

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

August 27, 1982

MECS O R D E R
No. 37, s. 1982

CLARIFYING AND SUPPLEMENTING CERTAIN
PROVISIONS ON THE IMPLEMENTATION OF
THE 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
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Civil Service Memorandum Circular No. 8, s. 1982 and National Budget Circular No. 363 dated April 5, 1982 on the subject: Clarifying and Supplementing Certain Provisions of Civil Service Memorandum Circular No. 1, s. 1981 and NBC No. 340, dated February 27, 1981 and Budget Circular No. 286 and Civil Service Memorandum Circular No. 3, dated January 1, 1978, which is self-explanatory.
2. It is desired that the said joint circular be brought to the attention of all officials, teachers and other school personnel for their information and guidance.
3. Please be guided accordingly.

(SGD.) ABRAHAM I. FELIPE
Acting Minister

Incl.: As stated

References: MEC Orders: Nos. 40, s. 1978; 65, s. 1979; 15, s. 1980;
28, 41, and 47, s. 1981.

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

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

BUREAUS & OFFICES	OFFICIALS	SALARY
EMPLOYEES	RULES & REGULATIONS	TEACHERS

(Inclosure to MECS Order No. 37, s. 1982)

Republic of the Philippines
OFFICE OF BUDGET AND MANAGEMENT
Malacañang, Manila

CIVIL SERVICE MEMORANDUM CIRCULAR NO. 8 s. 1982
and
NATIONAL BUDGET CIRCULAR NO. 363
April 5, 1982

SUBJECT: CLARIFYING AND SUPPLEMENTING CERTAIN PROVISIONS
OF CIVIL SERVICE MEMORANDUM CIRCULAR NO. 1, S.
1981 AND NBC NO. 340, DATED FEBRUARY 27, 1981
AND BUDGET CIRCULAR NO. 286 AND CIVIL SERVICE
MEMORANDUM CIRCULAR NO. 3, DATED JANUARY 1, 1978

1.0 Purpose

This Circular is being issued to supplement certain provisions and to clarify/modify existing provisions as originally provided for the implementation of the merit increase program.

2.0 The following new sections are hereby added to the existing provisions of CS Memo Circular No. 1, s. 1981 and NBC No. 340 dated February 27, 1981 to read as follows:

Section 2.1 Teachers' Qualifications Credited Under the Teachers' Preparation Pay Schedule -

Positions which have already been upgraded as a result of earning additional educational qualifications/preparation, training and experience, and such other credit allowances based on the Teachers' Preparation Pay Schedule may no longer be entitled to merit increases using the same factors/qualifications.

Section 2.2 Automatic Carry Over -

A merit increase may be automatically carried over as a result of the reclassification of the incumbent's position provided that said duties and responsibilities which served as the basis for the reclassification have been discharged by the employee for at least two rating periods prior to the implementation of said reclassification.

3.0 The following sections of CS Memo Circular No. 1, s. 1981 and NBC No. 340 dated February 27, 1981 and BC No. 286 and CS Memo Circular No. 3 dated January 1, 1978 are hereby modified to read as follows:

3.1 On CS Memo Circular No. 1, s. 1981 and NBC No. 340 dated February 27, 1981

3.1.1 Section 9 Merit Increase for SUC Presidents

The governing boards of state university or college may recommend a merit increase for the President of said university or college based on the attainment of goals and objectives of the university or college and subject to the approval of the Minister of Education and Culture.

3.1.2 Section 14(c) No Automatic Carry Over

A merit increase received by an employee shall not be automatically carried over to a higher position to which the same employee had been promoted.

3.2 On BC No. 286 and CS Memo Circular No. 3 dated January 1, 1978

3.2.1 Section 8 Salary Ceiling

Merit increase may be authorized for incumbents whose salary rates have exceeded the maximum of their salary rates/grades by operation of the authorized salary adjustment by appropriate budget circular as follows:

a. Those occupying positions with salary range of 38 to 42 and whose salaries were affected by the Minimum Wage Law under NBC No. 313, as adjusted under NCC No. 16 at P5382 p.a. may be allowed a merit increase of 3 salary steps over and above the maximum of the range.

b. Those occupying positions with salary range of 43 to 54 may be allowed an additional 3 salary steps over and above the maximum of their present range and likewise, salary range 55 to 85, an additional 2 salary steps, in view of the partial implementation of the 1979 salary survey results.

c. Those occupying positions which have been granted full implementation of the 1979 salary survey results shall follow the maximum of their upgraded ranges.

d. Those occupying teaching positions in SUCs whose salaries have already exceeded the maximum of their salary grade allocation as a result of salary adjustments authorized under various circulars may be authorized merit increase in excess of the maximum of the range in accordance with the provisions of this Circular.

4.0 All existing provisions pertinent to those modified/amended in this Circular are hereby superseded and shall take effect immediately.

(SGD.) ALBINA MANALO-DANS
Commissioner
Civil Service Commission

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

A true copy