

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

September 26, 1983

MECS O R D E R
No. 43, s. 1983

LIFE INSURANCE, RETIREMENT, MEDICARE AND EMPLOYEES'
COMPENSATION CONTRIBUTIONS TO THE GSIS

To: Bureau Directors
Regional Directors
Cultural Agency 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 Joint Circular No. 1 of the Office of Budget and Management and Government Service Insurance System dated July 21, 1983 on the subject, "Life Insurance, Retirement, Medicare and Employees' Contributions to the GSIS," which is self-explanatory.

2. Conformably thereto, the desired reports of the Ministry Central Office, cultural agencies and state universities and colleges should be submitted to the Office of Budget and Management (OBM) thru the National Accounting Office not later than September 30, 1983. As regards regional offices, the reports may be submitted directly to the National Accounting Office, 6th Floor, FMS Building, Arlegui Street, San Miguel, Manila. Those concerned should be advised accordingly.

3. Immediate compliance is requested.

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.:

As stated

Reference:

N o n e

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

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

BUREAUS & OFFICES
EMPLOYEES
OFFICIALS
RULES & REGULATIONS

(Inclosure to MECS Order No. 43, s. 1983)

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

Joint Circular No. 1
Office of Budget and Management
and
Government Service Insurance System
July 21, 1983

To: : HEADS, CHIEF ACCOUNTANTS, ADMINISTRATIVE OFFICERS
OF MINISTRIES, BUREAUS, OFFICES AND AGENCIES OF THE
NATIONAL GOVERNMENT, STATE UNIVERSITIES AND COLLEGES,
SCHOOLS, HOSPITALS AND SANITARIA, AND ALL OTHERS
CONCERNED

Subject : LIFE INSURANCE, RETIREMENT, MEDICARE, AND EMPLOYEES'
COMPENSATION CONTRIBUTIONS TO THE GSIS

WHEREAS, LOI 1102 mandates the Office of Budget and Management to deduct from the approved appropriations of national agencies the government share in the Life, Retirement, Medicare and Employee Compensation Premiums of these agencies for and in behalf of their employees and remit quarterly in advance such contributions to the GSIS;

WHEREAS, the Premium Master Lists and the Premium Remittance Advices submitted by the different national agencies to the GSIS appear to be inadequate bases for the establishment of the actual number of government officials and employees covered by the System and the determination of the accurate amounts remittable quarterly by the Office of Budget and Management to GSIS;

WHEREAS, there is an urgent necessity to establish such number of government officials and employees to enable the Office of Budget and Management to remit the correct amounts quarterly to the GSIS;

In view of all these and in accordance with agreements reached between the Office of Budget and Management and the GSIS:

All officers of government agencies as above mentioned are enjoined to accomplish the attached forms and submit to the OBM thru the National Accounting Office not later than September 30, 1983 to wit:

1. Report on the number and salaries of permanent employees as of December 31, 1982 and as of June 30, 1983. (OBM Form-A)
2. Report on the number, salaries and allowances of permanent employees as of December 31, 1982 and as of June 30, 1983. (OBM Form-A-Supplement)

3. Report on the number, salaries and allowances of non-permanent employees as of December 31, 1982 and as of June 30, 1983. (OBM Form-B)

For purposes of meeting the above deadline, regional offices concerned may submit the ~~accomplished form~~, indicating therein the Region number, directly to the National Accounting Office, 6th Floor, PMS Building, Arlegui Street, San Miguel, Manila.

For the present, the above reports shall be prepared separately (as of December 1982 and as of June 1983).

Subsequently, all above mentioned officers are enjoined to prepare the reports every quarter and submit the same to the Office of Budget and Management. These reports shall serve as bases for the releases to be made by the Office of Budget and Management to the GSIS.

(SGD.) ROMAN A. CRUZ, JR.
President & General Manager
Government Service Insurance System

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

A true copy

NAME OF AGENCY
 REPORT ON THE NUMBER AND SALARIES
 OF PERMANENT EMPLOYEES
 As of December 31, 1982

AREA CODE (1)	NO. OF PERMANENT EMPLOYEES			TOTAL SALARIES PAID FROM JANUARY 1 TO DECEMBER 31, 1982 (5)
	TOTAL NO. OF PERMANENT EMPLOYEES (2)	NO. OF EMPLOYEES RECEIVING BELOW P500 (3)	NO. OF EMPLOYEES RECEIVING OVER P500 (4)	
A - CENTRAL OFFICE	XXX	XXX	XXX	PXXX
B - REGIONAL OFFICES	XXX	XXX	XXX	PXXX
RO-I	XX	XX	XX	XX
RO-II	XX	XX	XX	XX
RO-III	XX	XX	XX	XX
RO-IV	XX	XX	XX	XX
RO-V	XX	XX	XX	XX
RO-VI	XX	XX	XX	XX
RO-VII	XX	XX	XX	XX
RO-VIII	XX	XX	XX	XX
RO-IX	XX	XX	XX	XX
RO-X	XX	XX	XX	XX
RO-XI	XX	XX	XX	XX
RO-XII	XX	XX	XX	XX
N C R	XX	XX	XX	XX
TOTAL	XXX	XXX	XXX	PXXX

APPROVED :

CERTIFIED CORRECT :

Head of Agency

Chief Accountant

INSTRUCTIONS:

- (1) AREA CODE (Col. 1) - Refers to the geographical area where the employees are deployed
- (2) TOTAL NO. OF PERM. EMP. (Col. 2) - Refers to the actual number of employees as of December 31, 1982, assigned in a particular geographical area. This column should equal to the sum of column 3 and column 4
- (3) NO. OF EMP. RECEIVING BELOW P500 (Col. 3) - Refers to the number of employees receiving a monthly salary of not more than P500
- (4) NO. OF EMP. RECEIVING OVER P500 (Col. 4) - Refers to the number of employees receiving a monthly salary of over P500
- (5) TOTAL SALARIES (Col. 5) - Refers to the total amount of salaries paid per payroll for the period January 1 to December 31, 1982

NAME OF AGENCY _____
 REPORT ON THE NUMBER, SALARIES
 AND ALLOWANCES OF PERMANENT EMPLOYEES
 As of December 31, 1982

AREA CODE (1)	NO. OF PERMANENT EMPLOYEES				SALARIES AND ALLOWANCES PAID FROM JAN. 1 TO DEC. 31, 1982			
	TOTAL NO. OF EMPLOYEES (2)	NO. OF EMP. RECEIVING BELOW P2900 (3)	NO. OF EMP. RECEIVING OVER P2900 (4)	TOTAL SALARIES PAID FOR EMP. RECEIVING BELOW P2900 (5)	TOTAL SALARIES PAID FOR EMP. RECEIVING ABOVE P2900 (6)	TOTAL ALLOWANCES PAID FOR EMP. RECEIVING BELOW P2900 (7)	TOTAL ALLOWANCES PAID FOR EMP. RECEIVING OVER P2900 (8)	
A - CENTRAL OFFICE	XXX	XXX	XXX	PXXX	PXXX	PXXX	PXXX	
B - REGIONAL OFFICES	XXX	XXX	XXX	PXXX	PXXX	PXXX	PXXX	
RO-I	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-II	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-III	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-IV	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-V	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-VI	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-VII	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-VIII	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-IX	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-X	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-XI	XX	XX	XX	PXX	PXX	PXX	PXX	
RO-XII	XX	XX	XX	PXX	PXX	PXX	PXX	
NCR	XX	XX	XX	PXX	PXX	PXX	PXX	
TOTAL	XXX	XXX	XXX	PXXX	PXXX	PXXX	PXXX	

APPROVED :

CERTIFIED CORRECT :

Head of Agency _____

Chief Accountant _____

INSTRUCTIONS :

- (1) AREA CODE (Col. 1) - Refers to the geographical area where the employees are deployed
- (2) TOTAL NO. OF EMPLOYEES (Col. 2) - This pertains to the actual number of permanent employees as of June 30, 1983.
- (3) NO. OF EMP. RECEIVING BELOW P2900 (Col. 3) - This refers to the total number of employees receiving a monthly salary of not more than P2900
- (4) NO. OF EMP. RECEIVING OVER P2900 (Col. 4) - This refers to the total number of employees receiving a monthly salary of over P2900

(5) TOTAL SALARIES PAID FOR EMP. RECEIVING BELOW P2900 (Col. 5) - This refers to the total amount of salaries paid per payroll from January 1 to June 30, 1983 for employees receiving a monthly salary of not more than P2900

(6) TOTAL SALARIES PAID FOR EMP. RECEIVING OVER P2900 (Col. 6) - This refers to the total amount of salaries paid per payroll from January 1 to June 30, 1983, for employees receiving a monthly salary of over P2900

(7) TOTAL ALLOWANCES PAID FOR EMP. RECEIVING BELOW P2900 (Col. 7) - This refers to the actual amount of allowances paid from January 1 to June 30, 1983. This includes only the allowances authorized in the GAA, such as COLA, representation and transportation allowances, etc. Allowances arriving from special projects/ assignments, Ad Hoc Committees, Inter-Agency Committees are not included.

(8) TOTAL ALLOWANCES PAID FOR EMPLOYEES RECEIVING OVER P2900 (Col. 8) - This refers to the actual amount of allowances paid from January 1 to June 30, 1983 for employees whose monthly salaries are over P2900. Include only those allowances authorized in the GAA such as COLA, representation and transportation allowances, etc.

NAME OF AGENCY _____
 REPORT ON THE NUMBER, SALARIES AND ALLOWANCES
 OF NON-PERMANENT EMPLOYEES
 As of December 31, 1982

AREA CODE (1)	NO. OF NON-PERMANENT EMPLOYEES						TOTAL SALARIES AND ALLOWANCES PAID FROM JAN. 1 TO DEC. 31, 1982	
	TOTAL NO. OF NON- PERMANENT EMPLOYEES (2)	NO. OF EMP. HIRED BEFORE JUNE 1, 1977 (3)	NO. OF EMP. HIRED AFTER JUNE 1, 1977 (4)	NO. OF EMP. RECEIVING BELOW P500 (5)	NO. OF EMP. RECEIVING OVER P500 (6)	SALARIES (7)	COLA (8)	
- CENTRAL OFFICE	XXX	XXX	XXX	XXX	XXX	PXXX	PXXX	
- REGIONAL OFFICES	XXX	XXX	XXX	XXX	XXX	PXXX	PXXX	
RO-I	XX	XX	XX	XX	XX	XX	XX	
RO-II	XX	XX	XX	XX	XX	XX	XX	
RO-III	XX	XX	XX	XX	XX	XX	XX	
RO-IV	XX	XX	XX	XX	XX	XX	XX	
RO-V	XX	XX	XX	XX	XX	XX	XX	
RO-VI	XX	XX	XX	XX	XX	XX	XX	
RO-VII	XX	XX	XX	XX	XX	XX	XX	
RO-VIII	XX	XX	XX	XX	XX	XX	XX	
RO-IX	XX	XX	XX	XX	XX	XX	XX	
RO-X	XX	XX	XX	XX	XX	XX	XX	
RO-XI	XX	XX	XX	XX	XX	XX	XX	
RO-XII	XX	XX	XX	XX	XX	XX	XX	
W C R	XX	XX	XX	XX	XX	XX	XX	
TOTAL	XXX	XXX	XXX	XXX	XXX	PXXX	PXXX	

APPROVED :

Head of Agency _____

CERTIFIED CORRECT :

Chief Accountant _____

(9) TOTAL AMOUNT PAID
 PXXXXXX

INSTRUCTIONS

(1) AREA CODE - (Col. 1) Refers to the geographical area where the employees are deployed

(2) TOTAL NUMBER OF NON-PERMANENT EMP. - (Col. 2) Refers to the number of employees assigned in a particular geographical area, as of December 31, 1982. This column should equal to the sum of columns 5 and 6

NON-PERMANENT EMPLOYEES - Includes casual and temporary employees and substitutes in case of teachers. Contractual employees are not included.

(3) NO. OF EMP. HIRED BEFORE JUNE 1, 1977 - Refers to the total number of employees already in the service before June 1, 1977

(4) NO. OF EMP. HIRED AFTER JUNE 1, 1977 - Refers to the total number of employees recruited after June 1, 1977

(5) NO. OF EMP. RECEIVING BELOW P500 - Refers to the number of employees receiving a monthly salary of not more than P500

(6) NO. OF EMP. RECEIVING OVER P500 - Refers to the number of employees receiving a monthly salary over P500

(7) SALARIES - Total amount of salaries paid per payroll for the period January 1 to December 31, 1982. This covers basic salary paid to the non-permanent employees

(8) C O L A - Total amount of Cost of Living Allowance paid per payroll from January 1 to December 31, 1982

(9) TOTAL AMOUNT PAID - This pertains to the sum total of salaries and allowances paid to the non-permanent employees paid during the period January 1 to December 31, 1982