

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

June 25, 1982

MEC O R D E R
No. 24, s. 1982

ACROSS THE BOARD ADDITIONAL SALARY INCREASE OF
TEACHERS AND RELATED TEACHING POSITIONS IN
MEC EFFECTIVE JANUARY 1, 1982

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

1. Inclosed is a copy of the letter of the Minister of the Budget dated June 8, 1982 granting the P96.00/month across-the-board additional salary increase of teachers and related teaching positions in the Ministry of Education and Culture effective January 1, 1982, which is self-explanatory.
2. Conformably thereto, it is desired that the Plantilla of Personnel and Salary Adjustment Form be prepared and the same be submitted direct to reach the Office of Budget and Management, not later than July 15, 1982. The salary adjustments of schools division superintendents, assistant schools division superintendents and vocational school superintendents shall be made by this Office.
3. Please be guided accordingly.

(SGD.) HERMENEGILDO C. Dumlao
Acting Minister

Incl.:
As stated

Reference:
None

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

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

OFFICIALS
SALARY
TEACHERS

Republic of the Philippines
Office of Budget and Management
MALACANANG, MANILA

June 8, 1982

Hon. Onofre D. Corpuz
Minister
Ministry of Education
and Culture
Arroceros St., Manila

S i r:

In line with the approval of the President dated April 26, 1982 of our memorandum on the additional salary increase of teachers effective January 1, 1982, I am pleased to inform you that you may now implement the P96.00/month across-the-board additional salary increase of teachers and related teaching positions in the MEC.

The P96.00/month across-the-board increase for teachers and related teaching positions, and also the positions falling under the Educational Supervision and Planning Group will raise the monthly take home pay of the lowest level teaching positions from P904/month to P1,000/month inclusive of allowances, broken down as follows:

Basic Salary	P 774
Add:	96
Total	P 870
Add: COLA	100
Clothing Allowance	21
Supplemental Cash Allowance	9
Total	P 1,000/month or P12,000 p.a.

Likewise, the same P96.00/month across-the-board salary increase will apply to the succeeding **higher** levels of teaching positions who were also beneficiaries under NCC No. 17.

Effective January 1, 1982, all original appointments to classes of positions which are beneficiaries of NCC No. 17, including those classes of positions under the Educational Supervision and Planning Group, shall not be lower than the minimum of the upgraded salary range under NCC No. 17, plus the approved P96.00/month.

The Personnel Officer/Administrative Officer of the Ministry of Education and Culture, Regional Office/Agency, shall prepare for purposes of this salary increases/adjustments, the Plantilla of Personnel and Salary Adjustment Form herein attached, as ANNEX "A".

The Regional Director, MEC, shall notify the employee/official in writing of his adjusted salary through a notice of Salary Adjustment Form as prescribed, herein attached as ANNEX "B". A copy of the Notice of Salary Adjustments shall be furnished the GSIS.

The Regional Director, MEC, shall be held personally liable for any payment of salary increase/adjustment not in accordance with the herein rules, and for the non-submission of the required reports without prejudice, however, to refund any excess payment by the employee concerned.

The salary adjustment herein authorized may be paid even before the receipt by the Agency of the Advice of Allotment from the Office of Budget and Management. The Cash Disbursement Ceiling for the purpose shall be issued by the Office of Budget and Management 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 Regional Office, shall accomplish and submit to the Office of Budget and Management not later than fifteen (15) days from the end of the preceding month a statement of actual payments for salary increases/adjustments made during the preceding month on the basis of which the Advice of Allotment for the purpose shall be issued. Prescribed form is attached herewith as ANNEX "C".

The head of the Regional Office, shall submit on or before July 15, 1982, the Plantilla of Personnel and Salary Adjustment Form.

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

The amounts needed to implement this salary increases/adjustments shall be taken from the salary lapses and other Personal Services Savings of the Ministry of Education.

Any remaining deficiency shall be covered by the Salary Adjustment Fund in the CY 1982 General Appropriations Act and from budgetary reserves, with the approval of the Minister of the Budget.

The Salary Adjustment Fund shall be used only if the salary lapses and other Personal Services Savings of the MSC is already exhausted.

No action shall be subsequently taken in the use of personal services savings for Agencies which are authorized to draw against the Salary Adjustment Fund.

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.

Cases not covered by the rules of this increase/adjustment shall be submitted to the Minister of the Budget for appropriate action and/or recommendation.

Very truly yours,

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

A true copy

Name of Agency

The Minister of the Budget
M a n i l a

Attention: Budget Operations Office I/II

S i r :

Pursuant to the approval of the President dated April 26, 1982, I hereby request for the release of P _____ from the _____ Fund Item _____, Page _____ of Batas Pambansa Blg. 131, PSI for CY 1981 to cover disbursement for salary adjustment/increase therein authorized, made during the month of _____.

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

Very truly yours,

(Head of Agency)

(Accounting Officer)

Name of Agency _____

Notice of Salary Adjustment/Increase

June 8, 1982

Mr./Ms. _____

Sir/Madam:

Pursuant to the approval of the President dated April 26, 1982, your position, classified as _____ under Item No. _____, Page _____ of B.P. Blg. 151 has been adjusted from P _____ per annum (actual salary) to P _____ per annum effective January 1, 1982, computed as follows:

Actual salary as of December 31, 1981 -----P _____

Add: Salary Adjustment ----- _____

Adjusted salary as of January 1, 1982

(include _____ step(s) merit increase if any) ----- _____

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.

Very truly yours,

(Head of Agency)

Copy furnished:

Name of Office _____

PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT FOR CY 1982

Item No.	PSI for	Designation	OCPC Clas- sification	Salary Adjust- ed Range	Actual Salary as of Dec. 31, 1981	Adjusted Salary per BP Dec. 31, 1981	Off. Jan. 1, 1982	Salary Differ- ence	Name of Incumbents	Initials	Date of last pro- motion
131	80										
8	7	Elementary Grades Teacher	Elementary Grades Teacher	R-56	P9288	P9288	P10,440P1,152		Agnes L. Carganilla	-	8/7/80

CERTIFIED CORRECT:

APPROVED:

Administrative Officer/Personnel Officer

(Head of Agency)