than six (6) months and as long as the chief concerned concurs.

2. In order to preclude complaints from equally deserving employees, merit increases shall be prioritized in this order: first, to employees who have completed a baccalaureate, master's or doctoral degree; second, to employees who have introduced a significant cost-saving or efficiency-enhancing innovation; and third, to employees who have rendered exemplary performance, as defined in the aforementioned joint circular.

3. Under the third category, employees who have been rated 'outstanding' shall be given priority over those rated 'very satisfactory' or have rendered creditable accomplishment of a special assignment. However, employees who have not been granted a merit increase for exemplary performance shall be given priority over those who have already enjoyed a merit increase under the same criterion, and only when the quota on the number of employees to be given merit increases or the amount for merit increases allotted in the appropriation is not exceeded may employees who have previously received merit increases be nominated again.

4. This Order should be brought to the attention of all concerned, especially the Merit Increase Committee, for their information and guidance.

5. Strict compliance is enjoined.

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

References:

Department Order: No. 60, s. 1976
MEC Orders: Nos 40, s. 1978; 65, s. 1979; 15, s. 1980; and
(28,) and 41, s. 1981

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

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