

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

November 9, 1983

MECS ORDER  
No. 52, s. 1983

ADDITIONAL ₱100.00 PER MONTH COST-OF-LIVING ALLOWANCE  
OF NATIONAL GOVERNMENT OFFICES AND EMPLOYEES INCLUDING  
THOSE OF STATE UNIVERSITIES AND COLLEGES

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 National Budget Circular No. 374 dated November 3, 1983 on the subject "Additional ₱100.00 Per Month Cost-of-Living Allowance of National Government Officials and Employees Including Those of State Universities and Colleges," which is self-explanatory.

2. 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:

ALLOWANCE  
EMPLOYEES

OFFICIALS  
TEACHERS

(Inclosure to MECS Order No. 52, s. 1983)

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

NATIONAL BUDGET CIRCULAR NO. 374  
November 3, 1983

TO : HEADS OF MINISTRIES, BUREAUS, OFFICES, AND AGENCIES  
OF THE NATIONAL GOVERNMENT, HEAD OF STATE UNIVERSITIES  
AND COLLEGES AND ALL OTHERS CONCERNED

SUBJECT : ADDITIONAL ₱100.00 PER MONTH COST-OF-LIVING ALLOWANCE  
OF NATIONAL GOVERNMENT OFFICIALS AND EMPLOYEES INCLUDING  
THOSE OF STATE UNIVERSITIES AND COLLEGES

1.0 PURPOSE

This Circular is being issued in compliance with Executive Order No. 922 dated November 3, 1983 authorizing an additional ₱100.00 per month cost-of-living allowance to officials and employees of the National Government, effective November 1, 1983.

2.0 COVERAGE AND EXEMPTION

2.1 All positions of the National Government whether permanent, temporary, emergency, casual or contractual, whether employed on full-time or part-time basis are covered by this Circular, including positions whose salaries are fixed by the Constitution, Ministers or equivalent, Career Executive Service, the Judiciary, uniformed personnel of the Armed Forces of the Philippines and the Integrated National Police.

2.2 Foreign Service personnel and service attaches stationed abroad are not entitled to receive the cost-of-living allowance authorized herein.

2.3 Student-laborers, apprentices and other similar positions are not entitled to receive the cost-of-living allowance authorized herein.

3.0 RULES AND PROCEDURES

3.1 All officials and employees of the National Government who are paid on an annual or monthly basis shall be paid cost-of-living allowance of ₱100.00 per month effective November 1, 1983 in addition to the ₱100.00 per month authorized under LOImp No. 116, as implemented by LOI No. 329.

3.2 Daily-paid workers and laborers shall be entitled to an emergency cost-of-living allowance of ₱3.35 per day effective November 1, 1983 in addition to the ₱3.35 per day authorized under LOImp No. 116, as implemented by NBC No. 379.

3.3 The cost-of-living allowance of an employee who is paid on the hourly, daily or part-time basis, and who is entitled to only a portion thereof, shall be computed on the basis of actual service rendered during the month.

3.4 Teachers/Instructors/Professors and other teaching positions shall be entitled to the cost-of-living allowance provided herein during summer vacation, even if they do not render actual service for the period. For those who did not render the required number of working hours, days for the school year, the herein authorized allowance shall, however, be proportional to the vacation leave credit earned by the regular teacher and/or his substitute concerned.

3.5 Leave of absence with pay shall be considered actual service for purposes of computing cost-of-living allowance.

3.6 Personnel on full-time or part-time detail with another agency of government or with government-owned or controlled corporations shall receive cost-of-living allowance from their home office. No one shall receive the cost-of-living allowance from more than one source.

#### 4.0 FUNDING SOURCE

4.1 Salary lapses and other personnel services savings of the ministry/bureau/office/agency concerned shall first be used to implement the emergency cost-of-living allowance authorized under this Circular.

4.2 The amounts appropriated for salary increase which are incorporated in the budgets of national government offices shall then be utilized next if savings from personnel services cannot cover the requirements.

4.3 Any remaining deficiency in the amounts needed for the herein provided cost-of-living allowance shall be covered by the Salary Adjustment Fund in the CY 1983 General Appropriations Act.

4.4 Funding from Item 4.2 shall be resorted to only if the fund source under Item 4.1 is already exhausted; similarly, funding from Item 4.3 shall be resorted to only, if the fund source under Item 4.2 is already exhausted.

4.5 No action shall be subsequently taken on the use of personal services savings for agencies which have been authorized to draw against the Salary Adjustment Fund.

4.6 In the case of state universities and colleges, the cost-of-living allowance granted to employees whose compensation is paid from the Special Accounts in the General Fund shall likewise be charged to the same Special Accounts in the General Fund.

5.0 RESPONSIBILITY OF HEAD OF AGENCY. The head of ministry, bureau, office, regional office, agency or other entity of the National Government concerned shall be held personally liable for any payment of cost-of-living allowance 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 payments of the employees concerned.

6.0 PAYMENT AND ALLOTMENT AND ACCOUNTING PROCEDURES

6.1 The cost-of-living allowance authorized in this Circular may be paid out of the regular operating allotment of the agency, before the receipt by the Agency of the Advice of Allotment from the Office of Budget and Management. The agency shall submit the usual work and financial plan covering the November-December payment as basis for issuing the Advice of Allotment.

6.2 The Chief Accountant of each ministry, bureau, regional office, office, agency or other entity of the National Government shall accomplish and submit to the Office of Budget and Management not later than fifteen (15) days from the end of a preceding month a statement of actual payments of the allowances made during the preceding month duly certified in accordance with the prescribed form attached as Annex "A", which shall be the basis of the issuance of a Cash Disbursement Ceiling.

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

8.0 EFFECTIVITY. This shall take effect November 1, 1983.

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

A true copy